MB-FWS-Migratory Birds
NAWCA 2023 US Small Grants
FY 2023
Announcement # F23AS00015

Due Date for Application: October 13, 2022 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.

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 component, and recipient 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).

Contact a 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 of the proposal submissions from within their region and provide feedback about each project to the scoring subcommittee. If you are unfamiliar with the Joint Venture system, Appendix F contains a map of the Joint Venture administrative areas that will help you identify the Joint Venture where your project is located and direct contact to your Joint Venture Coordinator at the https://www.fws.gov/partner/migratory-bird-joint-ventures.

Proposal Outline Template and Other Information
We recommend preparing the Work Plan, Financial Plan Table, and Tract Table before developing the rest of the proposal. To aid you in completing the proposal, a blank proposal outline can be downloaded from the Getting Started section here: https://www.fws.gov/service/north-american-wetlands-conservation-act-nawca-grants-us-small

Applying for a NAWCA US Small Grant
If your organization is registered in https://www.grantsolutions.gov then 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, then 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		1 Uploaded Files 0 Mail-in Items	✓
Program Narrative		1 Uploaded Files 0 Mail-in Items	✓
Online Forms	**Enclosure(s)**	**Attachment(s)**	**Status**
Project Abstract Summary (Version 2.0)	View Online Print Completed	1 Uploaded Files 0 Mail-in Items	✓
SF-424 Application for Federal Assistance (Version 3.0)	View Online Print Completed	0 Uploaded Files 0 Mail-in Items	✓
SF-424A Budget Information - Non-Construction	View Online Print Completed	N/A	✓
SF-424C Budget Information - Construction Programs	View Online	N/A	⌴
SF-424D Assurances - Construction Programs	View Online Print Completed	N/A	✓

'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 page 29 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) to nawca_smallgrant@fws.gov

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

Grantsolutions.gov, Grants.gov and SAM.gov are free websites. Submitting a SAM registration and getting a Unique Entity ID are FREE! 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)

NOTE: On April 4, 2022, the DUNS number was officially replaced by the Unique Entity ID (UEI).

You must have an active System for Award Management (SAM) registration to apply through https://www.grantsolutions.gov/, to receive an award, and to be able to receive funds. We strongly

encourage applicants to initiate this process at least 6 weeks before our deadline, because it can be a complex process. 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 registration at least every 12 months and ensure that all information is up to date. All active SAM.gov registrants will have their Unique Entity ID (UEI) automatically assigned and viewable within SAM.gov.

Follow the Sam.gov registration link here to register and obtain your Unique Entity ID (SAM): https://sam.gov/content/entity-registration

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 needed GrantSolutions will forward the issue to FWS or escalate it up the tiers. If you do not receive a response or if the response did not resolve the issue please ask that the ticket be escalated to Tier 2 or 3.

   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).

Partner Contribution Statements
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 timely review of a proposal and may result in the contribution being considered as non-match. Partner Contribution Statements are also required for non-match.

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

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.

MAJOR CHANGES/UPDATES FROM THE FY2022 SMALL GRANT INSTRUCTIONS

- All Applications must be directly submitted in GrantSolutions.
- All SF-424 forms can be completed within GrantSolutions. SF-424 completion guidance has been updated to complement GrantSolutions application process. See p.23 (IX) for instructions.
- On January 1, 2022, DOI implemented the project abstract summary for all applications in www.grantsolutions.gov. See p.25 of these instructions for completion guidance.
- Change to Unique Entity ID (UEI) number (formerly DUNS) took effect on April 4, 2022.
- Appendix E of priority wetland-associated birds by BCR has been revised based on the results of the 2021 Birds of Conservation Concern report.

INSTRUCTIONS FOR SUBMITTING A PROPOSAL

Proposal Deadline
Small Grants Program applications may be submitted any time prior to the deadline, but must be received **by 11:59pm on October 13, 2022** in order to be eligible for consideration.

Submitting your Proposal

1. **Proposal MUST be submitted through www.GrantSolutions.gov. Proposal includes one electronic PDF of the narrative proposal, Financial Plan Table, Tract Table, maps, and partner letters.**

2. SF-424, SF-424D and SF-424C + Project Abstract Summary must be completed in GrantSolutions. (See p.23 for instructions).

3. Once application is completed within GrantSolutions, email other supporting documents such as deeds, easements, leases, indirect cost rate agreements (NICRA), audit reports and a .zip file of GIS Shapefiles along with GrantSolutions' application number (number will starts with FWS-MB2022XXXXXX) to nawca_smallgrant@fws.gov.

Indirect Cost Agreements: If you are requesting grant funds for indirect costs or using indirect costs as match, **attach a copy of your current, signed, and approved negotiated indirect cost rate agreement (NICRA) and any previously approved negotiated indirect cost rate agreement** that was used to determine match costs in this proposal. 2CFR 200.414(f) Allows organizations (except state and local government and tribes) to charge up to 10% indirect cost rate indefinitely and not contingent on any intent to get a NICRA, provided that the organization does not have one. Costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both.

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

AFTER PROPOSAL SUBMISSION

Contact email for questions or concerns: nawca_smallgrant@fws.gov

Receipt Confirmation: You will receive an e-mail response within one week of the submission deadline confirming that your application was received. If you do not receive a confirmation, you should contact one of the program coordinators immediately.

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 2023.

Will I hear anything more after the confirmation email? Approximately one month after the submission deadline, we will send the Project Officer comments requesting more information or clarification.

If selected, when will I get access to the grant funds? The Assistance Award (also referred to as the Grant Agreement) is developed by the Service after the Council has made project selections and clearances, payment arrangement steps, and Federal funding appropriations have been met. Instructions

for these steps will be issued after the February 2023 meeting. A Division of Bird Habitat Grants Officer will review the documentation. If the Grants Officer finds any problem related to compliance with law, policy, or administrative procedures, s/he will contact the project officer to seek a resolution. After all problems have been resolved, the Grants Officer will send the recipient a signed Agreement. The grant funding period begins on the date stated within your Notice of Award (NOA). A recipient signature is not required.

When can I start incurring costs? Selected proposals will be eligible for pre-agreement costs. You can begin incurring pre-agreement costs at any time after you have submitted your proposal, but you will not be reimbursed until after official agreements are issued.

How will I receive grant funds? Recipients must use the U.S. Treasury's Automated Standard Application for Payments (ASAP). If your project is selected, you will be prompted to set up an ASAP account.

PROPOSAL INSTRUCTIONS

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

I. PROPOSAL PROJECT OFFICER'S PAGE (limit to 3 pages)

In the proposal template, do not change the font size or margins. Include all the questions on the Proposal Project Officer's Page even if the question does not pertain to your proposal.

Note: Do not include a cover/transmittal letter with the proposal. The Project Officer's Page should be the first page of the proposal. The information below in italics is intended to assist you as you fill out 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; if tract(s) are unknown, then list all of the project area

1. State(s):
2. County(ies): *In alphabetical order*
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. BCR(s): *Identify the Bird Conservation Region BCR(s). Visit https://nabci-us.org/resources/bird-conservation-regions-map/ or download the BCR GIS shapefile.*
6. 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.*
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:

How many more proposals are planned for the same proposal area?

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_____
(add additional lines as necessary and include accounting code if possible)

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).

Are carbon sequestration credits involved in your proposal? *Yes/No*
If yes, please highlight and provide details in the appropriate financial plan narrative/work plan section. Include information about whether the credits will generate program income (Described in Grant Administration Standards).

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 FY2023 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.

II. PROPOSAL SUMMARY (limit to 1 page)

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 the same as in 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.
2. **The Proposal Summary must not exceed one page.**
3. Margins should be 1 inch.
4. Font typeface: Times New Roman, Size 11.
5. **All Proposal Summary totals and Financial Plan totals must agree. Dollar and acreage amounts must be consistent throughout the proposal.**
6. The Proposal Summary must follow the format provided in the Proposal Outline exactly.

7. 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. 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.
3. COUNTY(IES), STATE(S), CONGRESSIONAL DISTRICT(S): Provide a list, in alphabetical order, of the county(ies), state(s), and Congressional District(s) that the project tract(s) are included in; if tract(s) are unknown, then list all of the project area.
4. 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.
5. 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.
6. 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.

    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

7. Only include acre values for the following activities: Acquired, Donated, Restored, Enhanced, or Wetland Established.
8. **NON-MATCHING PARTNERS: List all non-matching partners and contributions in the same format as for matching partners. Just list contributions, do not include acres or activities.**
9. BRIEF SUMMARY OF PROPOSED ACCOMPLISHMENTS: Describe the proposed project's longer term goals and short term (during the two-year project period) objectives; why the work is proposed; who will be doing what activities; where they will be doing the activities (for example, on a Refuge, on private land, near a conservation area); how they will accomplish the work (e.g., building dikes, installing water-control structures); and what, if any, Joint Venture is involved or benefiting.

III. PROPOSAL FINANCIAL PLAN TABLE (1 – 3 pages)

See Appendix B for a Financial Plan Table Example. 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.

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

A. General Requirements

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

- Identify each tract 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 specific grant/match acres. Tracts and activities that are entirely non-match should not be included in the table.
- For all grant expenditures, list the partner that will be spending grant funds.
- Proposals that keep grant administration, overhead, and indirect costs (activities not directly associated with acquisition, restoration, enhancement, or establishment) below 20% of the grant request are more competitive. If your organization has an officially negotiated indirect cost rate agreement (NICRA) with a US Federal agency, you may use your negotiated rate even when it exceeds 20%. However, having a cost that is lower than the negotiated rate may make your proposal more competitive.
- Financial plan categories must be line items that specifically describe project costs.
- Do not include categories that do not apply to your immediate, 1- or 2-year project.
- Explain any abbreviations in the Financial Plan Table.
- You may show grant and grantee/sub-grantee contribution on one line for the same tract, but do not combine different partner contributions on the same line. For example, if there are 5 separate partners contributing to fee acquisition for a particular tract, then there should be 5 separate partner entries for that tract. Add lines to the table as needed.

- Separate match funds into "Old" (spent prior to proposal submission but not more than 2 years old) and "New" (to occur after proposal is submitted or during the Grant Agreement period).
- Show each private landowner by name, contribution amount, and tract if they are contributing to grant/match acres.
- 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, and individuals who will be paid for the purchase of goods, construction, planting or services for the purposes of the project are NOT considered sub-grantees.
- 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!**
- You may use a landscape, versus portrait, orientation for the Financial Plan Table page(s) if needed.

B. Financial Plan Table Template

- 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.

IV. WORK PLAN and TIMETABLE (limit to 1-2 pages)

A. Project Description and Scope of Work

Provide short summaries containing all of 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-ground work 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 project activities to be completed either during the project period (1 or 2 years) or during the pre-agreement period, which begins the day after the proposal is received by USFWS and ends when the grant agreement is signed; and
- Provide completion dates for old match activities and estimated completion dates for new match/grant activities.
- Add or delete activity rows as necessary.

	Funding Type	Completion Date
Pre-Grant Period Activities		

Project Period Activities		

V. SMALL GRANTS EVALUATION QUESTIONS (3 pages maximum)

The North American Wetlands Conservation Act specifies criteria to be used to evaluate proposals. The criteria are captured in the following eight 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 associated state-listed species; 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?

Answer the questions as follows:

1. Answer each question separately. The questions and tables are available in the Word Proposal Outline. Tables are also available in Excel workbook format. 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. Be as qualitative and quantitative as possible.
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**

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

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

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

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

Other Waterfowl:

B. Wetland Types
Complete the following "Status, Types, and Acres of Wetlands" table (see Appendix C for an example of this table).

- 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. Additionally, indicate the funding source for each tract (grant funds, new match funds, old match funds or a combination).
- **DO NOT INCLUDE NON-ADD ACRES (NORMALLY INDICATED WITH PARENTHESES) OR NON-MATCH ACRES IN THIS TABLE.**
- 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.

	STATUS, TYPES, AND ACRES OF WETLANDS Note: Types subsidiary to types listed below have the same status.	UPLANDS	TOTAL

ACTIVITY AND TRACTS IN THE PROPOSAL	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 (funding)										
Tract (funding)										
Tract (funding)										

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

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).

C. Nongame and Other Wetland-Associated Migratory Birds

How will the completed project benefit nongame migratory birds, particularly those listed in the tables in Appendix E? Focus on those species that will benefit most from the project.

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

- 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

D. Federally Listed Endangered Species and Species of Greatest Conservation Need (SGCN)
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.

Federally Threatened, Endangered, or Proposed candidate species:
How many individuals/pairs will use the proposal area and for what life cycle stage and whether this is an improvement in population numbers over the current situation:

How proposal will improve habitat quality (describe the before - and after - proposal environment):

Whether proposed actions and proposal area are identified in a recovery plan or other species plan:

Whether the completed proposal will contribute towards relieving the need for any special protective status for the species:

Importance of each tract or logical groupings of tracts in the proposal to the species (if tracts are not yet identified, explain what procedure will be used to ensure that high quality habitat is targeted):

Additional information:

Wetland-dependent species of greatest conservation need (SGCN) from the appropriate State Wildlife Action Plan (SWAP):
The SWAP for each State can be found here: https://www1.usgs.gov/csas/swap/index.html

List a MAXIMUM OF 10 Species:

How many individuals/pairs will use the proposal area and for what life cycle stage and whether this is an improvement in population numbers over the current situation:

How does the species rely on wetland habitats and how does the proposal improve key habitat and community types essential to the conservation of those SGCN (describe the before- and after-proposal environment):

Do the proposed activities and/or proposal area identify factors that may assist in the restoration and improved conservation of the SGCN:

Whether the completed proposal will contribute toward reducing or eliminating the Conservation Need status for the species:

Importance of each tract or logical groupings of tracts in the proposal to the species (if tracts are not yet identified, explain what procedure will be used to ensure that high quality habitat is targeted):

Additional information:

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

- 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)?
- Who are the partners (**list each one**) and how are they contributing to the project (e.g., in-kind/cash match contribution, technical assistance)?
  - **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:**

F. Long-Term Conservation and Special Considerations

Complete the "Acres by Longevity of Benefits" Table (see Appendix D for an example of this table)

- 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. Additionally, indicate the funding source for each tract (grant funds, new match funds, old match funds or a combination).
- **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 (Funding)					
Tract (Funding)					
Tract (Funding)					

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

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.

G. Public Access

- Briefly indicate the degree of public access (e.g., hunting, fishing, hiking) that will be allowed on the proposal grant and match tracts.
- Open to public access means that any member of the public can legally enter NAWCA proposal tract/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?
- 2, 1, or 0 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

VI. TRACT TABLE

- Ensure **each** tract involved in the proposal is identified in all relevant sections of the proposal (summary table, financial table, and narratives).
- Landowner and tract names must be consistent (i.e., have the same name) throughout the proposal.
- The tract location (latitude/longitude) information in decimal degrees is mandatory.
- Should your proposal be awarded a grant, 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 Results Act reporting.

Please provide the following information for each tract:

- 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 acres, upland acres, and riparian miles within each tract. Any riparian acres should already be accounted for in the Wetland/Upland Acres category(ies). 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: Grant, old match, new match, non-match, or combination. Non-match should be pooled with Grant and/or match funds.
- Funding source: 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.

Tract Table:

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

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

***Definitions** (Extracted from USFWS Strategic Plan 2000 – 2005):

- **Riparian**: A landscape position. Lands contiguous to perennial or intermittent streams, channels, and rivers. Riparian areas may include upland, wetland, and riparian plant communities. Riparian plant communities are affected by surface or subsurface hydrology of the adjacent water source. Riparian plant communities have one or both of the following characteristics: 1) distinctively different vegetative species than adjacent areas, and 2) species similar to adjacent areas but exhibiting more vigorous or robust growth forms.
- **Upland**: Land lying above the level where water flows or where flooding occurs. May include restored cropland.
- **Wetland**: "Wetlands are lands transitional between terrestrial and aquatic systems where the water table is usually at or near the surface or the land is covered by shallow water. For purposes of this classification wetlands must have one or more of the following three attributes: 1) at least periodically the land supports predominantly hydrophytes; 2) the substrate is predominantly undrained hydric soils; and 3) the substrate is nonsoil and is saturated with water or covered by shallow water at some time during the growing season of each year." (Cowardin et al.1979. Classification of Wetlands and Deepwater Habitats of the United States) Wetlands include areas meeting specific criteria included in the 1987 Corps of Engineers Wetlands Delineation Manual, as well as in the USDA-NRCS's National Food Security Act Manual.

VII. PARTNER CONTRIBUTION STATEMENTS

Guidelines for Partner Contribution Statements*:*

- **To view a sample partner contribution statement**, see Appendix A. **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** listed in the Summary Page must complete a partner contribution letter, including the applicant and private landowners who provide funds or donate title to the property.
- You must also submit similar letters for each **non-matching Federal partner**.
- 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.**
- You must submit letters for non-federal non-matching partners, especially if the non-matching contribution is of significant value in relation to the requested grant funds.
- 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.

VIII. MAP(S) OF PROJECT AREA (2 pages maximum)

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.

Provide at least one map of the project area. 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
- Areas that are part of a pooled project with non-match funds, as long as the NAWCA portion is distinctly identified as an undivided interest of the total acres involved.

If the project area is large and cannot be included on just one map then an additional map is preferred. At minimum, provide a map that includes the location of all grant and match tracts in the proposal as well as an overall proposal project area. The map(s) 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 and enhancement tracts, major water control structures and other major restoration/enhancement 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 grant and future proposal sites
- If applicable and possible, show where the proposal is in relation to a larger wetlands conservation project (show larger project boundary and boundary of current proposal)
- Maps should be in color

IX. STANDARD FORM-424s AND PROJECT ABSTRACT SUMMARY INSTRUCTIONS

The SF-424D Assurances for Construction Projects form is required for all NAWCA projects (any project that involves acquisition, restoration, enhancement, or establishment is considered a construction project).

All applicants, except Federal Agencies, are required to submit a completed Application for Federal Assistance (SF-424) AND Assurances Construction Programs (SF-424D) form along with their proposal application. We recommend that SF-242C budget form is also completed. All SF-424 forms now can be completed in https://www.grantsolutions.gov/ when you apply for a directed announcement.

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. Federal Entity Identifier	Leave Blank
5. b. Federal Award Identifier	Leave blank
6. Date Received by State	Completed by State Organizations
7. State Application Identifier	Completed by State Organizations
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 “F23AS00015” and “NAWCA 2023 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 of the project area
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	**Required to answer. Do not include non-match $**. In “a”, include only NAWCA grant $. In “b-e”, include only matching

CELL NUMBER and TITLE	INSTRUCTIONS
	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, and
- Include a plain language description of
    - Award purpose
    - Location (county and state)
    - Activities to be performed
    - Deliverables and expected outcomes
    - Match dollars and acres
    - 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.

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. 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. **-Upload the Signed, Negotiated Indirect Cost Rate agreement, if applicable.**

-Upload the response below:

"We are:

Governmental Entities Receiving > $35M

U.S. state or local government entities receiving more than $35 million in direct Federal funding must include the following statement in their application and attach a copy of their most recently negotiated rate agreement:

- We are a U.S. state or local government entity receiving more than $35 million in direct Federal funding. We submit our indirect cost rate proposals to our cognizant agency. Our current indirect cost rate is [insert rate]. Attached is a copy of our most recently negotiated rate agreement/certification.

Governmental Entities Receiving < $35M

U.S. state or local government entities receiving $35 million or less in direct Federal funding must include the applicable statement from this list and any related documentation in their application:

- We are a U.S. state or local government entity receiving $35 million or less in direct Federal funding. We prepare and retain for audit an indirect cost rate proposal and documentation per 2 CFR 200, Appendix VII. Our current 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].
- We are a U.S. state or local government entity receiving $35 million or less in direct Federal funding. We have not prepared an indirect cost rate proposal and documentation per 2 CFR 200, Appendix VII and 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 we choose to establish a rate per 2 CFR 200. We understand we must notify the Service in writing if we establish a rate that changes the methodology used to charge indirect costs during the award period. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs during the project period and that such changes are subject to review, negotiation, and prior approval by 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 GIS Shapefiles:
Please send via email to nawca_smallgrant@fws.gov 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 may contain multiple polygons representing the location of each of the tracts involved in the project**,** but must, ***at minimum,*** contain a polygon of the overall project area.

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:100
- TRACT_ID – Text; Length:25. *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:50. *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:50. *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:50. *Funding category (Grant, Old Match, New Match, Non-Match). You may leave this field entry blank for the Project Area.*
- COUNTY – Text; Length:50. *You may leave this field entry blank for the Project Area.*
- STATE –Text; Length:10. *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:50 *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. If you are undertaking a project where the exact activity location cannot be determined at the time of proposal (i.e., easement acquisition in the prairie potholes), then include a single polygon which encompasses the larger project area where the activities are targeted to occur.

If you do not have access to a GIS software, there are several free alternatives available. Please send us a .kmz or shapefile of the project area and tracts.

- Google Earth Pro: https://www.google.com/earth/versions/#earth-pro
- Esri ArcGIS Earth: https://www.esri.com/en-us/arcgis/products/arcgis-earth/overview
- QGIS (export to shapefile): https://www.qgis.org/en/site/

Appendix A: Sample Partner Contribution Statement

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.

Partner Contribution Letter Template:

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:

Appendix B: Financial Plan Table Example

ACTIVITIES	GRANT $	MATCHING PARTNERS: ABBREVIATED PARTNER NAME	OLD MATCH $	NEW MATCH $	TOTAL GRANT + MATCH $	TRACT ID	NON-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	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: ABBREVIATED PARTNER	OLD MATCH $	NEW MATCH $	TOTAL MATCH + GRANT $	TRACT ID	NON-MATCH $
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.

Appendix C: Status, Types, and Acres of Wetlands 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 (G,NM)		50				12	22		16	100
Tract 2 (OM)	37								13	50
Tract 3 (NM)	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. Additionally, indicate the funding source for each tract (grant funds, new match funds, old match funds or a combination).
- **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.

Appendix D: Acres by Longevity of Benefits 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 (G,NM)	100		(20)		100 (20)
Tract 2 (OM)		50			50
Tract 3 (NM)		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. Additionally, indicate the funding source for each tract (grant funds, new match funds, old match funds or a combination).
- **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.**

Appendix E

BIRD CONSERVATION REGIONS AND PRIORITY NAWCA 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	Black Oystercatcher	American Golden-Plover
Aleutian Tern	American Golden-Plover	Bar-tailed Godwit
Yellow-billed Loon (nb)	Bar-tailed Godwit	Dunlin (Northern Alaska)
Snowy Owl	Hudsonian Godwit	Pectoral Sandpiper
Short-eared Owl	Marbled Godwit	Wandering Tattler
	Black Turnstone	Yellow-billed Loon
	Dunlin (Northern Alaska) (nb)	Snowy Owl
	Rock Sandpiper (Pribilof) (nb)	Short-eared Owl
	Short-billed Dowitcher	
	Wandering Tattler	
	Aleutian Tern	
	Yellow-billed Loon	
	Snowy Owl	
	Short-eared Owl	
	Olive-sided Flycatcher	
BCR 4 NORTHWESTERN INTERIOR FOREST	**BCR 5 NORTHERN PACIFIC RAINFOREST**	**BCR 9 GREAT BASIN**
Hudsonian Godwit	Western Grebe	Western Grebe
Rock Sandpiper (Pribilof) (nb)	Clark's Grebe	Clark's Grebe
Short-billed Dowitcher	Black Swift	Black Swift
Solitary Sandpiper (Western)	Allen's Hummingbird	Yellow Rail
Wandering Tattler	Black Oystercatcher	American Avocet
Lesser Yellowlegs	Marbled Godwit (nb)	Snowy Plover (Interior/Gulf Coast)
Aleutian Tern	Red Knot (Pacific) (nb)	Marbled Godwit (nb)
Short-eared Owl	Rock Sandpiper (Pribilof) (nb)	Red Knot (Pacific) (nb)
Olive-sided Flycatcher	Short-billed Dowitcher	Pectoral Sandpiper (nb)
	Lesser Yellowlegs (nb)	Lesser Yellowlegs (nb)
	Willet (nb)	Willet
	Western Gull	Franklin's Gull
	California Gull	California Gull
	Aleutian Tern	Black Tern
	Western Screech-Owl (N. Pacific)	Forster's Tern
	Olive-sided Flycatcher	American White Pelican
		Northern Harrier
		Short-eared Owl
BCR 10 NORTHERN ROCKIES	**BCR 11 PRAIRIE POTHOLES**	
Western Grebe	Western Grebe	Short-billed Dowitcher (nb)
Clark's Grebe	Clark's Grebe	Lesser Yellowlegs (nb)
Black Swift	Black-billed Cuckoo	Willet
Yellow Rail	Yellow Rail	Franklin's Gull
Lesser Yellowlegs (nb)	Hudsonian Godwit (nb)	California Gull
Willet	Marbled Godwit	Black Tern
Franklin's Gull	Ruddy Turnstone (Atlantic) (nb)	Northern Harrier
California Gull	Dunlin (Hudson Bay) (nb)	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	Lesser Yellowlegs (nb)
King Rail	Willet
American Oystercatcher	Least Tern (Atlantic/Interior)
Whimbrel (Atlantic) (nb)	Gull-billed Tern
Hudsonian Godwit (nb)	Black Skimmer
Ruddy Turnstone (Atlantic) (nb)	Short-eared Owl (nb)
Dunlin (Hudson Bay) (nb)	Seaside Sparrow (Atlantic/Gulf)
Purple Sandpiper (nb)	Saltmarsh Sparrow
Pectoral Sandpiper (nb)	Rusty Blackbird (nb)
Semipalmated Sandpiper (E/C) (nb)	Prothonotary Warbler
Short-billed Dowitcher (nb)	Canada Warbler

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

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

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)

Appendix F: Joint Venture Administrative Areas

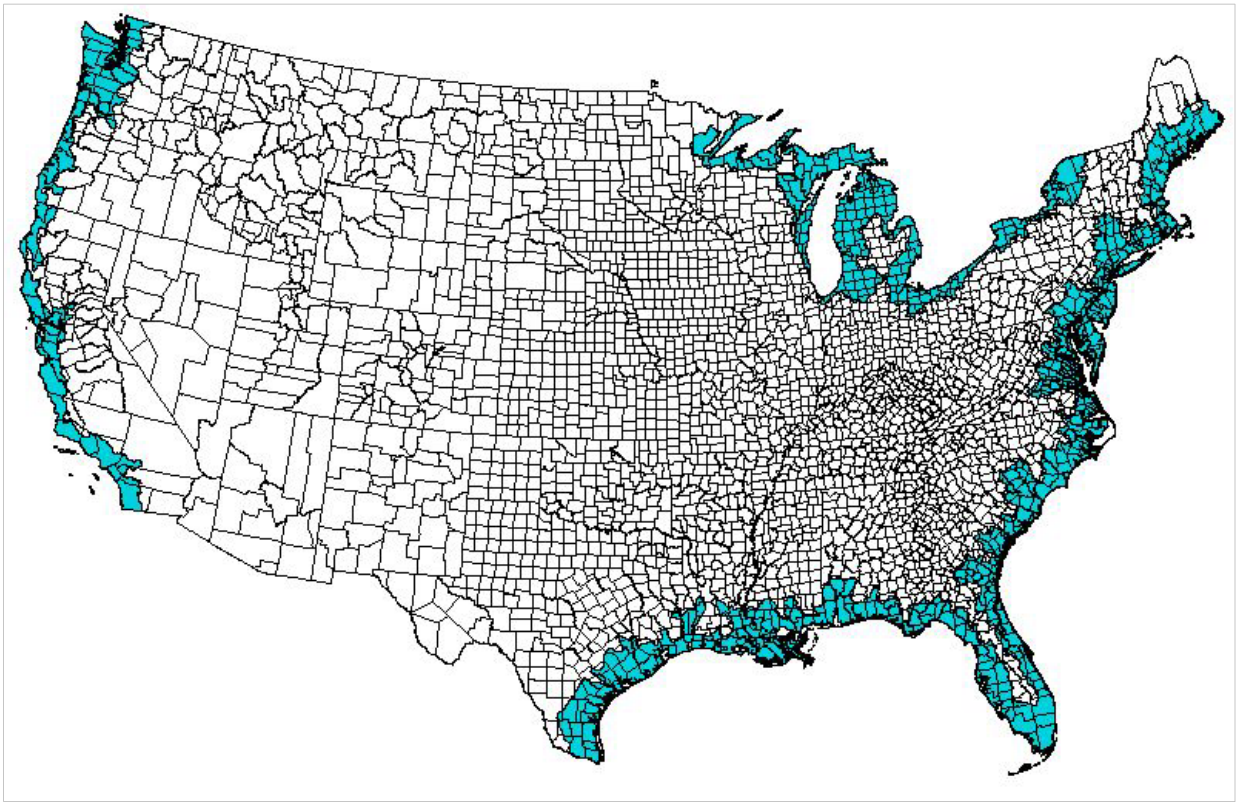


Map can also be found here: https://www.fws.gov/partner/migratory-bird-joint-ventures

Joint Venture GIS Shapefile can be downloaded here:
https://ecos.fws.gov/ServCat/Reference/Profile/143054

Appendix G: Areas Classified as Coastal Zones (in blue)

For your project to be considered Coastal, more than 50% of the tracts must be located in the US Coastal Zone (outlined in blue in the map below). If tracts have not yet been identified, then more than 50% of the Project Area must be located in the Coastal Zone.



For an online interactive version of the Coastal Zone visit the National Migratory Bird Priority Plans and National Migratory Bird Priority Plans and US Coastal Zone Interactive Mapper: https://fws.maps.arcgis.com/apps/MapSeries/index.html?appid=632303c8dd8547e19b2b3198fac45078