

NORTH AMERICAN WETLANDS CONSERVATION ACT SMALL GRANTS PROGRAM APPLICATION INSTRUCTIONS

PAPERWORK REDUCTION ACT STATEMENT: This information collection is authorized by the North American Wetlands Conservation Act (NAWCA) of 1989, as amended (16 U.S.C. 4401 et seq.). Your response is required to obtain or retain a benefit in the form of a grant. We estimate that it will take approximately 40 hours to prepare an application, including time to review instructions, gather and maintain data, and complete and review the proposal. An agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget control number. OMB has reviewed and approved this information collection and assigned OMB Control Number 1018-0100. You may submit comments on any aspect of this information collection to: Information Collection Officer, U.S. Fish and Wildlife Service, Mailstop BPHC, 1849 C Street, NW (Mail Stop BPHC), Washington D.C. 20240.

North American Wetlands Conservation Act Small Grants Program FY 2015

Proposal Application Instructions

Deadline: November 7, 2014

INFORMATION COLLECTION STATEMENT: In accordance with the Paperwork Reduction Act (44 U.S.C. 3501), please note the following: This information collection is authorized by the North American Wetlands Conservation Act (NAWCA) of 1989, as amended (16 U.S.C. 4401 et seq.). The information collection solicited is necessary to gain a benefit in the form of a grant, as determined by the North American Wetlands Conservation Council and the Migratory Bird Conservation Commission; is necessary to determine the eligibility and relative value of wetland projects; results in an approximate paperwork burden of 80 hours per application; and does not carry a premise of confidentiality. Your response is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. This information collection has been approved by OMB and the assigned clearance number is 1018-0100. The public is invited to submit comments on the accuracy of the estimated average burden hours for application preparation and to suggest ways in which the burden may be reduced. Comments may be submitted to: Information Collection Clearance Officer, Mail Stop 224 ARLSQ, U.S. Fish and Wildlife Service, Washington, D.C. 20240 and/or Desk Officer for Interior Department (1018-0100), Office of Information and Regulatory Affairs, Office of Management and Budget, New Executive Office Building, Washington, D.C. 20503.

NOTE

The following proposal instructions, associated information, and examples are designed to guide applicants already familiar with the purpose, scope, and expectations of the Small Grants Program in preparing and submitting their application. Therefore, to ensure your project proposal's eligibility and to improve its funding potential, **please be sure you first read all of the information provided** on the Small Grants Program's introductory web page and application instructions overview page, located at <http://www.fws.gov/birdhabitat/Grants/NAWCA/Small/index.shtm>.

Before you begin preparing your proposal, be sure to read the specific guidelines regarding the eligible use of grant and matching funds, eligible sources of match, and funding-use restrictions provided in [Appendix A](#). This appendix provides summary guidelines and is not a complete list of all eligible and ineligible activities, sources of match, and uses of funding. If parts of your proposal are not addressed in [Appendix A](#), or you are uncertain as to your project's eligibility, please contact the [Small Grants Program](#) or NAWCA Small Grants Coordinator: Rodecia McKnight at 703-358-2266 (rodecia_mcknight@fws.gov).

You are also highly encouraged to contact the coordinator of the Joint Venture where your project is located. Joint Venture staff can provide valuable input to applicants during project development and proposal writing. In addition, each Joint Venture will review all of the proposal submissions from within their region and provide feedback about each project to the scoring subcommittee. If you are unfamiliar with the Joint Venture system, [Appendix F](#) contains a map of the Joint Venture administrative areas that will help you identify the Joint Venture where your project is

located and direct contact to your Joint Venture Coordinator at the [U.S. Fish and Wildlife Service Joint Venture Directory](#).

If your proposal includes property acquisition, including fee simple purchases and/or conservation easements funded with either grant or matching funds, it is imperative that you review the requirements for real property acquisition assistance stated in the U.S. Grant Administration Standards, <http://www.fws.gov/birdhabitat/Grants/files/USGrantStandards.pdf>.

- Acquisitions may be made substantially less complicated if you are aware of the requirements ahead of time AND the appropriate documentation is completed in a timely fashion.
- **Proposal easement, leases, and indirect cost rate agreement:**
 - Copies of easements and leases in place when the proposal is submitted should be attached to the proposal.
 - Indirect Cost Agreements- If you are requesting grant funds for indirect costs or using indirect costs as match, attach a copy of your current approved negotiated cost rate agreement (and any other former approved negotiated indirect cost rate agreement used to determine match costs in this proposal) signed by your agency.

Remember that grant funds can only be used to fund activities that occur AFTER the grant proposal is received (pre-agreement period) and/or during the two year grant period. Activities completed prior to receipt of the proposal are ineligible for grant money and will not be funded.

Scientific Integrity Policy: Effective 1/28/2011, the Department of Interior established a policy to ensure and maintain the integrity of scientific and scholarly activities used to inform management and public policy decisions: **DOI Policy 305 DM 3, "Integrity of Scientific and Scholarly Activities"** (<http://www.doi.gov/scientificintegrity/index.cfm>). The Scientific Integrity Policy applies to the Department's employees as well as its contractors, grant recipients and volunteers when they analyze or share scientific information with the public or use the Department's information to make policy or regulatory decisions. This policy now applies to all funding applications received by the North American Wetlands Conservation Act grant program. Essentially, the use of false data to leverage grant funds is a direct violation of DOI's Scientific Integrity Policy and requires the refund of any associated federal assistance.

SUBMITTING A PROPOSAL

Due to the implementation of the Department of Interior Financial and Business Management System (FBMS), the SF 424 form must be submitted through Grants.Gov. The remaining sections of the proposal should be submitted to DBHC via email (see below). Due to code requirements within the FBMS, the term "Budget" cannot be used. "Financial Plan" must be used in its place to avoid data access errors. The following information will be needed in the application process as attachments to the Grants.Gov application.

Federal agencies are exempt from the DUNS, SAM, EIN requirements, etc., and should submit their application directly to the Division of Bird Habitat Conservation. Federal agencies do not need to submit a SF 424.

More information about applying through grants.gov can be found on the www.grants.gov website, on the '[Apply for grants page](#).' Please be aware that:

- In order to apply for a grant, you and/or your organization must complete the Grants.gov registration process. The registration process for an organization or an individual can take between three to five business days or as long as four weeks if all steps are not completed in a timely manner. So please register early!
- Before you can view and complete an application package, you **MUST** have Adobe Reader installed. Application packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended that you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader.
- **Due to code requirements within the FBMS, the term “Budget” cannot be used in any document title. “Financial Plan” must be used in its place to avoid data management errors.**

Proposal Deadline:

Small Grants Program proposals (narrative proposal, SF424, and SF424D) may be submitted at any time prior to deadline, but must be received by **4pm EST on November 7, 2014** in order to be eligible for consideration.

Instructions for submitting the proposal:

1. Submission of the SF 424 form via Grants.gov at:
<http://apply07.grants.gov/apply/opportunities/packages/oppF12AS00306-cfda15.623.pdf>.
Grants.gov will request proposals to be uploaded to their website. Due to file size restrictions, the only documents that can be uploaded to the Grants.Gov website are the SF424 and SF424D forms. Please upload only these two forms to Grants.gov.
2. E-mail your FULL proposal and necessary attachments as **one single PDF file** [*ProjectTitle.pdf*] to: nawca_smallgrant@fws.gov. Do not send separate files of the proposal. If unable to upload the SF424 & SF424D forms into Grants.gov, please send along with the full proposal as one PDF. If successful, you do not need to attach to the emailed version of the proposal.
 - If possible, have the e-mail sent by the intended project officer (same person listed as the contact on the proposal cover page).
 - Remember that maps and photos in your application document will increase the file size.
 - Please make sure to note the size of your completed application file and check that your e-mail system and server are capable of sending an e-mail with an attachment of its size.
 - Please keep a copy of the “sent” e-mail to ensure you can document the submission of your proposal before the deadline.
 - Sending a back-up hardcopy (paper) of your proposal to the address given below is optional. If you opt to send one, please tell us so we can conserve paper by not printing extra copies unnecessarily.

Standard Form SF424 and SF424D Assurances Form: All applicants, EXCEPT the U.S. Fish and Wildlife Service, are required to submit a completed Application for Federal Assistance (SF-424) AND Assurances Construction Programs (SF 424D) form along with their proposal application. These

forms, with instructions, can also be found at: <http://apply07.grants.gov/apply/FormLinks?family=15>. Additional information is available in [Appendix H](#).

Submission to Joint Venture Coordinator: You may also mail a copy to your [Joint Venture Coordinator](#) and proposal partners, as you deem appropriate.

Receipt Confirmation: You will receive an e-mail response from one of the Small Grants Program Coordinator within one week of the submission deadline confirming your application was received. **If you do not receive a confirmation, you should contact one of the program coordinators immediately** to ensure your proposal was received and is not disallowed due to a missed deadline.

Timeframe: All proposal applications are processed in the weeks following the application deadline. Barring any unforeseen scheduling delays, you can expect that final decisions regarding project selections will be made by the North American Wetlands Conservation Council at its meeting in **February 2015**.

You can begin incurring pre-agreement costs at any time after you have submitted your proposal, but official agreements may not be issued until after the Council meeting, or as soon as clearances, payment arrangement steps, and federal funding appropriations have been met. Instructions for these steps will be issued after the February 2015 meeting.

BASIC REQUIREMENTS AND PROPOSAL INSTRUCTIONS

Note: To aid you in completing a proposal, please use the format below and save as one PDF as indicated in step#2 above.

Failure to submit a proposal following the required guidelines and formats will result in the proposal being considered ineligible.

General Requirements

1. All margins should be 1 inch.
2. Format must be in one PDF version
3. Font typeface: Times New Roman

SMALL GRANTS PROPOSAL APPLICATION

Note: Do NOT include a cover/transmittal letter with the proposal. The Cover Page should be the first page of the proposal.

I. COVER PAGE (1 page)

A. General Information

The cover page should contain the following information in the sequence specified.

- Project Title: Due to database limitations, it is critical that the title be limited to 30 characters and that phased proposals retain the original title with only the phase number changing. *Enter a short, descriptive, and unique title. If the proposal is a phase of an earlier funded proposal, use the same title as the earlier proposal and include the appropriate Roman numeral to denote that this is a subsequent proposal.*
- Amount of NAWCA funding requested:
- Project Location (include nearest city, state, and county, parish or borough):
- Project location zip code (nearest city):
- Central Coordinates of Project Site (UTM's and Latitude/Longitude in Degrees Minutes Seconds) *Note: For projects with more than one site, please include a central coordinate for each location in the proposal.*
- Congressional District of Project location:
- Coastal or Non-Coastal Project Site (See map in [Appendix G](#))
- Will any of the NAWCA funds requested as part of this proposal be received or spent by the U.S. Fish and Wildlife Service or another federal agency? *Yes/No*
- Are any carbon sequestration credits involved in your proposal? *Yes/No*
- Will any portion of any tract or activities associated with any tract be used to satisfy wetland or habitat mitigation requirements under Clean Water Act, Rivers and Harbors Act, Fish and Wildlife Coordination Act, Water Resources Development Act, or other related statutes now or in the future? *Yes/No*
- How many more proposals are planned for the same project area?
- Applicant Organization:
- [DUNS Number](#):
- Street (of Applicant Organization):
- City, State, Zip (of Applicant Organization):
- Congressional District of Applicant Organization:
- Project Officer: (Please include an address for the PO if it is different than the one listed above)
- Additional Contacts: Please list anyone who will be communicating with us pre- or post-award about the project.
- Telephone Number:
- Facsimile Number:
- Electronic Mail Address:
- Have you confirmed that all partners, key personnel, and contractors are eligible to participate in federal grants? *Yes/No* *Project officer must confirm that all parties are eligible to participate in federal grants by checking the Federal Excluded Parties List at: <https://www/epl.gov/>. If an ineligible party participates in a federally funded project, all or a portion of the federal funding may be terminated.*

- Has your organization expended more than \$500,000 of federal funds from any source during the last calendar year?: y/n

(If so, please include a copy of your most recent A-133 audit(as a separate attachment when sending full proposal). If your organization did not expend more than \$500,000 federal funds last year, please certify that the A-133 audit was not required):

- Date Submitted:
- **Officer certifies to the following statement:** I have read the FY2015 Small Grant Instructions, eligibility information, and applicable U.S. Grant Administration policies (<http://www.fws.gov/birdhabitat/Grants/files/USGrantStandards.pdf>), and have encouraged partners to read as well. To the best of my knowledge, the proposal is eligible and complies with all NAWCA, North American Wetlands Conservation Council, and federal guidelines. The work in this proposal consists of work and costs associated with long-term wetlands and migratory bird habitat conservation.

II. SUMMARY TABLE (1 page)

A. Purpose and Content

- To facilitate data processing and to help ensure the accuracy and completeness of your application information, please complete the [summary table](#) available from the link below. (This table does not replace other required parts of the application.)
- Information placed in this table must be based on, and refer only to, the immediate proposal, and not to any larger-scale project of which it may be a part.
- Boxes that appear gray have a drop-down menu. These items appear when the cursor is placed on the box and the arrow to the right of the box is selected. Scroll down the list and click on the one you want to add to the summary table. Do not type in your own information in the gray areas.
- Please try not to oversimplify your answers. For example, the purchase price of a parcel of land should be labeled “Fee Acquired” while Appraisal Fees, Closing Costs, etc. are “Other Acquisition Costs”.
- Only include acre values for the following activities: Acquired, Donated, Restoration, Enhancement or Wetland Established. (See note below.)
- If an activity is funded by both grant funds and/or matching contributions please select “Grant/Match” as the funding source. If this is the same activity and is partially funded by non-match select “non-match.” See *Sample* on MS Excel Summary Table below. Any activity **with an acre value** (i.e. Acquired, Donated, Restoration, Enhancement or Wetland Established) that is funded **solely** by non-matching contributions should **not** be included in the summary table.
- Numbers in the summary table **must** agree with corresponding data occurring in other sections of the application. The summary table (section II) must agree with the Financial Plan (section IV). See *Sample* on MS Excel Summary Table below.
 - “Grant request” + “Matching partners” + “Non-matching partners” **MUST** = “Total Project Funding.”
 - “Total Project Funding” should agree with “Activities Total.”
- Each grant and match dollar, except for indirect costs, must be linked to an acre acquired, restored, enhanced, or established.

[MS Excel Summary Table](#)

Note: Additive acres are **new** acres to the project and are counted as part of the total affected acres for the project. Non-additive acquisition acres are acres that will also be restored or enhanced in the current proposal. Place the non-add acres for restored or enhanced under non-add column to show that they have already been accounted for under the acquired category.

In the following example, 100 new acres will be acquired in fee title/fee acquisition using grant and/or match funds. Thirty acres of the 100 acres acquired in fee in this project are also restored. Since we don't want to 'double count' the federal benefit applied to this property, the 30 acres restored are considered non-add acres. Forty acres of the 100 acres acquired in fee in this project are also enhanced. The 40 acres enhanced are considered non-additive acres.

| Activity | Additive Acres | Non-Additive Acres |
|-----------------|----------------|--------------------|
| Fee Acquisition | 100 acres | |
| Restored | | 30 acres |
| Enhanced | | 40 acres |

II. PROJECT DESCRIPTION AND SCOPE OF WORK, TIMETABLE, AND PARTNER INFORMATION (2 pages maximum)

Note: Landowner and tract names must be consistent throughout the proposal

A. Project Description and Scope of Work

Provide short summaries containing all of the following project information:

- Project Need
- Purpose, Goals, and Objectives
- Work to be done and by whom
- Who owns or will own and manage affected lands (see additional note below regarding the National Wildlife Refuge system)
- For acquisition projects (e.g. fee title, easement, contract), please list the known "rights" included with the property purchase/donation (e.g. water rights, mineral rights)
- For restoration/enhancement projects, please list the known "rights" currently held by the property owner (e.g. water rights, mineral rights)
- Duration of benefits, including length of any land or management contracts, easements or other agreements, and
- Expected results and how they will be monitored.

Project Purpose NOTE: In completing section A, address the overall purpose of the immediate project, the number of affected acres/hectares of wetlands and wetland-associated uplands with a brief description of how they will be affected, and any other information necessary to convey an understanding of what the project involves and what it will accomplish. If your project is part of a broader effort, be sure to explain how this specific project fits into the bigger picture.

Refuge Boundary NOTE: If your proposal will use grant funds to acquire property, and title to the property is not being transferred/donated to a National Wildlife Refuge (NWR or Refuge), then please confirm that the property in question does not lie within the boundary of a Refuge. If you are uncertain, you can contact the realty officer at your nearest refuge. To find information about the wildlife refuges in your area, please go to:

<http://www.fws.gov/refuges/profiles/bystate.cfm>. You can also download GIS shapefiles of the NWR acquisition boundaries by region at: <http://www.fws.gov/data/NWRdata.htm>.

B. Timetable

Provide a timetable that highlights the accomplishment of major activities. The timetable should:

- Identify matching activities (old match) that were completed before the grant proposal was received
- Identify match and project activities to be completed either during the project period (maximum 2 years) or during the pre-agreement period (after the proposal is received by USFWS but before a grant agreement is signed); and
- Provide completion dates for old-match activities and estimated completion dates for new match/grant activities.

NOTE: Remember that grant funds can only be used for activities that occur from the day the grant proposal is received by the USFWS through the end of the grant period. In addition, all activities (grant and/or match) **MUST** be completed before the end of the two year grant period.

C. Partner Information

- Partners are individuals or organizations that provide a financial contribution (cash or in-kind) to the project.
- Provide general information about each partner, including: name; affiliation; role(s); and contributions (financial and otherwise) to the project.
- All partners listed here should also be included in Section VII.A of the proposal, as well as listed as Matching or Non-Matching Partners in the summary table.

Notes about Partner Contribution Statements:

- Each matching partner listed in the proposal must complete a partner contribution letter, **including the grantee** and private landowners who provide funds and/or donate title to the property.
- These letters need to be signed, dated, and submitted with the proposal.
- Each letter should state the amount of matching and/or non-matching funds the partner will commit.
- **Failure to submit a partner letter will result in a reduction in your matching contribution by the value of said partner's contribution.** If this reduction causes the grant to match ratio for your proposal to fall below 1:1, your proposal will be ineligible.
- You are also encouraged to submit similar letters for each non-matching partner (including federal partners), especially if the non-matching contribution is of significant value in relation to the requested grant funds.
- To view a sample partner contribution statement, see [Appendix B](#). We will only accept properly formatted Partner Contribution Statements as verification of partner match. Submitting partner letters that do not follow the format in the guidelines will adversely affect the timely review of a proposal and may result in the contribution being considered non-match.
- If you want to show support from non-funding sources, do not send statements, but instead include a statement in the proposal such as “To illustrate the overwhelming

support for this proposal, we have 10 letters on file from landowners and state and federal representatives.”

- The grantee’s statement should not be a cover or transmittal sheet for the proposal.
- Remember that the contribution amount on the statement must be the same as the amount shown in the proposal for the partner. If the amount differs in any section of the proposal or on the statement, the lesser of the two will be considered the partner’s contribution. If there are many such inconsistencies in the proposal, it will be returned as ineligible.

IV. PROJECT FINANCIAL PLAN (1 – 2 pages)

A. General Requirements

The proposal should contain a detailed budget table showing total project costs in the following manner:

- List the total cost per project activity (e.g. \$ for acquisition or restoration) and apportion these costs between grant dollars, matching partner dollars, and, if applicable, non-matching federal (or federal-source) dollars provided by each partner.
- Budget categories must be line items that specifically describe project costs (e.g. "salaries," "contractor services," "equipment," or "supplies.") Similar costs can be lumped into categories (i.e. “equipment” as opposed to separate line items for *tractor rental*, *backhoe rental*, and *300 feet of pipe*).
- Do not oversimplify budget categories. For example, “acquisition” should be reserved for the land value. Other eligible acquisition costs, such as *appraisals* or *closing costs* are “other acquisition costs.”
- All costs associated with old match are considered “in-kind” contributions.
- In a separate column, provide the number of acres/hectares to be affected by the monies expended for acquisition, restoration, enhancement or wetland creation.
- More competitive proposals generally keep grant administration, overhead, and indirect costs (activities not directly associated with acquisition, restoration, enhancement or establishment) below 20% of the grant request. As an exception, if your organization has an officially negotiated indirect cost rate agreement with a US federal agency, you may use your negotiated rate even when it exceeds 20 percent. However, having a cost that is lower than the negotiated rate may make your proposal more competitive.
- The budget table must agree with the summary table.
- Do not include categories that do not apply to your proposal.

B. Financial Plan Example

Use the financial plan table template provided in [Appendix C](#). Modify the number of partner and activity columns as needed. You can also use the budget activity categories from the [Summary Table](#) to help with the budget table.

NOTE: Financial plan categories must be line items that specifically describe project costs. Please check the figures listed to ensure they correspond with the budget numbers listed elsewhere in the proposal (particularly the Summary Table), in partner letters, or for grant and match funds only on the SF 424.

V. MAP OF PROJECT AREA (2 pages maximum)

Provide at least one map of the project area. If the project area is large and cannot be included on just one map then an additional map is preferred. The map(s) should include:

- Proposal title;
- Location of the ENTIRE proposal area (all grant, match , and non-match tracts) within state(s) and counties;
- Identification and location of all fee-title, easement and lease tracts (or acquisition priority areas, if tracts have not been identified);
- Identification and location of all restoration and enhancement tracts, major water control structures and other major restoration/enhancement features;
- Location of natural features (rivers, lakes) to show how proposal fits into natural landscape;
- Sufficient detail and/or reference points (e.g. roads, cities, landmarks);
- Location of previous grant and future proposal sites;
- Latitude and longitude coordinates along the map's edge or for the center point of the project site(s);
- A GIS compatible polygon of the proposal boundary;
- Large-scale detail (e.g., 1 inch = 1 mile, or greater); and
- Color maps are preferred.

VI. PHOTOGRAPH(S) OF PROJECT AREA (1 page, optional)

Photographs of the project area are desirable, but not required. If included, each photo should be accompanied by:

- a short, descriptive caption;
- the photographer's name/organization; and
- any copyright restrictions that may apply.

VII. SMALL GRANTS EVALUATION QUESTIONS (2 pages maximum)

Briefly explain how your proposal addresses the following elements in each category. Answers to these questions will help proposal reviewers evaluate the conservation value and the strength of the proposed project. Be sure to provide clear, succinct answers which will help us understand the full benefits of the project proposed.

A. Partnerships

- Does the project involve a new partner or partnership concept?
- Is this project proposed by a new applicant who has not previously received a NAWCA grant?
- How does this project encourage additional support (e.g. new partners, funding support, local or other governmental support) for migratory bird and wetlands conservation?
- Who are the partners (list each one) and how are they contributing to the project (e.g. in-kind/cash match contribution, technical assistance)?

NOTE: All partners described here should be listed in both Section III.B and the Summary Table. This should not just be a copy of the list of partners provided in Section III.B. It should provide more information about the partners and their individual contributions to the project.

B. Waterfowl

- How will the completed project benefit waterfowl? Be sure to reference individual species whenever possible, especially the priority populations/species listed below.

NOTE: Focus on those species that the project is designed to substantially benefit. Consider the typical geographic range of the population or species; do not cite benefits for species that are casual or accidental in occurrence.

High Priority Populations/Species: Tule Greater White-fronted Goose, Dusky Canada Goose, Cackling Canada Goose, Southern James Bay Canada Goose, Northern Pintail, Mottled Duck, American Black Duck, Mallard, Lesser Scaup, Greater Scaup

Other Priority Populations/Species: Pacific Greater White-fronted Goose, Wrangel Island Snow Goose, Atlantic Brant, Pacific Brant, Wood Duck, Redhead, Canvasback, Ring-necked Duck, Common Eider, American Wigeon.

C. Nongame and Other Wetland-Associated Migratory Birds

- How will the completed project benefit nongame migratory birds, particularly those listed in the tables in [Appendix D](#)? Focus on those species that will benefit most from the project.

NOTE: The bird conservation plans websites provide further information (with contact information for the plan coordinators):

- Partners in Flight (songbirds): <http://www.blm.gov/wildlife/pifplans.htm>
- US Shorebird Conservation Plan: <http://shorebirdplan.fws.gov>)
- North American Waterbird Conservation Plan: <http://www.waterbirdconservation.org>
- Joint Venture plans: <http://www.fws.gov/birdhabitat/JointVentures/index.shtm>
 - Contact Ken_Kriese@fws.gov for national coordination, or contact individual Joint Venture Coordinators through the above link.

D. Endangered Species

- Will the completed project benefit any endangered birds or other endangered wildlife, including federal and/or state-listed species?
Note: A list of federally-listed endangered and/or threatened species, maintained by the U.S. Fish and Wildlife Service, can be found here: <http://www.fws.gov/endangered/wildlife.html#Species>.
- Address only those project activities which will contribute directly to a federally-listed threatened/endangered species recovery plan or that will provide critical habitat for federal or state-listed threatened or endangered species.
- Indirect, minor, or unknown benefits related to such species which may use the project area should not be included.

E. Wetlands Types

- What type(s) of wetlands in this project will benefit from the completed work? Refer to the list of wetland types provided in [Appendix E](#).
- Provide the total project acres/hectares and quantify, using percentages, the amount of each type of wetland involved.
- Keep the explanation clear and the numbers consistent; acre/hectare figures here must agree with those provided elsewhere in the proposal.

F. Special Considerations

- Are there any special considerations, outside of sections A-E above, that you feel should be factored into project evaluation (e.g. outstanding ecological resource value,

threats, historical record, opportunities, conservation trends, or benefits not represented elsewhere)?

G. Climate Change

Please provide a brief narrative describing the significance of the proposal with regard to long-term conservation, including how the project might help address climate change concerns.

H. Public Access

Briefly indicate the degree of public access (e.g. hunting, fishing, hiking) that will be allowed on the proposal grant and match tracts. If public access is not allowed, please explain why not.

CHECKLIST

Please check to make sure all parts of the proposal are included with your submission via Grants.gov(SF424) **and** e-mail the full proposal to FWS:

- Cover Page (I)
- Summary Table (II)
- Project Description (III. A-C)
- Financial Plan + Financial Plan Table
- Map(s)(V)
- Photograph(s)(VI)
- Evaluation Questions (VII. A-F)
- Other Attachments:
 - Partner Contribution Statements
 - SF424, SF424D- All applicants EXCEPT the U.S. Fish and Wildlife Service must submit an SF424 core form and D Assurances form with the proposal (all projects involving acquisition, restoration, or enhancement are considered construction projects). (The SF424 forms will also be entered into grants.gov.)
 - Copy of easements, leases, deeds in place when the proposal was submitted and models/templates for easements and leases to be acquired through the proposal.
 - Indirect Cost Rate, if applicable. If you are requesting grant funds for indirect costs or using indirect costs as match, attach a copy of your current approved negotiated indirect cost rate agreement (and any other former approved negotiated indirect cost rate agreement used to determine match costs in this proposal) signed by your agency. If you do not have an indirect already in place, it will not be approved until after selection.
 - Copy of SF-LLL, Disclosure of Lobbying Activities Form (required only if the applicant has lobbying activities to disclose). For more information go to: <http://www.whitehouse.gov/sites/default/files/omb/grants/sfillin.pdf>.
 - Statement regarding applicability of and compliance with OMB Circular A-133 Single Audit Reporting (see cover page). If yes, send as a separate attachment when submitting proposal.
 - GIS shapefile – send as an attachment to the email when sending the proposal to FWS. Please provide a single GIS shapefile which contains multiple polygons representing the location of each of the tracts involved in the project. If the applicant is undertaking a project where an exact activity location cannot be determined at the time of proposal

(i.e. easement acquisition in the prairie potholes), then the applicant should include a single polygon which encompasses the larger project area where the activities are targeted to occur. The GIS file submitted should use a NAD 83 projection and the attributable table should contain a name for each polygon which corresponds to a tract listed in the proposal.

- **ALL ITEMS SHOULD BE SENT IN ONE PDF(with the exception of Audit reporting as noted)!**

NOTE: Failure to submit a proposal following the required guidelines and formats can result in the proposal being considered ineligible.

Appendix A:

All Eligible costs must be directly linked to eligible acquired, restored, enhanced, or established acres that are completed DURING the project period.

Grant funds may be used for project activities necessary to meet proposal objectives that occur:

- during the two-year project period (starting the date in which the grant agreement is signed); or
- during the pre-agreement period (after the proposal is received but before the grant agreement is signed).

Note: Project costs incurred after receipt of the proposal **will not** be reimbursed if the proposal is not approved for funding. **In addition**, project activities that occur before the receipt of the proposal are ineligible as a grant activity and will not be reimbursed with grant funds.

Refer to the federal guidelines cited below for more specific information.

Applicability of the publication depends on the type of organization that will spend the grant funds. You can also contact the Council Coordinator at dbhc@fws.gov for a paper copy of the publications.

- [2 CFR 215, “Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations,”](#)
- [43 CFR 12 Subpart C, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,”](#)
- [48 CFR 31.2, “Contracts with Commercial Organizations.”](#)

Specific examples of costs that are eligible to be paid with NAWCA Grant Funds follow:

I. Acquisition: This category includes fee-title acquisition and donation (transfer of title), conservation easement and lease acquisition and donation; appraisal fees; acquisition negotiations; acquisition legal costs; boundary surveys; travel and transportation, and annual payments for 10 year conservation agreements (or the maximum duration allowed by state law).

A. Easement and lease conditions should address the following points. Organizations and agencies are encouraged to adopt and implement the practices and procedures described in the [Land Trust Alliance’s Land Trust Standards and Practices](#) (from www.lta.org).

B. The acquisition must be completed before the end of the project period.

C. A Notice of Grant Requirements will be recorded for tracts.

D. Property acquisition costs are incurred at the time of transfer of title, not when signing a purchase agreement. Therefore, a contractual obligation to purchase real property (purchase agreement, etc.) may be made at any time and, as long as title is transferred after the proposal is received, the costs associated with the purchase can be reimbursed with grant funds.

E. All real property acquisitions must be from willing sellers. Prior to making an offer for the property, the buyer must inform the seller that the buyer will be unable to acquire the property in the event negotiations fail to result in an amicable agreement and must inform the seller what the buyer believes to be the market value of the property. If the buyer is an agency that has eminent domain authority, then additional assurances will be required to be in the notice (see appropriate standards and regulations).

II. Wetland restoration. The manipulation of the physical, chemical and/or biological characteristics of a site with the goal of returning natural/historic functions to a former or degraded wetland is considered restoration. Restoration can further be defined as either re-establishment (returning

natural/historic functions to a former wetland resulting in a gain in wetland acres) or rehabilitation (repairing natural/historic functions of a highly degraded wetland resulting in no gain in wetland acres). Rehabilitation is considered a one-time action.

This category includes engineering and design costs that lead to restoration activities occurring during the project period or allowed as old match, travel and transportation, material and supply costs, and equipment (including all-terrain vehicles) with a current value of \$5,000 or more secured by the most cost-effective and feasible method. See the applicable CFR information cited above and the following decision tree for equipment valuation. This category does not include periodic repair/maintenance activity. This category does include restoration work on upland associated habitat.

III. Wetland enhancement. The manipulation of the physical, chemical and/or biological characteristics of a wetland site to improve specific functions of the wetland is enhancement. The result produces no gain in wetland acres.

This category includes the same eligible costs as restoration above, plus nest boxes; habitat islands; and initial land management costs caused by the proposal (e.g. fencing and signing). This category does not include periodic repair/maintenance activity. This category does include enhancement work on upland associated habitat.

IV. Wetland establishment. The manipulation of the physical, chemical and/or biological characteristics present to develop a wetland that did not previously exist. The result produces a gain in wetland acres. This category includes the same eligible costs as restoration above.

V. Other direct long-term wetlands conservation work [e.g., administering the NAWCA grant agreement; conducting required state and federal compliance activities (e.g. permits, National Environmental Policy Act compliance, and contaminants surveys); and conducting work that cannot easily be assigned to other activity categories].

VI. Indirect costs. These costs are different from directly attributable administrative costs and must be supported by a negotiated Indirect Cost rate approved by the federal government.

VII. Salary costs (with the exception of travel expenses) associated with USFWS Term/Temporary/Seasonal/Intermittent Employees actively working on NAWCA projects.

Matching Funds: Generally, all items listed as eligible grant costs are also eligible as match costs. The following list describes certain additional conditions for costs to be eligible as NAWCA Match. Matching funds may be used for project activities necessary to meet proposal objectives that occur either:

- during the two-year project period (starting the date in which the grant agreement is signed)
- during the pre-agreement period (after the proposal is received but before the grant agreement is signed)
- no earlier than 2 years prior to the date the proposal is submitted (back to beginning of calendar year),

And they:

- must at least equal the grant request
- must be documented by a signed and dated Partner letter
- may have as its source the Indian Self-Determination and Educational Assistance Act, P.L. 93-

638, of 1975

- must not be of federal origin (money from the National Fish and Wildlife Foundation and U.S. Fish and Wildlife Service's Federal Aid program are of federal origin)
- must not have been used to match other federal grants, including grants from the National Fish and Wildlife Foundation and U.S. Fish and Wildlife Service
- may include monitoring and evaluation costs, only if results will be used to improve wetlands conservation activities at project sites during the project period
- may be donated title to real property where the donation increases resource values of the proposal or protection or management of wetlands and migratory bird values
- may be the fair rental value of loaned equipment
- may be easement stewardship or endowment costs
- may have incurred prior to grant execution such as:
 1. appraisal fees, acquisition negotiations, land acquisition legal costs;
 2. boundary surveys;
 3. engineering and project design;
 4. required state and federal compliance activities;
 5. travel and transportation;
 6. consulting fees; and/or
 7. special studies.

Additional Eligible Costs: Grant and matching funds may be used to pay for or have as their source project expenses directly associated with land acquisition (fee-title, conservation easement, lease or donation), long-term wetland restoration, enhancement, or wetlands creation. Expenses must be:

- necessary and reasonable for the proper administration of the project;
- documented and verifiable from the grantee's and sub-grantees' records;
- representative of fair market value (in the case of acquisitions, the appraised value);
- a special expense caused by the project;
- the result of work done on-site(s) and:
 - within the same wetlands system (e.g. watershed or river basin), and/or
 - managed to meet the same wetland objectives, and/or
 - that are close to each other;
- distinctly identified as an undivided interest of the total acres involved when part of a larger project supported with non-match funds; and
- salary and labor of employees hired to manage the project after the grant agreement is developed.

Grant and matching funds may be used to pay for or have as their source the following project expenses:

- equipment expenses that are pro-rated;
- material and supply costs;
- previous monitoring and/or evaluation of wetlands conservation activities if the results are critical to the design of a submitted proposal; and
- initial management costs.

Non-Matching Funds: when funds that do not qualify as NAWCA match, including money from other federal agencies, are used to accomplish mutual and/or complementary objectives, these funds may be included in the final proposal but must be noted throughout the proposal as non-match funds.

Ineligible Grant Costs:

- Work completed prior to submission of the proposal – completed projects/activities are not eligible for retroactive funding
- Stewardship costs
- Evaluation costs
- Interests on a loan
- Proposal administrative salary costs incurred prior to grant execution **are not** eligible for grant funding
- Costs related to enrollment of participants in other federal conservation programs

Ineligible Grant and Match Costs:

- Actions that will put credits into wetlands mitigation banks;
- Mitigation activity required by federal, state, or local wetland regulations. Federal mitigation activity includes compliance under the Fish and Wildlife Coordination Act of 1934, as amended, or the Water Resources Development Act of 1986, as amended. This includes mitigation required by the U.S. Army Corps of Engineers related to development or management of water resources (such as, but not limited to, Section 404 of the Federal Water Pollution Control Act or Section 10 of the Rivers and Harbors Act), actions to benefit fish and wildlife resources that are required as part of a settlement or relicensing of an energy project under the Federal Power Act, compensation required under the Federal Water Projects Recreation Act, and others that may not be listed here. Contact us if you are unsure.
- Funds that have been successfully used to match another federal grant. This restriction includes federal aid to states grants (i.e. State Wildlife Grants); Coastal Wetlands Planning, Protection, and Restoration Act grants; Endangered Species Act grants, Partners for Fish and Wildlife (private lands) grants, and others. Please contact us if you are unsure.
- Exxon Valdez Oil Spill (EVOS) funds
- Contingencies
- Routine expenses of the contributor
- Salaries and travel expenses for permanent, full time federal employees
- Conservation education materials or salaries
- Project planning and proposal development, including experiments, studies, or other investigations to document the project's resource value
- Non-proposal specific communication products
- Fundraising
- Law enforcement
- Research
- Boat ramps, parking lots, roads, and other public access work
- Observation towers and blinds
- Routine operations and maintenance salaries and costs
- Building construction, repairs, and value of donated property
- The value of existing residences, structures, and buildings unnecessary for wetland conservation purposes and the cost to construct, remove, or repair same
- Acquisition of vehicles (note all-terrain vehicles are considered equipment if the acquisition cost is more than \$5,000 per unit)
- Acquisition of tractors and other equipment if it would be more cost effective to rent, lease, or use equipment on hand;
- Loss of income (e.g. lost grazing revenue)

- Costs over the appraised value for fee-title and easement acquisitions
- Short-term annual conservation activities, such as predator management
- Monitoring and inventory activities not specifically related to wetland conservation actions during the project period
- Land-owner incentive payments
- An easement that is subordinate to a mortgage or lien
- Unless your approved negotiated indirect costs rate agreement specifically allows it, indirect costs calculated on a base that includes the following are ineligible:
 1. Subgrants (subawards), major subcontracts, any in-kind match provided by a party other than the applicant.
 2. Non-match, in-kind match from partners other than the partner with the negotiated indirect costs rate agreement contributions from federal agencies and other items that “distort” the cost base.
 3. The purchase price of interests in real property and the cost to put it into place, including legal and administrative fees associated directly with the transfer of the property.
 4. The purchase price of equipment with an acquisition cost of \$5,000 or more per unit and a useful life of more than one year (consistent with the recipient policy, lower limits may be established).

NOTE: Unless a Grant or Match cost is explicitly allowed, the cost should be assumed to be ineligible unless otherwise informed in writing by USFWS/DBHC.

Appendix B: Sample Partner Contribution Statement

NOTE:

1. We will only accept properly formatted Partner Contribution Statements as verification of partner match. Submitting partner letters that do not follow the format in the guidelines will adversely affect the timely review of a proposal and may result in the contribution being considered as non-match.

NAWCA SMALL GRANT PARTNER CONTRIBUTION STATEMENT

What is the title of the proposal that you are contributing to?

What is the name of your organization (private landowners indicate “Private”)?

When will you make the contribution?

What is the value of your contribution? Does the contribution have a non-federal origin? If this is based on a fund-raising event or other future action, if that future action fails, will you still provide the contribution amount?

What long-term migratory bird and wetlands conservation work will the contribution cover?

Does the proposal correctly describe your contribution, especially the amount?

If applicable to the proposal, is your organization competent to hold title to, and manage, land acquired with grant funds and are you willing to apply a Notice of Grant Agreement or other recordable document to the property?

Please confirm that your contribution has not been used to meet any other federal programs match or cost share requirements.

Do you have any additional comments?

Signature:

Your Name (printed), Organization, and Title:

Date Signed:

Appendix C: Financial Plan Table Sample

| Category | NAWCA Grant Funds | <Name of Partner #1> | <Name of Partner #2> | Name of Partner #3 | Expense per Category |
|---------------------------------|--------------------------|-----------------------------------|-----------------------------------|---------------------------|-----------------------------|
| Fee Acquired (100 acres) | \$28,000 | \$12,000 | \$10,000 | \$10,000 | \$60,000 |
| Restoration (100 non add acres) | \$2,000 | | \$3,000 | | \$5,000 |
| Other | | \$5,000 | | | \$5,000 |
| TOTALS | \$30,000 | \$17,000 | \$13,000 | \$10,000 | \$70,000 |

Appendix D: BIRD CONSERVATION REGIONS AND QUESTION 2 PRIORITY NAWCA SPECIES

| BCR 1 ALEUTIAN/BERING SEA ISLANDS | BCR 2 WESTERN ALASKA | BCR 3 ARCTIC PLAINS AND MOUNTAINS |
|---|--|--|
| Red-faced Cormorant Pelagic Cormorant Black Oystercatcher Rock Sandpiper (<i>ptilocnemis</i> ssp.) Red-legged Kittiwake Aleutian Tern Arctic Tern Marbled Murrelet Kittlitz's Murrelet Whiskered Auklet | Red-throated Loon Yellow-billed Loon Red-faced Cormorant Pelagic Cormorant Black Oystercatcher Solitary Sandpiper Lesser Yellowlegs Whimbrel Bristle-thighed Curlew Hudsonian Godwit Bar-tailed Godwit Marbled Godwit Red Knot (<i>roselaari</i> ssp.) Rock Sandpiper (<i>ptilocnemis</i> ssp.) (nb) Dunlin (<i>arcticola</i> ssp.) (nb) Short-billed Dowitcher Aleutian Tern Arctic Tern Marbled Murrelet Kittlitz's Murrelet | Red-throated Loon Yellow-billed Loon Whimbrel Bar-tailed Godwit Red Knot (<i>roselaari</i> ssp.) Dunlin (<i>arcticola</i> ssp.) Buff-breasted Sandpiper Arctic Tern |
| BCR 4 NORTHWESTERN INTERIOR FOREST | BCR 5 NORTHERN PACIFIC RAINFOREST | BCR 9 GREAT BASIN |
| Horned Grebe Solitary Sandpiper Lesser Yellowlegs Whimbrel Bristle-thighed Curlew Hudsonian Godwit Red Knot (<i>roselaari</i> ssp.) Rock Sandpiper (<i>ptilocnemis</i> ssp.) (nb) Short-billed Dowitcher Olive-sided Flycatcher Rusty Blackbird | Yellow-billed Loon (nb) Western Grebe (nb) Red-faced Cormorant Pelagic Cormorant (<i>pelagicus</i> ssp.) Bald Eagle Black Oystercatcher Solitary Sandpiper (nb) Lesser Yellowlegs (nb) Whimbrel (nb) Long-billed Curlew (nb) Hudsonian Godwit (nb) Marbled Godwit (nb) Red Knot (<i>roselaari</i> ssp.) (nb) Short-billed Dowitcher (nb) Aleutian Tern Caspian Tern Arctic Tern Marbled Murrelet Kittlitz's Murrelet Black Swift Rufous Hummingbird Olive-sided Flycatcher Willow Flycatcher | Eared Grebe (nb) Bald Eagle Yellow Rail Snowy Plover Long-billed Curlew Marbled Godwit (nb) Yellow-billed Cuckoo Black Swift Calliope Hummingbird Lewis's Woodpecker Willow Flycatcher Tricolored Blackbird |
| BCR 10 NORTHERN ROCKIES | BCR 11 PRAIRIE POTHOLE | BCR 12 BOREAL HARDWOOD TRANSITION |
| Bald Eagle Swainson's Hawk Long-billed Curlew Yellow-billed Cuckoo Black Swift | Horned Grebe ²² American Bittern Least Bittern Bald Eagle Swainson's Hawk | Pied-billed Grebe Horned Grebe (nb) American Bittern Bald Eagle Yellow Rail |

| | | |
|--|---|---|
| Calliope Hummingbird Lewis's Woodpecker Olive-sided Flycatcher Willow Flycatcher | Yellow Rail King Rail Solitary Sandpiper (nb) Long-billed Curlew Hudsonian Godwit (nb) Marbled Godwit Buff-breasted Sandpiper (nb) Short-billed Dowitcher (nb) American Woodcock Black Tern Short-eared Owl Red-headed Woodpecker Nelson's Sharp-tailed Sparrow | Solitary Sandpiper (nb) Whimbrel (nb) Hudsonian Godwit (nb) Marbled Godwit (nb) Red Knot (rufa ssp.) (nb) Buff-breasted Sandpiper (nb) Short-billed Dowitcher (nb) American Woodcock Black Tern Common Tern Red-headed Woodpecker Olive-sided Flycatcher Wood Thrush Golden-winged Warbler Canada Warbler Henslow's Sparrow Rusty Blackbird |
| BCR 13 LOWER GREAT LAKES/ST. LAWRENCE PLAIN | BCR 14 ATLANTIC NORTHERN FORESTS | BCR 15 SIERRA NEVADA |
| Pied-billed Grebe Horned Grebe (nb) American Bittern Least Bittern Black-crowned Night-Heron Bald Eagle King Rail Solitary Sandpiper (nb) Lesser Yellowlegs (nb) Whimbrel (nb) Hudsonian Godwit (nb) Marbled Godwit (nb) Red Knot (rufa ssp.) (nb) Semipalmated Sandpiper (Eastern) (nb) Buff-breasted Sandpiper (nb) American Woodcock Black Tern Common Tern Short-eared Owl (nb) Red-headed Woodpecker Wood Thrush Blue-winged Warbler Golden-winged Warbler Cerulean Warbler Canada Warbler Henslow's Sparrow | Red-throated Loon (nb) Pied-billed Grebe Horned Grebe (nb) Great Cormorant (nb) American Bittern Least Bittern Snowy Egret Bald Eagle Yellow Rail Solitary Sandpiper (nb) Lesser Yellowlegs (nb) Whimbrel (nb) Hudsonian Godwit (nb) Red Knot (rufa ssp.) (nb) Semipalmated Sandpiper (Eastern) (nb) Purple Sandpiper (nb) American Woodcock Arctic Tern Olive-sided Flycatcher Wood Thrush Blue-winged Warbler Canada Warbler Nelson's Sharp-tailed Sparrow Saltmarsh Sharp-tailed Sparrow Rusty Blackbird | Bald Eagle Black Swift Calliope Hummingbird Lewis's Woodpecker Olive-sided Flycatcher Willow Flycatcher |
| BCR 16 SOUTHERN ROCKIES/COLORADO PLATEAU | BCR 17 BADLANDS AND PRAIRIES | BCR 18 SHORTGRASS PRAIRIE |
| Gunnison Sage Grouse American Bittern Bald Eagle Snowy Plover Long-billed Curlew Yellow-billed Cuckoo Lewis's Woodpecker Willow Flycatcher | Horned Grebe American Bittern Bald Eagle Yellow Rail Long-billed Curlew Marbled Godwit Short-eared Owl Lewis's Woodpecker Red-headed Woodpecker | Bald Eagle Snowy Plover Long-billed Curlew Lewis's Woodpecker Willow Flycatcher Bell's Vireo |
| BCR 19 CENTRAL MIXED GRASS PRAIRIE | BCR 20 EDWARDS PLATEAU | BCR 21 OAKS AND PRAIRIES |
| Little Blue Heron Mississippi Kite Bald Eagle Swainson's Hawk Black Rail | Bald Eagle Long-billed Curlew (nb) Harris's Sparrow (nb) Orchard Oriole | Little Blue Heron Swallow-tailed Kite Bald Eagle Black Rail (nb) King Rail |

| | | |
|--|---|--|
| King Rail Snowy Plover Solitary Sandpiper (nb) Long-billed Curlew Hudsonian Godwit (nb) Marbled Godwit (nb) Buff-breasted Sandpiper (nb) Short-billed Dowitcher (nb) Red-headed Woodpecker Bell's Vireo Henslow's Sparrow Harris's Sparrow (nb) | | Long-billed Curlew (nb) Hudsonian Godwit (nb) Buff-breasted Sandpiper (nb) American Woodcock Red-headed Woodpecker Bell's Vireo Swainson's Warbler Henslow's Sparrow (nb) Harris's Sparrow (nb) Orchard Oriole |
| BCR 22 EASTERN TALLGRASS PRAIRIE | BCR 23 PRAIRIE HARDWOOD TRANSITION | BCR 24 CENTRAL HARDWOODS |
| Pied-billed Grebe Horned Grebe (nb) American Bittern Least Bittern Black-crowned Night-Heron Bald Eagle Black Rail King Rail Solitary Sandpiper (nb) Whimbrel (nb) Hudsonian Godwit (nb) Marbled Godwit (nb) Red Knot (roselaari ssp.) (nb) Red Knot (rufa ssp.) (a) (nb) Buff-breasted Sandpiper (nb) Short-billed Dowitcher (nb) American Woodcock Black Tern Common Tern Short-eared Owl (nb) Red-headed Woodpecker Willow Flycatcher Marsh Wren Blue-winged Warbler Golden-winged Warbler Cerulean Warbler Henslow's Sparrow Bobolink Rusty Blackbird (nb) | Pied-billed Grebe Horned Grebe (nb) American Bittern Bald Eagle Yellow Rail King Rail Solitary Sandpiper (nb) Whimbrel (nb) Hudsonian Godwit (nb) Marbled Godwit (nb) Red Knot (roselaari ssp.) (nb) Red Knot (rufa ssp.) (a) (nb) Buff-breasted Sandpiper (nb) Short-billed Dowitcher (nb) American Woodcock Black Tern Common Tern Short-eared Owl (nb) Red-headed Woodpecker Willow Flycatcher Marsh Wren Blue-winged Warbler Golden-winged Warbler Cerulean Warbler Henslow's Sparrow Bobolink Rusty Blackbird (nb) | Bald Eagle Black Rail King Rail Solitary Sandpiper (nb) Buff-breasted Sandpiper (nb) American Woodcock Short-eared Owl (nb) Red-headed Woodpecker Bell's Vireo Sedge Wren Wood Thrush Blue-winged Warbler Cerulean Warbler Swainson's Warbler Kentucky Warbler Henslow's Sparrow LeConte's Sparrow (nb) Painted Bunting Rusty Blackbird (nb) |
| BCR 25 WEST GULF COASTAL PLAIN/OUACHITAS | BCR 26 MISSISSIPPI ALLUVIAL VALLEY | BCR 27 SOUTHEASTERN COASTAL PLAIN |
| Least Bittern Little Blue Heron Swallow-tailed Kite Bald Eagle Yellow Rail (nb) King Rail Solitary Sandpiper (nb) Hudsonian Godwit (nb) Buff-breasted Sandpiper (nb) American Woodcock Red-headed Woodpecker Wood Thrush Cerulean Warbler Prothonotary Warbler Worm-eating Warbler Swainson's Warbler Louisiana Waterthrush Kentucky Warbler | American Bittern (nb) Least Bittern Swallow-tailed Kite Bald Eagle Yellow Rail (nb) Black Rail King Rail Solitary Sandpiper (nb) Hudsonian Godwit (nb) Marbled Godwit (nb) Buff-breasted Sandpiper (nb) Short-billed Dowitcher (nb) American Woodcock Short-eared Owl (nb) Red-headed Woodpecker Sedge Wren (nb) Wood Thrush Cerulean Warbler | Red-throated Loon American Bittern (nb) Least Bittern Roseate Spoonbill (nb) Swallow-tailed Kite Bald Eagle Yellow Rail (nb) Black Rail King Rail Limpkin Snowy Plover Wilson's Plover American Oystercatcher Solitary Sandpiper (nb) Upland Sandpiper (nb) Whimbrel (nb) Long-billed Curlew (nb) Marbled Godwit (nb) |

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|---|--|--|
| <p>Bachman's Sparrow Henslow's Sparrow (nb) Painted Bunting Orchard Oriole</p> | <p>Prothonotary Warbler Swainson's Warbler Kentucky Warbler Henslow's Sparrow (nb) LeConte's Sparrow (nb) Painted Bunting Rusty Blackbird (nb) Orchard Oriole</p> | <p>Red Knot (rufa ssp.) (nb) Semipalmated Sandpiper (Eastern) (nb) Buff-breasted Sandpiper (nb) Short-billed Dowitcher (nb) American Woodcock Least Tern Gull-billed Tern Sandwich Tern Black Skimmer Red-headed Woodpecker Sedge Wren (nb) Wood Thrush Blue-winged Warbler Cerulean Warbler Prothonotary Warbler Swainson's Warbler Kentucky Warbler Henslow's Sparrow LeConte's Sparrow (nb) Nelson's Sharp-tailed Sparrow (nb) Saltmarsh Sharp-tailed Sparrow (nb) Seaside Sparrow (c) Painted Bunting Rusty Blackbird (nb)</p> |
| <p>BCR 28 APPALACHIAN MOUNTAINS</p> | <p>BCR 29 PIEDMONT</p> | <p>BCR 30 NEW ENGLAND/MID-ATLANTIC COAST</p> |
| <p>Bald Eagle American Woodcock Red-headed Woodpecker Olive-sided Flycatcher Sedge Wren (nb) Wood Thrush Blue-winged Warbler Golden-winged Warbler Cerulean Warbler Swainson's Warbler Louisiana Waterthrush Kentucky Warbler Canada Warbler Henslow's Sparrow Rusty Blackbird (nb)</p> | <p>Bald Eagle Black Rail King Rail American Woodcock Short-eared Owl (nb) Sedge Wren Wood Thrush Blue-winged Warbler Cerulean Warbler Swainson's Warbler Kentucky Warbler Henslow's Sparrow Rusty Blackbird (nb)</p> | <p>Red-throated Loon (nb) Pied-billed Grebe Horned Grebe (nb) American Bittern Least Bittern Snowy Egret Bald Eagle Black Rail King Rail Wilson's Plover American Oystercatcher Solitary Sandpiper (nb) Lesser Yellowlegs (nb) Whimbrel (nb) Hudsonian Godwit (nb) Marbled Godwit (nb) Red Knot (rufa ssp.) (nb) Semipalmated Sandpiper (Eastern) (nb) Purple Sandpiper (nb) Buff-breasted Sandpiper (nb) Short-billed Dowitcher (nb) American Woodcock Least Tern Gull-billed Tern Black Skimmer Short-eared Owl (nb) Red-headed Woodpecker Sedge Wren Wood Thrush Blue-winged Warbler Golden-winged Warbler Worm-eating Warbler Kentucky Warbler Henslow's Sparrow Nelson's Sharp-tailed Sparrow Saltmarsh Sharp-tailed Sparrow Seaside Sparrow Rusty Blackbird (nb)</p> |

| BCR 31 PENINSULAR FLORIDA | BCR 32 COASTAL CALIFORNIA | BCR 33 SONORAN AND MOJAVE DESERTS |
|---|---|---|
| Magnificent Frigatebird American Bittern (nb) Least Bittern Reddish Egret Roseate Spoonbill Swallow-tailed Kite Bald Eagle Yellow Rail (nb) Black Rail King Rail Limpkin Snowy Plover Wilson's Plover American Oystercatcher Solitary Sandpiper (nb) Lesser Yellowlegs (nb) Whimbrel (nb) Long-billed Curlew (nb) Marbled Godwit (nb) Red Knot (rufa ssp.) (nb) Semipalmated Sandpiper (Eastern) (nb) Buff-breasted Sandpiper (nb) Short-billed Dowitcher (nb) American Woodcock (nb) Least Tern Black Skimmer White-crowned Pigeon Mangrove Cuckoo Red-headed Woodpecker Black-whiskered Vireo Yellow Warbler (gundlachi ssp.) Prothonotary Warbler Henslow's Sparrow (nb) Nelson's Sharp-tailed Sparrow (nb) Saltmarsh Sharp-tailed Sparrow (nb) Seaside Sparrow (c) Painted Bunting (nb) | Ashy Storm-Petrel Bald Eagle Yellow Rail (nb) Black Rail Snowy Plover Black Oystercatcher Whimbrel (nb) Long-billed Curlew (nb) Marbled Godwit (nb) Red Knot (roselaari ssp.) (nb) Short-billed Dowitcher (nb) Gull-billed Tern Black Skimmer Xantus's Murrelet Cassin's Auklet Yellow-billed Cuckoo Black Swift Allen's Hummingbird Lewis's Woodpecker Yellow Warbler (brewsteri ssp.) Common Yellowthroat (sinuosa ssp.) Song Sparrow (graminea ssp.) Song Sparrow (maxillaris ssp.) Song Sparrow (pusillula ssp.) Song Sparrow (samuelis ssp.) Tricolored Blackbird Lawrence's Goldfinch | Least Bittern Bald Eagle Black Rail Snowy Plover Long-billed Curlew (nb) Marbled Godwit (nb) Red Knot (roselaari ssp.) (nb) Gull-billed Tern Black Skimmer Yellow-billed Cuckoo Elf Owl Bell's Vireo Lucy's Warbler Yellow Warbler (sonorana ssp.) Lawrence's Goldfinch |
| BCR 34 SIERRA MADRE OCCIDENTAL | BCR 35 CHIHUAHUAN DESERT | BCR 36 TAMAULIPAN BRUSHLANDS |
| Bald Eagle Common Black-Hawk Yellow-billed Cuckoo Elf Owl Elegant Trogon Lewis's Woodpecker Northern Beardless-Tyrannulet Bell's Vireo Phainopepla Lucy's Warbler Yellow Warbler (sonorana ssp.) Red-faced Warbler Varied Bunting | Bald Eagle Common Black-Hawk Snowy Plover Long-billed Curlew (nb) Yellow-billed Cuckoo Elf Owl Bell's Vireo Yellow Warbler (sonorana ssp.) Red-faced Warbler Varied Bunting Painted Bunting | Swainson's Hawk Snowy Plover Solitary Sandpiper (nb) Lesser Yellowlegs (nb) Long-billed Curlew (nb) Gull-billed Tern Red-billed Pigeon Elf Owl Northern Beardless-Tyrannulet Bell's Vireo Varied Bunting Painted Bunting Audubon's Oriole |
| BCR 37 GULF COAST PRAIRIE | BCR 67 HAWAII | PUERTO RICO AND VIRGIN ISLANDS |
| American Bittern Least Bittern Reddish Egret Swallow-tailed Kite Bald Eagle Yellow Rail (nb) Black Rail King Rail | Laysan Albatross Black-footed Albatross Christmas Shearwater Band-rumped Storm-Petrel Tristram's Storm-Petrel Bristle-thighed Curlew (nb) Short-eared Owl | West Indian Whistling-Duck White-cheeked Pintail Masked Duck Ruddy Duck (jamaicensis ssp.) Audubon's Shearwater Masked Booby Brown Booby Red-footed Booby |

| | | |
|--|--|--|
| <p> Snowy Plover Wilson's Plover American Oystercatcher Solitary Sandpiper (nb) Lesser Yellowlegs (nb) Upland Sandpiper (nb) Whimbrel (nb) Long-billed Curlew Hudsonian Godwit (nb) Marbled Godwit (nb) Red Knot (<i>roselaari</i> ssp.) (nb) Red Knot (<i>rufa</i> ssp.) (a) (nb) Buff-breasted Sandpiper (nb) Short-billed Dowitcher (nb) American Woodcock (nb) Least Tern Gull-billed Tern Sandwich Tern Black Skimmer Short-eared Owl (nb) Sedge Wren (nb) Prothonotary Warbler Swainson's Warbler Henslow's Sparrow (nb) LeConte's Sparrow (nb) Nelson's Sharp-tailed Sparrow (nb) Seaside Sparrow (c) Painted Bunting </p> | | <p> Magnificent Frigatebird Least Bittern American Flamingo Black Rail Yellow-breasted Crake Caribbean Coot Limpkin Snowy Plover Wilson's Plover American Oystercatcher Red Knot (<i>rufa</i> ssp.) (nb) Semipalmated Sandpiper (Eastern) (nb) White-crowned Pigeon </p> |
|--|--|--|

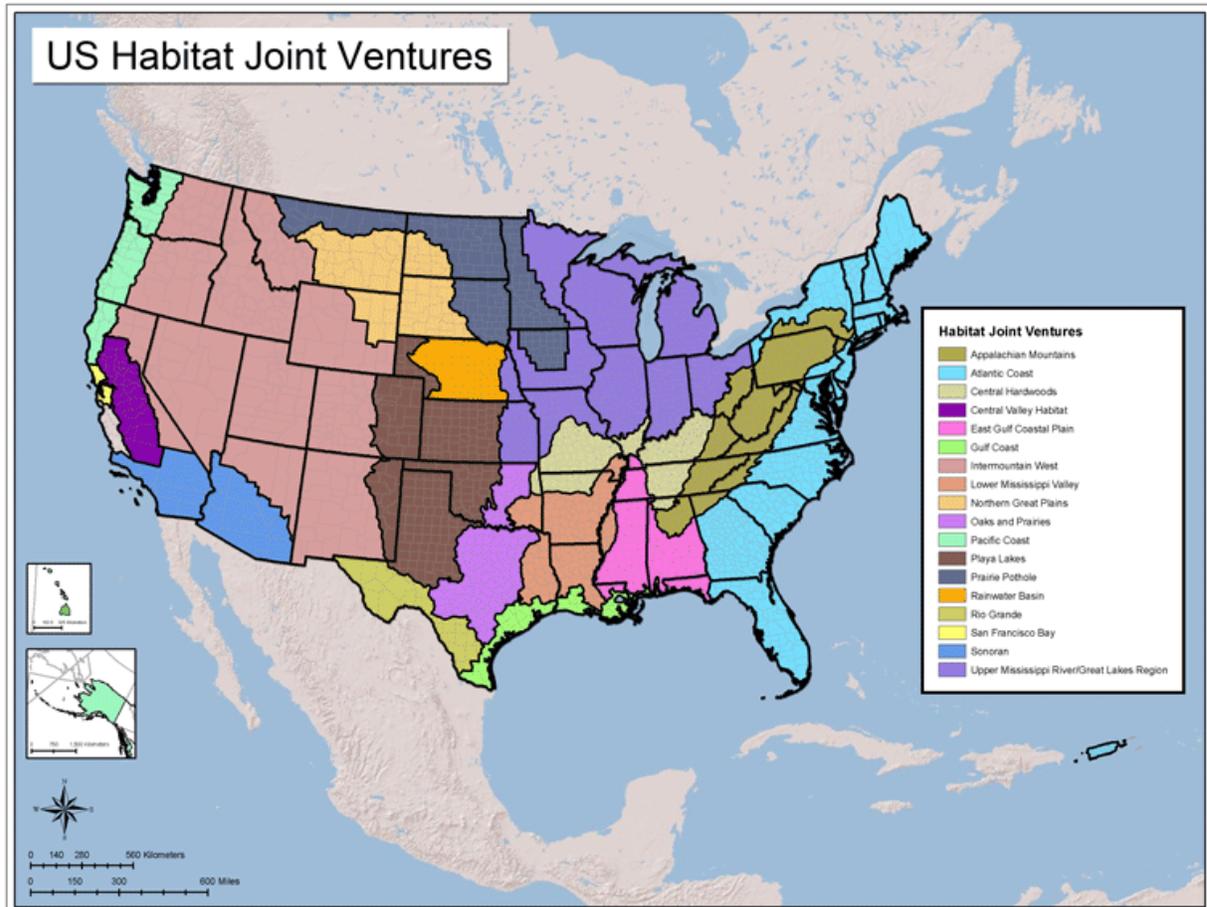
Appendix E: Wetlands Types

| | | | |
|------|---|--------|--|
| E | Estuarine | PUB | Palustrine Unconsolidated Bottom |
| E1 | Estuarine Subtidal | PUS | Palustrine Unconsolidated Shore |
| E1AB | Estuarine Subtidal Aquatic Bed | R | Riverine |
| E1OW | Estuarine Subtidal Open Water | R1 | Riverine Tidal |
| E1RB | Estuarine Subtidal Rock Bottom | R1AB | Riverine Tidal Aquatic Bed |
| E1RF | Estuarine Subtidal Reef | R1EM | Riverine Tidal Emergent |
| E1UB | Estuarine Subtidal Unconsolidated Bottom | R1OW | Riverine Tidal Open Water |
| E2 | Estuarine Intertidal | R1RB | Riverine Tidal Rock Bottom |
| E2AB | Estuarine Intertidal Aquatic Bed | R1RS | Riverine Tidal Rocky Shore |
| E2EM | Estuarine Intertidal Emergent | R1SB | Riverine Tidal Streambed |
| E2FO | Estuarine Intertidal Forested | R1UB | Riverine Tidal Unconsolidated Bottom |
| E2RF | Estuarine Intertidal Reef | R1US | Riverine Tidal Unconsolidated Shore |
| E2RS | Estuarine Intertidal Rocky Shore | R2 | Riverine Lower Perennial |
| E2SB | Estuarine Intertidal Streambed | R2AB | Riverine Lower Perennial Aquatic Bed |
| E2SS | Estuarine Intertidal Scrub-Shrub | R2EM | Riverine Lower Perennial Emergent |
| E2US | Estuarine Intertidal Unconsolidated Shore | R2OW | Riverine Lower Perennial Open Water |
| L | Lacustrine | R2RB | Riverine Lower Perennial Rock Bottom |
| L1 | Lacustrine Limnetic | R2RS | Riverine Lower Perennial Rocky Shore |
| L1AB | Lacustrine Limnetic Aquatic Bed | R2UB | Riverine Lower Perennial Unconsolidated Bottom |
| L1OW | Lacustrine Limnetic Open Water | R2US | Riverine Lower Perennial Unconsolidated Shore |
| L1RB | Lacustrine Limnetic Rock Bottom | R3 | Riverine Upper Perennial |
| L1UB | Lacustrine Limnetic Unconsolidated Bottom | R3AB | Riverine Upper Perennial Aquatic Bed |
| L2 | Lacustrine Littoral | R3OW | Riverine Upper Perennial Open Water |
| L2AB | Lacustrine Littoral Aquatic Bed | R3RB | Riverine Upper Perennial Rocky Shore |
| L2EM | Lacustrine Littoral Emergent | R3RS | Riverine Upper Perennial Unconsolidated Bottom |
| L2OW | Lacustrine Littoral Open Water | R3UB | Riverine Upper Perennial Unconsolidated Shore |
| L2RB | Lacustrine Littoral Rock Bottom | R3US | Riverine Upper Perennial Aquatic Bed |
| L2RS | Lacustrine Littoral Rocky Shore | R4 | Riverine Upper Perennial Open Water |
| L2UB | Lacustrine Littoral Unconsolidated Bottom | R4AB | Riverine Upper Perennial Rock Bottom |
| L2US | Lacustrine Littoral Unconsolidated Shore | R4OW | Riverine Upper Perennial Rocky Shore |
| M | Marine | R4RB | Riverine Upper Perennial Unconsolidated Bottom |
| M1 | Marine Subtidal | R4RS | Riverine Intermittent |
| M1AB | Marine Subtidal Aquatic Bed | R4SB | Riverine Intermittent Aquatic Bed |
| M1OW | Marine Subtidal Open Water | R4UB | Riverine Intermittent Open Water |
| M1RB | Marine Subtidal Rock Bottom | R4US | Riverine Intermittent Rock Bottom |
| M1RF | Marine Subtidal Reef | R5 | Riverine Intermittent Rocky Shore |
| M1UB | Marine Subtidal Unconsolidated Bottom | R5AB | Riverine Intermittent Streambed |
| M2 | Marine Intertidal | R5OW | Riverine Intermittent Unconsolidated Bottom |
| M2AB | Marine Intertidal Aquatic Bed | R5RB | Riverine Intermittent Unconsolidated Shore |
| M2RF | Marine Intertidal Reef | R5RS | Riverine Unknown Perennial |
| M2RS | Marine Intertidal Rocky Shore | R5UB | Riverine Unknown Aquatic Bed |
| M2US | Marine Intertidal Unconsolidated Shore | R5US | Riverine Unknown Open Water |
| PAB | Palustrine Aquatic Bed | Rp | Riverine Unknown Rock Bottom |
| PEM | Palustrine Emergent | Rp1EM | Riverine Unknown Rocky Shore |
| PFO | Palustrine Forested | Rp1FO6 | Riverine Unknown Unconsolidated Bottom |
| PML | Palustrine Moss-Lichen | Rp1SS6 | Riverine Unknown Unconsolidated Shore |
| POW | Palustrine Open Water | Rp2EM | Riparian |
| PRB | Palustrine Rock Bottom | Rp2FO6 | Riparian Lotic Emergent |
| PSS | Palustrine Scrub-Shrub | Rp2SS6 | Riparian Lotic Forested |
| | | | Riparian Lentic Emergent |

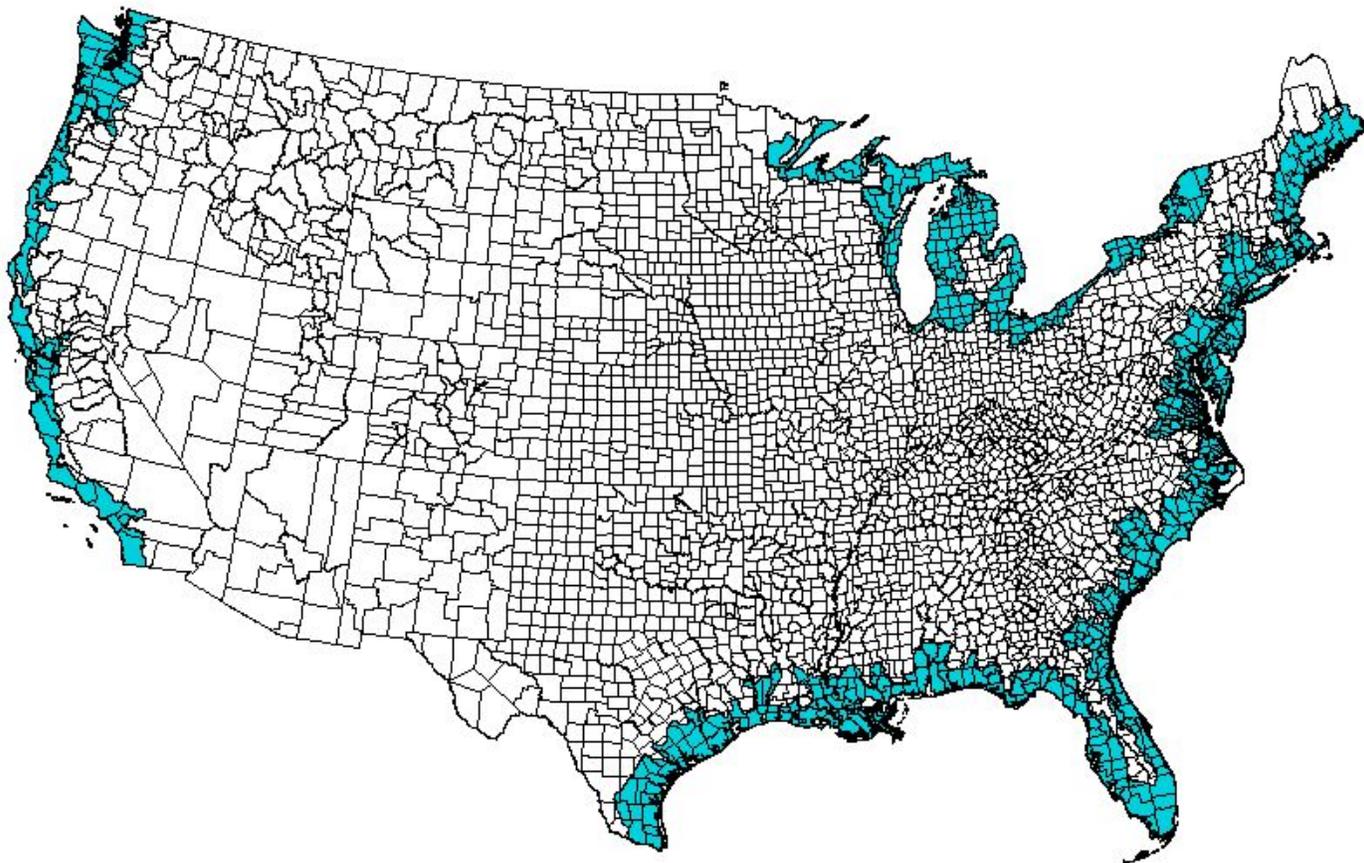
Appendix F: Joint Venture Administrative Areas

Map can also be found at the URL:

<http://www.fws.gov/birdhabitat/JointVentures/Map.shtm>



Appendix G: Areas Classified as Coastal Zones (blue)



Appendix H: Application for Federal Assistance (SF424) & Assurances for Construction Programs Form (SF424D)

***Due to the implementation of the Department of Interior Financial and Business Management System (FBMS), all proposal SF 424 and SF 424D forms must be submitted through Grants.gov, as well as emailed with the full proposal to FWS.**

- All applicants EXCEPT the U. S, Fish and Wildlife Service must send a SF424 form and SF424D Assurances form with the proposal. All federal grant recipients must comply with the laws listed on the Assurances form.
- Please scan signed document or insert an electronic signature and send electronically as part of the proposal application.
- Again, the proposal should be in one single PDF document.
- The two forms can be accessed on the Grants.gov website at: <http://apply07.grants.gov/apply/FormLinks?family=15>.

Application for Federal Assistance (SF-424).

http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf

NOTE: Use the most current version of the SF424 form. We will only accept the updated form. It is necessary to obtain a DUNS number from Dun and Bradstreet in order to apply for any federal grant. Instructions for obtaining a DUNS number are found at the grants.gov website above. The following instructions for completing the SF424 to accompany a NAWCA proposal supersede those on the back of the SF 424. **The address on the applicant SF424 must match the address associated with the DUNS number! Note: The address on an applicant’s SF424 must match the address associated with DUNS number. The address on the 424 (#8d) must be the same as the address associated with the DUNS Number (#8c).**

| CELL NUMBER and TITLE | INSTRUCTIONS |
|--|---|
| 1. Type of Submission | Check “Application” |
| 2. Type of Application | Check “New “ |
| 3. Date Received | Leave blank |
| 4. Applicant Identifier | Leave blank. |
| 5. a. Employer Identification | Leave blank |
| 5. b. Federal Award Identifier | New applications leave blank. |
| 6. Date Received by State | Leave blank |
| 7. State Application Identifier | Leave blank |
| 8. (a-e) – Applicant Information | See instructions *DUNS # required |
| 9. Type of Applicant | See instructions |
| 10 – Name of Federal Agency | Enter "U.S. Fish and Wildlife Service" |
| 11 – Catalog of Federal Domestic Assistance Number and Title | Enter "15.623" and “NAWCA U.S. SMALL GRANTS” |
| 12. Funding Opportunity Number/Title: | Enter “15.623” and “NAWCA U.S. SMALL GRANTS” |
| 13. Competition Identification Number/Title: | Leave blank |
| 14 – Areas Affected by Project | Enter only information for "Counties and States". |
| 15. Descriptive Title of Applicant’s Project | Enter title used in Part 1 of proposal. |
| 16 – Congressional Districts of Applicant/Project | See instructions |
| 17. Proposed Project Start and End Dates | May 2015- May 2017 |

| CELL NUMBER and TITLE | INSTRUCTIONS |
|--|---|
| 18 – Estimated Funding | Do not include non-match \$. In “a”, only include NAWCA grant \$. In “b-e”, only include matching partner \$. For “e-Other “, include private organizations, etc. Leave "f-program income" blank. |
| 19 – Is Application Subject to Review by State EO 12372 Process? | Only applicable to states. Please visit: www.whitehouse.gov/omb/grants_spoc |
| 20 – Is Applicant Delinquent on any Federal Debt? | See instructions |
| 21 – Authorized Representative | SIGNATURE AND DATE REQUIRED by the authorized representative of the applicant organization. We will not accept a typed signature. Please scan signed document or insert an electronic signature and send electronically as part of the proposal application. Downloads from Grants.gov must also be signed as noted. |

Assurances for Construction Programs (SF-424D) (Rev. 7-97). The SF424 Assurances for Construction Projects are required for all NAWCA projects (all projects that involve acquisition, restoration, or enhancement are considered construction projects). All federal grant recipients must comply with the laws listed on the Assurances form,

<http://apply07.grants.gov/apply/forms/sample/SF424D-V1.1.pdf>.