OMB Control No.1018-0100
Expires: 04/30/2018

NORTH AMERICAN WETLANDS CONSERVATION ACT

SMALL GRANTS PROGRAM

2018 PROPOSAL APPLICATION INSTRUCTIONS

PROPOSAL DEADLINE: OCTOBER 19, 2017

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

SCIENTIFIC INTEGRITY POLICY: Effective 1/28/2011, the Department of Interior established a policy to ensure and maintain the integrity of scientific and scholarly activities used to inform management and public policy decisions: **DOI Policy 305 DM 3, "Integrity of Scientific and Scholarly Activities"** (https://elips.doi.gov/elips/0/doc/3045/Page1.aspx). The Scientific Integrity Policy applies to the Department's employees as well as its contractors, grant recipients and volunteers when they analyze or share scientific information with the public or use the Department's information to make policy or regulatory decisions. This policy now applies to all funding applications received by the North American Wetlands Conservation Act grant program. Essentially, the use of false data to leverage grant funds is a direct violation of DOI's Scientific Integrity Policy and requires the refund of any associated Federal assistance.

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.

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/birds/grants/north-american-wetland-conservation-act/small-grants.php.

Before you begin preparing your proposal, be sure to read the specific guidelines regarding the eligible use of grant and matching funds, eligible sources of match, and funding-use restrictions provided in Appendix A. This appendix provides summary guidelines and is not a complete list of all eligible and ineligible activities, sources of match, and uses of funding. If parts of your proposal are not addressed in Appendix A, or you are uncertain as to your project's eligibility, please contact the Small Grants Program or NAWCA Small Grants Coordinators: Rodecia McKnight at 703-358-2266 (rodecia_mcknight@fws.gov) or Anya Rushing at 703-3582032 (anya_rushing@fws.gov).

You are also 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 G contains a map of the Joint Venture administrative areas that will help you identify the Joint Venture where your project is located and direct contact to your Joint Venture Coordinator at the U.S. Fish and Wildlife Service Migratory Bird Joint Venture Directory.

Due to the implementation of the Department of Interior Financial and Business Management System (FBMS), all proposal SF 424 and SF 424D forms must be submitted through Grants.Gov. For guidance on getting set up in Grants.gov, please click here. This site provides information about getting a DUNS number, SAM registration, and authorizing yourself as your organization's representative (AOR). NONE of these steps cost money. If you get routed to a site that is not the exact web address noted in the Grants.gov instructions, or if you are asked for credit card information, exit and start again. 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 Federal Government. It is *FREE *to register in SAM.gov for any entity.

The remaining sections of the proposal (proposal narrative, GIS shapefiles, partner letters, etc.) should be submitted to the Division of Bird Habitat Conservation (DBHC) via email (see below). Due to code requirements within the FBMS, the term "Budget" cannot be used. "Financial Plan" must be used in its place to avoid data access errors. Federal agencies are exempt from the DUNS, CCR, EIN requirements, etc., and should submit their application directly to DBHC. Federal agencies do not need to submit SF-424 forms.

Proposals will be deemed ineligible if they do not adhere to eligibility and cost criteria in the preceding files and in these instructions. Your proposal will be automatically ineligible if the outline font or font size is modified. These files do not contain any instructions or examples; follow the instructions in this file when completing a blank proposal.

To aid you in completing the proposal, a blank proposal outline can be downloaded here: https://www.fws.gov/birds/grants/north-american-wetland-conservation-act/how-to-apply-for-a-nawca-grant.php#us-small

MAJOR CHANGES/UPDATES FROM THE 2017 SMALL GRANT INSTRUCTIONS

- For the Project Officer and Organization addresses, try to avoid using a P.O. Box address, and include zip + 4 where available.
- Applicants are now required to include an overlap/duplication statement on the Project Officer's Page.
- The Financial Table example and template have been updated to include additional guidance for properly completing and calculating proposal activities.
- Section IV – A. Project Description and Scope of Work: this section has been slightly modified to request detailed project information by tract; existing leases; and a list of equipment involved in the project. The duration of benefits question has been moved to Section V - Evaluation Questions, Question F.
- Section V – Small Grants Evaluation Questions: this section has been updated to include the new NAWCA Small Grant Scoring System – the scoring criteria are now listed for each Evaluation Question. Please review the order of the Evaluation Questions as they have changed. **Note:** the length of the Evaluation Questions section has been increased from 1-2 pages to 1-3 pages to accommodate both narrative answers to the questions and tables.
  - Question B - Wetland Types narrative has been replaced with a table. An example has been included in Appendix D.
  - Question F - Climate Change and Long-Term Conservation has been edited to include the Acres by Longevity of Benefits table. A short narrative about the concerns of climate change is still a requirement of the question.
- The Tract Table has been updated to include an additional column for Public Access and Total Acres. In the table under the new Public Access column, include how many acres will be open to public access.
- For your convenience, all required proposal tables are now available in an Excel workbook format. Each table is labeled by Section or Question in each worksheet tab. All tables will still be available in the Word Proposal Outline. If you prefer to complete the tables using Excel, please delete the Word versions in the Outline and insert the Excel tables in the appropriate places within the Outline. Do not send any Excel files with your proposal submission – tables MUST be included in the proposal PDF.

INSTRUCTIONS FOR SUBMITTING A PROPOSAL

SUBMISSION via Grants.gov

- In order to apply for a grant, your organization must complete the Grants.gov registration process. The registration process for an organization or an individual can take five business days or as long as four weeks if all steps are not completed in a timely manner. Register early!
- The SF-424 form and SF-424D forms must be submitted through Grants.Gov. **NEW: Grants.gov is now requiring a Grants.gov project narrative and budget form to be uploaded with the SF-424 forms. Those two additional Grants.gov forms are not required by NAWCA, however, please leave both forms blank and submit with your SF-424 forms to make sure your application is processed in Grants.gov. Your application will not be processed or you will receive a Grants.gov error if these forms are not attached with the SF-424 forms.** The remaining sections of the proposal cannot be submitted through Grants.gov and instead should be submitted to DBHC

via email (see below in submission of full proposal). **Note: Standard Form SF-424 Application for Federal Assistance Form and SF-424D Assurances for Construction Projects Form:** All applicants, except the U.S. Fish and Wildlife Service and other 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. These forms, with instructions, can also be found at: https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1. Additional information is available in Section IX of the instructions.

- Before you can view and complete an application package, you must have Adobe Reader installed. Application packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended that you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader.

1. Submission of the SF-424 and SF-424D forms via Grants.gov at: https://www.grants.gov/web/grants/search-grants.html?keywords=nawca *Funding Opportunity number: This number will be available after 9-3-17.*
2. We will send you a confirmation if your submission was successful.

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

SUBMISSION of Full Proposal and Required Attachments via Email

Proposal Deadline: Small Grants Program applications may be submitted at any time prior to the deadline, but must be received no later than **4 PM ET on October 19, 2017** in order to be eligible for consideration.

- To aid you in completing the proposal, a blank proposal outline can be downloaded here: https://www.fws.gov/birds/grants/north-american-wetland-conservation-act/how-to-apply-for-a-nawca-grant.php#us-small
- Email your full application (which includes the narrative proposal, partner letters, maps, SF-424, and SF-424D, in that order) as **one single PDF file** [*ProjectTitle*.pdf] to: nawca_smallgrant@fws.gov. Do not send paper copies.
- GIS shapefiles and easements can be attached as separate files.
- Do not send files that are larger than 25MB. Remember that maps in your application document will increase the file size. Check that your email system and server are capable of sending an email with an attachment of that size.
- **Keep a copy** of the "sent" email to document the submission of your proposal before the deadline.

Submission to Joint Venture Coordinator: Send a copy of your proposal and supporting documents to your Joint Venture Coordinator.

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 2018.

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 2018 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 of the USFWS signature on the Agreement. 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.

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 U.S. Grant Administration Standards.

Easements, leases: Copies of easements and leases that are already in place when the proposal is submitted should be attached to the proposal.

Indirect Cost Agreements: If you are requesting grant funds for indirect costs or using indirect costs as match, attach a copy of your current, signed, and approved negotiated 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.

BASIC REQUIREMENTS AND PROPOSAL INSTRUCTIONS

Please follow the format below and save the file in a single PDF file, as indicated above. Failure to submit a proposal following the required guidelines and formats will make it ineligible.

General Requirements

1. All proposals should be sent electronically to nawca_smallgrant@fws.gov by the deadline.
2. Do not send the proposal by fax or in hardcopy.
3. All margins should be 1 inch.
4. Font typeface should be "Times New Roman" Size 11 (excluding tables).
5. All materials must be submitted as a single PDF file. This file should not be larger than 25MB.

6. Do not include a cover letter. The Project Officer's Page shown in the Proposal Outline should be the first page of the proposal as shown in the template.
7. **Use the same name for landowners and tracts throughout the proposal**; do not use more than one name for the same tract or landowner.
8. We will only accept properly formatted Partner Contribution Statements as verification of partner match. Submitting partner letters that do not follow the format in the guidelines will adversely affect the timely review of a proposal and may result in the contribution being considered as non-match.
9. Insert information into the "Small Grants Proposal Application" template in the Proposal Outline, which can be downloaded here: https://www.fws.gov/birds/grants/north-american-wetland-conservation-act/how-to-apply-for-a-nawca-grant.php#us-small.

I. PROPOSAL PROJECT OFFICER'S PAGE (limit to 2 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?

Amount of NAWCA funding request: *up to $100,000*

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/geo/maps-data/maps/reference-cd115.html for the most up to date list of Congressional Districts or download the Congressional District GIS shapefile*
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 http://nabci-us.org/resources/bird-conservation-regions-map/ or download the BCR GIS shapefile.*
6. Project Location zip code(s):
7. Coastal or Non-Coastal Project Site: See map in *Appendix H or view in the NAWCA Mapper (uncheck all layers except US NAWCA Coastal Zone to view properly)*

Project Officer Information:

1. Name:
2. Title:
3. Organization: *Full, legal name of Applicant Organization*
4. Applicant Organization Address: *City, State, Zip+4*
5. Project Officer Address: *City, State, Zip+4*
6. Telephone number:
7. Email address:
8. Additional contacts: *Please list an additional contact's name, phone number, and email.*
9. DUNS 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)

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*

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 2018 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. (No signature requirement)

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: Applicants must provide a statement that addresses if there is any overlap between the proposed project and any other active anticipated projects in terms of activities, costs, 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.

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, which administers the funding as planned in the proposal; however, in certain circumstances, other organizations may be

receiving grant funds directly). 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 C for a Financial Plan Table Example. See the Proposal Outline for Word format template or download an Excel version here: https://www.fws.gov/birds/grants/north-american-wetland-conservation-act/how-to-apply-for-a-nawca-grant.php#us-small**.**

Note: Remember that grant funds can only be used to fund activities that occur AFTER the grant proposal is received (pre-agreement period) and/or during the two year grant period. Activities completed prior to receipt of the proposal are ineligible for grant 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 who will be paid for goods, construction, planting or services purchased for the proposal and individuals 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, page 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/birds/grants/north-american-wetland-conservation-act/how-to-apply-for-a-nawca-grant.php#us-small. 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:**
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/refuges/profiles/bystate.cfm. You can also download GIS shapefiles of the NWRS acquisition boundaries by region at: https://catalog.data.gov/dataset/fws-approved-acquisition-boundaries98e0c.
5. **Identify, by tract, the grantor/seller of conservation interests:**
6. **For acquisition projects** *(including e.g., fee title, easement, contracts, leases)***, please address if mineral and water rights are severed or included. If severed, please explain:**
7. **For restoration/enhancement projects, please address if mineral and water rights are severed or include. If severed, please explain:**
8. **For acquired properties, please identify any existing leases and describe any allowed/prohibited activities resulting from these leases?**
9. **Please list project equipment required to complete project activities and identify if they will be purchased or leased:**
10. **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 climate change initiatives and long-term conservation of wetlands and associated habitats?
Question G – To what degree does the proposal allow public access?
Question H – Are there any considerations not previously mentioned in other Evaluation Questions that should be factored into the evaluation of the proposal?

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	3
D.	Endangered Species and Species of Greatest Conservation Need (SGCN)	2
Subtotal		*5*
Other Considerations		
E.	Partnerships	2
F.	Climate Change and Long-Term Conservation	1
G.	Public Access	1
H.	Special Considerations	1
Subtotal		*5*
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.

B. Wetland Types

- Complete the following "Status, Types, and Acres of Wetlands" table (see Appendix D 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/wetlands/. 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.

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

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.

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 F? 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://www.fws.gov/birds/management/bird-management-plans/north-american-waterfowl-management-plan.php
- US Shorebird Conservation Plan: https://www.shorebirdplan.org/
- North American Waterbird Conservation Plan: https://www.fws.gov/birds/management/bird-management-plans/waterbird-conservation-for-the-americas.php
- Partners in Flight (songbirds): https://www.partnersinflight.org/
- Joint Venture Plans: https://www.fws.gov/birds/management/bird-conservation-partnership-and-initiatives/migratory-bird-joint-ventures.php

- Contact Ken_Kriese@fws.gov for national coordination, or contact individual Joint Venture Coordinators through the above link.

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

- Will the completed project benefit any federally endangered, threatened, or candidate wildlife species?

Note: A current database of Federally-listed species can be found at: https://www.fws.gov/endangered/.

- Will the completed project benefit any wetland-dependent Species of Greatest Conservation Need (SGCN) from the appropriate State Wildlife Action Plan (SWAP)? **Note**: The SWAP for each State can be found here: https://www1.usgs.gov/csas/swap/state_list.html.
- Address only those project activities that will contribute directly to a recovery plan for a Federally-listed species or that will provide direct benefit to a Federally-listed species or SGCN.
- Indirect, minor, or unknown benefits related to such species which may use the project area should not be included.

E. Partnerships

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

F. Climate Change and Long-Term Conservation

- Complete the "Acres by Longevity of Benefits" Table (see Appendix E 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 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!**

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)					

- Provide a brief narrative describing how the project area and 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.

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 and on which acres. How many acres will be closed to public access and why?

H. Special Considerations

- Are there any special considerations, outside of questions A-G above, that you feel should be factored into project evaluation (e.g., outstanding ecological resource value, threats, historical record, opportunities, conservation trends; or benefits not represented elsewhere such as reconnecting people with nature through waterfowl, environmental benefits associated with waterfowl habitat conservation, or exceptional resource value)?

VI. TRACT TABLE

- Ensure that **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 (**New required section**): 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.
- **New requirement**: addition of a total acre line at the end 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**					

***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 B. **We will only accept properly formatted Partner Contribution Statements as verification of partner match.** Submitting partner letters that do not follow the format in the guidelines will adversely affect the 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 are encouraged to 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.

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. 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-424 AND SF-424D FORMS

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 the U.S. Fish and Wildlife Service and other 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. You can access and submit the forms through the Grants.gov website https://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1 (see page 2 for guidance on Grants.gov):

- **SF-424 Application for Federal Assistance**: https://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf
- **SF-424D Assurances for Construction Projects**: https://apply07.grants.gov/apply/forms/sample/SF424D-V1.1.pdf

Instructions can be accessed at: https://www.grants.gov/web/grants/form-instructions.html

Use the most current version of the SF-424 form. We will only accept the updated form. It is necessary to obtain a DUNS number from Dun and Bradstreet in order to apply for any Federal grant. **The address on an applicant's SF-424 (#8d) must match the address associated with DUNS number (#8c)!** Instructions for obtaining a DUNS number are found at the grants.gov website above. 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	Leave blank
4. Applicant Identifier	Leave blank
5. a. Federal Entity Identifier	Leave blank
5 .b. Federal Award Identifier	Leave blank
6. Date Received by State	Leave blank
7. State Application Identifier	Leave blank
8. (a-e) – Applicant Information	See instructions. "c." *DUNS # required
9. Type of Applicant	See instructions
10. Name of Federal Agency	Enter "U.S. Fish and Wildlife Service"
11. Catalog of Federal Domestic Assistance Number and Title	Enter "15.623" and "NAWCA U.S. SMALL GRANTS"
12. Funding Opportunity Number/Title:	Enter "15.623" and "NAWCA U.S. SMALL GRANTS"
13. Competition Identification Number/Title:	Leave blank
14. Areas Affected by Project	Enter only information for "Counties and States" 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 used in Part 1 of proposal.
16. Congressional Districts of Applicant/Project	See instructions
17. Proposed Project Start and End Dates	See instructions
18. Estimated Funding	**Do not include non-match $.** In "a", only include NAWCA grant $. In "b-e", only include matching partner $. For "e- Other", include private organizations, etc. Leave "f- Program Income" blank
19. Is Application Subject to Review by State EO 12372 Process?	Only applicable to states. Please visit: https://www.whitehouse.gov/omb/grants_spoc
20. Is Applicant Delinquent on any Federal Debt?	See instructions
21. Authorized Representative	SIGNATURE AND DATE REQUIRED by the authorized representative of the applicant organization. We will not accept a typed signature. Please scan signed document or insert an electronic signature and send electronically as

CELL NUMBER and TITLE	INSTRUCTIONS
	part of the proposal application. Downloads from Grants.gov must also be signed as noted

ATTACHMENTS

Include the following additional elements after the narrative proposal, in this order. Create a single PDF file of all elements, and email the full proposal to FWS. This file should not be larger than 25MB.

1. Copies of existing easements, leases, and deeds, and models/templates for easements and leases to be acquired during the project period.
2. Signed, Negotiated Indirect Cost Rate agreement, if applicable
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://apply07.grants.gov/apply/forms/sample/SFLLL_1_2_P-V1.2.pdf.
4. Statement regarding applicability of and compliance with OMB Circular A-133 Single Audit Reporting (see cover page). EXCEPTION: If A-133 applies to you, send the most recent audit as a separate attachment when submitting proposal.
5. GIS Shapefile:
   Please provide a single GIS shapefile that was used to create the maps. The shapefile submitted should use a GCS_WGS_1984 projection and the attribute table should contain a name for each polygon which corresponds to a tract listed in the proposal tract table.

   - Only one GIS shapefile should be submitted for each proposal. The shapefile must be a polygon(s), not points or lines.
   - Submit the shapefile as a .zip file. The submitted shapefile should have these file extensions, at minimum: **.shp, .dbf, .shx, .prj, .xml.** Any other extensions that are submitted are extra, but do not delete these.
   - The shapefile 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/download/gep/agree.html
- Esri ArcGIS Earth: http://www.esri.com/software/arcgis-earth
- QGIS (export to shapefile): http://www.qgis.org/en/site/

Appendix A: Cost Eligibility

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

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

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

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

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

The 2 CFR 200 describes the requirements you must follow. Click to read it here: "Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations".

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

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

A. Easement and lease conditions should address the following points. Organizations and agencies are encouraged to adopt and implement the practices and procedures described in the Land Trust Alliance's Land Trust Standards and Practices (from www.lta.org).
B. The acquisition must be completed before the end of the project period.
C. A Notice of Grant Requirements will be recorded for tracts.
D. Property acquisition costs are incurred at the time of transfer of title, not when signing a purchase agreement. Therefore, a contractual obligation to purchase real property (purchase agreement, etc.) may be made at any time and, as long as title is transferred after the proposal is received, the costs associated with the purchase can be reimbursed with grant funds.
E. All real property acquisitions must be from willing sellers. Prior to making an offer for the property, the buyer must inform the seller that the buyer will be unable to acquire the property in the event negotiations fail to result in an amicable agreement and must inform the seller what the buyer believes to be the market value of the property. If the buyer is an agency that has eminent domain authority, then additional assurances will be required to be in the notice (see appropriate standards and regulations).

II. Wetland restoration: The manipulation of the physical, chemical and/or biological characteristics of a site with the goal of returning natural/historic functions to a former or degraded wetland is considered restoration. Restoration can further be defined as either re-establishment (returning natural/historic functions to a former wetland resulting in a gain in wetland acres) or rehabilitation (repairing natural/historic functions of a highly degraded wetland resulting in no gain in wetland acres). Rehabilitation is considered a one-time action.

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

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

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

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

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

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

- Organizations (except State and local governments or tribes) can charge up to 10% indirect cost rate indefinitely and are not contingent on any intent to get a negotiated indirect cost rate agreement(NICRA), provided that they have never had a NICRA before. See also 2CFR 200414(f).
- Indirect costs can be charged on surveys and appraisals but not on acquisition cost or title work.

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

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

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

And they:

- Must at least equal the grant request
- Must be documented by a signed and dated Partner letter
- May have as its source the Indian Self-Determination and Educational Assistance Act, P.L. 93-638, of 1975

- Must not be of Federal origin (money from the National Fish and Wildlife Foundation and U.S. Fish and Wildlife Service's Federal Aid program are of Federal origin)
- Must not have been used to match other Federal grants, including grants from the National Fish and Wildlife Foundation and U.S. Fish and Wildlife Service
- Must not be reimbursed by NAWCA or by another organization claiming the expense as a match for the project, but instead must be permanently dedicated to a project proposal and committed by the proposal due date. For example, if an organization funds an acquisition but is later reimbursed by a different organization, the value of the acquisition can be counted as match only once, (that is, only one of the two organizations counts as contributing the match).
- May include monitoring and evaluation costs, only if results will be used to improve wetlands conservation activities at project sites during the project period
- May be donated title to real property where the donation increases resource values of the proposal or protection or management of wetlands and migratory bird values
- May be the fair rental value of loaned equipment
- May be easement stewardship or endowment costs, if the funds are in an account dedicated solely to easement stewardship and are for activities such as easement defense as opposed to management of fee title properties
- May have incurred prior to grant execution such as:
  1. appraisal fees, acquisition negotiations, land acquisition legal costs;
  2. boundary surveys;
  3. engineering and project design;
  4. required state and Federal compliance activities;
  5. travel and transportation;
  6. consulting fees; and/or special studies.

Additional conditions for match:

- Readiness and Environmental Protection Integration (REPI) and RESTORE Act funds will be allowed and considered as eligible Federal match funds as long as the associated acquisition documents clearly identify subordination to U.S. Fish and Wildlife Service.
- May be Department of the Interior (DOI) Natural Resource Damage Assessment and Restoration (NRDAR) Fund (Fund) monies:
  A. if wetlands mitigation required under Water Resources Development Act (including Clean Water Act, Rivers and Harbors Act, etc.) or Fish and Wildlife Coordination Act is not part of the NRDAR-funded work,
  B. if the work significantly contributes to the wetlands protection objectives of the proposal,
  C. if the monies have been or will be deposited pursuant to a joint and indivisible recovery by the DOI and non-Federal trustees under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and the Oil Pollution Act (OPA),
  D. if the monies were or will be transferred to a non-Federal trustee who has joint and binding control over the funds (the non-Federal trustee may transfer it to another entity, but that could affect whether it's an eligible match based on such considerations as: Did the trustee's transfer of the money comply with the trustee's own laws and regulations regarding any State or tribal grant, cooperative agreement, or contracting statute or regulations?),
  E. if the co-trustees agree that monies from the Fund should be made available to the non-Federal trustee and allowed to be proffered as a non-Federal match to accomplish an appropriate project consistent with the settlement agreement and the provisions of CERCLA and OPA, and if the factors above are addressed in a letter submitted with the proposal from the non-Federal trustee; if a letter is not included, the match will be ineligible.
- May be congressionally appropriated funds if legislative language specifically characterizes the appropriated funds as "non-Federal" for certain designated purposes that would include NAWCA

objectives. The grant applicant should provide ample evidence in the proposal regarding the non-Federal nature of the match. For example, P.L. 103-434, the Pacific Northwest Electric Power Planning and Conservation Act, provides an exception that allows Bonneville Power Administration rate payer funds to be used as non-Federal funds for purposes of matching Federal dollars to fund projects that promote conservation of wildlife and fisheries resources, including wetlands, while improving water quality and availability in the Yakima River Basin.

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

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

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

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

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

Ineligible Grant Costs:

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

Ineligible Grant and Match Costs:

- **Unless a Grant or Match cost is explicitly allowed, the cost should be assumed to be ineligible unless otherwise informed in writing by USFWS/DBHC.**
- Actions that will put credits into wetlands mitigation banks;
- Mitigation activity required by Federal, state, or local wetland regulations. Federal mitigation activity includes compliance under the Fish and Wildlife Coordination Act of 1934, as amended, or the Water

Resources Development Act of 1986, as amended. This includes mitigation required by the U.S. Army Corps of Engineers related to development or management of water resources (such as, but not limited to, Section 404 of the Federal Water Pollution Control Act or Section 10 of the Rivers and Harbors Act), actions to benefit fish and wildlife resources that are required as part of a settlement or relicensing of an energy project under the Federal Power Act, compensation required under the Federal Water Projects Recreation Act, and others that may not be listed here. Contact us if you are unsure.

- Funds that have been successfully used to match another Federal grant. This restriction includes Federal aid to states grants (i.e., State Wildlife Grants); Coastal Wetlands Planning, Protection, and Restoration Act grants; Endangered Species Act grants, Partners for Fish and Wildlife (private lands) grants, and others. Please contact us if you are unsure.
- Exxon Valdez Oil Spill (EVOS) funds
- Contingencies
- Routine expenses of the contributor
- Salaries and travel expenses for permanent, full time Federal employees
- Conservation education materials or salaries
- Project planning and proposal development, including experiments, studies, or other investigations to document the project's resource value
- Non-proposal specific communication products
- Fundraising
- Law enforcement
- Research
- Boat ramps, parking lots, roads, and other public access work
- Observation towers and blinds
- Routine operations and maintenance salaries and costs
- Building construction, repairs, and value of donated property
- The value of existing residences, structures, and buildings unnecessary for wetland conservation purposes and the cost to construct, remove, or repair same
- Acquisition of vehicles (note that all-terrain vehicles are considered equipment if the acquisition cost is more than $5,000 per unit)
- Acquisition of tractors and other equipment if it would be more cost effective to rent, lease, or use equipment on hand;
- Loss of income (e.g., lost grazing revenue)
- Costs over the appraised value for fee-title and easement acquisitions
- Short-term annual conservation activities, such as predator management
- Monitoring and inventory activities not specifically related to wetland conservation actions during the project period
- Land-owner incentive payments
- An easement that is subordinate to a mortgage or lien
- Unless your approved negotiated indirect costs rate agreement specifically allows it, indirect costs calculated on a base that includes the following are ineligible:
  1. Subgrants (subawards), major subcontracts, any in-kind match provided by a party other than the applicant.
  2. Non-match, in-kind match from partners other than the partner with the negotiated indirect costs rate agreement contributions from Federal agencies and other items that “distort” the cost base.
  3. The purchase price of interests in real property and the cost to put it into place, including legal and administrative fees associated directly with the transfer of the property.
  4. The purchase price of equipment with an acquisition cost of $5,000 or more per unit and a useful life of more than one year (consistent with the recipient policy, lower limits may be established).

Appendix B: Sample Partner Contribution Statement

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 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.

Do you have any additional comments?

Signature:

Your Name (printed), Title, and Affiliation:

Date Signed:

Appendix C: 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 (Sum of G and H,I,J,K)	**$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**	2	
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 D: 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 (grant + new match)		50				12	22		16	100
Tract 2 (old match)	37								13	50
Tract 3 (new match)	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 E: 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 (Grant + new match)	100		(20)		100 (20)
Tract 2 (old match)		50			50
Tract 3 (new match)		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 F: **Bird Conservation Regions And Proposal Section V-C Priority NAWCA Species**		
BCR 1 ALEUTIAN/BERING SEA ISLANDS	**BCR 2 WESTERN ALASKA**	**BCR 3 ARCTIC PLAINS AND MOUNTAINS**
Red-faced Cormorant Pelagic Cormorant Black Oystercatcher Rock Sandpiper (*ptilocnemis* ssp.) Red-legged Kittiwake Aleutian Tern Arctic Tern Marbled Murrelet Kittlitz's Murrelet Whiskered Auklet	Red-throated Loon Yellow-billed Loon Red-faced Cormorant Pelagic Cormorant Black Oystercatcher Solitary Sandpiper Lesser Yellowlegs Whimbrel Bristle-thighed Curlew Hudsonian Godwit Bar-tailed Godwit Marbled Godwit Red Knot (*roselaari* ssp.) Rock Sandpiper (*ptilocnemis* ssp.) (nb) Dunlin (*arcticola* ssp.) (nb) Short-billed Dowitcher Aleutian Tern Arctic Tern Marbled Murrelet Kittlitz's Murrelet	Red-throated Loon Yellow-billed Loon Whimbrel Bar-tailed Godwit Red Knot (*roselaari* ssp.) Dunlin (*arcticola* ssp.) Buff-breasted Sandpiper Arctic Tern
BCR 4 NORTHWESTERN INTERIOR FOREST	**BCR 5 NORTHERN PACIFIC RAINFOREST**	**BCR 9 GREAT BASIN**
Horned Grebe Solitary Sandpiper Lesser Yellowlegs Whimbrel Bristle-thighed Curlew Hudsonian Godwit Red Knot (*roselaari* ssp.) Rock Sandpiper (*ptilocnemis* ssp.) (nb) Short-billed Dowitcher Olive-sided Flycatcher Rusty Blackbird	Yellow-billed Loon (nb) Western Grebe (nb) Red-faced Cormorant Pelagic Cormorant (*pelagicus* ssp.) Bald Eagle Black Oystercatcher Solitary Sandpiper (nb) Lesser Yellowlegs (nb) Whimbrel (nb) Long-billed Curlew (nb) Hudsonian Godwit (nb) Marbled Godwit (nb) Red Knot (*roselaari* ssp.) (nb) Short-billed Dowitcher (nb) Aleutian Tern Caspian Tern Arctic Tern Marbled Murrelet Kittlitz's Murrelet Black Swift Rufous Hummingbird Olive-sided Flycatcher Willow Flycatcher	Eared Grebe (nb) Bald Eagle Yellow Rail Snowy Plover Long-billed Curlew Marbled Godwit (nb) Yellow-billed Cuckoo Black Swift Calliope Hummingbird Lewis's Woodpecker Willow Flycatcher Tricolored Blackbird
BCR 10 NORTHERN ROCKIES	**BCR 11 PRAIRIE POTHOLES**	**BCR 12 BOREAL HARDWOOD TRANSITION**
Bald Eagle Swainson's Hawk Long-billed Curlew	Horned Grebe American Bittern Least Bittern	Pied-billed Grebe Horned Grebe (nb) American Bittern

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

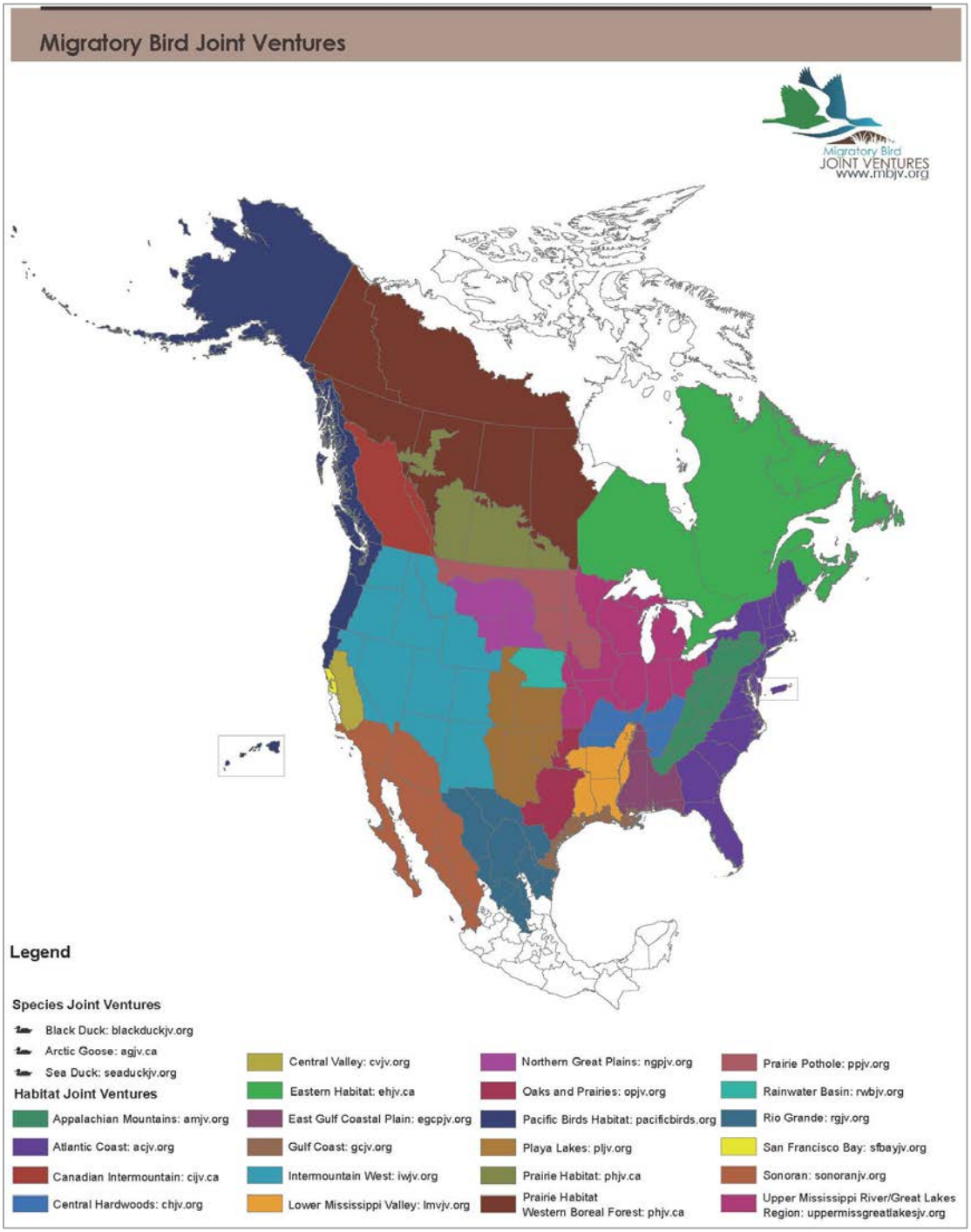
Little Blue Heron Mississippi Kite Bald Eagle Swainson's Hawk Black Rail King Rail Snowy Plover Solitary Sandpiper (nb) Long-billed Curlew Hudsonian Godwit (nb) Marbled Godwit (nb) Buff-breasted Sandpiper (nb) Short-billed Dowitcher (nb) Red-headed Woodpecker Bell's Vireo Henslow's Sparrow Harris's Sparrow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

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

		Sedge Wren Wood Thrush Blue-winged Warbler Golden-winged Warbler Worm-eating Warbler Kentucky Warbler Henslow's Sparrow Nelson's Sharp-tailed Sparrow Saltmarsh Sharp-tailed Sparrow Seaside Sparrow Rusty Blackbird (nb)
BCR 31 PENINSULAR FLORIDA	**BCR 32 COASTAL CALIFORNIA**	**BCR 33 SONORAN AND MOJAVE DESERTS**
Magnificent Frigatebird American Bittern (nb) Least Bittern Reddish Egret Roseate Spoonbill Swallow-tailed Kite Bald Eagle Yellow Rail (nb) Black Rail King Rail Limpkin Snowy Plover Wilson's Plover American Oystercatcher Solitary Sandpiper (nb) Lesser Yellowlegs (nb) Whimbrel (nb) Long-billed Curlew (nb) Marbled Godwit (nb) Red Knot (rufa ssp.) (nb) Semipalmated Sandpiper (Eastern) (nb) Buff-breasted Sandpiper (nb) Short-billed Dowitcher (nb) American Woodcock (nb) Least Tern Black Skimmer White-crowned Pigeon Mangrove Cuckoo Red-headed Woodpecker Black-whiskered Vireo Yellow Warbler (gundlachi ssp.) Prothonotary Warbler Henslow's Sparrow (nb) Nelson's Sharp-tailed Sparrow (nb) Saltmarsh Sharp-tailed Sparrow (nb) Seaside Sparrow (c) Painted Bunting (nb)	Ashy Storm-Petrel Bald Eagle Yellow Rail (nb) Black Rail Snowy Plover Black Oystercatcher Whimbrel (nb) Long-billed Curlew (nb) Marbled Godwit (nb) Red Knot (roselaari ssp.) (nb) Short-billed Dowitcher (nb) Gull-billed Tern Black Skimmer Xantus's Murrelet Cassin's Auklet Yellow-billed Cuckoo Black Swift Allen's Hummingbird Lewis's Woodpecker Yellow Warbler (brewsteri ssp.) Common Yellowthroat (sinuosa ssp.) Song Sparrow (graminea ssp.) Song Sparrow (maxillaris ssp.) Song Sparrow (pusillula ssp.) Song Sparrow (samuelis ssp.) Tricolored Blackbird Lawrence's Goldfinch	Least Bittern Bald Eagle Black Rail Snowy Plover Long-billed Curlew (nb) Marbled Godwit (nb) Red Knot (roselaari ssp.) (nb) Gull-billed Tern Black Skimmer Yellow-billed Cuckoo Elf Owl Bell's Vireo Lucy's Warbler Yellow Warbler (sonorana ssp.) Lawrence's Goldfinch
BCR 34 SIERRA MADRE OCCIDENTAL	**BCR 35 CHIHUAHUAN DESERT**	**BCR 36 TAMAULIPAN BRUSHLANDS**
Bald Eagle Common Black-Hawk Yellow-billed Cuckoo Elf Owl Elegant Trogon Lewis's Woodpecker Northern Beardless-Tyrannulet Bell's Vireo Phainopepla	Bald Eagle Common Black-Hawk Snowy Plover Long-billed Curlew (nb) Yellow-billed Cuckoo Elf Owl Bell's Vireo Yellow Warbler (sonorana ssp.) Red-faced Warbler	Swainson's Hawk Snowy Plover Solitary Sandpiper (nb) Lesser Yellowlegs (nb) Long-billed Curlew (nb) Gull-billed Tern Red-billed Pigeon Elf Owl Northern Beardless-Tyrannulet

Lucy's Warbler Yellow Warbler (sonorana ssp.) Red-faced Warbler Varied Bunting	Varied Bunting Painted Bunting	Bell's Vireo Varied Bunting Painted Bunting Audubon's Oriole
BCR 37 GULF COAST PRAIRIE	**BCR 67 HAWAII**	**PUERTO RICO AND VIRGIN ISLANDS**
American Bittern Least Bittern Reddish Egret Swallow-tailed Kite Bald Eagle Yellow Rail (nb) Black Rail King Rail Snowy Plover Wilson’s Plover American Oystercatcher Solitary Sandpiper (nb) Lesser Yellowlegs (nb) Upland Sandpiper (nb) Whimbrel (nb) Long-billed Curlew Hudsonian Godwit (nb) Marbled Godwit (nb) Red Knot (roselaari ssp.) (nb) Red Knot (rufa ssp.) (a) (nb) Buff-breasted Sandpiper (nb) Short-billed Dowitcher (nb) American Woodcock (nb) Least Tern Gull-billed Tern Sandwich Tern Black Skimmer Short-eared Owl (nb) Sedge Wren (nb) Prothonotary Warbler Swainson's Warbler Henslow's Sparrow (nb) LeConte's Sparrow (nb) Nelson's Sharp-tailed Sparrow (nb) Seaside Sparrow (c) Painted Bunting	Laysan Albatross Black-footed Albatross Christmas Shearwater Band-rumped Storm-Petrel Tristram's Storm-Petrel Bristle-thighed Curlew (nb) Short-eared Owl	West Indian Whistling-Duck White-cheeked Pintail Masked Duck Ruddy Duck (jamaicensis ssp.) Audubon's Shearwater Masked Booby Brown Booby Red-footed Booby Magnificent Frigatebird Least Bittern American Flamingo Black Rail Yellow-breasted Crake Caribbean Coot Limpkin Snowy Plover Wilson’s Plover American Oystercatcher Red Knot (rufa ssp.) (nb) Semipalmated Sandpiper (Eastern) (nb) White-crowned Pigeon

Appendix G: Joint Venture Administrative Areas

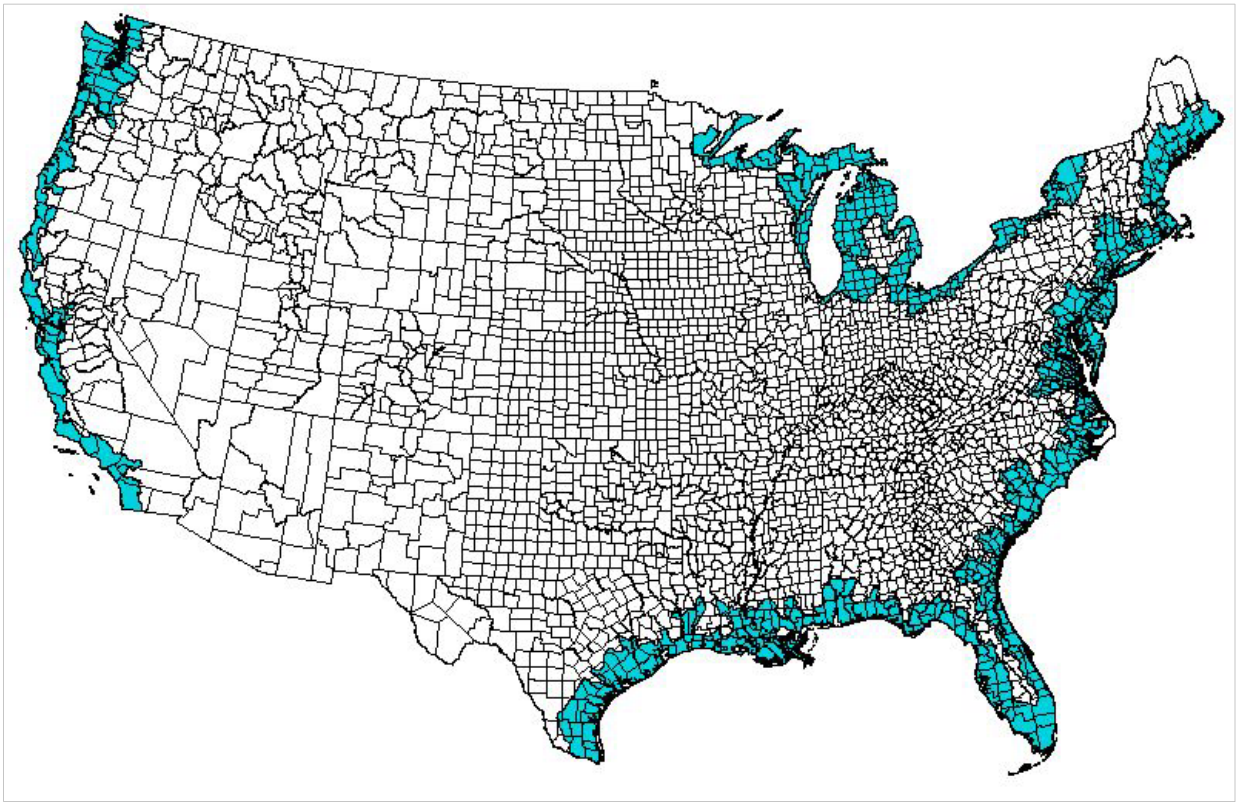


Map can also be found here: http://mbjv.org/joint-venture-map/

Joint Venture GIS Shapefile can be downloaded here: https://ecos.fws.gov/ServCat/Reference/Profile/81415

Appendix H: 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 US Coastal Zone Interactive Mapper:
http://fws.maps.arcgis.com/apps/MapSeries/index.html?appid=632303c8dd8547e19b2b3198fac45078