MB-FWS-Migratory Birds
NAWCA 2024 US Small Grants
FY 2024
Announcement Title: F24AS00012 – NAWCA 2024 US Small Grants

Application Due Date: October 12, 2023, at 11:59pm Eastern Time

Program Authorizing Legislation: North American Wetlands Conservation Act (16 USC Ch. 64)

SOLICITATIONS: The Catalog of Federal Domestic Assistance (CFDA) program does not use social media or contact individuals by phone to solicit, review, or make awards. Government staff will NOT call or message you requesting money in order to be eligible for an award. Please report any information and documentation that you have related to such incidents to the FBI's Internet Crime Complaint Center (https://www.ic3.gov) and your local law enforcement authorities.

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INTRODUCTION

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: https://www.fws.gov/service/north-american-wetlands-conservation-act-nawca-grants-us-small.

These proposal instructions are applicable to U.S. Small Grant Proposals submitted by October 12, 2023.

HOW TO MAKE YOUR PROPOSAL SUCCESSFUL

Contact the Division of Bird Habitat Conservation (DBHC) with any questions
DBHC staff is responsible for reviewing each proposal, proposal components, and recipient(s) for eligibility. The rules, regulations and policies that govern financial assistance under a North American Wetlands Conservation Act (NAWCA) grant can be difficult to navigate. It is highly recommended you contact DBHC directly with any questions you may have, especially with questions regarding eligible activities. A proposal will be automatically ineligible if the margins and font style/size are modified from the Proposal Outline Template, or if the proposal is missing enough sufficient information necessary to consider the proposal complete. To review NAWCA U.S. Eligibility Criteria and Processes, visit: https://www.fws.gov/media/north-american-wetlands-conservation-act-united-states-small-and-standard-grant-proposal.

Eligibility Criteria
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 the U.S. Eligibility Criteria and Processes document located at https://www.fws.gov/media/north-american-wetlands-conservation-act-united-states-small-and-standard-grant-proposal.
Proposals will be deemed ineligible if they do not adhere to the eligibility and cost criteria.

If parts of your proposal are not addressed in the Eligibility Criteria or you are uncertain as to your project's eligibility, please contact the Small Grants Program or NAWCA Small Grants Coordinators: Rodecia McKnight at 703-358-2266 (rodecia_mcknight@fws.gov) or Anya Rushing at 703-358-2032 (anya_rushing@fws.gov).

Proposal Outline Template and Other Information
We recommend you prepare the Financial Plan Table and Tract Table before developing the rest of the proposal. These will provide a reference to ensure that the proposal data is consistent throughout all sections. For Proposal Outline Template and other information visit:
https://www.fws.gov/media/north-american-wetlands-conservation-act-us-small-outline

Migratory Bird Joint Venture
Before you begin preparing your proposal you are encouraged to contact the coordinator of the Migratory Bird 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 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, you can identify the Joint Venture

where your project is located and direct contact to your Joint Venture Coordinator by visiting https://www.fws.gov/partner/migratory-bird-joint-ventures.

Applying for a NAWCA US Small Grant
If your organization is registered in https://www.grantsolutions.gov,apply for grant opportunity announcements directly. If you are having issues with submitting an application in GrantSolutions, contact GrantSolutions help desk to confirm roles. See 'Steps to Setting an Account within GrantSolutions' below.

The instructions to apply for an announcement within GrantSolutions are described below: https://www.grantsolutions.gov/support/public/pdf/QuickSheetDirectedAnnouncement.pdf

For all non-Federal entities: If a proposal is not submitted through GrantSolutions the proposal will be deemed ineligible.

Below is a screenshot of the list of mandatory online forms for a submission:

Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Other		0 Uploaded Files 0 Mail-in Items	✓
Program Narrative		0 Uploaded Files 0 Mail-in Items	✓
Online Forms	**Enclosure(s)**	**Attachment(s)**	**Status**
Project Abstract Summary (Version 2.0)	View Online Print Completed	0 Uploaded Files 0 Mail-in Items	✓
SF-424 Application for Federal Assistance (Version 3.0)	View Online Print Completed	2 Uploaded Files 0 Mail-in Items	✓
SF-424A Budget Information - Non-Construction	View Online Print Completed	0 Uploaded Files 0 Mail-in Items	✓
SF-424B Assurances - Non-Construction	View Online Print Completed	0 Uploaded Files 0 Mail-in Items	✓
SF-424C Budget Information - Construction Programs	View Online Print Completed	0 Uploaded Files 0 Mail-in Items	✓
SF-424D Assurances - Construction Programs	View Online Print Completed	0 Uploaded Files 0 Mail-in Items	✓
SF-LLL Disclosure of Lobbying Activities (Version 2.0)	View Online Print Completed	0 Uploaded Files 0 Mail-in Items	✓

'Other' – location to upload property documents, NICRA, audit reports, and other supporting documents.
'Program Narrative' – full proposal that includes partner letters and maps in pdf form.
Project Abstract Summary – must be completed to support award language. See the Standard Form-424s and Project Abstract Summary Instructions section of the proposal instructions to complete.
SF-424 – required for all NAWCA applicants.
SF-424A – budget information required on all projects that are non-construction only.
SF-424B – Assurances for non-construction only.
SF-424C – Budget information required for all projects that include construction.
SF-424D – Assurances for construction only.
SF-LLL – Disclosure of lobbying activities – optional.
Note: GIS shapefiles must be emailed. GrantSolutions does not have to ability to accept shapefiles.

After you complete your application, email the application confirmation number (Confirmation number will start with FWS-MB followed by year and six numbers) and shapefiles to nawca_smallgrant@fws.gov

Federal Applicants: email proposal and all supporting documents to nawca_smallgrant@fws.gov

Note to ALL Applicants: Grantsolutions.gov, Grants.gov and SAM.gov are free websites. Do not pay for

your SAM.gov registration or renewal, and do not provide any information to any scammers who may contact you.

Steps to register for SAM.gov + UEI (Unique Entity ID)
On April 4, 2022, the DUNS number was replaced by the Unique Entity ID (UEI). You must have an active System for Award Management (SAM.gov) registration to apply through GrantSolutions, to receive an award and to be able to receive funds. We strongly encourage applicants to initiate this process at least six weeks before the application deadline. If your organization is registered with SAM.gov but your status is not listed as "active," you must update your registration prior to submitting an application. You must renew and revalidate the SAM.gov registration at least every 12 months and ensure that all information is current. All active SAM.gov registrants will have their Unique Entity ID (UEI) automatically assigned and viewable within SAM.gov.

Steps to Setup Account within GrantSolutions:
1. To register for a user account, visit https://home.grantsolutions.gov/home/getting-started-request-a-user-account/.
2. In "Request a user account", go to GrantSolutions Self Registration and click on Electronic User Request Form.
3. To complete your GrantSolutions account setup, someone in your organization needs to be assigned the role of "Grantee Administrative Official/Grantee Authorized Representative".
4. Once your organization is set up in GrantSolutions, your organization will be able to apply for directed grant announcements within GrantSolutions. Below is a link that explains how to do Apply for a Directed Announcement:

   https://www.grantsolutions.gov/support/public/pdf/QuickSheetDirectedAnnouncement.pdf

Help desk Support
Please send all GrantSolutions related help desk questions/issues to help@grantsolutions.gov. If you do not receive a response or if the response did not resolve the issue, please ask that the ticket be escalated. Very important: enter all requested information under GRANTEE PRINCIPAL INVESTIGATOR (PI/PD) and the GRANTEES ADMINISTRATIVE OFFICER" (ADO). Do not forget the username and the correctly spelled email address. For new applications, submit the form without filling in the requested "grant number".

Formatting
Your proposal will be automatically ineligible if the margins and font style/size are modified from the Proposal Outline Template. All margins should be 1 inch and font typeface should be "Times New Roman" Size 11 (excluding tables).

Property Acquisitions
Acquisitions have stringent documentation requirements. If your proposal includes property acquisition, including fee simple purchases and 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 https://www.fws.gov/media/united-states-grant-administration-standards-north-american-wetlands-conservation-act-and

Proposal Deadlines
The U.S. Small Program consists of one submission cycle. C*omplete* proposals must be submitted by 11:59 pm Eastern Time, **October 12, 2023. We highly recommend that you submit proposals before the deadline in case there are any technical difficulties or unforeseen circumstances that may cause a delay in submitting the proposal.**

Timeframe: All applications are processed in the weeks following the application deadline. Final decisions regarding project selections will be made by the North American Wetlands Conservation Council (Council) at its meeting in February 2024.

Integrity of Scientific and Scholarly Activities
In 2011, the Department of Interior (DOI) 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". The scientific integrity policy applies to the DOI employees, contractors, grant recipients, and volunteers when they analyze or share scientific information with the public or use DOI's information to make policy or regulatory decisions. This policy applies to all funding applications received by the North American Wetlands Conservation Act grant programs. 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.

Partner Contribution Statements
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.

MAJOR CHANGES/UPDATES FROM THE FY2023 SMALL GRANT INSTRUCTIONS

- Projects that include a statewide project area with to be determined (TBD) tracts may indicate "statewide" instead of listing all counties within the state.
- Total indirect costs can be lumped in the Financial Plan Table. Indirect Cost Rate tables for each tract are no longer required.
- Evaluation Questions section page limit has increased to 5 pages maximum to accommodate new tables:
  - Question A- New Table.
  - Question C- New Table.
  - Question D-New Table.
- In addition to the project area map, individual tract maps are now required. Examples have been provided in the maps section of these instructions. The GIS shapefile must also include the project area and individual tract polygons.
- On January 1, 2022, DOI implemented the project abstract summary for all applications in www.grantsolutions.gov. See the Standard Form-424s and Project Abstract Summary Instructions section for completion guidance.
- SF-424 completion guidance has been updated to complement GrantSolutions application process.

PROJECT OFFICER'S PAGE

To download the full Proposal Outline Template, visit:
https://www.fws.gov/media/north-american-wetlands-conservation-act-us-small-outline

Please do not include a cover/transmittal letter at the beginning of the proposal. The Project Officer's page must be the first page of the proposal. Do not adjust margins on the Project Officer's Page. The information below in italics is intended to assist you as you complete the blank proposal outline.

What is the proposal title? *Due to database limitations, it is critical that the title be limited to 80 characters (including spaces) and that phased proposals retain the original title with only the phase number changing. Enter a short, descriptive, and unique title, such as "Falcon Bottoms," "Turtle Bog Marsh," or "Great Bay." 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, such as "Falcon Bottoms II."*

What is the date you are submitting the proposal?

What are the geographical landmarks for the proposal?
List Counties and States that the tract(s) are included in

1. State(s):
2. County(ies): *In alphabetical order. **Note**: If the project area includes the entirety of a state and there are to be determined (TBD) tracts in the proposal, please list the state and indicate "statewide" instead of listing all counties within that state. If the project area includes the entirety of a state but all tract locations are known, then provide the list of counties that the tracts are located in.*
3. Congressional District(s): *Visit https://www.census.gov/programs-surveys/geography.html for the most up to date list of Congressional Districts or download the Congressional District GIS shapefile (select the most recent year and Congressional Districts).*
4. JV(s): *Identify the Migratory Bird Joint Venture area(s). Visit* the *USFWS JV Directory website or download the JV GIS shapefile.*
5. Project Location zip code(s):

Project Officer Information:

1. Name: *The Project Officer **MUST** be the primary point of contact for the project and must be affiliated with/employed by the grantee's organization. List the person who will be managing the project activities, filing reports, and communicating with DBHC. Please note, this will be the only person DBHC communicates with regarding the project.*
2. Title:
3. Organization: *Full, legal name of Applicant Organization. If the organization entered here is not the grantee organization, please explain. (See the most recent Eligibility Criteria and Processes)*
4. Applicant Organization Address: *City, State, Zip+4 where available (No P.O. Box Address)*
5. Project Officer Address: *City, State, Zip+4 where available (No P.O. Box Address)*
6. Telephone number: *List the numbers at which the Project Officer can be reached, including work and cell numbers.*
7. Email address:
8. Additional contacts: *We require a single Project Officer, but please list another contact who may communicate with us pre- or post- award about the project if the Project Officer is unavailable. Provide name(s), email(s), and phone number(s).*
9. Unique Entity ID (UEI)Number:

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*
If yes, which agency(ies) will receive these funds and what is the fund amount:
Agency_____ Amount_____

Is Federal non-match involved in your proposal? *Yes/No*
DBHC will need to ensure the Federal program approves of NAWCA claiming an interest in the total achievements. Please provide contact information for the Federal non-match program in order to confirm that the two Federal programs are compatible to pool costs and achievements. See the U.S. Eligibility Criteria and Processes document for further information regarding pooling of non-federal funds.

Does this proposal include acquisition activities that will add to the National Wildlife Refuge System (NWRS)? *Yes/No*
If yes, please indicate which NWRS program the acquisition(s) will be added to: National Wildlife Refuge (NWR) and which one(s), Waterfowl Production Area (WPA) and which one(s), or Small Wetland Acquisition Program (SWAP).

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, ecological service credits or other related statutes now or in the future? *Yes/No*
If yes, please highlight and provide details in the appropriate financial plan narrative/work plan section.

Have you confirmed that all partners, key personnel, and contractors are eligible to participate in Federal grants? *Yes/No*
Project Officer must confirm that parties are eligible to participate in federal grants by checking the Federal Excluded Parties List at; https://sam.gov/content/exclusions. If an ineligible party participates in a federally funded project, all or a portion of the federal funding may be terminated.

Briefly describe qualifications and experience of key personnel (1-2 sentences per individual) who will be providing project implementation assistance (e.g., financial officer, project officer, key field staff, etc.):

To ensure that the proposal complies with available guidelines and that partners are aware of their responsibilities, the Project Officer certifies to the following statement: I have read the FY2024 Small Grant proposal instructions, eligibility information, and applicable U.S. grant administration policies and informed partners or partners have read the material themselves. To the best of my knowledge, this proposal is eligible and complies with all NAWCA, North American Wetlands Conservation Council, and Federal grant guidelines and the information submitted herein is true and correct. The work in this proposal consists of allowable and eligible work and costs associated with long-term wetlands and migratory bird habitat conservation. *If habitat or migratory bird benefits described in the proposal are found to be grossly exaggerated and/or intentionally misleading, the proposal may be declared ineligible, or any resulting awards may be fully or partially terminated*.

_____
Sign & date

Audit reports. If the applicant organization expended more than $750,000 of federal funds during the last calendar year, please include a copy of your most recent of SF-FAC that was submitted to the Federal Audit Clearinghouse. If your organization did not expend more than $750,000 of federal funds last year, please certify that the Single Audit (formerly A-133) was not required.

Required Overlap/Duplication Statement: ATTENTION! Applicants must provide a statement that addresses whether there is any overlap between the proposed project and any other active or anticipated projects in terms of activities, costs, location, or time commitment of key personnel. If any overlap exists, applicants must provide a description of the overlap in their application. Applicants must also state if the proposal submitted for consideration under the program is/is not in any way duplicative of any proposal that was/will be submitted for funding consideration to any other potential funding source (Federal or non-Federal). If such a circumstance exists, applicants must detail when the other duplicative proposal(s) were submitted, to whom (entity name and program), and when funding decisions are expected to be announced. If at any time a proposal is awarded funds that would be duplicative of the funding requested from the Service, applicants must notify the Service point of contact for this funding opportunity immediately. ***Should an applicant leave out or not provide all relevant information regarding overlap/duplication during the application and scoring phase, the proposal will be deemed ineligible.*** *This requirement can be a few short sentences explaining whether there is any overlap between or among proposed projects. For instance, you will need to include an overlap statement if you submitted a tract(s) for funding consideration in a NAWCA Small Grants proposal and also submitted that same tract(s) for consideration under a U.S. Standard Grants proposal (or vice versa).*

Do you have any comments about, or suggestions for, the NAWCA program? You may provide comments with this proposal or send them at any time by email to: nawca_smallgrant@fws.gov.

PROPOSAL SUMMARY (1 page limit)

The proposal summary is the only narrative material provided to the North American Wetlands Conservation Council, so it must be descriptive and succinct. We recommend that you write the summary after you have written the rest of the proposal, as this will help to ensure that information in the Summary is consistent with the rest of the proposal. **The Proposal Summary must follow the format provided in the blank proposal outline exactly, including margins, spacing, font size, etc.**

A. General Requirements

1. The Proposal Summary will be used as a stand-alone document and will be subject to editing by the U.S. Fish and Wildlife Service. Start the Proposal Summary on a new page.
2. **All Proposal Summary totals, and Financial Plan totals must agree. Dollar and acreage amounts must be consistent throughout the proposal.**
3. The Proposal Summary must follow the format provided in the Proposal Outline exactly and **must not exceed one page.** All margins must be 1 inch. Failure to adhere to margin requirements will affect eligibility of your proposal.
4. Format must be a PDF version.
5. Font size: 11 point and Font type: Times New Roman. Failure to adhere to font size requirements will affect the eligibility of your proposal.
6. The information in the Proposal Summary must exactly match the information provided elsewhere in the proposal.

B. Specific Requirements

1. Include the project title and state with initial capital letters. If the proposal is a phase of an earlier funded proposal, use the title of the earlier proposal with an appropriate Roman numeral denoting the phase number.
2. All other information is left justified, without indentation, except for financial totals on the right side of the page, which are right justified.
3. Type the header for each paragraph category in all capital letters (e.g., COUNTY(IES), STATE(S),

CONGRESSIONAL DISTRICT(S)).

- **Note**: If the project area includes the entirety of a state and there are to be determined (TBD) tracts in the proposal, please list the state and indicate "statewide" instead of listing all counties within that state. If the project area includes the entirety of a state but all tract locations are known, then provide the list of counties that the tracts are located in.

4. Using the prescribed format in the Proposal Outline, provide the requested information for each category. **However, do not include categories if no information for that category exists.** For instance, if there is no restoration work being done, do not include a "Restored" line in the "ACTIVITIES, COSTS, AND ACRES" section.
5. Enter the total grant amount on the right side of the page, right justified, on the same line as the header "GRANT AMOUNT." Enter the name of the organization(s) that will be allocated grant funds after the "Allocation:," header (normally, this will be the Grantee organization and (if applicable) any Federal entity receiving grant funds, which administers the funding as planned in the proposal). Enter the allocation amount after the organization(s) name. Enter the total for MATCHING PARTNERS, and the total for ACTIVITIES, COSTS, AND ACRES each on the same line as their respective headers, in alignment with the total grant amount.
6. MATCHING PARTNERS: Enter the grantee organization and contribution (if applicable) immediately underneath the category header. List the matching partners and their contributions under the grantee. Provide the full partner name; do not abbreviate. List the individual match contributions in tabular format.
7. GRANT AND MATCH – ACTIVITIES, COSTS, AND ACRES: Insert the total costs and acreage associated with the grant and match funds to the right on the same line as the header (right justified). Under the header, list one or more appropriate activities, costs, and acreages from the following activity categories: Fee Acquired; Fee Donated; Easement(s) Acquired; Easement(s) Donated; Lease(s) Acquired; Lease(s) Donated; Restored; Enhanced; Wetland Established; Other; Indirect Costs. **List the activities in that order, but do not list categories in which no activity will take place**. After each category listed, indicate the amount being expended in tabular format, then type a slash (/) and the total acreage involved. If building envelope acres are involved with any activities, ensure that these acres are not included in the acreage totals for the proposal.
   - Include only those activities, costs, and acres associated with grant or match funds. See the instructions for the Financial Plan Table for contributions from non-match funds.
   - If acquired acreage also will be restored or enhanced in the current proposal, place parentheses around the restored or enhanced acreage to show that they have already been accounted for under the acquired category. These are referred to as non-additive or non-add acres. Non-add acres should also be indicated if project activities are occurring on a property that has been part of a previous NAWCA project.

In the following simplified example, 100 new acres are to be acquired in Fee Title using grant and/or match funds.

- 80 new acres are to be restored using grant and/or match funds; 20 of the 100 acres acquired in fee in this project are also restored – (20); an additional 30 acres acquired in a previous NAWCA project will also be restored – (30).
- 50 new acres are to be enhanced using grant and/or match funds; 30 of the 100 acres acquired in fee are also enhanced – (30); an additional 40 acres acquired in a previous phase will also be enhanced – (40).

GRANT AND MATCH – ACTIVITIES, COSTS, AND ACRES		$150,000/230 (120) acres
Fee Acquired	$75,000/100 acres	
Restored	$34,000/80 (50) acres	
Enhanced	$40,000/50 (70) acres	

Other $1,000

8. **NON-MATCHING PARTNERS: List all non-matching partners and contributions in the same format as for matching partners. Only list contributions; do not include acres or activities.**
9. PROPOSAL PURPOSE AND DESCRIPTION: Summarize the proposed goals and objectives to be completed during the two-year project period. Ideas to include but are not limited to:
    - What activities are being proposed?
    - Where will the activity (ies) be located (e.g., on a Refuge, private land, near a conservation area)?
    - Is a Joint Venture involved and/or benefiting?
10. NEW PARTNERS: Identify partners who have never previously participated in any NAWCA grant.

FINANCIAL PLAN TABLE (3-page limit)

NOTE: Landowner and tract names must be consistent throughout the proposal.

See the Proposal Outline for Word format template https://www.fws.gov/media/north-american-wetlands-conservation-act-us-small-outline **or download an Excel version here:** https://www.fws.gov/media/north-american-wetlands-conservation-act-us-small-table-template.

Remember 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 funding. **Pre-agreement costs are not authorized for any work that requires environmental clearances.**

A. General Requirements

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

1. Use the financial plan template provided in the Proposal Outline, p.4. Modify the number of partner and activity rows as needed. Delete activity rows that do not apply to the proposal.
    - Alternatively, you may download and use an Excel version of this table here: https://www.fws.gov/media/north-american-wetlands-conservation-act-us-small-table-template.
    - Export the Excel version to a PDF and insert it into the Proposal Outline after the Proposal Summary page.
2. Identify each tract (or logical groupings of tracts) using a consistent method on all maps and throughout the proposal. Show all costs covered by the grant, each matching partner, and each non-matching partner for all grant/match tracts. Non-match should not be listed in the table unless it has been pooled with grant/match dollars to accomplish grant/match acres. Entirely non-match tracts and activities should not be included in the table.
3. For all grant expenditures, list the partner that will be spending grant funds on the same line item.
4. You may show grant and one partner's contribution on one line for the same tract if that partner will be receiving grant funds, but do not combine different partner contributions on the same line. For example, if there are 10 separate partners contributing to fee acquisition for a particular tract, then there should be 10 separate partner entries for that tract. Add lines to the table as needed. In the **Financial Plan Table Example**, multiple lines were added under Land Costs: Fee Acquired to demonstrate separate lines for each partner. In the example, lines were added under "Land Costs: Fee Acquired" because different tracts are affected, and they should not be lumped.
5. Separate match funds into "Old" (spent prior to proposal submission) and "New" (to occur after proposal is submitted and during the Grant Agreement period).

6. Include indirect costs as one line-item total and in the tract ID column include tract(s) claiming indirect costs.
7. Show each private landowner by name, contribution amount, and tract if they are contributing to grant/match acres.
8. For acres being acquired, restored, enhanced, or established by pooling both grant/match funds and non-match funds, and in which NAWCA will acquire an undivided interest in those acres, list the total costs in either grant or match in the table, as appropriate. Do not pro-rate acres between grant or match (See item 2 for clarification on when to include non-match).
9. Below the Financial Plan Table in the Partner Information section, list each sub-grantee who will receive, because of this proposal, any of the following:
   - Federal grant funds or "new" matching funds,
   - Property (e.g., land structures, dikes, levees, earthen dams, equipment, supplies) that will be purchased with Federal grant or matching funds, or
   - Property committed as "new" match.
   - Contractors or vendors who will be paid for the purchase of goods, construction, planting, or services for the purposes of the project are NOT considered sub-grantees.
10. Please check the figures listed to ensure they correspond with the budget numbers listed elsewhere in the proposal (in the **Project Summary, Financial Plan Table, Partner letters** and **SF 424(s)**). **The amounts throughout the proposal must agree!**

WORK PLAN AND TIMETABLE (2-page limit)

A. Project Description and Scope of Work

Provide short summaries containing all the following project information:

1. Project need:

2. Purpose, goals, and objectives:

First describe the immediate, one- or two-year project. Include the overall purpose, the number of affected acres 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. Then, if your project is part of a broader effort, explain how this specific project fits into the bigger picture.

3. Identify, by tract, work to be done and by whom: *Provide, in detail, activities and on-the-groundwork that will be accomplished in order to achieve larger project goals.*

4. Holder of NAWCA conservation interest(s) by tract *(fee title, easement, lease, etc.)***:**

Answer the above question and state whether your proposal will use grant funds to acquire property and who will hold title. If the title to the property is not being transferred/donated to the National Wildlife Refuge System (NWRS), then confirm that the property in question does not lie within the boundary of a National Wildlife Refuge (NWR), Waterfowl Production Area (WPA), or Small Wetland Acquisition Program (SWAP). 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 visit: https://www.fws.gov/visit-us/refuges.

You can also download GIS shapefiles of the NWRS acquisition boundaries by region at: https://gis-fws.opendata.arcgis.com/datasets/dae48a3dcd654e7ea09d386cae052eab_0/explore?location=9.285538%2C0.000000%2C1.95

5. Identify, by tract, the grantor/seller of conservation interests:

6. For Acquisition projects *(including e.g., fee title, easement, contracts, leases)***, please address the following:**

A. If mineral and water rights are severed or included. If severed, please explain:

B. **Please identify any existing leases and describe any allowed/prohibited activities resulting from these leases.**

C. **Describe how the acquisition activities will enable better management, create a restoration opportunity, or if they are needed because the site is currently valuable habitat vulnerable to development.** Fee acquisition of lands already protected by a conservation easement must be justified.

7. **For Habitat restoration, enhancement, and establishment activities:**
   A. **Identify specific habitat types and plant communities affected by project activities.** Those habitat types should be identified in Joint Venture implementation plans or similar documents.
   B. **If a tract includes invasive species treatments or implementation of any type of fencing material, include answers to these questions:**
      - What invasive species are present and how will the invasive species be treated (e.g., mechanical, or chemical application)? If mechanical, explain what will be done. If chemical application, what kind of chemical will be used and how many applications will be done? If other control methods will be used, please describe.
      - What is the expected duration of the treatment(s)?
      - Who is responsible for maintaining the invasive species control after the treatment and for how long?
      - If working with private landowner(s), is there an agreement involved?
      - How will the invasive species treatments affect the acres over time?
      - Is the fencing wildlife friendly? If so, how will it improve nearby habitat conditions and not impede wildlife movement? For more information on wildlife friendly fencing, please find the suggested document for reference: https://fwp.mt.gov/binaries/content/assets/fwp/conservation/land-owner-wildlife-resources/mt-fence-guide-second-edition.pdf.
      - Who is responsible for maintaining the fencing over time?
8. **Equipment: Please list project equipment required to complete project activities and identify if they will be purchased or leased:**
9. **Expected results and how they will be monitored through the full duration of the benefit period:**

B. Timetable

Complete the following timetable that highlights the accomplishment of major activities. The timetable should:

- Identify matching activities that were completed before the grant proposal was received (this is called old match and cannot be older than two years before 1 January of the year of proposal submission).
- Identify match and grant activities to be completed either during the project period (2 years) or during the pre-agreement period, which begins the day after the proposal is received by USFWS and ends when the award is received. **Reminder: Pre-agreement costs are not authorized for any work that requires environmental clearances.**
- Provide completion dates for old match activities and estimated completion dates for new match/grant activities.
- Add or delete activity rows as necessary

Timetable of Project	**Funding Type**	**Completion Date**
Pre-Grant Period Activities		
Project Period Activities		

SMALL GRANTS EVALUATION QUESTIONS (5 pages limit)

The North American Wetlands Conservation Act specifies criteria to be used to evaluate proposals. The criteria are captured in the following seven Small Grants Evaluation Questions.

Question A – How does the proposal contribute to the conservation of waterfowl habitat?
Question B – How does the proposal relate to the national status and trends of wetland types?
Question C – How does the proposal contribute to the conservation of other wetland-associated migratory birds?
Question D – How does the proposal contribute to the conservation of habitat for wetland associated, Federally listed or proposed endangered species; wetland-dependent Species of Greatest Conservation Need (SGCN) from the appropriate State Wildlife Action Plan (SWAP); and other wetland-associated fish and wildlife that are specifically involved with the proposal?
Question E – How does the proposal satisfy the partnership purpose of the North American Wetlands Conservation Act?
Question F – How does the proposal contribute to long-term conservation of wetlands and associated habitats, climate change, and changing environmental conditions? Are there any considerations not previously mentioned in the other Evaluation Questions that should be factored into the evaluation of the proposal?
Question G – To what degree does the proposal allow public access? Is hunting and fishing allowed on all tracts?

Answer the questions as follows:

1. Answer each question separately. The questions and tables are available in the Word Proposal Outline: https://www.fws.gov/media/north-american-wetlands-conservation-act-us-small-outline. Tables are also available in Excel workbook format: https://www.fws.gov/media/north-american-wetlands-conservation-act-us-small-table-template. Insert any tables completed in Excel into the Word Proposal Outline in the appropriate places.
2. Answers should cover benefits derived from completed grant – and match – funded work in the proposal that occurred within the past two years and will occur during the two-year Assistance Award period.
3. Select the best methods to provide as much information as possible (such as giving species, abundance and seasonal use information in a table followed by a narrative, where applicable), while adhering to format and proposal length guidelines. When sufficient data does not exist, use estimates for determining the number of species benefits or abundance.
4. Do NOT include benefits to a larger area, such as previous or future phases of the current proposal area.
5. Include all habitat types (not just wetlands).
6. Make sure acreage figures are consistent with those given elsewhere in the proposal.
7. Include only benefits from actions covered by the proposal. For example, if the proposal includes acquisition of sites that need restoration, but restoration is not part of the proposal, do not include restored habitat values in answers to the questions. Note that unless restoration is also included in the proposal, proposals for acquisition of degraded wetlands will be evaluated on the basis of the degraded condition and subsequent resource benefits.
8. Reviewers assign points based on information in the proposal. In addition, reviewers evaluate the questions and the proposal in relation to the group of proposals under review.

SCORING TABLE

Small Grants Evaluation Questions	Maximum Points
Waterfowl / Wetlands	

A.	Waterfowl	3
B.	Wetland Types	2
Subtotal		*5*
Nongame Species		
C.	Nongame and Other Wetland-Associated Migratory Birds	2
D.	Federally Endangered Species and Species of Greatest Conservation Need (SGCN)	2
Subtotal		*4*
Other Considerations		
E.	Partnerships	2
F.	Long-Term Conservation and Special Considerations	2
G.	Public Access	2
Subtotal		*6*
Grand Total		**15**

EVALUATION QUESTION FORMAT

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EVALUATION QUESTION A

How does the proposal contribute to the conservation of waterfowl habitat?

To assist you with developing Question A, contact the Migratory Bird Joint Venture for your project's area for guidance on completing this section. Complete the table below using the waterfowl species lists provided, indicating the species that will be affected by **grant and match work** (do NOT include non-match). Under "Explanation of Benefits", succinctly explain how the proposal will impact waterfowl species. If the proposal is a phase of an ongoing project, address only the current phase activity/acreage.

A. High priority species: Tule Greater White-fronted Goose, Dusky Canada Goose, Southern James Bay Canada Goose, Northern Pintail, Mottled Duck, American Black Duck, Mallard, Lesser Scaup, Greater Scaup.

B. Other priority 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, Cackling Goose.

C. Other waterfowl: (List up to 5 other waterfowl species from the following list)

Duck Species: Blue-winged Teal, Cinnamon Teal, Common Goldeneye, Long-tailed Duck, King Eider, Steller's Eider, Spectacled Eider, Black Scoter, White-winged Scoter, Surf Scoter, Muscovy Duck, Masked Duck, Green-winged Teal, Gadwall, Northern Shoveler, Bufflehead, Western Barrow's Goldeneye, Eastern Barrow's Goldeneye, Western Harlequin Duck, Eastern Harlequin Duck, Hawaiian Duck, Laysan Duck, Fulvous Whistling Duck, Black-bellied Whistling Duck, Mexican Duck, Ruddy Duck, Common Merganser, Red-breasted Merganser, Hooded Merganser

Canada Goose Populations: Atlantic, Lesser, Aleutian, North Atlantic, Vancouver, Taverner's Mississippi Valley, Shortgrass Prairie, Pacific, Rocky Mountain, Eastern Prairie, Tallgrass Prairie, Atlantic Flyway Resident, Mississippi Flyway Giant, Western Prairie/Great Plains, Hi-Line

Lesser Snow Goose Populations: Western Central Flyway, Mid-Continent, Western Arctic, Greater Snow Goose, Ross's Goose

Greater White-fronted Goose: Mid-Continent, Western High Arctic Brant, Eastern High Arctic Brant, Emperor Goose, Hawaiian Goose

Tundra Swan Populations: Eastern, Western
Trumpeter Swan Populations: Rocky Mountain, Interior, Pacific Coast, Mute Swan

For the species listed above and using the table format below (see Evaluation Question A Table Example) estimate if sufficient data is available, how many individuals/pairs will use the grant and match tracts after the proposal is completed and for what life cycle stage(s).

Species	Numbers Estimated	Life Stage (Breeding, Migration, Wintering)	Explanation of Benefits **(Identify individual tracts)**
High Priority			
Species (under each category, add additional rows for each applicable species)			
Other Priority			
Species (under each category, add additional rows for each applicable species)			
Other			
Species (choose up to 5 species in this category, add additional rows for each applicable species)			

If tracts are not yet identified, briefly explain what procedure will be used to ensure that high quality habitat is targeted.

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EVALUATION QUESTION B

How does the proposal relate to the national status and trends of wetland types?

Provide a brief narrative to describe upland habitats (e.g., cropland, grassland, forest) and the relationship to wetlands and migratory bird conservation (i.e., reason for including in proposal).

Complete the following "Status, Types, and Acres of Wetlands" table (see Evaluation Question B Table Example).

- For more information about wetland functions, maps, the classification system/types/codes used below, and national and regional status and trends, visit the National Wetlands Inventory (NWI) website: https://www.fws.gov/program/national-wetlands-inventory. Contact regional Joint Venture Coordinators for state or regional information. Not all wetland types are listed below, but they are given in the Cowardin report on the NWI website.
- In Section A, list the match and grant acreage by activity for each wetland type or group of types.
- In Section B, list the acreage by type or group of types for each tract.
- **DO NOT INCLUDE NON-ADD ACRES (NORMALLY INDICATED WITH PARENTHESES) OR NON-MATCH ACRES IN THIS TABLE.**
- **For both sections, only use those activity rows required with your proposal. Please ensure the acreage totals provided in Evaluation Question B match those totals provided on the summary page.**

If your proposal is funded, you will be required to submit annual reports that compare actual accomplishments with the acreage figures and habitat types you give here. Additionally, you will be asked for actual accomplishments of your proposal in this format as part of your final report. This data will be used to determine the success of your proposal.

ACTIVITY AND TRACTS IN THE PROPOSAL	STATUS, TYPES, AND ACRES OF WETLANDS Note: Types subsidiary to types listed below have the same status.								UPLANDS	TOTAL
	DECREASING			STABLE			INCREASING	NO TREND DATA		
	PEM	PFO	E2Veg	E1	L	R	M2, PSS, PUB, E2US	PML, PRB, E2AB		
SECTION A										
Fee										
Easement										
Lease										
ACQUIRED TOTAL										
RESTORED										
ENHANCED										
ESTABLISHED										
TYPE TOTALS										
STATUS TOTALS										
GRAND TOTALS										
SECTION B										
Tract										
Tract										
Tract										

E1 = Estuarine Subtidal, **E2US** = Estuarine Intertidal Unconsolidated Shore, **E2AB** = Estuarine Intertidal Aquatic Bed, **E2Veg** = Estuarine Intertidal Vegetated (E2EM, Intertidal Emergent Marsh, E2FO, Estuarine Forested, and E2SS, Estuarine Intertidal Scrub-Shrub), **L** = Lacustrine, **M2** = Marine Intertidal, **PEM** = Palustrine Emergent, **PFO** = Palustrine Forested, **PML** = Palustrine Moss-Lichen, PRB = Palustrine Rock Bottom, **PSS** = Palustrine Scrub-Shrub, **PUB** = Palustrine Unconsolidated Bottom (PUB, Palustrine Unconsolidated Bottom, PAB, Palustrine Aquatic Bed, and PUS, Palustrine Unconsolidated Shore), **R** = Riverine. Upland category may include restored cropland.

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EVALUATION QUESTION C

How does the proposal contribute to the conservation of other wetland-associated migratory birds?

How will the completed project benefit nongame migratory birds, particularly those listed in the tables in Appendix A or in the National Bird Conservation Plans listed below?

Note: The National Bird Conservation Plans websites provide further information (with contact information for the plan coordinators):

- North American Waterfowl Management Plan (NAWMP): https://nawmp.org/
- Partners in Flight (songbirds): https://partnersinflight.org/what-we-do/science/plans/
- North American Waterbird Conservation Plan: https://www.fws.gov/partner/north-american-waterbird-conservation-plan
- U.S. Shorebird Conservation Plan: https://www.shorebirdplan.org/ or https://www.shorebirdplan.org/science/assessment-conservation-status-shorebirds/
- Joint Venture Plans: https://www.fws.gov/partner/migratory-bird-joint-ventures
- National Migratory Bird Priority Plans and US Coastal Zone Interactive Mapper: https://fws.maps.arcgis.com/apps/MapSeries/index.html?appid=632303c8dd8547e19b2b3198fac45078

Using a table format (see Evaluation Question C Table Example), succinctly describe the impact of the grant and match work on each selected species. Do NOT include benefits from non-match work, and address only non-waterfowl species.

- Which species or population will benefit and in which Bird Conservation Region (BCR)?
- How many estimated individuals/pairs are expected to use the grant and match tracts and, if the grant or match tracts are being restored or enhanced, what is the expected increase in population numbers?
- How will the proposal activities positively affect the species and improve habitat quality?
- What life cycle stage will be supported by the project (If tracts are not yet identified, explain what procedure will be used to ensure that the high-quality habitat is targeted)?

A. Priority bird species:
Identify up to 5 priority bird species from the BCR lists (Appendix A) at the end of these instructions that best demonstrate the benefits of the proposed activities to non-waterfowl species. Use habitat and population objectives from the species in the BCR (reference the BCR lists at the end of these instructions); for more information on BCRs, see https://nabci-us.org/resources/bird-conservation-regions-map/.

Species/BCR #	Numbers Estimated	Life Stage (Breeding, Migration, Wintering)	Explanation of Benefits (Identify individual tracts)

B. Other wetland-associated bird species:
Identify up to 5 bird species not included in the priority species lists provided in Part A above that help demonstrate the benefits of the project activities to non-waterfowl species.

Species	Numbers Estimated	Life Stage (Breeding, Migration, Wintering)	Explanation of Benefits (Identify individual tracts)

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EVALUATION QUESTION D

How does the proposal contribute to the conservation of habitat for wetland associated, Federally listed or proposed endangered species; wetland-dependent Species of Greatest Conservation Need (SGCN) from the appropriate State Wildlife Action Plan (SWAP); and other wetland-associated fish and wildlife that are specifically involved with the proposal?

Note: For more information on Federally listed species and critical habitat, visit the U.S. Fish and Wildlife Service's Endangered Species Program website: https://www.fws.gov/program/endangered-species. Click on Species Information for species-specific information. Visit the Service's Endangered Species Program contacts page https://www.fws.gov/program/endangered-species/contact-us for more information in a regional or state context. Under A and B below, list species that will be affected by the grant and match work **(do NOT include non-match tracts)** and succinctly provide the additional requested information to explain how the proposal will affect the species.

A. Federally Threatened, Endangered, or Proposed candidate species:
List a **MAXIMUM OF 5 species**.

- What species will utilize the proposal area?
- Within the explanation of benefits section of the table, information provided for each species should answer:
  - How will the proposal improve habitat quality?
  - Importance of each tract or logical groupings of tracts in the proposal to the species.

Species	Explanation of Benefits

B. Wetland-dependent species of greatest conservation need (SGCN) from the appropriate State Wildlife Action Plan (SWAP):
List a **MAXIMUM OF 5 species**: Do NOT list species already listed in Evaluation Question D part A, Evaluation Question A, or Evaluation Question C.

The SWAP for each State can be found here*:* https://www1.usgs.gov/csas/swap/index.html

- What species will utilize the proposal area?
- Within the explanation of benefits section of the table, information provided for each species should answer:
  - How will the proposal improve habitat quality?
  - Importance of each tract or logical groupings of tracts in the proposal to the species.

Species	Explanation of Benefits

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EVALUATION QUESTION E

How does the proposal satisfy the partnership purpose of the North American Wetlands Conservation Act?

A. Partner Categories (includes non-match):
Show the partner diversity by listing each partner (irrespective of contribution amount) under one of the following categories. To receive credit, signed Partner Contribution Statements from matching and non-matching partners must be submitted with the proposal.

State agencies:
Non-governmental conservation organizations: *(e.g., local wildlife club, Ducks Unlimited, Inc., The Nature Conservancy)*
Local governments, counties, or municipalities: *(e.g., Conservation District)*
Private landowners:
Profit-making corporations: *(e.g., Exxon)*
Native American governments or associations:
Federal agencies:
Other partner groups:

For NAWCA purposes, a partner is defined as a group, agency, organization, or individual which participates in a specific NAWCA project as a funding provider.

Non-match partners are eligible for inclusion in this section if the non-match funds are pooled with grant or match funds to accomplish acreage goals.

A partner letter is required for each partner, including non-match partners.

B. Important Partnership Aspects (new grant recipient, significant new partners, unique partners, large numbers of partners under any category in A above, non-financial contributions):
Briefly state any particularly significant or unique benefits that are provided by the proposal 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 growing the number of waterfowl hunters, other conservationists and citizens who enjoy and actively support waterfowl, migratory birds, and wetlands conservation (e.g., new partners, funding support, local or other governmental support)?

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EVALUATION QUESTION F

How does the proposal contribute to long-term conservation of wetlands and associated habitats, climate change, and changing environmental conditions? Are there any considerations not previously mentioned in the other Evaluation Questions that should be factored into the evaluation of the proposal?

Complete the "Acres by Longevity of Benefits" Table (see Evaluation Question F Table Example)
- In Section A, list the match and grant acreage by activity for each tenure category.
- In Section B, list the acreage by tenure for each tract.
- **Restoration and enhancement activities should not be listed under the perpetuity tenure category without exceptional and appropriate justification, relative to tenure of agreements. The expectation of maintenance does not make a restoration or enhancement project perpetual.**

- For both sections, only use those activity rows required for your proposal. Please ensure the acreage totals provided in this table match those totals provided on the Summary Page. Also include any non-add acres within parentheses. **Do not include non-match acres!**
- If your proposal is funded, you will be required to submit annual reports that compare actual accomplishments with the acreage figures and habitat types you give here. Additionally, you will be asked for actual accomplishments of your proposal in this format as part of your final report. This data will be used to determine the success of your project.

ACTIVITY	ACRES BY LONGEVITY OF BENEFITS * Includes water control structures made of material other than wood. ** Includes wood water control structures and pumps.				TOTAL ACRES
	PERPETUITY	*26-99	**10-25	< 10	
SECTION A					
Fee					
Easement					
Lease					
TOTAL ACQUIRED					
RESTORED					
ENHANCED					
ESTABLISHED					
TOTAL					
SECTION B					
Tract					
Tract					
Tract					

Provide a brief narrative describing the significance of the proposal to:
- How the project area and tracts might be affected by climate change and other changing environmental conditions within the next 30-50 years,
- How the activities proposed will address, in a resilient and adaptive manner, any effects caused by climate change and other changing environmental conditions.
- Provide any considerations not previously mentioned in the other Evaluation Questions that should be factored into the evaluation of the proposal.

A good resource to consult is your regional USGS Climate Adaptation Science Centers: https://www.usgs.gov/ecosystems/climate-adaptation-science-centers/learn-about-regional-cascs?qt-science_support_page_related_con=0#qt-science_support_page_related_con

Questions that might be discussed include:
- What national, state, or regional-level climate vulnerability/risk assessments have been conducted for the project area and what did they determine?
- Is the project area known from assessments or research to exhibit climate-resilient features or attributes?
- Are populations and the conservation status of priority species from Evaluation Questions A and C projected to change over the next 30-50 years?
- What climate-adaptive features or attributes do the project activities include?
- How are project activities compatible with or contribute to the U.S. Fish and Wildlife Services' Strategic Plan for Responding to changing environmental conditions (https://www.fws.gov/initiative/climate-change), the National Fish, Wildlife & Plants Climate

Adaptation Strategy (https://www.fishwildlife.org/afwa-inspires/climate-adaptation-network), or similar documents?

- What adaptation framework are you utilizing to address climate change?

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EVALUATION QUESTION G

To what degree does the proposal allow public access? Is hunting and fishing allowed on all tracts?

- Briefly indicate the degree of public access (e.g., hunting, fishing, hiking) that will be allowed on the proposal grant and match tracts.
- Open to public access means that any member of the public can legally enter NAWCA proposal tracts subject to only modest restrictions (e.g., daylight hours only, small entry fee, etc.). Under this definition, proposal tracts may be closed during certain times of the year or certain types of activities may be limited to facilitate habitat and wildlife management (manage for hunting access, migratory bird sanctuary or other environmental impacts, etc.).
- How many acres will be open to public access? Explain what public access activities will occur (e.g., hunting, fishing, hiking) and on which acres. How many acres will be closed to public access and why?
- Points will be awarded as follows:
  - 2 points – open to public hunting
  - 1 point – open to other public access
  - 0 points – closed to public access

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TRACT TABLE AND FINAL TITLEHOLDER SUMMARY

Ensure **each** tract involved in the proposal is identified in all relevant sections of the proposal (summary table, financial table, and narratives). For any tract(s) that is/are not yet identified, complete the Tract Table as thoroughly as possible, explain why the tract(s) is/are not yet identified and describe the methods to be used to select the tract(s).

Please provide the following information for each tract (See Tract Table Example):

- Tract Identification: use the same name or number throughout proposal. If a tract has multiple activities (e.g., Fee Acquired and Restored), then **create a separate line for each activity**.
- Activity Type: Fee Acquired, Fee Donated, Easement Acquired, Easement Donated, Lease Acquired, Lease Donated, Restored, Enhanced, Wetland Established.
- Wetland and upland acres within each tract. Be sure to also include any non-add acres in parentheses, if applicable.
- Public Access: Include total amount of acres that will be open to public access.
- Funding category: List Grant, old match, new match, non-match, or combination. Non-match should be pooled with Grant and/or match funds.
- Funding source: List NAWCA and/or abbreviated partner names.
- The county and state the tract is located in.
- A central tract location latitude/longitude point in decimal degrees (Example: 38.752906, -77.1084432).
- Title holder (name) after the project is completed. For easements, give both the fee and easement holders.
- Total acre summary line at the bottom of the Tract Table.

The tract location (latitude/longitude) information in decimal degrees is mandatory.

Landowner and tract names must be consistent (i.e., have the same name) throughout the proposal. Below the table, complete the Final Titleholder Summary. Acreage total should match the Summary Page data.

Below the table, complete the Final Titleholder Summary. Acreage total should match the Summary Page data. Write out any acronyms used in the table.

NOTE: If your proposal is funded, you will be asked for actual accomplishments of your proposal in this format as part of your final report. This data will be used in Government Performance and Results Act reporting.

Tract Table:

Tract ID	Activity Type	Wetland Acres	Upland Acres	Public Access	Funding Category	Funding Source	County and State	Central Tract Location in Decimal Degrees	Final Title Holder
Tract				# Open Acres					
Tract				# Open Acres					
Tract				# Open Acres					
Total Acres		**Total # Wetland Acres**	**Total # Upland Acres**	**Total # Open Acres**					

Funding Categories: (G = Grant, OM = Old Match, NM = New Match, NO = Non-Match)

FINAL TITLEHOLDER SUMMARY:

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PARTNER CONTRIBUTION STATEMENTS

Guidelines for Partner Contribution Statements:

- **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 review of a proposal and may result in the contribution being considered non-match.
- Each matching partner (including the grantee and private landowners, if providing funds and/or donating title to property) and non-matching partner (including Federal partners) listed in the proposal must complete a Statement.
- Each statement must be submitted with the proposal before the deadline date. These letters **must** be signed, dated, and submitted with the proposal.
- Each letter should state the amount of matching and 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.**
- 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 applicant's statement should not be a cover or transmittal sheet for the proposal.
- The contribution amount on the statement must be the same as the amount shown in the proposal for that 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.
- The partner contribution letter template has been updated to include a question that asks if and how the project will benefit tribal hunting and fishing treaty rights. This change came in response to the House of Representatives Committee on Appropriations Report submitted to the Department of the Interior, Environment, and Related Agencies Appropriations Bill for Fiscal Year 2018, which urged the Service to make wetlands restoration projects that protect hunting and fishing treaty rights a higher priority.

PARTNER CONTRIBUTION STATEMENT TEMPLATE

We will only accept properly formatted Partner Contribution Statements as verification of partner **match and non-match.** Submitting partner letters that do not follow the format in the guidelines will adversely affect the 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/individuals indicate "Private")?

When will you make the contribution?

What is the value of your contribution and how did you determine the value? 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.

Will the project benefit tribal hunting and fishing treaty rights and if so, how?

Do you have any additional comments?

Signature:

Name (printed), Title, and Affiliation:

Date Signed:

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MAPS OF PROJECT AREA AND TRACT(S)

Include maps as the last attachment on your proposal narrative. Overall project area and individual known tract maps are required.

For the project area, provide at least one map: it should include the location of all grant and match tracts within the project area boundary and should convey an understanding of all conservation activities in the project area boundary including federal, state, and NGO conservation lands.

The project area is a larger, defined area that encompasses the project's tract(s). A project area can best be described as follows:

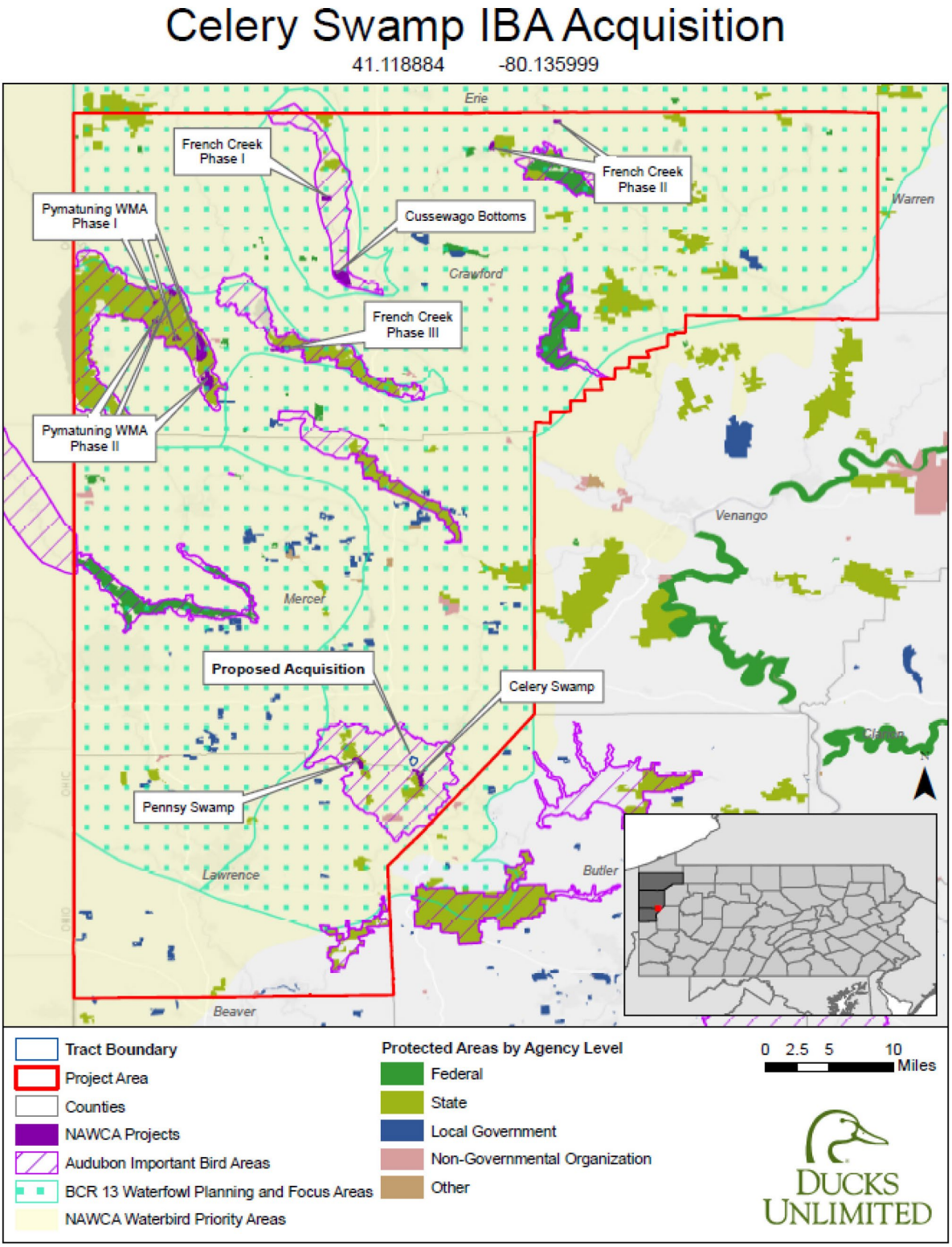
- area that is part of a wetlands conservation plan;
- areas in the same wetlands system (e.g., watershed or river basin);
- areas that are managed to meet the same wetlands objectives;
- areas that are in close proximity;
- areas that provide direct benefits to each other; or
- defined administrative boundaries such as township, city, or county(ies).

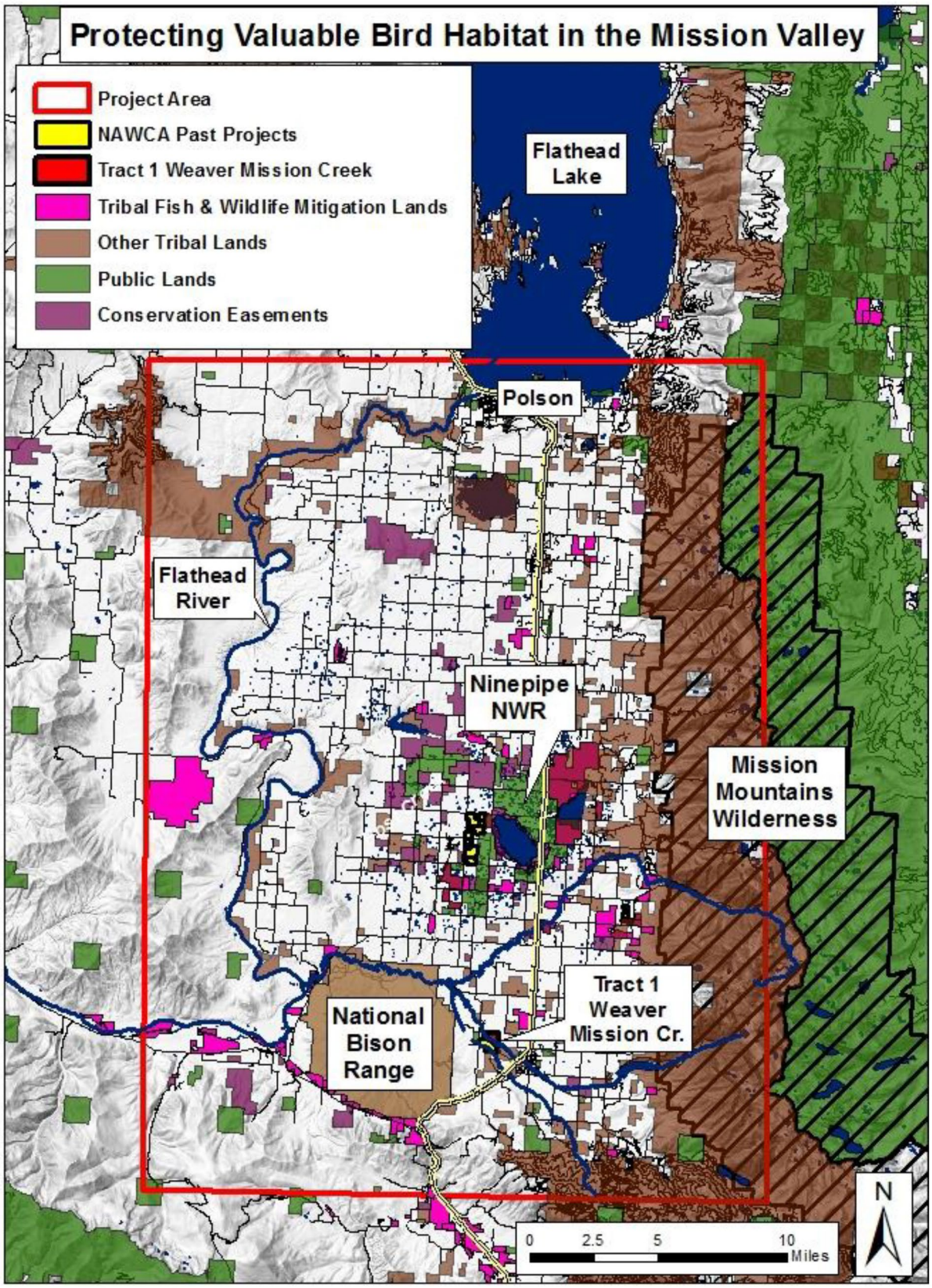
Please keep in mind that if your project is funded and a tract needs to be substituted, then the substitution tract(s) must be located within the defined project area boundary.

Three examples of project area maps are provided below. These maps represent large-, intermediate-, and small-scale project areas. Three examples of tract maps are also provided. Maps are critical sections of the proposal. Well-constructed and informative maps can have a significant impact on understanding the scope and significance your proposal has to wetland conservation. This understanding will be reflected in the scoring process. Your project area maps should include:

- Proposal title
- Location of the ENTIRE proposal area (all grant, match, and project area) 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, enhancement, and establishment tracts, major water control structures and other major restoration/enhancement/establishment features
- A legend
- Map scale
- A north directional arrow
- Location of natural features (rivers, lakes) to show how the proposal fits into the natural landscape
- Location of previous NAWCA projects and future proposal sites
- If applicable and possible, where the proposal is in relation to a larger wetlands conservation project (show larger project boundary and boundary of current proposal).

PROJECT AREA MAP EXAMPLES




Protecting Valuable Bird Habitat in the Mission Valley
Project Area
NAWCA Past Projects
Tract 1 Weaver Mission Creek
Tribal Fish & Wildlife Mitigation Lands
Other Tribal Lands
Public Lands
Conservation Easements
Flathead Lake
Polson
Flathead River
Ninepipe NWR
Mission Mountains Wilderness
Tract 1 Weaver Mission Cr.
National Bison Range
0 2.5 5 10 Miles
N

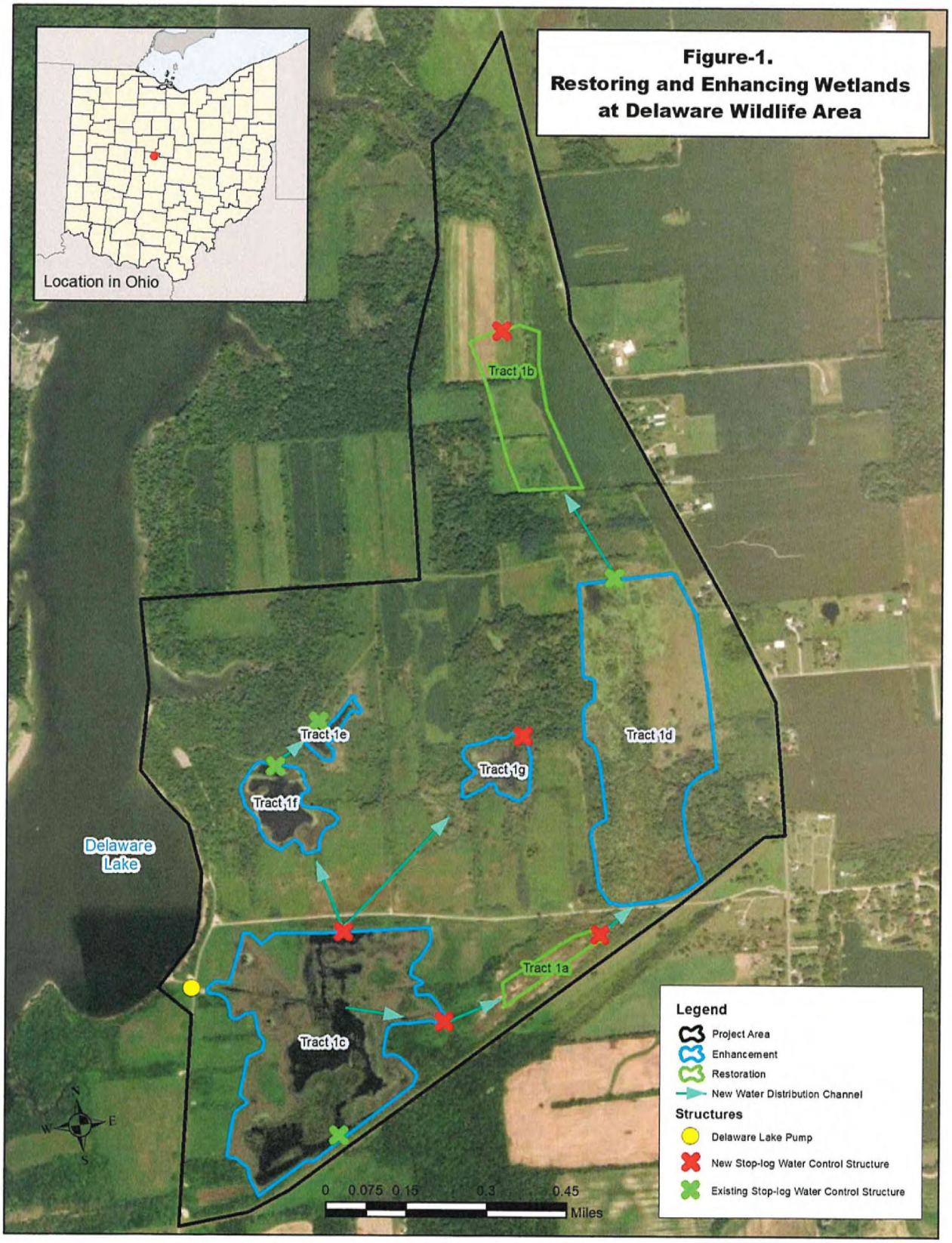
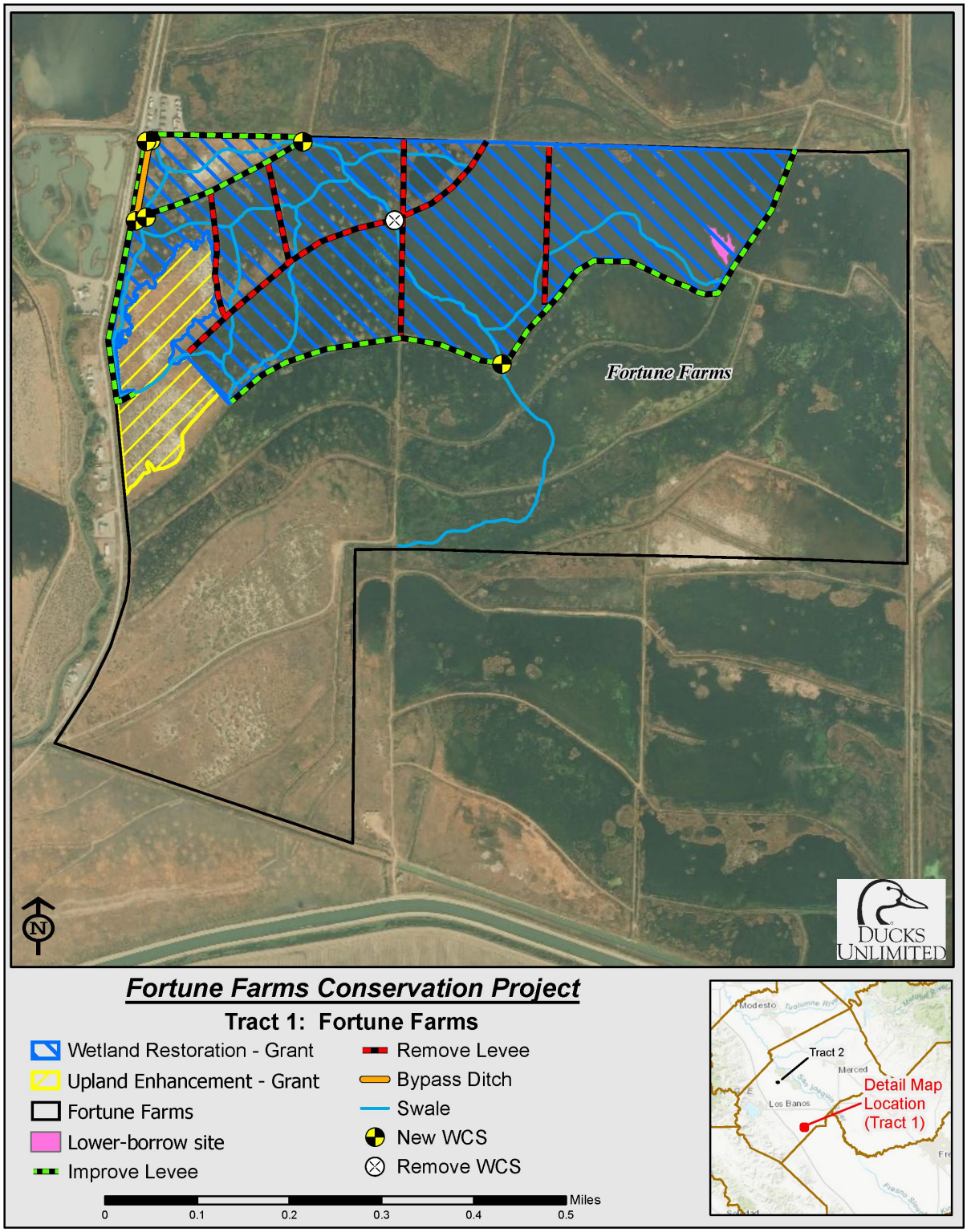
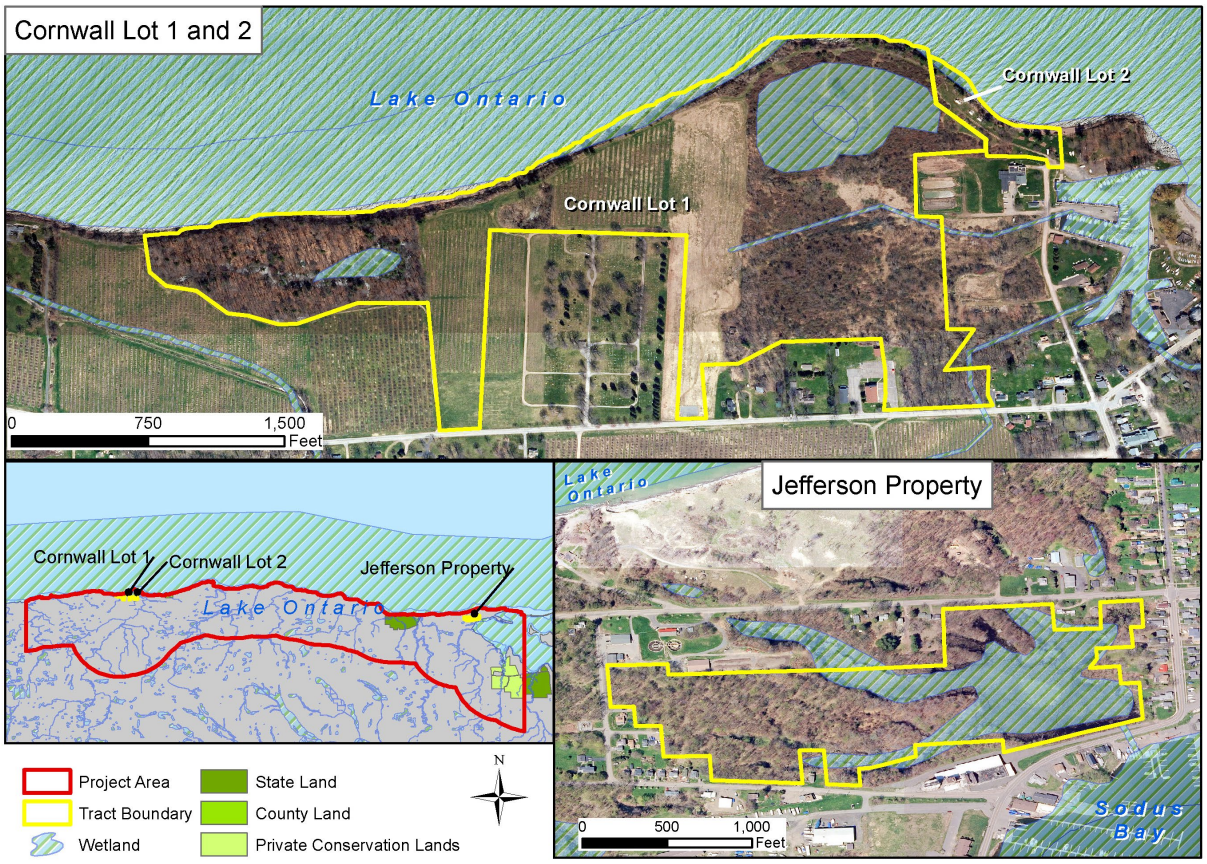


Figure-1.
Restoring and Enhancing Wetlands
at Delaware Wildlife Area
Location in Ohio
Tract 1b
Tract 1e
Tract 1f
Tract 1g
Tract 1d
Tract 1a
Tract 1c
Delaware Lake
Legend
Project Area
Enhancement
Restoration
New Water Distribution Channel
Structures
Delaware Lake Pump
New Stop-log Water Control Structure
Existing Stop-log Water Control Structure
0 0.075 0.15 0.3 0.45
Miles
N
E
S
W

TRACT MAP EXAMPLES


Fortune Farms
N
DUCKS UNLIMITED
Fortune Farms Conservation Project
Tract 1: Fortune Farms
Wetland Restoration - Grant
Upland Enhancement - Grant
Fortune Farms
Lower-borrow site
Improve Levee
Remove Levee
Bypass Ditch
Swale
New WCS
Remove WCS
Miles
0
0.1
0.2
0.3
0.4
0.5
Modesto
Tuolumne River
Tract 2
Merced
Los Banos
Detail Map Location (Tract 1)

Cornwall Jefferson Wetland and Habitat Restoration Project



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GIS SHAPEFILE INSTRUCTIONS

Please provide a single GIS shapefile that was used to create the maps. The shapefile submitted should use a GCS_WGS_1984 projection and the attribute table should contain a name for each polygon which corresponds to a tract listed in the proposal tract table.

- Only one GIS shapefile should be submitted for each proposal. The shapefile must be a polygon(s), not points or lines.
- Submit the shapefile as a .zip file. The submitted shapefile should have these file extensions, at minimum: **.shp, .dbf, .shx, .prj, .xml.** Any other extensions that are submitted are extra, but do not delete these.
- The shapefile must contain multiple polygons representing the overall project area and location of each of the tracts involved in the project.

The attribute table should **very closely resemble the tract table**, with a few exceptions. The shapefile should contain the Project Name, Total Acreage (you do not need to break out the wetland/upland acres), and Project Area entry. Tract Name is optional if you have instead been using Tract ID throughout the proposal. The other fields are mandatory and should follow these field property *suggestions*:

- FID – *automatically assigned*
- Shape – Polygon. *If your shapefile is in Polygon ZM format, please convert it to a standard Polygon.*
- PROJ_NAME – Text; Length: default
- TRACT_ID – Text; Length: default. *Tract ID should match the ID used throughout the proposal and Tract Table. You may leave this field entry blank for the Project Area.*
- ACTTYPE – Text; Length: default. *List the abbreviated activity per tract using this key: FA = Fee Acquired, FD = Fee Donated, EA = Easement Acquired, ED = Easement Donated, LA = Lease Acquired, LD = Lease Donated, RS = Restored, EN = Enhanced, WE = Wetland Established. You may leave this field entry blank for the Project Area.*
- TRACT_NAME – Optional. Text; Length: default. *You may leave this field entry blank for the Project Area.*
- ACREAGE – Double; Default Precision and Scale. *Total acreage of wetland and upland components. You may leave this field entry blank for the Project Area.*
- FUNDING – Text; Length: default. *Funding category (Grant, Old Match, New Match, and Non-Match). You may leave this field entry blank for the Project Area.*
- COUNTY – Text; Length: default. *You may leave this field entry blank for the Project Area.*
- STATE –Text; Length: default. *Two letter state abbreviation. You may leave this field entry blank for the Project Area.*
- LATITUDE – Double; Default Precision and Scale
- LONGITUDE – Double; Default Precision and Scale
- HOLDER – Text; Length: default *Final Title Holder. You may leave this field entry blank for the Project Area.*

Any additional attribute fields submitted will be considered extra information.

For tracts that will be determined at a time after the project is funded, please still list the tract in the attribute field. Assign the tract with the same geographical boundary as the Project Area.

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STANDARD FORM-424s AND PROJECT ABSTRACT SUMMARY INSTRUCTIONS

Both non-Federal and Federal applicants are required to submit a completed Application for Federal Assistance SF-424 form along with their proposal application. If your project consists of construction, SF-424 C and SF-424 D are mandatory to complete. If your project is only non-construction and/or acquisition only then SF-424 A and SF-424 B are mandatory to complete. If your project consists of a mix of construction and non-construction activities, then complete SF-424 C and D. Copy of SF-LLL, Disclosure of Lobbying Activities Form is required only if the applicant has lobbying activities to disclose. For non-Federal applicants, SF-424 forms are to be completed in https://www.grantsolutions.gov/ when you apply for a directed announcement. For Federal applicants, all SF-424 forms can be downloaded here https://www.grants.gov/web/grants/forms/sf-424-individual-family.html .
The address on the SF-424 (#8d) must match the address associated with the DUNS/Unique Entity ID number (#8c). The following instructions for completing the SF-424 to accompany a NAWCA proposal supersede those on the back of the SF-424.

CELL NUMBER and TITLE	INSTRUCTIONS
1. Type of Submission	Check “Application”
2. Type of Application	Check “New”
3. Date Received	Enter date completing SF-424
4. Applicant Identifier	Leave blank
5. a. Employer Identification	Leave blank
5. b. Federal Award Identifier	Leave blank
6. Date Received by State	Leave blank
7. State Application Identifier	Leave blank
8. Applicant Information (a-f)	Complete all required information in sections a-f
9. Type of Applicant	Complete for your organization
10. Name of Federal Agency	Enter "DOI-U.S. Fish and Wildlife Service"
11. Catalog of Federal Domestic Assistance Number and Title	Enter "15.623" and ”North American Wetlands Conservation Fund’’
12. Funding Opportunity Number/Title:	Enter “F24AS00012” and “NAWCA 2024 US Small Grants”
13. Competition Identification Number/Title:	Will automatically fill in from #12
14. Areas Affected by Project	Enter only information for "Counties and States" that the tract(s) are included in; if tract(s) are unknown, then list all counties within the project area or indicate ‘statewide’ if applicable
15. Descriptive Title of Applicant’s Project	Enter title of proposal
16. Congressional Districts of Applicant/Project	Enter information for a and b.
17. Proposed Project Start and End Dates	Enter proposed project start and end dates.
18. Estimated Funding	**Do not include non-match $**. In “a”, include only NAWCA grant $. In “b-e”, include only 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?	Required to answer but only applicable to states
20. Is Applicant Delinquent on any Federal Debt?	Required to answer
21. Authorized Representative	SIGNATURE AND DATE REQUIRED by the authorized representative of the applicant organization. We will not accept a typed signature.

FYI: On January 1, 2022, DOI implemented the project abstract summary in GrantSolutions. The Project Abstract is a concise summary of a grant project. The summary typically describes the mission and goals of the project, the population it will serve, and what impact it may have on the community. Information for the project abstract summary can be taken from project narrative and include/avoid the following:

- Avoid acronyms or Federal or agency-specific terminology;
- Include plain language description Award purpose;
- Activities to be performed;
- Deliverables and Expected Outcomes;
- Intended beneficiary(ies); and
- Subrecipient activities if known or specified at the time of award

Project Abstract Summary character limitation as 1 page or less (no more than ~4000 characters) and use of 12 pt. font and Times New Roman is recommended.

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ATTACHMENTS

ALL ATTACHMENTS should be emailed to nawca_smallgrant@fws.gov

1. Copies of existing easements, leases, and deeds, and models/templates for easements and leases to be acquired during the project period.

2 **Negotiated Indirect Cost Rate Agreement (NICRA):** 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.

Copy of the Indirect Cost Rate Agreement + Response below:

Applicant Indirect Cost Statement Requirement
The Service requires all applicants except individuals to submit the applicable statement from the following list in their applications to the Service. The only exception are individuals applying for and receiving funds separate from a business or non-profit organization they may operate, as they are not eligible to charge indirect costs to their award from the Service

All Other Organizations
All other organizations must include the applicable statement from this list and any related documentation in their application. Please note, an organization with a current negotiated (including provisional) rate may not elect to charge the 10% de minimis rate of Modified Total Direct Costs during the period covered by their current negotiated rate.

- We are an organization with a current negotiated indirect cost rate. In the event we receive an award, we will charge indirect costs per our current negotiated rate agreement. Attached is a copy of our current rate agreement.
- We are an organization with a negotiated indirect cost rate that has expired. Attached is copy of our most recently negotiated rate agreement. If we receive an award, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award date. We understand we

must provide the Service a copy of our approved rate agreement before charging indirect costs to the Federal award.

- We are an organization that has never negotiated an indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate], which is charged against [insert a complete description of the direct cost base used to distribute indirect costs to the award]. If we receive an award, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award date. We understand we must provide the Service a copy of our approved rate agreement before charging indirect costs to the Federal award.
- We are an organization that does not have a current negotiated (including provisional) rate. In the event an award is made, we elect to charge the de minimis rate of 10% of Modified Total Direct Costs as defined in 2 CFR 200.1. We understand we must use this methodology consistently for all Federal awards until such time as we negotiate a different rate with our cognizant agency. We understand that we must notify the Service in writing if during the award period we establish a rate that changes the methodology used to charge indirect costs to the award. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs and that such changes are subject to review, negotiation, and prior approval by the Service.
- We are an organization submitting a [insert either "Cooperative Fish and Wildlife Research Unit Program" or "Cooperative Ecosystem Studies Unit Network"] project proposal, which has an indirect cost rate cap of [insert rate; CRU is currently 15%; CESU is currently 17.5%]. In the event we receive an award, we understand that if we have a current negotiated (including provisional) rate we must charge the program's capped indirect cost rate to the same base identified in our approved indirect cost rate agreement, per 2 CFR §1402.414. If we do not have current negotiated (including provisional) rate, we understand we must charge the capped indirect cost rate against Modified Total Direct Costs (MTDC) as defined in 2 CFR 200.1.
- We are an organization that will charge all costs directly.

3 Copy of SF-LLL, Disclosure of Lobbying Activities Form (required only if the applicant has lobbying activities to disclose). For more information go to: https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html.

4 Statement regarding applicability of and compliance with SF-FAC (formerly OMB Circular A-133) Single Audit Reporting (see cover page). EXCEPTION: If SF-FAC applies to you, send the most recent audit as a separate attachment when submitting proposal.

5 A .zip file of the GIS Shapefile (project area and tract(s) polygons are required).

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PROPOSAL EXAMPLES BY SECTION

1. **FINANCIAL PLAN TABLE EXAMPLE**
2. **EVALUATION QUESTION A TABLE EXAMPLE**
3. **EVALUATION QUESTION B TABLE EXAMPLE**
4. **EVALUATION QUESTION C TABLE EXAMPLE**
5. **EVALUATION QUESTION F TABLE EXAMPLE**
6. **TRACT TABLE EXAMPLE**

FINANCIAL PLAN TABLE EXAMPLE

ACTIVITIES	GRANT $	MATCHING PARTNERS				TRACT ID	NON-MATCH $
		ABBREVIATED PARTNER NAME	OLD MATCH $	NEW MATCH $	TOTAL GRANT + MATCH $		
Land Costs: Fee Acquired	$59,000	DU			$59,000	1	
		TPL		$1,000	$1,000	1	
Appraisals & Other Acquisition Costs		PGCLC	$2,750		$2,750	1	
Non-Contract Personnel & Travel		DU	$700		$700	1	
A. TOTAL FEE AQUIRED	**$59,000**		**$3,450**	**$1,000**	**$63,450**		**$0**
G. TOTAL ACQUIRED (Sum of A,B,C,D,E,F)	**$59,000**		**$3,450**	**$1,000**	**$63,450**		**$0**
Contracts	$7,500	DU			$7,500	1	
		CPRA	$127,200		$127,200	1	
		TPL	$135		$135	2	
	$7,500	DU			$7,500	2	
Materials & Equipment		DU	$1,000		$1,000	1	
		FWS				2	$1,000
Non-Contract Personnel & Travel		DU	$700		$700	1	
		DU	$700		$700	2	
H. TOTAL RESTORED	**$15,000**		**$129,735**		**$144,735**		**$1,000**
L. GRAND TOTAL DIRECT	**$74,000**		**$133,185**	**$1,000**	**$208,185**		**$1,000**
Indirect Costs	$1,000	DU	$200		$1,200	1,2	
M. TOTAL INDIRECT	**$1,000**		**$200**		**$1,200**		
GRAND TOTAL (Sum of L and M)	**$75,000**		**$133,385**	**$1,000**	**$209,385**		**$1,000**
PARTNER INFORMATION	GRANT $	MATCHING PARTNERS				TRACT ID	NON-MATCH $
		ABBREVIATED PARTNER	OLD MATCH $	NEW MATCH $	TOTAL MATCH + GRANT $		
The Trust for Public Land		TPL	$135	$1,000	$1,135	1,2	
Coastal Protection and Restoration Authority of Louisiana		CPRA	$127,200		$127,200	1	
Ducks Unlimited	$75,000	DU	$3,300		$78,300	1,2	
Partnership for Gulf Coast Land Conservation		PGCLC	$2,750		$2,750	1	
U.S. Fish & Wildlife Service		FWS				2	$1,000
GRAND TOTAL	**$75,000**		**$133,385**	**$1,000**	**$209,385**		**$1,000**

Remember:

- If more than one tract per activity, list each on separate line (i.e., if two tracts are both acquiring in fee, list each on a separate line).
- Delete or add activity rows as they apply (i.e., if no "restoration" delete those rows).
- The Financial Plan should agree with the Summary in Section II and the Tract Table in Section VI.

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EVALUATION QUESTION A TABLE EXAMPLE

Species	Numbers Estimated	Life Stage (Breeding, Migration, Wintering)	Explanation of Benefits **(Identify individual tracts)**
High Priority			
Mallard	Up to 1,300 expected collectively on grant and match tracts.	Migration and wintering	1: Provide long-term protection of bottomland hardwood forest and moist soil restoration on 100 acres along the South River.
Northern Pintail	Up to 300 expected	Migration and wintering	2, 3: Moist soil enhancements and shallow palustrine wetland restorations on 130 acres adjacent to the South River and Red Rock Reservoir will provide additional opportunities for foraging and loafing.
Lesser Scaup	Up to 70 expected	Wintering	1: Provide 100 acres of feeding, resting and roosting locations along adjacent riverine habitats of the Des Moines River watershed.
Other Priority			
Wood Duck	10 breeding pairs expected. Up to 1,000 migrating and wintering expected	Breeding, migration, and wintering	1: Securing bottomland hardwood habitat for this species will protect and increase foraging and nesting habitat.
Other			
Hooded Merganser	Up to 30 wintering expected	Wintering and breeding	1: Long-term protection of 100 acres of wooded swamps will increase wintering and breeding habitats.
Northern Shoveler	Up to 50 expected	Wintering	1, 2, 3: Provide 115 acres of palustrine emergent wetland habitats adjacent to Red Rock Reservoir and along the South River.
Gadwall	Up to 20 expected	Wintering	2: Expected to provide an additional 37 acres of freshwater marsh within the floodplain of the Des Moines River.

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EVALUATION QUESTION B TABLE EXAMPLE

ACTIVITY AND TRACTS IN THE PROPOSAL	STATUS, TYPES, AND ACRES OF WETLANDS Note: Types subsidiary to types listed below have the same status.								UPLANDS	TOTAL
	DECREASING			STABLE			INCREASING	NO TREND DATA		
	PEM	PFO	E2Veg	E1	L	R	M2, PSS, PUB, E2US	PML, PRB, E2AB		
SECTION A										
Fee		50				12	22		16	100
ACQUIRED TOTAL		50				12	22		16	100
RESTORED	37								13	50
ENHANCED	28						17		35	80

TYPE TOTALS	65	50				12	39		64	230
STATUS TOTALS			115			12		39	64	230
GRAND TOTALS								166	64	230
SECTION B										
Tract 1		50				12	22		16	100
Tract 2	37								13	50
Tract 3	28						17		35	80

Remember:

- In Section A, list the match and grant acreage by activity for each wetland type or group of types.
- In Section B, list the acreage by type or group of types for each tract.
- **DO NOT INCLUDE NON-ADD ACRES (NORMALLY INDICATED WITH PARENTHESES) OR NON-MATCH ACRES IN THIS TABLE.**
- For both sections, only use those activity rows required with your proposal. Please ensure the acreage totals provided in this table match those totals provided on the Summary Page.

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EVALUATION QUESTION C TABLE EXAMPLE

A. Priority Bird Species:

Species/BCR#	Numbers Estimated	Life Stage (Breeding, Migration, Wintering)	Explanation of Benefits (Identify individual tracts)
King Rail/BCR 22	3 breeding pairs 30 birds during migration	Breeding and migration	1 & 2: Provide 37 acres of palustrine emergent wetland intermixed with 29 acres of grassland in the floodplain of the South River. This river floodplain provides a variety of wetland habitat, including dense cattail habitat to more open sedge meadow. A complex of wetland habitat is necessary for population survival. 3: Provide 45 acres of diverse shallow wetland habitats associated with two sub-impoundments (i.e., moist soil management units) along the Des Moines River adjacent to Red Rock Reservoir. Restored wetland habitat will provide varied topography, which will allow for a complex of wetland habitats.
Short-billed Dowitcher/BCR 22	300 birds during migration	Migration	1 & 2: Provide 37 acres of palustrine emergent wetland intermixed with 29 acres of grassland in the floodplain of the South River. These tracts will protect/restore preferred wetland and upland migration habitat. 3: Provide 45 acres of diverse shallow wetland habitats associated with two sub-impoundments along the Des Moines River above Red Rock Reservoir. This tract will improve foraging conditions by providing seasonal and semi-permanent wetlands, which will create mud flats and shallow open areas.

B. Other Wetland-Associated Bird Species

Species	Numbers Estimated	Life Stage (Breeding, Migration, Wintering)	Explanation of Benefits (Identify individual tracts)

American Golden-Plover	330 birds	Migration	1 & 2: Provide 37 acres of palustrine emergent wetland intermixed with 29 acres of grassland in the floodplain of the South River. These floodplain wetlands are expected to provide ideal migration habitat for this species in late summer and early fall. 3: Provide 45 acres of diverse shallow wetland habitats associated with two sub-impoundments along the Des Moines River above Red Rock Reservoir. Water control mechanisms and management regimes will favor a mix of shallow open water, mudflats, and moderate emergent vegetation in late summer and early fall. Water levels will slowly rise throughout the fall providing shallow water over a wide area dominated by moist soil plants.
Solitary Sandpiper	25 birds	Migration	3: Provide 45 acres of diverse shallow wetland habitats associated with two sub-impoundments along the Des Moines River above Red Rock Reservoir. Water control mechanisms and management regimes will favor a mix of shallow open water, mudflats, and moderate emergent vegetation in late summer and early fall. Water levels will slowly rise throughout the fall providing shallow water over a wide area dominated by moist soil plants.

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EVALUATION QUESTION F TABLE EXAMPLE

ACTIVITY	ACRES BY LONGEVITY OF BENEFITS * Includes water control structures made of material other than wood. ** Includes wood water control structures and pumps.				TOTAL ACRES
	PERPETUITY	*26-99	**10-25	< 10	
SECTION A					
Fee	100				100
TOTAL ACQUIRED	100				100
RESTORED		50	(20)		50 (20)
ENHANCED		80			80
TOTAL	100	130	(20)		230 (20)
SECTION B					
Tract 1	100		(20)		100 (20)
Tract 2		50			50
Tract 3		80			80

Remember:

- In Section A, list the match and grant acreage by activity for each tenure category.
- In Section B, list the acreage by tenure for each tract.
- **Restoration and enhancement activities should not be listed under the perpetuity tenure category without exceptional and appropriate justification, relative to tenure of agreements. The expectation of maintenance does not make a restoration perpetual.**

- For both sections, only use those activity rows required with your proposal. Please ensure the acreage totals provided in this table match those totals provided on the Summary Page. Also include any non-add acres with parentheses. **DO NOT INCLUDE NON-MATCH ACRES.**

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TRACT TABLE EXAMPLE

Tract Table

Tract ID	Activity Type	Wetland Acres	Upland Acres	Public Access	Funding Category	Funding Source	County and State	Central Tract Location in Decimal Degrees	Final Title Holder
Tract 1	Fee Acquired	84	16	100	G,NM	NAWCA, IDNR	Warren County, Iowa	41.451107, -93.360919	IDNR
Tract 1	Restored	(20)	0	(20)	G,NM	NAWCA, IDNR	Warren County, Iowa	41.451107, -93.360919	IDNR
Tract 2	Restored	37	13	50	OM	HTU	Warren County, Iowa	41.342359, -93.479101	WCCB
Tract 3	Enhanced	45	35	80	G,NM, NO	NAWCA, IDNR, USFWS	Polk County, Iowa	41.499867, -93.348154	USFWS
Total Acres		166 (20)	64	230 (20)					

FINAL TITLEHOLDER SUMMARY: IDNR – 100(20) acres; WCCB – 50 acres; USFWS - 80 acres.

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APPENDIX

A. Question C Priority NAWCA Non-Waterfowl Species List

A. BIRD CONSERVATION REGIONS AND EVALUATION QUESTION C PRIORITY NAWCA NON-WATERFOWL SPECIES

This list of wetland-associated birds originates from the 2021 Birds of Conservation Concern Report

BCR 1 ALEUTIAN/BERING SEA ISLANDS	**BCR 2 WESTERN ALASKA**	**BCR 3 ARCTIC PLAINS AND MOUNTAINS**
Black Oystercatcher Aleutian Tern Yellow-billed Loon (nb) Snowy Owl Short-eared Owl	Black Oystercatcher American Golden-Plover Bar-tailed Godwit Hudsonian Godwit Marbled Godwit Black Turnstone Dunlin (Northern Alaska) (nb) Rock Sandpiper (Pribilof) (nb) Short-billed Dowitcher Wandering Tattler Aleutian Tern Yellow-billed Loon Snowy Owl Short-eared Owl Olive-sided Flycatcher	American Golden-Plover Bar-tailed Godwit Dunlin (Northern Alaska) Pectoral Sandpiper Wandering Tattler Yellow-billed Loon Snowy Owl Short-eared Owl
BCR 4 NORTHWESTERN INTERIOR FOREST	**BCR 5 NORTHERN PACIFIC RAINFOREST**	**BCR 9 GREAT BASIN**
Hudsonian Godwit Rock Sandpiper (Pribilof) (nb) Short-billed Dowitcher Solitary Sandpiper (Western) Wandering Tattler Lesser Yellowlegs Aleutian Tern Short-eared Owl Olive-sided Flycatcher	Western Grebe Clark's Grebe Black Swift Allen's Hummingbird Black Oystercatcher Marbled Godwit (nb) Red Knot (Pacific) (nb) Rock Sandpiper (Pribilof) (nb) Short-billed Dowitcher Lesser Yellowlegs (nb) Willet (nb) Western Gull California Gull Aleutian Tern Western Screech-Owl (N. Pacific) Olive-sided Flycatcher	Western Grebe Clark's Grebe Black Swift Yellow Rail American Avocet Snowy Plover (Interior/Gulf Coast) Marbled Godwit (nb) Red Knot (Pacific) (nb) Pectoral Sandpiper (nb) Lesser Yellowlegs (nb) Willet Franklin's Gull California Gull Black Tern Forster's Tern American White Pelican Northern Harrier Short-eared Owl
BCR 10 NORTHERN ROCKIES	**BCR 11 PRAIRIE POTHOLES**	
Western Grebe Clark's Grebe Black Swift Yellow Rail Lesser Yellowlegs (nb) Willet Franklin's Gull California Gull	Western Grebe Clark's Grebe Black-billed Cuckoo Yellow Rail Hudsonian Godwit (nb) Marbled Godwit Ruddy Turnstone (Atlantic) (nb) Dunlin (Hudson Bay) (nb)	Short-billed Dowitcher (nb) Lesser Yellowlegs (nb) Willet Franklin's Gull California Gull Black Tern Northern Harrier Short-eared Owl

Black Tern	Pectoral Sandpiper (nb)	LeConte's Sparrow
BCR 12 BOREAL HARDWOOD TRANSITION	**BCR 13 LOWER GREAT LAKES/ST. LAWRENCE PLAIN**	**BCR 14 ATLANTIC NORTHERN FORESTS**
Black-billed Cuckoo Yellow Rail Whimbrel (Atlantic) (nb) Ruddy Turnstone (Atlantic) (nb) Dunlin (Hudson Bay) (nb) Pectoral Sandpiper (nb) Semipalmated Sandpiper (E/C) (nb) Lesser Yellowlegs (nb) Black Tern Common Tern LeConte's Sparrow Canada Warbler	Black-billed Cuckoo American Golden-Plover (nb) Ruddy Turnstone (Atlantic) (nb) Dunlin (Hudson Bay) (nb) Pectoral Sandpiper (nb) Semipalmated Sandpiper (E/C) (nb) Short-billed Dowitcher (nb) Lesser Yellowlegs (nb) Short-eared Owl (nb) Belted Kingfisher Red-headed Woodpecker Canada Warbler	Black-billed Cuckoo Whimbrel (Atlantic) (nb) Hudsonian Godwit (nb) Purple Sandpiper (nb) Semipalmated Sandpiper (E/C) (nb) Lesser Yellowlegs (nb) Willet Short-eared Owl (nb) Olive-sided Flycatcher Bay-breasted Warbler Canada Warbler
BCR 15 SIERRA NEVADA	**BCR 16 SOUTHERN ROCKIES/ COLORADO PLATEAU**	**BCR 17 BADLANDS AND PRAIRIES**
Western Grebe Clark's Grebe Black Swift Willet California Gull American Dipper	Western Grebe Clark's Grebe Black Swift Snowy Plover (Interior/Gulf Coast) Pectoral Sandpiper (nb) Lesser Yellowlegs (nb) California Gull Short-eared Owl Yellow-headed Blackbird	Western Grebe Black-billed Cuckoo Marbled Godwit Lesser Yellowlegs (nb) Willet Franklin's Gull California Gull Black Tern Northern Harrier Short-eared Owl American Dipper
BCR 18 SHORTGRASS PRAIRIE	**BCR 19 CENTRAL MIXED GRASS PRAIRIE**	**BCR 20 EDWARDS PLATEAU**
Clark's Grebe Snowy Plover (Interior/Gulf Coast) Whimbrel (Atlantic) (nb) Hudsonian Godwit (nb) Pectoral Sandpiper (nb) Lesser Yellowlegs (nb) Northern Harrier Short-eared Owl (nb)	Western Grebe Black-billed Cuckoo King Rail Snowy Plover (Interior/Gulf Coast) Whimbrel (Atlantic) (nb) Hudsonian Godwit (nb) Pectoral Sandpiper (nb) Lesser Yellowlegs (nb) Willet Least Tern (Atlantic/Interior) Black Tern Short-eared Owl (nb)	Pectoral Sandpiper (nb) Lesser Yellowlegs (nb)
BCR 21 OAKS AND PRAIRIES	**BCR 22 EASTERN TALLGRASS PRAIRIE**	
Pectoral Sandpiper (nb) Lesser Yellowlegs (nb) Least Tern (Atlantic/Interior) Little Blue Heron Prothonotary Warbler	Black-billed Cuckoo King Rail Hudsonian Godwit (nb) Ruddy Turnstone (Atlantic) (nb) Dunlin (Hudson Bay) (nb) Pectoral Sandpiper (nb)	Semipalmated Sandpiper (E/C) (nb) Short-billed Dowitcher (nb) Lesser Yellowlegs (nb) Short-eared Owl (nb) Rusty Blackbird (nb) Prothonotary Warbler

BCR 23 PRAIRIE HARDWOOD TRANSITION	BCR 24 CENTRAL HARDWOODS	BCR 25 WEST GULF COASTAL PLAIN/OUACHITAS
Western Grebe Black-billed Cuckoo King Rail Yellow Rail Marbled Godwit Ruddy Turnstone (Atlantic) (nb) Dunlin (Hudson Bay) (nb) Pectoral Sandpiper (nb) Semipalmated Sandpiper (E/C) (nb) Short-billed Dowitcher (nb) Lesser Yellowlegs (nb) Black Tern Short-eared Owl (nb) LeConte's Sparrow Rusty Blackbird (nb) Canada Warbler	Black-billed Cuckoo King Rail Semipalmated Sandpiper (E/C) (nb) American Woodcock Lesser Yellowlegs (nb) Least Tern (Atlantic/Interior) Short-eared Owl (nb) Wood Thrush LeConte's Sparrow (nb) Rusty Blackbird (nb) Prothonotary Warbler Kentucky Warbler Cerulean Warbler	King Rail Yellow Rail (nb) Pectoral Sandpiper (nb) American Woodcock Lesser Yellowlegs (nb) Least Tern (Atlantic/Interior) Swallow-tailed Kite Wood Thrush LeConte's Sparrow (nb) Prothonotary Warbler Kentucky Warbler
BCR 26 MISSISSIPPI ALLUVIAL VALLEY	**BCR 27 SOUTHEASTERN COASTAL PLAIN**	
King Rail Yellow Rail (nb) Pectoral Sandpiper (nb) Semipalmated Sandpiper (E/C) (nb) American Woodcock Lesser Yellowlegs (nb) Least Tern (Atlantic/Interior) Little Blue Heron Swallow-tailed Kite Wood Thrush LeConte's Sparrow (nb) Rusty Blackbird (nb) Prothonotary Warbler Kentucky Warbler Cerulean Warbler	King Rail Yellow Rail (nb) Sandhill Crane (Florida) American Oystercatcher Wilson's Plover Snowy Plover (Interior/Gulf Coast) Whimbrel (Atlantic) (nb) Marbled Godwit (nb) Ruddy Turnstone (Atlantic) (nb) Dunlin (Hudson Bay) (nb) Purple Sandpiper (nb) Pectoral Sandpiper (nb) Semipalmated Sandpiper (E/C) (nb) Short-billed Dowitcher (nb) American Woodcock	Lesser Yellowlegs (nb) Willet Least Tern (Atlantic/Interior) Gull-billed Tern Black Skimmer Swallow-tailed Kite Red-headed Woodpecker Wood Thrush LeConte's Sparrow (nb) Seaside Sparrow (Atlantic/Gulf) Saltmarsh Sparrow (nb) Rusty Blackbird (nb) Prothonotary Warbler Kentucky Warbler
BCR 28 APPALACHIAN MOUNTAINS	**BCR 29 PIEDMONT**	
Black-billed Cuckoo Rusty Blackbird (nb) Prothonotary Warbler Canada Warbler	Black-billed Cuckoo King Rail Short-eared Owl (nb) Rusty Blackbird (nb) Prothonotary Warbler	

BCR 30 NEW ENGLAND/MID- ATLANTIC COAST	
Black-billed Cuckoo King Rail American Oystercatcher Whimbrel (Atlantic) (nb) Hudsonian Godwit (nb) Ruddy Turnstone (Atlantic) (nb) Dunlin (Hudson Bay) (nb) Purple Sandpiper (nb) Pectoral Sandpiper (nb) Semipalmated Sandpiper (E/C) (nb) Short-billed Dowitcher (nb)	Lesser Yellowlegs (nb) Willet Least Tern (Atlantic/Interior) Gull-billed Tern Black Skimmer Short-eared Owl (nb) Seaside Sparrow (Atlantic/Gulf) Saltmarsh Sparrow Rusty Blackbird (nb) Prothonotary Warbler Canada Warbler

BCR 31 PENINSULAR FLORIDA	BCR 32 COASTAL CALIFORNIA	BCR 33 SONORAN AND MOJAVE DESERTS
White-crowned Pigeon Mangrove Cuckoo King Rail Yellow Rail (nb) Sandhill Crane (Florida) American Oystercatcher Wilson's Plover Snowy Plover (Interior/Gulf Coast) Whimbrel (Atlantic) (nb) Ruddy Turnstone (Atlantic) (nb) Dunlin (Hudson Bay) (nb) Pectoral Sandpiper (nb) Semipalmated Sandpiper (E/C) (nb) Short-billed Dowitcher (nb) American Woodcock Lesser Yellowlegs (nb) Willet Least Tern (Atlantic/Interior) Gull-billed Tern Black Skimmer Magnificent Frigatebird Great Blue Heron (Great White) Reddish Egret Swallow-tailed Kite Marsh Wren (Worthington's) Seaside Sparrow (Atlantic/Gulf) Saltmarsh Sparrow (nb)	Western Grebe Clark's Grebe Black Swift Allen's Hummingbird Yellow Rail (nb) Black Oystercatcher Snowy Plover (Interior/Gulf Coast) Marbled Godwit (nb) Red Knot (Pacific) (nb) Short-billed Dowitcher (nb) Willet (nb) Heermann's Gull (nb) Western Gull California Gull Gull-billed Tern Black Tern Elegant Tern Black Skimmer Northern Harrier Western Screech-Owl (N. Pacific) Short-eared Owl Savannah Sparrow (Belding's) Song Sparrow (Alameda/Samuels) Bullock's Oriole Tricolored Blackbird Common Yellowthroat (San Francisco)	Western Grebe Clark's Grebe American Avocet Snowy Plover (Interior/Gulf Coast) Marbled Godwit (nb) Willet (nb) Yellow-footed Gull (nb) Gull-billed Tern Black Skimmer Tricolored Blackbird

BCR 34 SIERRA MADRE OCCIDENTAL	BCR 35 CHIHUAHUAN DESERT
Western Grebe Whiskered Screech-Owl Cordilleran Flycatcher	Clark's Grebe Snowy Plover (Interior/Gulf Coast)

BCR 36 TAMAULIPAN BRUSHLANDS		
King Rail Wilson's Plover Snowy Plover (Interior/Gulf Coast) Pectoral Sandpiper (nb) Lesser Yellowlegs (nb) Gull-billed Tern		
BCR 37 GULF COAST PRAIRIE	**BCR 67 HAWAII**	**PUERTO RICO AND VIRGIN ISLANDS**
King Rail Yellow Rail (nb) American Oystercatcher American Golden-Plover (nb) Wilson's Plover Snowy Plover (Interior/Gulf Coast) Whimbrel (Atlantic) (nb) Long-billed Curlew (nb) Hudsonian Godwit (nb) Marbled Godwit (nb) Ruddy Turnstone (Atlantic) (nb) Red Knot (Pacific) (nb) Dunlin (Hudson Bay) (nb) Pectoral Sandpiper (nb) Short-billed Dowitcher (nb) American Woodcock (nb) Lesser Yellowlegs (nb) Willet Least Tern (Atlantic/Interior) Gull-billed Tern Forster's Tern Sandwich Tern Black Skimmer Reddish Egret Swallow-tailed Kite LeConte's Sparrow (nb) Seaside Sparrow (Atlantic/Gulf) Prothonotary Warbler	Bristle-thighed Curlew (nb) Wandering Tattler (nb)	White-crowned Pigeon Black Swift American Coot (Caribbean) Yellow-breasted Crake (Henderson's) Limpkin (Puerto Rican/Hispaniolan) American Oystercatcher Wilson's Plover Snowy Plover (Caribbean) Semipalmated Sandpiper (E/C) (nb) Lesser Yellowlegs (nb) Willet (nb) Least Tern (Atlantic/Interior) Magnificent Frigatebird Brown Pelican (Caribbean)