

2014 SJV Awards Program

This request for proposals is available online at <http://sonoraniv.org/funding/>.

Awards Program Objective

The Sonoran Joint Venture (SJV) Awards Program supports the investigation and conservation of birds and their habitats within SJV boundaries by providing funds through a competitive program.

Project Eligibility

Proposals for projects that support the SJV mission and objectives and fall into the broad categories of habitat, monitoring, or planning are eligible for funding. Components of your project may also include outreach, education, community involvement, research, ecotourism, or professional training, but the overall outcome must support habitat, monitoring, or planning.

Available Funding

The amount of funding available each year varies based on Congressional appropriations and partners. SJV Awards Program grants range from \$5,000-\$10,000. Proposals with budget requests that exceed \$10,000, along with those that are not selected for Awards Program funding but which meet all requirements, will be maintained on file in the event that an appropriate funding opportunity arises.

All Awards Program payments are on a reimbursable basis and will be made by electronic transfer to your bank.

General Project Considerations

In order to be considered for Awards Program funding proposals must (required):

- Address the bird conservation goals, objectives, and recommendations of the SJV Bird Conservation Plan or Waterfowl Management Supplement. Refer to the the specific 2014 Awards Program Funding Priorities for more information.
- Have budgets of \$10,000 or less.
- Focus on work conducted in or having a direct impact on birds and habitats of the SJV region.
- Include the submission of all resulting data to the Avian Knowledge Network and/or eBird/aVerAves.
- Include a dissemination plan that describes how you will share the results of this project to support conservation.
- Follow the described format.
- Include a complete set of all required forms, correctly completed and signed.
- Have a DUNS number.
- Have proof of current SAM.gov registration.

- Be submitted via the [SJV website](#) AND [Grants.gov](#).
- Come from an applicant in good standing (i.e., no outstanding reports for projects from previous years).

Proposals should (recommended):

- Be habitat-oriented.
- Have funds leveraged and/or in-kind contributions.
- Minimize overhead/administrative costs (<10% of total project cost preferred).
- Have binational cooperation and involvement.
- Be part of a larger-scale conservation effort.
- Demonstrate a high likelihood of success.
- Involve partnerships. New partnerships, as well as nontraditional partners, are especially encouraged.

2014 Awards Program Funding Priorities

In an effort to focus the Awards Program, the SJV Technical Committee has identified priorities by SJV ecological region. Proposals that address these priority habitats and project types are encouraged. Priority bird species can be found in the SJV Bird Conservation Plan.

For 2014 we encourage proposals that address habitat, monitoring, planning, or outreach for the following areas:

Arid Borderlands

Target	Goal	Possible indicators
<i>Desert Shrublands/birds</i>	Increase and protect large trees, columnar cacti, and arborescent yucca with potential for cavity nesting birds.	Increasing BBS and/or Arizona coordinated bird monitoring (CBM) population trend for ATFL over 10 years.
<i>Desert grasslands/birds</i>	Manage and protect remnant desert grasslands from excessive grazing, development, and fragmentation.	Increasing BBS and/or AZ CBM population trend for Rufous-winged Sparrow over ten years (# of locations/birds per block where breeding birds have been documented)
<i>Freshwater wetlands/birds</i>	Protect existing freshwater wetland habitats from water extraction, and water table reduction.	Increasing population trends for Clapper Rail and Virginia Rail in open water habitat, Common Yellowthroat in ciénega habitat, and Hooded Oriole in palm oases.
	Increase wetlands	Density of focal species,

	through restoration.	productivity, survivorship, distribution/presence/absence (change) of focal species.
<i>Riparian/mesquite bosque/birds</i>	Protect, maintain, and increase by 10% multi-story and single-story closed canopy riparian woodlands.	Increasing population trend for Bell's Vireo and stable trend for Summer Tanager over 10 years.
<i>Coastal wetlands/birds</i>	Protect existing coastal habitat over ten years.	
	Increase coastal habitat through restoration over ten years.	- Increasing population trends for Yellow Mangrove Warbler and American Avocet. - Reduction in disturbance to Western Sandpiper feeding/roosting habitat.
<i>Islands/birds</i>	Extirpate mammalian predators from ten new islands in the Gulf of California	No mammalian presence on priority islands.
	Conduct awareness education with tourism groups, fishers, and boaters to reduce trampling of beach nesting birds.	Minimal human trampling evidence on priority islands.

Mexican Highlands

Target	Goal	Possible Indicators
<i>Riparian/birds</i>	Improve conditions in riparian habitat, including ciénegas and springs.	
<i>Semi-desert grasslands/birds</i>	Improve conditions in grasslands.	
<i>Mesquite bosque/birds</i>	Improve condition and ecological function in	

	mesquite bosques.	
	Protect existing mesquite bosque	Increasing density and occupancy of Lucy's Warbler
<i>Pine-oak, mixed conifer/birds</i>	Conserve mature trees.	
	Conserve subsequent generations of trees (age class that will reach maturity in the next 10-20 years)	
	Improve condition of understory in pine-oak/mixed conifer habitat, including oak and manzanita.	

Pacific Lowlands

Target	Goal	Possible indicators
<i>Tropical deciduous forest/birds</i>	Reduce loss of habitat.	
	Improve management.	
<i>Pine-oak/birds</i>	Control unsustainable logging.	
	Reduce net loss of habitat.	
<i>Coastal and tropical thornscrub/birds</i>	Reduce net loss of habitat.	
	Improve management	

Californian Coasts and Mountains

Target	Goal	Possible Indicators
<i>Coastal sage scrub, chaparral/birds</i>	No net loss and proper management of existing habitat.	
<i>Coastal wetlands/birds</i>	Protect remaining habitat from permanent loss.	
	Restore and manage estuarine habitat.	
	Improve beaches for nesting birds including Least Tern, Snowy Plover,	50% of beaches used for nesting by Least Tern and Snowy Plover, and

	and other migratory shorebirds.	are used by other migratory shorebirds regularly
	Prevent disturbance to eelgrass beds	
<i>Freshwater wetlands, riparian/birds</i>	Promote no net loss of wetlands/riparian habitat.	
	Protect hydrological function of wetlands and riparian areas.	
	Expand existing freshwater marshes.	
<i>Ocean islands/birds</i>	Support healthy colonies of seabirds on occupied islands.	>20% breeding success of dominant species
	Increase populations of threatened and endangered landbirds.	Double populations of San Clemente Shrike, Island Scrub Jay.
<i>Oak woodlands and grasslands/birds</i>	Maintain existing oak-woodland habitat.	
	Reforest grasslands with oak.	
	Restore grasslands from annuals to perennials.	
<i>Pine, piñon-juniper, cypress forest and woodlands/birds</i>	Fireproof existing forests on public lands.	
	Reduce salvage logging.	
<i>California Condor</i>	Increase number of successful breeding territories.	Six successful breeding territories.

We also encourage monitoring proposals (especially Coordinated Bird Monitoring) for the following groups:

1. Waterbird and shorebird breeding and wintering surveys.
2. Landbird surveys, higher elevation forest and grassland surveys, including Sierra Madre Sparrow.
3. Riparian landbird surveys, especially raptors and psitticines in Mexico; projects designed to complement Arizona Bird Conservation Initiative's Coordinated Bird Monitoring riparian project.

Timetable

December 1 -- Official Request for Proposals made available. Proposals are accepted year-round and are held for evaluation during the review and ranking period.

January 31 -- All proposals must be received by the SJV no later than midnight, Arizona time.

April 1 -- SJV Science Coordinator, SJV Education and Outreach Coordinator, and the Awards Review Subcommittee complete the review and ranking process and provides recommendations to the Management Board.

June 1 -- All applicants are notified of the outcome of their application.

Summary of Ranking Considerations

The following outline describes the criteria by which the SJV will rank proposals. In order to rank high in the evaluation process, proposals should address all of the major headings listed below.

Biological Value

- Benefits priority bird species as identified by the SJV Bird Conservation Plan.
- Benefits priority habitats as identified by the SJV Conservation Action Plan (including # of acres/hectares or miles/kilometers impacted).
- Benefits a focus area identified by the SJV Bird Conservation Plan or an Important Bird Area/AICA.

Partnerships

- Includes partnerships (number, type, and nature of contribution).
- Documents partner contributions and funds leveraged.
- Describes opportunity—other funding that might be lost, partners' needs, other opportunities forgone.

Plan Objectives and/or Recommendations

- Addresses Funding Priorities.
- Demonstrates a high likelihood of being successful.
- Includes dissemination plan for sharing results and applying them to conservation efforts.

Other Project Components

- Incorporates habitat, monitoring, planning, education, outreach, community involvement, professional training, birding tourism, and/or research as secondary project components (in addition to the main component of habitat, monitoring, or planning).
- Involves an indigenous or local community (including the # of people to be contacted).

Proposal Format

- Follows the required format and guidelines.
- Includes all required government forms, signed and completed correctly and in full.
- Includes a current DUNS number and proof of current SAM.gov registration.
- Submitted via the [SJV website](#) AND [Grants.gov](#).

How to Apply

SJV Awards applications should be 3-5 pages in length, excluding cover sheet, maps, and letters of support. Applications must be [submitted electronically via both the SJV website and Grants.gov](#) by 31 January 2014.

If you have questions about the application process or the Awards Program, contact [Carol Beardmore](#).

Format

All proposals must be submitted electronically in either PDF or Microsoft Word format. Use a font of at least 11 point and margins of at least 3/4 inch. Proposals may be submitted in English or Spanish. If submitted in Spanish, applicants must provide an abstract in English. The entire file should not be over 3 MB in size.

Complete the online form and upload four separate files (when submitting via Grants.gov, attach the four files to your submission):

1. Awards Cover Sheet
2. Proposal (Project Details, Budget, Compliance, Letters of Support)
3. Required Federal Forms
4. Screen grab of your current SAM registration

I. [Awards Cover Sheet](#)

[Download the coversheet template](#), save the file to your hard drive, and rename with your last name it to make it identifiable (i.e., Duberstein_CoverSheet.docx).

II. Project Details

Project Need: Explain how your project is important for bird conservation in the SJV region.

Project Location: Identify where in the SJV region this project will take place.

For monitoring or habitat projects that have specific sites identified, please provide information on:

- Location and ownership of project site(s).

- Brief description of project site(s), including dominant habitat types.
- Number of acres that will be affected by this project habitat projects)

For outreach and planning projects:

- Identify the primary audience(s) targeted by the project (including ages, ethnicity, and gender, if applicable). If the project targets a specific group (i.e., landowners, legislators, elementary schools, community members, etc.), please describe.
- Describe the geographic area targeted by the project, if any.

Project Objectives and Outcomes: Clearly state one-sentence project objectives in list format. For each objective, include a detailed description of expected outcomes and explain how they address SJV and/or other bird initiative plan objectives.

For monitoring or habitat projects, please address the following:

- What are the project outcomes/benefits in terms of acres, or numbers of birds? What species of birds are intended to benefit, in what way, and due to which actions?
- How does the project meet the SJV Bird Conservation Plan objectives? Be specific and concise in your answer (i.e., this project will provide habitat for three pairs of Yellow-billed Cuckoos, will protect six acres of critical desert grasslands, etc.)
- How will you disseminate project results, including incorporation into the Avian Knowledge Network, eBird, and/or aVerAves?
- How will your project support/be used for conservation?

For outreach and planning projects, please address the following:

- How will this project directly support bird and habitat conservation and address a conservation priority within the SJV region?
- What is the projected number of people that will be reached?
- What tangible products will be produced as a result of the project (i.e., brochure, manual, website, teaching materials, etc.)?
- How will you disseminate project results and outcomes?

Methodology: What methods will you use to implement your project? This might include a brief description of survey methodology, restoration techniques, or education and outreach strategies.

Timetable: When during the year will your project be implemented? What are start and end dates, as well as dates for Interim and Final Report submission?

Map of Project Location: At a minimum, include a large scale map that places your project in the context of the SJV region. Monitoring, restoration, habitat protection, and research projects should also include a detailed map of the project site(s).

Evaluation: How will you measure and evaluate success or effectiveness of project outcomes.

List of partners and their contributions, letters of support: In addition to a complete list of partners and contributions, submit letters of support from all major project partners. Partners may include those contributing funds, in-kind services, land base, technical assistance, coordination, etc.

III. Budget

(Please check and double-check your math to ensure that your budget numbers are correct.)

- To include indirect costs or overhead in your budget, you must have an indirect cost rate (ICR) agreement with the federal government. Unless you have an ICR agreement with the federal government, you may not include a line item for indirect costs or overhead in your budget. Projects that have little or no overhead or administrative costs (<10% of overall budget) are preferred.
- Funds requested for salaries must be tied directly to deliverable products, such as plans, databases, reports, or on-the-ground work that address SJV objectives. Salaries of permanent employees coordinating projects may be used for leveraged funds only.
- Proposals that include leveraged/matching funds and partner contributions are preferred, but not required. These contributions may be cash or in-kind and originate from any source (federal or non-federal).
- Please note whether leveraged or partner funds are already secured or whether they pending. If still pending, when will you find out if you have been successful? How will you implement your project if you do not receive the pending funds?

The following is sample budget format:

Budget Categories (such as):	SJV Request	Applicant Contribution	Partner Contribution (monetary)	Partner Contribution (in-kind)	Total
Salaries					
Materials					
Travel					
Printing					
Other (specify)					
TOTAL					

IV. Compliance

What is needed for federal and state threatened and endangered species, environmental, cultural, archaeological, and legal compliance and what will be entailed in gaining compliance? Describe any possible impacts and avoidance measures. Every successful grantee is responsible for obtaining all necessary permits and permissions and complying with all state and federal

environmental and cultural/archaeological regulations. This also includes state and federal permits for banding, handling, or disturbing wildlife.

In the United States, if a habitat project will impact or possibly impact vegetation, wildlife, structures, artifacts, soil, etc., the grantee is responsible for obtaining Endangered Species Act (ESA), National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), and any state permits or compliance. No funds will be dispersed for the project until all compliance has been successfully completed. The need for permits should be investigated before applying for an Award so there are no surprises. The SJV is not responsible for and will not fund compliance. The SJV can, however, provide successful applicants with contacts to initiate compliance.

V. Other Required Forms

In addition to the coversheet, proposal, budget, and any letters of support from project partners, all Awards applicants must also submit Standard Form 424, Standard Form 424A, Standard Form 424B, and the Certification for Federal Grants and Cooperative Agreements. Download a PDF that contains all four of these forms, as well as directions for completing them, below.

- [Required Federal Forms](#)

All applicants must submit these three forms as part of the proposal package, even if they have previously received an Award from the Sonoran Joint Venture.

See examples of how to fill the [SF424](#).

NOTE: A [DUNS Number](#) is required to fill out SF 424 and is required at the time your proposal is submitted. If you have not obtained a DUNS number in the past, [click here to complete the process](#). You can also [read the guide for obtaining a DUNS number](#). If you have previously received a DUNS number, you do not need to repeat this process and may use that number.

Guidelines for Awards Recipients

Notification

SJV staff will notify Awards applicants of the outcome of their application no later than 1 June. Once notified, grantees must complete ASAP.gov (Automated Standard Application for Payment) registration and submit bank account information and then sign and return their cooperative agreement and complete environmental and historic compliance before they can begin receiving funds from their Award.

Automated Standard Application for Payment (ASAP) Registration

All Awards Program payments are on a reimbursable basis and will be made by electronic transfer to your bank.

- Immediately upon receiving notification that you have been selected to receive an SJV Award, all organizations based in the U.S. must register at ASAP.gov to receive reimbursements. This involves several different steps and may take up to a month to complete. **WE CANNOT CREATE AN AGREEMENT WITHOUT YOUR ASAP.GOV REGISTRATION.**
- ASAP is for U.S. recipients. Mexican recipients must fill out an ITS Cover Sheet, which the SJV will provide. Contact [Carol Beardmore](#) for more details.

System for Awards Management Registration

All Awards recipients, both U.S. and Mexican, must register in the [System for Awards Management \(SAM\)](#). You must update your registration in SAM every year.

If you have never received an SJV Award before:

- All Award Recipients must register.
- Go to <http://www.sam.gov/> and follow the instructions for registration.
- If you already have a SAM registration, make sure all information is updated and current.
- If there is a change at any time during the year, it is your responsibility to keep your registration updated.
- All applicants must include a screen grab of your up-to-date SAM registration with their application package.

Adjustments to Proposals and Budgets

In the event that the Award is less than the amount requested, applicants are required to submit a revised proposal and budget, reflecting the new Award amount.

Reimbursements

Awards are disbursed by the Sonoran Joint Venture on a reimbursable basis only. In order to receive Award money, grant recipients must submit an invoice and Standard Form 270 to the [SJV Science Coordinator](#).

Changes to Proposals

Unforeseen circumstances may arise during the course of project implementation. If it becomes necessary to make significant changes to an Awards project, the project officer should contact the [SJV Science Coordinator](#) to discuss the changes and how they will affect the project. Grantees should only move forward with changes after speaking with and receiving approval from the Science Coordinator.

Modifications to the Cooperative Agreement

If there is a significant change to the project, a formal modification must be made to the Cooperative Agreement. Modifications must also be made if the recipient requests a time extension. Occasionally projects are extended and more money is added. For any modification the project officer should contact the [SJV Science Coordinator](#) to discuss the changes and how to officially modify the cooperative agreement. Grantees should only move forward with changes after speaking with and receiving approval from the Science Coordinator.

Use of SJV Logos

Awardees must use the [SJV logo](#) on any publications produced as a result of an SJV Award. Contact the [SJV Education and Outreach Coordinator](#) if you need higher resolution, a slightly different version, or a different graphics format.

Reporting Requirements

An official Award letter will be sent to the recipient with due dates for reports as well as project start and end dates.

All SJV Award recipients must submit progress/interim reports every six months after the grant start date until the project is completed. An SF 425 must be submitted every year that the project is active.

A final report must be submitted no later than three months after project completion. The SJV withholds 20% of the grant amount until the final report is received. Bird monitoring (or other appropriate) projects must submit data to the Avian Knowledge Network or other linked regional nodes, such as eBird or aVerAves.

Interim Reports

Each SJV Award recipient must submit, at a minimum (depending on the length of the cooperative agreement) one Interim Report. Interim Reports should contain the following information:

- Project name
- Brief project summary (300 words or less)
- Contact information for project officer (name, phone, and email)
- Description of accomplishments to date on proposal objectives
- A list of the next steps to be taken

Final Reports

Each SJV Award recipient must submit a Final Report no later than three months after the end date of the project (as specified in the Award Letter). Each final report should include at a minimum the following information:

- Project name

- Brief project summary (300 words or less)
- Contact information for project officer (name, phone, and email)
- Updated list of project partners and any additional funding received (if significantly different from initial proposal)
- A complete description of accomplishments of the project on proposal objectives
- Number of people reached/contacted/affected (if applicable)
- Acres/hectares/miles/kilometers of habitat affected (if applicable)
- Habitats affected (if applicable)
- Species affected (if applicable)
- Confirmation that data were incorporated into a national or international database (e.g., Avian Knowledge Network, eBird, aVerAves, etc.)
- Copies of any materials produced as a result of the project (brochures, manuals, flyers, posters, etc.)
- An electronic copy of any publication resulting from the project, even if the publication is after the end of the agreement period.
- Description of any significant changes from original proposal and explanation of why the changes were necessary and help fulfill the mission of the SJV.
- A minimum of four high resolution digital photos showing the project in action. Photos of people, birds, habitats, and conservation activities are particularly encouraged. Photos should be in .jpg format.

Other information

- The results of any studies or investigations accomplished under this agreement may be published jointly by the Award Recipient and the SJV or by either party separately. Appropriate credits to the Sonoran Joint Venture must be included in any formally published article providing the SJV does not otherwise deem it appropriate to issue a disclaimer.
- Any research data collected under this agreement shall be jointly owned by the Award Recipient and the Sonoran Joint Venture. Both parties shall have complete and unlimited access to all data.
- News releases and other publicity issued by either the Award Recipient or the Sonoran Joint Venture will give due credit to the SJV and other cooperators to the project.
- Payment of the final invoice will be made after the Sonoran Joint Venture accepts the final report/deliverables.

When your project is completed:

- Submit your final report via email to the [SJV Science Coordinator](#), together with electronic copies of any materials produced as a result of the project.
- Submit your final SF 270 with a supporting invoice to the [SJV Science Coordinator](#).
- Submit four high resolution .jpg photos with accompanying captions and photographer credits to the [SJV Education and Outreach Coordinator](#)
- Indicate if you do NOT want your final report to be published on the SJV website.

Once your final report and paperwork have been accepted, you will receive your final payment.

Standard Award Terms and Conditions:

Acceptance of a Federal Financial Assistance award from the Department of the Interior (DOI) carries with it the responsibility to be aware of and comply with the terms and conditions of award. The text of all standard award terms and conditions are available online at <http://www.doi.gov/pam/TermsandConditions.html>. Acceptance is defined as starting work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by DOI and are subject to the terms and conditions incorporated either directly or by reference in the following:

- Program legislation/regulation
- Special terms and conditions
- Code of Federal Regulations/Regulatory Requirements, as applicable:
 - 2 CFR Part 25 Central Contractor Registration and Data Universal Numbering System
 - CFR Part 170 Reporting Subawards and Executive Compensation
 - 2 CFR Part 1400 Government-wide Debarment and Suspension (Non-procurement)
 - 2 CFR Part 1401 Requirements for Drug-Free Workplace (Financial Assistance)
 - 2 CFR Part 175 Trafficking Victims Protection Act of 2000
 - 43 CFR 12(A) Administrative and Audit Requirements and Cost Principles for Assistance Programs
 - 43 CFR 12(C) Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local
 - 43 CFR 12(F) Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, other Non-Profit and Commercial Organizations
 - 43 CFR 18 New Restrictions on Lobbying
 - 305 DM 3, Integrity of Scientific and Scholarly Activities and 217 FW 7, Scientific Integrity and Scholarly Conduct. Grant and cooperative agreement recipients must ensure quality project results. Results must consist of unbiased assessments through proper management and enforcement of scientific integrity standards, which includes avoiding conflicts of interest as defined in USFWS policy 212 FW 7 (complete text available online at <http://www.fws.gov/policy/212fw7.html>)