

CALL FOR CANADIAN NAWCA PROPOSALS

F24AS00009 - NAWCA 2024 Canada Grants FUNDING WINDOW 2024-2

*For funding consideration through the
North American Wetlands Conservation Council
Under authority of the
North American Wetlands Conservation Act (NAWCA)
of the United States of America*

*Wetlands Office
Environment and Climate Change Canada
Place Vincent Massey – 14th Floor
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***North American Wetlands
Conservation Council (Canada)***



***North American Waterfowl
Management Plan
Plan nord-américain de
gestion de la sauvagine
Plan de Manejo de Aves
Acuáticas de Norteamérica***

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Introduction

This document, *Call for Canadian NAWCA Proposals: Funding Window 2024-2*, describes in detail the preparation and submission of Canadian applications for funding consideration through the *North American Wetlands Conservation Act* (NAWCA) of 1989, PL 101-233, as amended (16 USC 4401 *et seq.*). It provides guidelines to assist in developing a proposal for wetlands conservation partnerships in which U.S. federal NAWCA grant monies and other U.S. and Canadian funds are used to secure, enhance or manage wetlands in Canada. Legal obligations pertaining to the fulfilment of objectives in the NAWCA proposals and grant agreements exist only between the successful Grantee and the United States Fish and Wildlife Service (USFWS).

The objective of the NAWCA is to encourage partnerships to protect North America's wetlands as habitat for waterfowl and other wetland-associated migratory birds, fish and wildlife. It should be noted that the statutory criteria encourage proposals with multiple partnerships, projects supporting the purposes of the Act, and projects that have multiple benefits in addition to those for wetland-associated migratory birds.

The key participants in the NAWCA Canada proposal process and their roles are described in Figure 1. The North American Wetlands Conservation Council (Canada), or the NAWCC (Canada), is the body responsible for reviewing and endorsing NAWCA Canada proposals. Proposals must be submitted to the Wetlands Office at Environment and Climate Change Canada (ECCC) for initial review and revision. Proposals are then forwarded to the NAWCC (Canada) for review and endorsement before being recommended to its U.S. counterparts, the NAWCC (U.S.), for consideration. Proposals are then forwarded to the Migratory Bird Conservation Commission (MBCC) for final funding approval. The USFWS, more specifically the Division of Bird Habitat Conservation (DBHC), then creates grant agreements for the approved proposals and administers the grants to completion.

This document includes an explanation of the NAWCA grant application process, definitions, timeline for proposals, description of information required in the proposal, and the format for proposals. In addition, reference materials (e.g., 2018 North American Waterfowl Management Plan Update) are available online or from the Secretariat to assist proposal Grantees (see the Key Documents and Reference Materials section on page 5).

Grantees are strongly encouraged to use the instructions found in this document and the attached Proposal Template to develop proposals in order to avoid delays in submitting materials to NAWCC (Canada) and NAWCC (U.S.). When the application is complete and has been vetted by the applicable Habitat Joint Venture Management Board in Canada, it should be forwarded to the Wetlands Office, Canadian Wildlife Service.

If you are a new NAWCA grantee you must first determine whether or not your organization qualifies for NAWCA funding by contacting your regional Habitat Joint Venture. Furthermore, you must ensure your application meets the definition of a wetlands conservation project, see page 9.

A list of Canadian Joint Ventures is found on page 41.

► Please read these instructions thoroughly before developing your proposals, as incomplete or inappropriate proposals will be returned to proposal writers for corrections and formatting. See page 13 for submission and timeline details.

Any questions regarding the development of the Canadian NAWCA 2024-2 Proposals can be directed to your regional Habitat Joint Venture Coordinator or the Wetlands Office (for contact information see page 41).

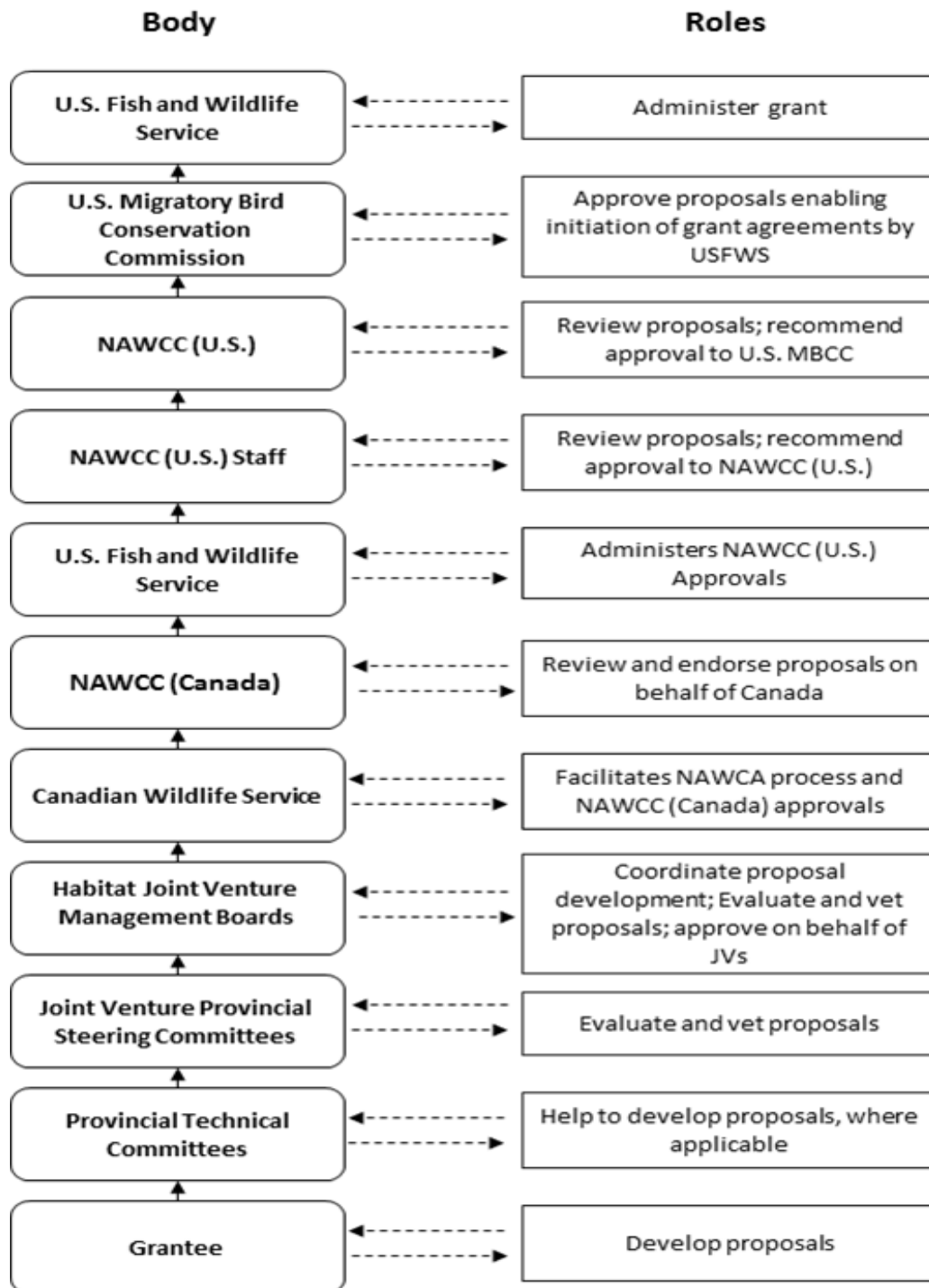


Figure 1 The Canadian NAWCA proposal process within Canada and the United States. The Wetlands Office (Canadian Wildlife Service), Environment and Climate Change Canada facilitates this process in Canada and the Division of Bird Habitat Conservation (DBHC) administers the process in the U.S.

Key Documents and Reference Materials

Key Documents available online where indicated and/or from the Wetlands Office:

- Final Report on NAWCA Funding Allocations: NAWCA Funding Task Force Report 2004, available at request from the Wetlands Office
- Form [SF-425](#), Federal Financial Report (U.S.)
- [North American Wetlands Conservation Act](#)
- [System for Award Management \(SAM\)](#) There is NO FEE to register or maintain your SAM.gov registration. If you get an email, text, or phone call from a company asking you to contact them right away about your SAM.gov registration, be cautious. If you are asked to pay money to complete or renew your SAM.gov registration, be cautious. These messages are not from the United States Federal Government. It is *FREE *to register in SAM.gov for any entity.
- [2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
- [2 CFR 200, Subpart E](#), formerly called “OMB Circular A122” and “2 CFR 230” (Cost Principles for Non-Profit Organizations)
- [Federal Assistance Interior Regulation \(FAIR\)](#)

Reference Materials for Proposal Development available online where indicated and/or from the Wetlands Office:

- [2018 North American Waterfowl Management Plan Update](#)
- [North American Waterfowl Management Plan 2012 Revision](#)
- [Bird Conservation Plans](#)
- [Threatened and endangered species in the United States](#)
- [Committee on the Status of Endangered Wildlife in Canada](#)
- [Species at Risk Public Registry Canada](#)
- [U.S. Standard grant proposal instructions](#)
- U.S. Fish and Wildlife Service climate change strategy, “[Rising to the Urgent Challenge: Strategic Plan for Responding to Accelerating Climate Change](#),”

Purpose of the *North American Wetlands Conservation Act* (NAWCA)

The 101st Congress of the United States enacted the *North American Wetlands Conservation Act* (NAWCA) "to conserve North American wetland ecosystems and waterfowl and the other migratory birds and fish and wildlife that depend upon such habitats". Senator George Mitchell championed passage of this legislation, cited as the Public Law 101-233, with the support and encouragement of U.S. President George Bush who signed it on December 13, 1989. The NAWCA is United States law and final decision-making rests with U.S. administrative bodies (Migratory Bird Conservation Commission). Canada is a major beneficiary of NAWCA funding, but its powers are limited to recommending projects and programs to the NAWCC (U.S.).

In recognition of the many public values that wetland ecosystems across North America provide, the purposes of the Act are to:

... encourage partnership among public agencies and other interests --

- (1) to protect, enhance, restore, and manage an appropriate distribution and diversity of wetland ecosystems and habitats associated with wetland ecosystems and other fish and wildlife in North America;
- (2) to maintain current or improved distributions of wetland associated migratory bird populations; and,
- (3) to sustain an abundance of waterfowl and other wetland associated migratory birds consistent with the goals of the North American Waterfowl Management Plan, the United States Shorebird Conservation Plan, the North American Waterbird Conservation Plan, the Partners in Flight Landbird Conservation Plan and the international obligations contained in the migratory bird treaties and conventions and other agreements with Canada, Mexico, and other countries.

The NAWCA further establishes the North American Wetlands Conservation Council in the United States, or the NAWCC (U.S.), and instructs the Director of the United States Fish and Wildlife Service to appoint an individual to serve as Council Coordinator. Both Canada and Mexico sit as ex-officio (non-voting) members on the NAWCC (U.S.). The fourteen member federal-state-private Council recommends wetlands conservation projects to the United States Migratory Bird Conservation Commission (MBCC). The MBCC, composed of the U.S. Secretary of the Interior, Secretary of Agriculture, Environmental Protection Agency Administrator, two Congressmen, and two Senators, approves funding for the wetlands conservation projects.

In Canada, implementation of the North American Waterfowl Management Plan (NAWMP) and actions by the Minister of Environment and Climate Change under the *Canada Wildlife Act* established a structure similar to that in the United States, which brings forward proposals to the U.S. MBCC. A series of mechanisms including the Joint Venture Provincial Steering Committees and Habitat Joint Venture Management Boards (with federal-provincial/territorial and non-government representation) evaluate and recommend proposals to the NAWCC (Canada).

NAWCC (Canada) is responsible for the delivery of long term strategies and ongoing actions that connects the NAWCC's (Canada) mission (purpose) to its vision that "*Canada has abundant and resilient wetlands that are sustained and valued, and whose health and maintenance contribute to waterfowl and wetland-dependent species conservation, as well as broader biodiversity and environmental objectives*" (NAWCC (Canada) Strategic Plan 2020-2030, updated, 2020). NAWCC (Canada) members originate from federal, provincial and/or territorial governments and non-government organizations. The partnership includes 16 members and is co-chaired by the

Director General of Regional Operations of the Canadian Wildlife Service at Environment and Climate Change Canada and a non-federal council member (currently Ducks Unlimited Canada). The NAWCC (Canada) includes the chairpersons of the four Habitat Joint Ventures, the co-chairs of the three Species Joint Ventures, representatives of Ducks Unlimited Canada, Nature Conservancy of Canada, Wildlife Habitat Canada, Manitoba Habitat Heritage Corporation, The Nature Trust of British Columbia, Birds Canada, and 4 provincial/territorial representatives. The NAWCC (Canada) reviews and endorses Canadian NAWCA proposals to ensure they align with Canadian programming and recommends them for funding to the NAWCC (U.S.).

Box 1 – NAWCA Funding Structure

The *North American Wetlands Conservation Act* (NAWCA) provides U.S. federal funding grants for North American wetlands conservation projects. This grant funding shall be referred to as **NAWCA Funds** or **NAWCA Funding** throughout this document.

The NAWCA provides a mechanism to leverage NAWCA Funds with other funding and to provide this combined funding to Canada and Mexico in support of wetland projects that benefit the bird conservation plans noted in the Act's purpose (see (3) above, page 6). At least 50% and not more than 70% of the NAWCA Funds are available each year to be spent on proposals submitted from Canada and Mexico. NAWCA proposals from Canada must have at least a one-to-one ratio of matching funds to the NAWCA Funds requested through the Act. **Match Funds** or **Match Funding** can include U.S. non-federal funding and/or Canadian federal or non-federal funding. It is important to note that the Canadian portion may comprise up to 50% of the total Match Funds. The NAWCC (U.S.) will not consider a project which does not have the necessary Match Funds therefore confirming such Match Funds should be initiated early in the project development process.

In addition to the NAWCA Funds and the Match Funds, contributions from Canadian or other international partners related to the project that is above and beyond the required Match Funding, and any funding that will be used for project activities that are not eligible for NAWCA Funding or Match Funding are hereafter referred to as **Other Contributions** or **Other Contributors**, are not legally required under NAWCA, but they do however increase investment in Canadian NAWCA projects, allow for expanded programs, and indicate the level of support for the project to the NAWCC (U.S.).

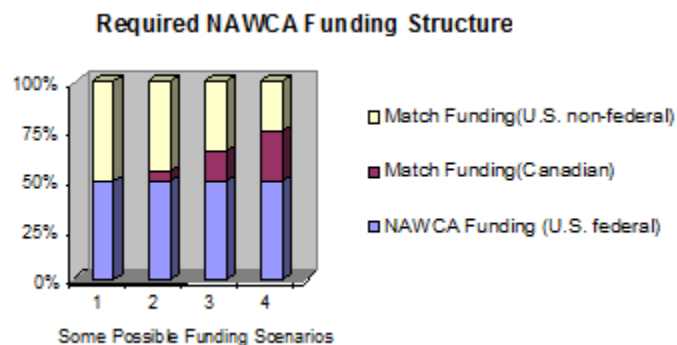


Figure 2 NAWCA funding structure, in terms of percent of total project funding, allowed according to the 2010 Amendment. Several possible funding scenarios within the NAWCA framework are shown. The Canadian portion of the Match Funds can be up to 50% of the Match Funds. Note that Other Contributions (not shown) are funds above and beyond the NAWCA and Match Funding (U.S. and Canada) sources shown here.

Definition of a Wetlands Conservation Project

Section 4402(9) of the Act (amended in March 2010) states that the term "wetlands conservation project" means:

- (A) the obtaining of a real property interest in lands or waters, including water rights of a wetland ecosystem and associated habitat, if the obtaining of such interest is subject to the terms and conditions that will ensure that the real property will be administered for the long-term conservation of such lands and waters and the migratory birds and other fish and wildlife dependent thereon; and
- (B) the restoration, management, or enhancement of wetland ecosystems and associated habitat for migratory birds and other fish and wildlife species if such restoration, management, or enhancement is conducted on lands and waters that are administered for the long-term conservation of such lands and waters and the migratory birds and other fish and wildlife dependent thereon.

In Canada, wetlands conservation projects should also:

1. Contain specific objectives with measurable outputs (e.g., milestones, products, accomplishments) on at least an annual basis.
2. Have specific geographic and temporal bounds (i.e., define the area affected and the time period required to develop the project/program).
3. State whether they are single or multi-year efforts. Submissions to the NAWCC (Canada) must be accompanied by information as to whether the effort will be completed over one year or contribute to a multi-year initiative. Funding of a single year portion of a multi-year proposal will assist in securing, but does not guarantee future funding in subsequent funding windows. Each portion should be submitted annually and will be reviewed with other proposals for that funding window. NAWCC (Canada) recommendations for funding subsequent years of multi-year wetlands conservation proposals will be partially based on satisfactory completion of the earlier funded submissions related to the initiative within specified time frames.
4. Conserve wetland values in the long term. Conservation agreements for any tenure less than perpetuity may qualify as long term project elements if:
 - a. they are likely to result in the landowner agreeing to a longer term conservation agreement at the end of the initial agreement;
 - b. it is likely the landowner will continue the practice encouraged by the agreement; or,
 - c. it is the maximum length of time that provincial, territorial or federal law will allow or the area is highly valued and present landowner will not support long term agreements.

The longest possible length of agreement should be pursued that is appropriate for the intended land management practice, with a minimum of 10 years duration for securement activities. Agreements less than 10 years are permissible but must be classed as one-time demonstration projects and included under stewardship activities (see Eligible and Ineligible Expenditures for Activities in NAWCA Proposals pages (32 - 40).

5. Consider public access in the proposal. When it is appropriate and compatible with the purposes for which the land was secured, public access should be allowed and should not be discriminatory (e.g., based on membership to a club). Limitations on the number of people permitted access or the time at which access is permitted may be appropriate and should be adequate to protect the conservation purposes of the project. Also note that those lands secured under Conservation Easements through the Canadian NAWMP process remain as private property, thus while access provisions are included in conservation easement agreements, discretionary access remains the purview of the landowner.

Generally, non-commercial pedestrian access (walking, snowshoeing, cross-country skiing) is permitted on all Canadian NAWMP partner-owned lands. Hunting is usually permitted on all properties unless Federal, Provincial/Territorial, or Municipal restrictions indicate otherwise. When decisions to restrict access or to permit or restrict activities are made the properties will be clearly and accordingly signed and the decision will generally be based on the following criteria:

- The ecological values of the property identified as critical for conservation could be negatively impacted by public access.
 - There is a public safety or community concern or a government authority prohibits the activity.
 - Access is against the wishes of a donor who solely enabled the acquisition of the property or donated land.
6. Identify the needs for adequate Match Funds. A minimum of a 1:1 Match Funds from U.S. (non-federal) and/or Canadian (federal or non-federal) sources is required by the NAWCA. Up to 50% of the required Match Funds (50% of the grant amount requested) may be from Canadian sources. The NAWCC (U.S.) will not consider a project which does not have the necessary Match Funds therefore confirming such Match Funds should be initiated early in the project development process.

NABCI, NAWMP and NAWCA

The North American Bird Conservation Initiative (NABCI) was initiated in 1999 to facilitate coordination and communications among public and private organizations, initiatives, and individuals across the continent involved in conserving North American birds and their habitats (all birds, all habitats). The need for the NABCI stems from growing conservation needs for many of North America's more than 1,100 bird species. Many of their populations are in decline, some moderately, some precipitously; and their habitats continue to be degraded or lost. A key focus of the NABCI is to deliver comprehensive "all bird" conservation through regionally-based, biologically-driven, landscape-oriented partnerships.

The pillars of the NABCI are the four bird conservation plans – the North American Waterfowl Management Plan (NAWMP), the Shorebird Conservation Plan, the Waterbird Conservation Plan and the Partners in Flight Landbird Conservation Plan. The NAWMP is the oldest and most established Plan, having been signed in 1986 by the United States Canada, and by Mexico in 1994.

In 1989, the NAWCA was enacted to protect, enhance, restore and manage wetland ecosystems and sustain an abundance of waterfowl and other migratory birds consistent with the goals of the NAWMP.

Following subsequent amendments to the Act, the purpose of the Act is to protect, enhance, restore and manage wetland ecosystems; to maintain and improve distributions of wetland-associated migratory birds; and to sustain an abundance of waterfowl and other wetland-associated migratory birds consistent with the goals of the North American Waterfowl Management Plan, the Shorebird Conservation Plan, the Waterbird Conservation Plan and the Partners in Flight Landbird Conservation Plan.

NAWMP relation to NAWCA proposals

In October 2004, the NAWCC (Canada) agreed that in Canada "future NAWCA funding will be used with a primary focus on implementing the North American Waterfowl Management Plan, and with consideration to implementation of the other bird plans where NAWCA rules permit and respecting the availability of U.S. and/or Canadian Match Funds".

NAWCA funding cannot be used to fund "all bird, all habitat" conservation projects. NAWCA funding must be used for wetland conservation projects that benefit waterfowl and wetland-associated migratory birds, with an emphasis on NAWMP priority species.

Schedule and Timelines for Submission

The 2024-2 schedule and timelines are outlined in Table 1. Project proposals must be vetted and evaluated by the Joint Venture Provincial Steering Committees, and applicable Habitat Joint Ventures in Canada, reviewed by the Wetlands Office, and then submitted to the NAWCC (Canada).

Joint Venture vetted proposals must be submitted to the Wetlands Office by the dates outlined in Table 1. The Wetlands Office reviews each proposal and works with proposal writers to make any necessary revisions. The purpose of this review is to ensure national consistency according to the template, and ensuring compliance with NAWCA eligibility and U.S. MBCC. Once finalized, the proposals are submitted to the NAWCC (Canada) for review and endorsement. If any revisions are requested or if any issues are raised by NAWCC (Canada), these must be resolved to the satisfaction of the NAWCC (Canada) Executive Secretary before the proposals are submitted through the GrantSolutions portal.

Each proposal endorsed by the NAWCC (Canada) will be submitted for consideration to the NAWCC (U.S.) Staff and NAWCC (U.S.) Council via GrantSolutions portal before the due date listed on the [USFWS NAWCA Canada website](#). The DBHC will review proposals to ensure compliance with applicable rules and regulations regarding U.S. Federal financial assistance, as well as NAWCA eligibility and DBHC program requirements. Proposals are then forwarded to the NAWCC (U.S.) Staff and NAWCC (U.S.) Council for review and consideration. Proposals approved by the NAWCC (U.S.) are submitted for final consideration and approval at the MBCC. At any point prior to recommendation by NAWCC (U.S.), DBHC Staff may contact a Canadian Project Officer directly to request changes or clarifications to a proposal. The project is only approved once the MBCC has ruled on it. All Grantees will be notified directly by DBHC of NAWCC (U.S.) and MBCC decisions concerning recommendations, approval, and funding of project proposals. Revised proposals resubmitted after the DBHC receives a final budget can be submitted directly to the NAWCA Canada Program Coordinator at DBHC.

After the MBCC approves a project for funding, DBHC prepares the grant agreement, working directly with the Canadian Project Officer from the Grantee organization identified in each approved proposal. Issuance of grant agreements is contingent upon available funding. If actual funding is below estimates, DBHC will work with the Wetlands Office and the Grantees to modify funding amounts accordingly.

Table 1 Schedule & Timelines for 2024-2 NAWCA Canadian Proposals:

Time Frame	Activities
April 11, 2023	Call for Proposals sent by Joint Ventures to Canadian Grantees with estimated U.S. funding.
April 14 - May 5, 2023	JV Coordinators, and Grantees to discuss the allocation of 2024-2 traditional NAWCA funding (based on estimates, or actuals if available) among Grantees. As soon as possible following the Call for Proposals.
April 14 - July 14, 2023	Proposal/project planning with provincial steering committees, proposal writing, and Habitat Joint Venture review and approval of proposals ¹ .
July 17, 2023	Deadline for Canadian NAWCA proposal submissions to Secretariat.
July 17 - August 4, 2023	Wetlands Office to review proposals and work with Grantees on revisions ² .
August 8 - 14, 2023	NAWCC (Canada) review of proposals.
August 16, 2023	NAWCC (Canada) Teleconference and endorsement of proposals.
August 16 - 21, 2023	NAWCC (Canada) comments and changes integrated into proposals and proposals prepared submission to the USFWS via Grant Solutions.
August 22 - 25, 2023	Grantees submit proposals to Secretariat and on Grant Solutions.
August 25, 2023	Deadline for the submission of the Canadian 2024-2 proposals and all associated materials to the USFWS for consideration.
October 18 - 19, 2023	NAWCC (U.S.) Staff meeting to recommend proposals for approval. Canadian proposals presented on the 19.
December 5 - 6, 2023	NAWCC (U.S.) meeting to recommend proposals for approval. Canadian proposals presented on the 6.
April 2024	MBCC meeting to approve proposals.

¹ Joint Venture Coordinators are responsible for ensuring proposals meet the goals and objectives of the Implementation Plans and activities are eligible under NAWCA.

² The NAWCC Secretariat is responsible for ensuring national consistency according to the template, ensuring consistency with NAWCC (Canada) direction, and ensuring compliance with NAWCA eligibility and U.S. MBCC.

NAWCA Proposals

Box 2: Terminology

Project Officer: The individual who is responsible for overseeing the project implementation (may be the same person who writes the proposal) and prepares the agreement; identified on the cover page of the proposal.

Proposal Writer: The individual who writes the proposal; identified on the cover page of the proposal.

Grantee, aka Applicant: The organization (1) to which the DBHC would award the grant, (2) that will be accountable for reporting on and managing the grant and, (3) that will be responsible for compliance with regulatory requirements. Note that the Grantee organization is an “Applicant” during the application process and prior to NAWCA grant approval. However for simplicity the term “Grantee” is used in this document.

Partner: Agency or organization working with and providing funds and/or support to the Grantee for the purposes of the NAWCA proposal.

Wetlands Office: Team in the Regional Operations Directorate of the Canadian Wildlife Service at Environment and Climate Change Canada is responsible for administering the Canadian NAWCA proposal process.

Program vs. Project: In the context of Canadian NAWCA proposals, "project" refers to individual work within a proposal, and "program" refers to a larger, multi-year initiative. “Project” is used when specifically referring to a proposal or its content, and "program" is used when referring to how the proposal fits in with other work, Implementation Plans, previous NAWCA endeavours, etc. A more complete definition for “project” is provided on pages 9-10.

NAWCA Funding – Important Notes

- Application is for one NAWCA Funding contract with the United States Fish and Wildlife Service only. Subsequent funding for continuation of the same project requires a separate application along with the title and grant number of the previous grant agreement.
- NAWCA Funding must be matched 1:1 with Match Funding, of which up to 50% can be from federal or non-federal Canadian sources.
- NAWCA Funds and Match Funds allocated to Canada must be expended in Canada within the appropriate Habitat Joint Venture(s). The location where all activities will be undertaken must be clearly indicated in the proposal and executive summary (i.e., provinces within the Joint Venture).
- The total NAWCA Funding outlined in all of the 2024-2 proposals must be equal to the 2024-2 NAWCA funding estimates provided by the USFWS.

Funding from Other Contributors, referred to as Other Contributions, (cash and/or in-kind) is not a part of the core NAWCA proposal.

► To ensure consistency across tables, do not round figures in the Partners and Funding Table, the Work plan Budget and Acres Table or the Budget Table³. As per direction from the DBHC: “Budgets should

³ Note that the Wetlands Office will provide estimates for NAWCA funding in round numbers (to the nearest \$100).

match [NAWCA Funding] requests, and [Match Funds] reported by the Grantee on the front page of the proposal".

Proposal Format

A Proposal Templates has been developed for the Canadian NAWCA 2024-2 proposals to facilitate proposal writing.

► Proposal writers must use the appropriate template to ensure compliance with U.S. content and formatting requirements, and to ensure a national consistency across all Canadian proposals.

► All proposals must be submitted in MS Word format and use 11 pt Calibri font, with one inch margins.

► All documentation must refer to areas in acres, be written in English, and show proposed contributions and expenditures in U.S. dollars. Do not convert any U.S. dollars in the proposal to Canadian dollars.

► Any questions or clarifications regarding the template, and general proposal development, can be directed to the Wetlands Office or your regional Habitat Joint Venture Coordinator (for contact information see page 41).

- Limit the amount of narrative information in the proposal to a minimum to adequately convey the required information.
 - The proposal body (section beginning after the executive summary) cannot exceed 12 pages, single-sided, of text using 11 pt Calibri font. This page limit excludes appendices, maps and photos.
- Use unique language to describe the proposed work rather than language used in previous NAWCA proposals.
- The proposal will be incorporated as part of the legal grant agreement with the DBHC; therefore information provided in the proposal must be accurate. Double check to ensure acreage and dollar figures add correctly and are consistent between text and tables.
- The proposal must state in the executive summary and budget that any currency exchange gains will be directed back into NAWCA projects within the same Joint Venture, as previously allocated.
- In developing proposals, remember that this project will be reviewed by U.S. decision-makers who may not be familiar with Canadian needs, landscapes, partners and projects. It is incumbent on the grantee to ensure that proposals are complete, clear and succinctly written. Each proposal should be able to stand on its own, as should each executive summary.
- Ensure that guidelines relating to the use of acronyms and abbreviations are respected. All acronyms and abbreviations must be spelled out in full when they first appear in the proposal, including the executive summary.
- Ensure that guidelines relating to the use of common names of waterfowl species are respected. In general, two proper names are capitalized (i.e. Redhead Duck); names following a hyphen are not capitalized (but the second part of the name is, i.e. Long-tailed Duck); when speaking of eiders, geese, ducks generically, names are not capitalized. Common species names can also vary between countries. Please refer to the following website for the correct format for specific species names: [North and Middle American Checklist - American Ornithological Society \(americanornithology.org\)](https://americanornithology.org/)

Proposal Activities

- Project Officers must review all types of activities permitted by the NAWCA, as well as eligible and ineligible expenditures before addressing the activities in the proposal (see Eligible and Ineligible Expenditures for Activities in NAWCA Proposals pages 32 – 40).
- All activities funded by U.S. grants must be in compliance with the U.S. 2 CFR part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards). Please see the “Key Documents and Reference Materials” section, on page 5, to view the Cost Principles section for Non-Profit Organizations portion of this regulation, 2 CFR 200, Subpart E.
- Please ensure that proposal activities comply with the requirements of federal, provincial and territorial legislation, as well as municipal by-laws. Ensure that requirements are verified and that any permits and/or approvals from other federal, provincial/territorial and/or municipal governments are obtained prior to the commencement of activities.

Submission of Proposals

Once approved by the appropriate Habitat Joint Venture Management Board, the proposal must be e-mailed (including maps/photos) to the Wetlands Office for review. Please also copy the appropriate Habitat Joint Venture Coordinator when submitting the proposal. During this review period, the NAWCA Program Coordinator will work with the proposal writer and project officer (if different) to finalize the proposal and may request clarification and/or revisions to the proposal.

► It is the Grantee’s responsibility to ensure that the Project Officer or their delegate can be reached during the review period (refer to Table 1, page 13 to finalize the proposal).

Match Letters

The total amount of NAWCA Funding in each proposal must be matched 1:1 by a matching source (U.S. non-federal and/or Canadian federal or non-federal) and, signed and scanned letters of confirmation from each source (listed in the Partners and Funding Table of the executive summary) must be submitted to the DBHC upon finalization of the NAWCA budget. These “match letters” are letters from the U.S. and/or Canadian agencies/corporations confirming their contribution of required Match Funds for the total amount shown in the proposal.

Please note that all references to Match Funds in these letters must be in \$U.S.

► Signed letters identifying the source (s) and amount(s) of each of the U.S. and/or Canadian Match Funds:

Must be addressed to:

Justin Markey
NAWCA Canada Program Coordinator
Division of Bird Habitat Conservation
U.S. Fish and Wildlife Service

And must be sent to: justin_markey@fws.gov

Submitting NAWCA Proposals

If your organization is registered in GrantSolutions (www.grantsolutions.gov), you can now apply for grant opportunity announcements directly. This is the recommended method. The instructions to apply for an announcement within GrantSolutions are described below. You must also fill out the SF-424 and SF-424 D forms in GrantSolutions. The narrative portion (your proposal) and supporting documentation should be attached to your GrantSolutions application. After you complete your application, email the application confirmation number, your proposal, and all supporting documents to Justin_Markey@fws.gov.

Steps to apply for a grant opportunity in 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. Here is a link that explains how to do this: Quick Sheet: Apply for a Directed Announcement,
<https://www.grantsolutions.gov/support/public/pdf/QuickSheetDirectedAnnouncement.pdf>

Proposal Components

In order to facilitate consistency among NAWCA proposals, a formatted Proposal Template (attached) has been developed for use by proposal writers. Writers must use this template in order to ensure that the proposal meets the U.S. content and formatting requirements, and to expedite the review and administration process. Certain instructions are provided in the Proposal Template, which appear as *[italics text in square brackets]*. Please ensure that these instructions are deleted and replaced with the requested information in normal font. Please note that all proposals must be submitted in MS Word format.

Each NAWCA proposal submission must include the following:

1. Proposal Application Cover Page (**1 page maximum**)
2. Executive Summary (**2 pages maximum**)
3. Proposal Body (**12 pages maximum**).

The proposal body includes the following sections:

- A. Project Description
 - B. Expected Benefits
 - C. Other Considerations
 - D. Detailed Work plan
 - E. Budget
4. Maps, Photos and Shapefiles (if applicable)
 5. Appendices

In addition, please remember that in order to complete the proposal submission:

- Signed Match Letters from each Match Funds source must be forwarded to the DBHC NAWCA Canada Program Coordinator upon finalization of the NAWCA budget. These are described on page 16.

Proposal Completion Instructions

These instructions are designed to facilitate the completion of necessary forms and to guide proposal writers through the use of the Proposal Template. Please follow these instructions carefully.

1. Proposal Application Cover Page

(maximum 1 page)

A cover page, as per the Proposal Template, must accompany each proposal. It has no page number and must include the following information:

Canada Proposal Number: Leave blank. Wetlands Office to complete upon submission.

UE Identifier: The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov

Proposal or Project Title:

Develop a succinct, descriptive, and unique title restricted to the space provided (**maximum 2 lines**). The name of the organization does not have to be included in the title.

Grantee Information:

This is the organization (1) to which the DBHC would award the grant, (2) that will be accountable for reporting on and managing the grant and (3) that will be responsible for compliance with regulatory requirements. A contact person must be provided including their address, email, telephone and fax number.

Project Officer:

This is the agency, organization, group or individual that will be implementing the proposal and has complete knowledge of the proposal details. A contact person must be provided including their address, email, telephone and fax number. This role may belong to the proposal writer.

Proposal Writer:

This is the agency, organization, group or individual that will be writing the proposal. A contact person must be provided including their address, email, telephone and fax number. This role may belong to the proposal officer.

Date Submitted:

Enter due date to DBHC

Are you requesting that this proposal be considered as a continuation of a previous grant agreement (a Programmatic Project Proposal)? Yes/No

If yes, provide the title and grant agreement number of the previous grant agreement.

2. Executive Summary

(maximum 2 pages)

The executive summary is a brief synopsis of the work to be accomplished with NAWCA and Match Funds in the location prescribed in the proposal. It is best to complete this section last, since it is a synopsis of information provided in the proposal – it should not contain new information that is not in the proposal. It must also contain sufficient information to “stand alone” as the NAWCC (U.S.) and the MBCC review only the executive summary for funding approval.

The format for the executive summary was approved by NAWCC (U.S.) Staff in 2010 and is provided in the Proposal Template. It must be no more than 2 pages in length and be in 11 pt Calibri font with 1 inch margins. The executive summary is provided to the MBCC for final approvals, and will not be accepted if it does not follow formatting guidelines.

Instructions for Executive Summary:

Location:

Identify the provinces and Habitat Joint Venture(s) where any activities funded by NAWCA and/or Match Funds will be undertaken in the proposal - include Bird Conservation Regions (BCRs).

Grantee Organization:

Name of Grantee only (no address required here).

Partners and Funding table:

This table is a key section of the proposal and outlines the funding provided by various partners for the project. It was updated in 2011-3 to accommodate the 2010 NAWCA Amendment.

Indicate only the U.S. Federal NAWCA Funds and the corresponding Match Funds (specifying all U.S. non-federal and Canadian funding partners) here.

Please note that if Canadian federal government contributions are included in this table, “Environment and Climate Change Canada” contributes to NAWCA projects, not the “Canadian Wildlife Service”.

U.S. Federal (NAWCA) and Match Funding must be indicated in \$U.S. and should not be rounded.

Ensure that all totals are accurate and that numbers presented here match those presented in the proposal. Include all footnotes as indicated in the Proposal Template, and adjust them to correspond to each proposal.

Please do not reference maps, appendices, or figures in the Executive Summary.

Expected Benefits:

Indicate what the benefits of the proposed project are to the production, moulting, staging and wintering of waterfowl and other wetland-associated migratory birds; other wetland-associated birds, mammals, fish, reptiles, plants, etc.; species at risk; wetlands (by type) and associated upland habitats; conservation of biodiversity; water quality (if it relates directly to the project); other social and ecological aspects of significance.

Context of this Proposal:

This section may include a description of how the project fits into a larger multi-year program, if applicable, and how it fits into the Habitat Joint Venture ten-year implementation plan. It should also describe the science/planning that underpins the proposal. In addition, indicate how this proposal relates to NAWCA accomplishments to date; new activities and/or partnerships; previous proposals; other Joint Ventures (other Canadian or U.S. habitat and species JVs); NAWMP and/or other bird initiatives.

Example:

The Prairie Pothole Region (PPR) is one of the most productive waterfowl breeding areas of North America. This proposal focuses on restoring continental waterfowl populations by securing, enhancing and managing waterfowl breeding, moulting and staging habitat. The delivery context is defined under the PHJV and Manitoba NAWMP implementation plans, which are designed to ensure that high-quality habitats will remain in the PPR and will allow for the continued production of waterfowl in the prairies.

Most activity and funding in this proposal is directed to priority landscapes where waterfowl pair densities exceed 30 pairs/mi² and the threat of habitat loss is significant. This proposal also targets an internationally-recognized moulting and staging marsh, the Big Grass Marsh, for perpetual securement via donated conservation easement. By securing 15,000 acres of the Big Grass Marsh within this proposal, MHHHC is building upon a recently acquired 18,000 acre block of adjacent wetland and upland habitat. This 33,000 acre unit will provide habitat required for the lifecycle needs of many species of landbirds, waterbirds and waterfowl.

Work plan Budget (\$U.S.) and Acres:

Fill in the table with the total cost and cost per acre for securement activities, enhancement, management and stewardship. Be sure to break out each securement activity type. Please include the total cost for each activity eligible for NAWCA and/or Match Funds listed under Other Functions in this table, as well as the approved indirect cost rate and total indirect cost amount if applicable. Please add further rows as required. The information in this table must match Section D (Detailed Work plan) of the proposals exactly; do not round figures.

► The following footnote must appear below the table: “Acres are not additive as enhancement and management acres have been secured in this and/or previous proposals”.

Work plan Details:

Do not repeat the acres in this section. Detail the types of securement, enhancement, management and stewardship activities that will be undertaken and the types of other functions (communications, coordination, evaluation, and/or reconnaissance and design) that will be undertaken using NAWCA and/or Match Funds.

Securement: list the type of acquisition activities to be used (fee simple acquisition, land title donation, conservation agreements, conservation easements, covenants, etc.) to be used.

Enhancement: list the types of enhancement activities that will be undertaken.

Management: list the types of management activities that will be undertaken.

Stewardship: list the types of stewardship activities that will be undertaken.

Other Functions: List all other functions and activities eligible for NAWCA and/or Match funds here. **Do not** identify those activities that cannot use NAWCA and/or Match funds (see Table 2: Eligible Expenditures for Activities, page 36).

Public Access:

If specific public access information is available, include a brief overview/statement. If public access information is not available at the time of proposal writing, include the following statement: “Lands purchased with NAWCA or Match Funds are open to the public, subject to regulations to protect the ecological integrity of the site”.

3. Proposal Body

(maximum 12 pages)

The body of the proposal must be succinct and **cannot exceed twelve pages of text (single-sided) using Calibri 11 point font** (not including appendices, maps and photos).

► NAWCC (U.S.) specifies that the text may not be a direct copy from previous proposals. Even if similar landscapes and activities are being described, text must be revised and updated to reflect current activities.

► To provide additional context to the proposal, writers may make reference to other Canadian and/or North American programs such as the North American Landbird Conservation Plan, the Canadian Shorebird Conservation Plan, the North American Waterbird Conservation Plan, Bird Conservation Regions, and/or Canada’s Waterbird Conservation Plan, or provincial plans where they apply. In addition proposals may mention how proposed activities may contribute to the conservation of habitat for species at risk listed on Schedule 1 of *the Species at Risk Act* (SARA), species assessed/designated under the Committee on the Status of Endangered Wildlife in Canada (COSEWIC), provincially listed/proposed species, and/or other wetland-dependent fish and wildlife.

The body of the proposal must describe how the activities in the proposal fit into a long-term wetlands conservation plan (such as the existing ten-year Joint Venture implementation plans) and/or programs in the province.

In addition, the proposal sections (outlined below) must describe the project objectives, stressing biological and ecological considerations. These sections must include a project description, outline expected benefits, examine special considerations, and include a work plan as discussed below.

A. Project Description

(recommend 2.5 pages)

This section is an introduction to the proposal. It must include the location of the work to be undertaken, a brief description of the work to be undertaken (a detailed description will be included in Section D: Work plan Details), a general description of project delivery areas, and a short description of the involvement of agencies participating in the project. All of these, with the exception of the location, will be more fully described in other sections of the proposal.

The program area where all NAWCA and Match Funds will be spent must be clearly identified under location in this section (be sure to list all provinces within the appropriate Joint Venture(s) where work will be conducted).

► Any NAWCA and Match Funds allocated to Canada **MUST** be expended in Canada within the appropriate Habitat Joint Venture(s).

Do not discuss in great detail information that will be covered below in Section (B) and (D).

B. Expected Benefits

(Recommend 1 page)

i. Description of Benefits:

Describe and quantify how the project will benefit the breeding, moulting, wintering and staging of waterfowl and other wetland-associated migratory birds. If possible, describe and quantify the benefits to other wildlife, fish or plant species, and to the conservation of biological diversity. In particular, describe the benefits of your proposal to rare, threatened or endangered species (species assessed as at risk by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC), species listed on Schedule 1 of the *Species at Risk Act* or provincially-listed species) in Canada and migratory species that are threatened or endangered in the U.S. You may wish to include other project benefits such as social benefits (water quality, water quantity, etc.), archaeological, historical, or ecological aspects of significance, especially if directly related to your project.

ii. Duration of Benefits:

Explain how the proposed combination of any securement, enhancement, or management techniques will conserve habitat values in the long term. Will any benefits accrue beyond the term of the NAWCA grant agreement? Ensure you discuss duration in terms of both tenure of the agreement and life of the technique to be used.

Example:

The project objective is to create long-term changes in land use and permanent wetland protection and conservation. Terms of legal securement vary depending on specific objectives and techniques. Conservation Agreements will provide security that ranges from 20-30 years on private lands and up to 99 years on provincial Crown land. Lands designated under the Provincial Parks Act, conservation reserves, fee simple acquisition and conservation easements will provide protection in perpetuity.

iii. Climate Change (Changing Climate Conditions):

Provide a brief narrative describing the significance of the proposal to long-term conservation and how the project area and (identified) tracts might be affected by climate change within the next 30-50 years and how the proposed activities address in an adaptive manner any changes caused by climate change concerns. Questions that might be discussed include:

- What national or regional-level climate vulnerability/risk assessments have been conducted for the project area and what did they determine?
- Is the project area known from assessments or research to exhibit climate-resilient features or attributes?
- Are populations and the conservation status of priority species projected to change over the next 30-50 years?
- What climate-adaptive features or attributes do the project activities include?
- How are project activities compatible with or contribute to the USFWS' Strategic Plan for Responding to Climate Change (<http://www.fws.gov/initiative/climate-change>), the National Fish, Wildlife & Plants Climate Adaptation Strategy ([National Fish, Wildlife, and Plants Climate Adaptation Strategy | U.S. Climate Resilience Toolkit](#)), or similar documents?

C. Other Considerations

(recommend 2.5 pages)

i. Project Time Frame:

Is the current proposal stand-alone or is it one portion of a multi-year program that has been or may be proposed for funding in successive years through NAWCA? If the latter, please indicate what year this funding window represents and how results from previous years lead into this proposal. If the current proposal is one phase of a multi-year program such as a Joint Venture ten-year implementation plan, indicate how this proposal contributes to the multi-year program objectives.

ii. Relationship to Joint Ventures, the NAWMP and the other Bird Conservation Plans:

Show the linkages of this project to provincial plans/programs, habitat and/or species Joint Venture plans/programs and the relevant bird conservation plans (i.e. North American Landbird Conservation Plan, the Canadian Shorebird Conservation Plan, the North American Waterbird Conservation Plan, Bird Conservation Regions, and/or Canada's Waterbird Conservation Plan).

Example:

This project is focused on the top priority areas of the approved Ontario Implementation Plan that guides Eastern Habitat Joint Venture partners in Ontario. Linkages with the Black Duck Joint Venture have been established to integrate recovery efforts for this species. Protection and enhancement of staging habitats benefit numerous species associated with the Prairie Habitat Joint Venture and Sea Duck Joint Venture. Canada goose populations associated with the Arctic Goose Joint Venture will also benefit from staging habitat initiatives. This project also provides benefits to species associated with U.S.-based initiatives such as the Atlantic Coast Joint Venture and Prairie Pothole Joint Venture and especially to the Lake St. Clair/Western Lake Erie watershed proposal in the State of Michigan. Through Duck Unlimited Canada's participation in both the Canadian and Ontario Shorebird Plans, priority actions for shorebird conservation will be integrated where appropriate.

iii. Land Title and Easement Holder:

Specifically describe the proposed title holder and term of land securement in the following table format. Include the easement holder where applicable. Title holder should be certain by the time of the proposal submission. Activity types listed below are shown as examples only. Refer to the activities listed in your work plan, in the executive summary and section D of the proposal body below. The activities listed in these three areas of the proposals should all be consistent.

Fictitious examples of the Land Title and Easement Holder table:

Activities	Title Holder	Easement Holder	Total Acres	Term
Purchase	Ducks Unlimited Canada (DUC)/Nature Conservancy of Canada (NCC)	n/a	314	Perpetuity
Conservation Easement	Private Landowner	DUC	200	Perpetuity
Management Agreement	Private Landowner	n/a	100	10 - 30+ years
Conservation Easement	Alberta Government	n/a	100	50+ years

D. Detailed Work plan
(recommend 5 pages)

This section of the proposal should describe what will be done with the funds shown in the Budget (Section E). Since funding of projects is approved by the MBCC on a yearly basis, the work plan should be self-contained and describe, in detail, the work to be completed (e.g., securement of land, enhancement or management work to be conducted) during the funding year. The work plan consists of the following four main sections:

i. Project Activities:

Describe, in detail, the specific methods that will be used to undertake the projected activities. Be sure to break out securement activities (i.e. fee simple acquisition and conservation agreements). Include target wetland acres and target upland acres in each of the categories except activities that fall under other functions. Wherever possible, identify the types of wetlands that will be impacted by project activities. Identify the amount of funding allocated to securement, enhancement, management and stewardship activities as well as those other functions eligible for NAWCA and/or Match Funds by each funding source category (NAWCA and Match) (see examples below). In addition please identify indirect costs being charged under a Negotiated Indirect Cost Rate Agreement (NICRA). This portion of the table is not required to be filled in unless indirect costs are being used and have been negotiated with the U.S. government.

The tabular format provided in the Proposal Template must be used for this section and must detail the methods or types of activities that will be undertaken (as outlined in the executive summary work plan details), effects on the landscape, terms of the agreements, total cost, sources of funding and, where applicable - acres. Be sure to include sub-activities where applicable. Examples of information to be supplied in the Project Activities tables are provided below. Feel free to add further rows as required.

► This is a key section reviewed by NAWCC (U.S.) Staff. Ensure that all funding and acres noted are consistent with previous tables. Ensure also that activities respect eligibility rules, are directly related to this NAWCA project within this funding window, and apply to wetlands and waterfowl species. Ensure that securement activities are specified.

Fictitious examples of the detailed work plan tables:

SECUREMENT		
Description: Acquisition activities planned (fee simple acquisition, land title donation, conservation agreements, conservation easements, covenants, etc.). The majority of securement funds will be used for fee simple acquisition.		
METHODS/TYPES OF ACTIVITIES	EFFECTS	AGREEMENT CONDITIONS
Fee Simple Acquisition 214 ac wetland 100 ac upland	<ul style="list-style-type: none"> Protects key waterfowl habitat based on a stringent set of criteria. Demonstrates the importance of the area to the BC government through the contribution of financial resources by conservation agencies and facilitates Crown land designations. 	<ul style="list-style-type: none"> Perpetuity Purchase at a maximum of fair market value Wetlands acres Upland acres
Conservation Easement 100 ac wetland 100 ac upland	<ul style="list-style-type: none"> Protects important breeding habitat Land remains in private ownership whilst conservation values are protected. 	<ul style="list-style-type: none"> Perpetuity No development, no draining, no tilling Wetlands acres Upland acres
Conservation Agreement 150 ac wetland 50 ac upland	<ul style="list-style-type: none"> Protects waterfowl habitat. Enhances habitat for waterfowl and provides more effective water management for landowner. Improves stream flow management. 	<ul style="list-style-type: none"> 30 year agreement with landowner Wetland acres Upland acres
NAWCA-funded costs: \$12,000 U.S. Match-funded costs: \$10,000 U.S.		714 acres to be secured (464 wetland and 250 upland)

STEWARDSHIP		
Description: Stewardship activities are actions from landowners, land managers, or conservation agencies that result in applied land use changes during the project period without long-term legal or binding agreements. Extension (stewardship) programs are designed to demonstrate sustainable land management on private and Crown land that benefit wetlands and wetland-dependent birds. The extension process is considered the most likely method to achieve broad scale desired land use change on farming operations. Note that if acres are privately owned or managed and each owner is not part of the Joint Venture, then acres can be claimed as influenced.		
METHODS/TYPES OF ACTIVITIES	EFFECTS	AGREEMENT CONDITIONS
Winter Cereals - Core Growers Program: with producer group partners, DUC selects and trains leading producers (core growers) as advocates for winter wheat as a viable cropping option.	<ul style="list-style-type: none"> Large scale, permanent adoption by producers to include winter wheat in their cropping rotation through information and demonstration. 	<ul style="list-style-type: none"> [If applicable, fill in as format of above securement example]
Conservation program pilot project (Alternative Land Use Services)	<ul style="list-style-type: none"> Demonstrate the concept of Ecological Goods and Services. Improves stewardship of wetland and associated upland habitats. Creates local champions for new habitat conservation initiatives and expansion of EGS programming. 	<ul style="list-style-type: none"> [If applicable, fill in as format of above securement example]
NAWCA-funded costs: \$19,200 U.S. Match-funded costs: \$8,800 U.S.		800,000 acres undergoing stewardship activities (500,000 wetland and 300,000 upland)

OTHER FUNCTIONS Eligible for NAWCA and/or Match Funds Only	
METHODS/TYPES OF ACTIVITIES	EFFECTS

Evaluation: Description: Project-directed studies to evaluate the results/effectiveness of DUC's NAWMP Program activities on the landscape and fine-tune future land treatments within existing NAWCA priority project areas (NAWCA-eligible).	
CIJV Ground surveys	Assess waterfowl populations on conservation lands to determine effectiveness of NAWCA-funded project activities.
NAWCA-funded costs: \$10,600 U.S. Match-funded costs: \$6,200 U.S.	
Coordination⁴: Description: Coordination activities are only NAWCA and/or Match Funds eligible when activities are associated with NAWCA-related habitat program delivery or are directly linked to program activities. These may include staff coordination, budgeting, tracking and reporting to program partners when specifically related to obligations to the program.	
Administration of NAWCA projects to minimize redundancy and maximize effectiveness and efficiency.	Ensures partners integrate programs and combine resources toward common interests.
Head office accounting, conservation staff and human resource costs where work/use relates to specific NAWCA projects.	Ensures financial administration of project delivery.
NAWCA-funded costs: \$12,400 U.S. Match-funded costs: \$4,400 U.S.	
Communication⁵: Description: Communication activities and associated costs specific to NAWCA activities in the proposal.	
Project-specific communications such as fact sheets and project signage.	Engage targeted landowners; support NAWCA-funded securement, restoration and stewardship initiatives. Positively influence and promote sustainable land use practices.
NAWCA-funded costs: \$16,700 U.S. Match-funded costs: \$16,900 U.S.	
Reconnaissance and Design: Description: In order to be NAWCA/Match Funds eligible, project specific biological, agrological and engineering planning and targeting activities must occur during the project period or during the 2 year "old" match eligibility window prior to proposal submission. Broad remote sensing, spatial analysis, etc. are not necessarily eligible.	
Specific planning and GIS mapping, spatial analysis, preliminary investigations, site inventories, baseline studies, and landowner contact that are directly related to project activities.	Focuses project activities into target natural areas and identifies individual properties with critical habitat. Provides preliminary field and office investigations for securement with landowners.
NAWCA-funded costs: \$2,200 U.S. Match-funded costs: \$2,000 U.S.	
Indirect Costs⁶: <i>(only complete if applicable)</i> Negotiated Indirect Cost Rate Agreement for period 7/30/2017-7/30/2018. 11.3% of approved base costs. NICRA attached as Appendix C.	
Base Costs (reflected under other activity categories): \$200,000 U.S. NAWCA-funded indirect costs: \$10,000 U.S. Match-funded indirect costs: \$12,600 U.S.	

ii. Project Schedule:

⁴ Reporting to provincial, Joint Venture, national and international partners may not be eligible unless it is directly linked to program activities versus just information dissemination.

⁵ Landowner recognition and promotional events are not eligible NAWCA/Match costs because they go beyond what is required for communicating to the public activities in the project. They fall more under promotion and hospitality events. Similarly, salaries of staff engaged in planning and executing these types of events are also not allowable.

⁶ Head office accounting (as listed above under coordination) for example are only eligible as indirect costs. Indirect costs are only eligible with a NICRA that is updated annually and submitted with proposals. Eligible indirect costs, if used, must be explicitly identified in a proposal. For further explanation of allocation, determination and approval of indirect cost rates please see 2 CFR Part 200 and Subpart E and pages 33 - 35 for cost definitions.

Provide a schedule describing the project's main objectives (i.e. securement, enhancement, management activities...) and roughly the periods in which these objectives are to be accomplished. Make this calendar relative to the project's start-up time, not a specific date, since it is unknown when the grant agreement will be consummated. For example, do you expect to have all securement activities completed within 6 months of receiving the grant? When will the communications activities be completed?

iii. Project Monitoring:

Describe the plan for ensuring that activities identified in the project will be implemented. Indicate here that you will provide annual reports to the DBHC that outline progress in achieving proposal acreage, goals and expenditures.

iv. Project Partners and Partner Responsibilities:

This section must contain a list of all the contributing match partners specifically contributing to this NAWCA project and must also include a description of partner responsibilities (i.e., those partners that will carry out the activities identified in the project work plan).

E. Budget

(recommend 1 page)

The budget table must be completed in U.S. dollars and contain, at a minimum, the information outlined in the Proposal Template. Extra budgetary information is discouraged in this section. The information in the Proposal Template is the information required by the U.S., and additional data is likely to become confusing, and raise further questions.

The budget tables shown below are fictitious examples of a completed budget. Be sure to identify Match sources in the Funding Sources and Amounts table and list all funding partners. Ensure that the information in this table matches the information in the executive summary.

► Be sure to include the clause “Any currency exchange gains will be directed back into the NAWCA projects in the __ JV”, as indicated in the example budget table below.

In the Expenditures Eligible for NAWCA and/or Match Funds (\$U.S.) table, the activities listed under “Other Functions” are examples; list activities from your proposal and identify only those activities that use NAWCA and/or Match funding. Be sure to identify indirect costs if applicable.

Please note that any currency exchange losses would be absorbed by the Canadian program. No footnote is required for this point.

i. Funding Sources & Amounts (\$U.S.)*

*Any currency exchange gains will be directed back into the NAWCA projects in the XXX JV.

Fictitious examples of the Funding Sources & Amounts tables:

Partners	Funding (\$U.S.)
----------	------------------

U.S. Federal (NAWCA):	
North American Wetlands Conservation Act Grant Funds	217,000
Match Funding:	
U.S. Ducks Unlimited Inc.	212,000
Canadian Ducks Unlimited Canada	5,000
Match Funding Sub-total	217,000
TOTAL NAWCA & MATCH FUNDING	434,000

ii. Expenditures Eligible for NAWCA and/or Match Funds (\$U.S.)

	Securement		Enhancement		Management		Stewardship	
Habitat Activities	Expenditures	Acres	Expenditures	Acres	Expenditures	Acres	Expenditures	Acres
Wetlands	\$11,000	20	\$103,000	162	\$ 17,400	32	\$18,000	500
Uplands	\$11,000	25	\$ 36,000	187	\$121,000	117	\$10,000	300
Sub-Total								
	\$22,000	45	\$139,000	349	\$138,400	149	\$28,000	800

Other Functions	Expenditures using NAWCA and/or Match Funds only (\$U.S.)
Endowment Fund ⁷	12,600
Coordination	16,800
Reconnaissance and Design	4,200
Evaluation	16,800
Communications	33,600
Indirect Costs ⁸	22,600
Sub-Total	106,600
TOTAL NAWCA & MATCH FUNDING	434,000

4. Maps, Photos and GIS Shapefiles

Proposal writers must provide a map(s) of the general area (e.g., rural municipalities/landscapes) where work will be concentrated. If appropriate, maps should be at the landscape level. It is recognized that, in some cases, only a general regional scale map will be appropriate for projects that involve a range of small sites in a large

⁷ This activity does not use NAWCA Funds but may use Match Funds.

⁸ Indirect costs have been approved using a NICRA attached as Appendix C.

geographic area. If it is possible, identify specific areas and locations where activities in the proposal will be undertaken.

The map(s) must be of readable quality on letter size paper (8½ x 11 inch), with an inch margin on the left, showing general project boundaries and be printed in colour. Each map must have the name of the province(s), proposal title, Grantee name and funding window included on it. All maps and photos must be placed at the end of the proposal (after the budget page and before the appendices).

It is highly advisable to include photos in addition to the required map(s), particularly of sample projects or landscapes relating to the work in this project. Please include a detailed caption for each photo. If photos are of a plant or animal species be sure to identify the species with its common name.

► All maps/photos submitted with the proposal will be reviewed by NAWCC (U.S.) Staff, but a maximum of 2 pages of maps only will be forwarded with the executive summary to the NAWCC (U.S.) and the MBCC for review. Therefore, please ensure that the first 2 maps are representative of the project as a whole, and show the project area clearly.

For Joint Venture-level proposals, contact the appropriate Habitat Joint Venture Coordinator to ensure that the format and scope of the maps are suitable.

GIS Shapefile

Provide a single GIS shapefile which contains multiple polygons representing the known location of each of the activities AND project area involved in the project. The GIS shapefile submitted should use a **GCS-WGS-84 projection**. If the applicant is undertaking a project where an exact activity location cannot be determined at the time of proposal, then the applicant should include a single polygon which encompasses the larger project area where the activities are targeted to occur.

- The shapefile may contain multiple polygons representing the location of each activity involved in the project – but must, **at minimum**, contain a polygon of the overall project area.
- The shapefile must be a polygon(s), not points or lines.
- The shapefile attribute table should include the following information and *suggested* field properties:
 - FID – automatically assigned
 - Shape – Polygon. If your shapefile is in Polygon ZM format, please convert it to a standard Polygon.
 - PROJ_NAME – Project name. Text; Length:100
 - ACTIVITY – Text; Length:25. Examples include: Fee Acquisition, Conservation Easement, Enhancement
 - PROP_NAME – Property name. Text; Length:50. You may leave this field entry blank for the Project Area.
 - ACRES – Double; Default Precision and Scale
 - FUNDING – Text; Length:50. Examples include: Grant, Match
 - MUNI or CITY – Municipality or city. Text; Length:50. Leave blank for Project Area.
 - PROVINCE – 2 or 3 letter province abbreviation. Text; Length: 50. For Project Area list all provinces that the project will occur in.
 - LATITUDE – Double; Default Precision and Scale
 - LONGITUDE – Double; Default Precision and Scale
 - HOLDER – Final Title Holder. Text; Length:50
- Any additional attribute fields submitted will be considered extra information.
- For activities that will be determined at a time after the project is funded, please still list the activity in the attribute field. Assign the activity with the same geographical boundary as the Project Area.

- 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. Only the 5 files listed above are the most important.

5. Appendices

(recommend maximum 5 pages)

Insert all appendices at this point in the proposal. Ensure that every appendix is referenced in the text and number them according to their order of appearance in the text.

Appendix A - [Title] (if required)

Examples of other appendices that may be relevant to proposals are:

- detailed lists of non-match funding partners for eligible activities,
- implementation plan summaries,
- other planned NAWMP activities directly connected to this project,
- list of migratory birds and waterfowl species that will benefit from this project, including identified hunted species.
- other pertinent information that was not included elsewhere in the proposal.

► Do not include lists of other NAWMP partners that are not directly contributing to this project in this funding window. Please ensure that all information included in the appendices is directly related to this project in this funding window.

Appendix B – Negotiated Indirect Cost Rate Agreement (NICRA)

- If your organization has a NICRA, provide a copy of the most recent NICRA. If your organization does not have a NICRA, your organization can elect to charge a 10% rate under specific conditions outlined in 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, or initiate the process of obtaining a NICRA from the [Indirect Cost Rate Negotiation Service at the Interior Business Center](#). If your organization intends to apply for NAWCA grants on a frequent basis, DBHC will require your organization to obtain a NICRA.

Determining Eligibility and Accounting for Expenditures for Activities in NAWCA Proposals

Table 2 provides a list of major activities included in NAWCA proposals and their eligibility with respect to NAWCA Funds, Match Funds and Other Contributions. As of 2005, Match Funds (since 2010 both U.S. and Canadian) eligibility is now considered the same as NAWCA eligibility – if an activity cannot be supported by NAWCA grant funds then it cannot usually be supported by Match Funds either, with the exception of the use of Match Funds for Endowment Funds.

Cost Definitions

Direct costs:

Costs that are used towards NAWCA projects and, **can** be easily and logically identifiable with a particular final objective.

Eg. Salaries of technical staff, project supplies/materials, project publication, computer costs, travel and vehicle costs for staff executing project activities, equipment or services that are all purchased or contracted in order to secure, enhance, and/or manage habitat including land purchases and/or lease and management agreement payments.

Note that these costs must be reasonable and allocable to a specific achievement under the NAWCA grant, and must be consistent with the pay for similar work in other activities of your organization.

Day Rate: (direct cost; only applicable if your organization's NICRA takes this rate into account)

The day rate is the costs associated with employing a staff person to work for one day. The day rate includes the person's **salary** for a day, allowable **fringe benefits** and **overhead** costs **directly attributable to that person**.

To calculate a day rate, take a person's salary, add their annual share of operational costs (portion of office space, utilities, etc. that are **directly attributable to that person**, not regional or national costs) and any allowable fringe costs (allowable training, etc.) and divide it by the number of days that person should work in a year (subtract allowable vacation and sick days. If vacation and sick days are included in fringe, you should reduce salary accordingly and divide by the full number of days in a year).

If a person is a regional biologist, his/her day rate should not include any expenditures associated with engineering unless the entire engineering staff are included in the overhead pool. Usually, the engineer would have a separate day rate and his/her time charged separately.

Note: There should be different day rates for different salary or work classes of employees, as these costs should be consistent with the employees' salary within the organization. These costs must also be reasonable, allocable, and consistent with pay for similar work in other activities for your organization. Additionally, your organization must have a NICRA in order to apply a day rate.

Direct overhead costs (overhead costs): (direct cost)

The proportion of office operational expenditures directly attributable to a staff person.

Eg. Overhead costs may include proportional fringe benefits and office operations costs such as share of rent, utilities, administrative assistance, etc. in a person's office that can be assigned to him/her for staff undertaking site securement, habitat enhancement and management relative to their participation in project activities. **Similar expenses outside of that person's office (regional, national) are not direct costs and are not allowable charges without an indirect cost rate agreement.**

Day rate = Salary + overhead costs

Note when using the day rate, your organization must have a NICRA and be able to provide reasonable assurance that time being charged is accurate, allowable, and properly allocated to a particular accomplishment of the NAWCA grant, and maintain records that accurately reflect the work performed.

Daily Staff Rate: Same as day rate.

Indirect costs:

Costs that are used towards NAWCA projects but **cannot** be easily or obviously identifiable with a particular objective. Indirect costs are those remaining to be allocated to benefitting cost objectives **after** direct costs have been determined and assigned directly to awards or other work.

Eg. General administration including pooled clerical staff, salaries and wages of executive staff, general expenses, utilities, rent, operating facilities, building and equipment allowances, audit and legal, accounting.

Eligibility of Indirect Costs:

Unless your organization's approved negotiated indirect cost rate agreement specifically allows it, indirect costs calculated on a base that include the following are ineligible:

1. subgrants (subawards), the portion of contracts and subcontracts above \$25,000, any in-kind match provided by a party other than the applicant;
2. non-match, in-kind match from partners other than the partner with the negotiated indirect cost rate agreement, contributions from Federal agencies, and other items that "distort" the cost base;
3. the purchase price of interests in real property and the cost to put it into place, including legal and administrative fees associated directly with the transfer of the property;
4. the purchase price of equipment with an acquisition cost of \$5,000 or more per unit and a useful life of more than one year (consistent with recipient policy, lower limits may be established);

Shared Expenses:

Shared expenses that cannot be directly attributed to a person working on a project should be in the indirect cost pool and **not** included in the day rate, i.e. treated as an indirect cost.

Indirect cost rate:

An indirect cost rate shall be determined for each separate indirect cost pool developed. The rate is stated as the percentage which the amount of the particular indirect cost pool is applied to the distribution base (base costs) identified with that pool.

The indirect cost rate is applicable to a specified current or future period as reflected in the signed agreement. The rate is based on an estimate of the costs to be incurred during the period. Any costs that are included in an indirect cost rate pool may never be charged as a direct cost during the effective period of that indirect cost rate. An organization that does not have an active indirect cost rate with a Federal agency but wishes to charge indirect costs shall submit its initial cost proposal immediately after the organization is advised that an award will be made and no later than three months after the effective date of the award. Indirect costs may not be charged retroactively unless it is explicitly allowed in the agreement.

Base Costs (distribution base, allocation base):

The base cost is the class of direct costs upon which indirect costs may be charged. The base costs are described in the indirect cost rate agreement. The essential consideration in selecting a base is that it is the one best suited

for assigning the pool of costs to cost objectives in accordance with benefits derived; a traceable cause and effect relationship; or logic and reason, where neither the cause nor the effect of the relationship is determinable. When an allocation can be made by assignment of a cost grouping directly to the function benefited, the allocation shall be made in that manner. When the expenses in a cost grouping are more general in nature, the allocation shall be made through the use of a selected base which produces results that are equitable to both the U.S. Federal Government and the organization. The proposed base costs must be shown in the proposal. Its components may include enhancement personnel time, seed, equipment rental, etc. (whatever is allowable under the specific agreement).

E.g. If you have \$481,000 in total grant/match funds being distributed to eligible NAWCA activities such as enhancement, management, etc., \$200,000 of which fall under allowable base costs under the Negotiated Indirect Cost Rate Agreement, and the indirect costs rate is negotiated at 11.3% of approved base costs, then you would show NAWCA-funded indirect costs as \$22,600. You may charge indirect costs to grant funds or use them as match, but you must show the breakdown in the proposal.

Negotiated Indirect Cost Rate Agreement (NICRA):

Each NICRA shall include development of the rate for each indirect cost pool and the overall indirect cost rate. The results of each negotiation shall be formalized in a written agreement between the U.S. Department of Interior and the non-profit organization. The organization to which the NICRA applies is responsible for sharing it with other U.S. Federal agencies. For more information, visit: <https://www.doi.gov/ibc/services/finance/indirect-cost-services>.

Note a subrecipient or other entity cannot use your organization's NICRA to cover their indirect costs.

Additional Notes

When to use indirect costs, indirect cost rate and obtain a NICRA:

Generally for 'local level' expenses use direct costs. For 'national/general level' expenses use indirect costs through a NICRA, or Other Contributions.

Expiry of indirect cost rates:

Note that indirect cost rates expire and are renegotiated every year. While there is no explicit cap on coordination activities, U.S. Council does not like to see much grant/match funding going towards coordination activities.

Indirect cost rate and coordination:

There seems to be a strong association between the day rate, indirect costs, the indirect cost rate and coordination activities. Though some indirect costs and the day rate costs may fall under coordination activities, they are **not solely** part of coordination activities. The day rate for example usually falls under restoration/enhancement activities but may show up wherever appropriate staff costs are charged.

Please do not assume these terms are connected to coordination activities alone and label coordination activities as "Coordination" and not as "Indirect Cost Rate".

Note: Not all of the above terms are listed in the 2 CFR 200. For further, more detailed explanations on some of the above terms, please see this document.

Please note that the guidance provided for the activities is based on previous experience, Canadian policy, as well as official U.S. guidelines. It is meant as a guide, and not as a set of legal definitions. Please refer to the 2 CFR Part 200, Subpart E, and the [NAWCA Grant Administration Standards for Canadian Recipients](#) to ensure that activities are eligible for NAWCA funding.

Table 2 Activities & Eligible Expenditures

Activity	Guidance for Canadian Proposals			
	NAWCA Funds	Match Funds*	Other Contributions	
Securement	✓	✓	✓	The protection of wetland and/or upland habitat through land title transfer or binding long-term conservation agreements with a landowner. Activities that acquire land through title transfer include crown land transfers, fee simple acquisition, and land donation. Other land securement methods allow partners to get permission to occupy or carry out specific activities on land that is owned by someone else. In these cases, title or ownership of the land does not change hands. These activities include Conservation Agreements, Conservation Easements, Covenants and Servitudes, Crown Designations, Lease Agreements, and Cooperative Land Use Agreement. For land to be considered as secured, signed agreements with landowner must be a minimum of 10 years duration.
Enhancement **	✓	✓	✓	Actions carried out on wetland and/or upland habitats to increase their carrying capacity for wetland-associated migratory birds and other wildlife. Examples of enhancement activities include wetland restoration, installation of nesting structures, installation of water control structures, seeding cropland to perennial cover, and installation of fencing.
Management	✓	✓	✓	Activities conducted on wetland and/or upland habitats secured through the NAWCA to manage and maintain their carrying capacity for wetland-associated migratory birds and other wildlife. Examples of wetland management activities include water-level manipulation (water draw-downs, back-floods, control operations and pumping), mechanical and chemical vegetation control, managed burns, operation and maintenance of nesting structures (e.g., nest tunnels and boxes) and project inspections, repairs and maintenance. Examples of upland habitat management activities include managed burns, fertilizer application, maintenance of fencing and signage, and payment of land taxes.

Activity	Guidance for Canadian Proposals			
	NAWCA Funds	Match Funds*	Other Contributions	
Stewardship (extension or influenced)	✓	✓	✓	Activities (with committed tenures of less than 10 years) that promote or directly result in the sustainable use of land for the purpose of conserving wetland-dependent birds and the habitats they depend on. Extension activities demonstrate the benefits of environmentally sustainable land use practices by landowners, land managers, and conservation organization. Influenced activities are direct actions taken by landowners, land managers, or conservation agencies that protect or enhance wetland or associated upland habitats without long-term legal or binding agreements. These direct actions result in applied land use changes. Promotion of government actions that benefit land use generally, but do not have a specific, identifiable benefit for NAWCA priorities or do not have a targeted on-the-ground component is considered policy and is not NAWCA eligible.
Reconnaissance & Design	‡	‡	✓	Project specific biological, agrological and engineering planning and targeting activities that occur prior to actual program delivery. In order to be NAWCA eligible, activities must occur during the project period or during the 2 year “old” match eligibility window prior to proposal submission.
Coordination	‡	‡	✓	Includes costs that are associated with NAWCA-associated habitat program delivery and staff coordination at project levels. Provincial, joint venture, regional, national, or other coordination costs are only eligible as captured in an indirect cost rate agreement (see below) or as “Other Contributions”. General NAWMP or JV coordination activities or other non-project specific coordination and reporting activities are not NAWCA eligible.

Activity	Guidance for Canadian Proposals			
	NAWCA Funds	Match Funds*	Other Contributions	
Indirect Costs	‡	‡	✓	Any non-Federal entity that has never received a Negotiated Indirect Cost Rate Agreement (NICRA) may elect to charge a minimum rate of 10% of modified total direct costs (MTDC/eligible cost base). In order for higher rates of indirect costs to be charged, or for entities that have received a NICRA, the Grantee must have an approved NICRA with the U.S. federal government that covers the period under which the indirect costs are charged. The NICRA is negotiated annually with the cognizant federal agency. Grantees wishing to charge indirect costs (as match or grant funded) must submit a copy of their most recent approved NICRA with their proposal, and the proposal must explicitly identify the grant or match amounts that will be charged as indirect costs, as well as the categories of base costs to which the indirect cost rate will be applied. For more information, visit: https://www.doi.gov/ibc/services/finance/indirect-cost-services
Communications	‡	‡	✓	NAWCA and Match Funds eligible only if the communications are specific to activities in the proposal (e.g., signs to identify partners involved in the securement of a parcel of land). General communications (about the Joint Venture, NAWMP, NABCI or to broaden partnerships) and promotional events (even if project related) are not NAWCA eligible and only Other Contributions can be used.

Activity	Guidance for Canadian Proposals
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	NAWCA Funds	Match Funds*	Other Contributions	
Endowment Fund		✓	✓	Funds used for the management of secured lands in the future. These funds must be placed in a dedicated account to be used for management/maintenance of a NAWCA secured property. Endowment funds can be in a pooled endowment account with other properties but the funds cannot be placed into general coffers, etc. In order to be match eligible, endowment accounts must be available for review by USFWS if requested. Endowment funds are shown as “Other Functions” in both the executive summary and the full proposal. Base funds placed into an endowment/management account and claimed as match for a given project may not be claimed as match for future projects (i.e., when they are withdrawn and expended for actual management costs).
Evaluation (Assessment)	‡	‡	✓	For evaluation activities to be Match Funds and NAWCA Funds eligible, they must support the review of progress toward NAWCA project objectives and NAWMP goals. These activities must evaluate the effects of the NAWCA program and have application throughout the Joint Venture for improving future NAWCA efforts. A description of how this proposed component fits into both the Joint Venture approved evaluation/assessment plan and the NAWCA project must also be included. Specific expenses associated with large-scale assessments /evaluation activities that do not directly contribute to NAWCA program objectives are only Other Contributions eligible. Project-directed studies related to habitat or migratory birds are also evaluation activities eligible for NAWCA Funds/ Match Funds/ Other Contributions as long as they are assessing the results of activities done under a NAWCA project and included as part of the NAWCA proposal. They may have broader implications for other NAWCA projects but not on the program scale of a JV assessment. All evaluation/ assessment activities must be an integral part of the NAWCA project, not stand-alone assessments or evaluation efforts. Evaluation or assessment activities that do not meaningfully contribute to the targeting of habitat conservation for wetland-dependent migratory birds are never NAWCA eligible.

† Conditional

* Includes U.S. (non-federal) funding and Canadian (both federal and non-federal) funding.

** NAWCA grant funding may be used on enhancement activities prior to securement under NAWCA with the requirement that grant funding for said enhancement would be subject to repayment by the grantee if securement under NAWCA is not obtained prior to disposition of the enhanced tract.

Table 3 Ineligible Expenditures

The activities listed below cannot use NAWCA, Match or Other Contribution Funds.

Activity	Guidance for Canadian Proposals
Mitigation	Other Contributions, NAWCA funds and Match Funds cannot be involved in any aspect of a wetland mitigation project. For example, securement of wetlands in order to mitigate for wetland loss elsewhere associated with the construction of a new highway would be ineligible.
Predator Management	Other Contributions, NAWCA and Match Funds cannot be used for predator management. For example, predator trapping to increase nest survival is ineligible.

NAWCA Funding Program Contacts

Canadian NAWCA Proposals:

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Canadian Wildlife Service
Environment and Climate Change Canada
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351 St. Joseph Boulevard
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Canadian NAWCA Grant Agreements:

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