

**Federal Endangered Species Act
Traditional Section 6 Grant Application Guidance
01, December 2023**

The following template and checklist is intended as an aid in writing and reviewing application packages for the Cooperative Endangered Species Conservation Fund (CESCF), Traditional Section 6 grant program. We hope to make this process as easy and simple as possible.

This template is not intended to be a substitute for the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule (2 CFR 200), the Traditional Section 6 Notice of Funding Opportunity (NOFO), 50 CFR 80.13, or the Fish and Wildlife Manual. The current NOFO should be read carefully before an application package is prepared.

Please do not hesitate to contact Karen Jensen at (916) 414-6557 should you have any questions or comments regarding this template and checklist. Feedback is welcomed! Without feedback we cannot determine what is working well or what is causing problems and frustrations. Feedback is the key to improvements.

NOTE: All text in italics should be removed upon finalizing the Project Narrative

APPLICATION CHECKLIST

- ☐ SF-424, Application for Federal Assistance
- ☐ Project Abstract Summary Form (OMB form 4040-0019)
- ☐ Project Narrative
- ☐ SF-424A, Budget Information
- ☐ Indirect Cost Statement and related documentation (when applicable)
- ☐ Overlap or Duplication of Effort Statement
- ☐ Budget Narrative

Project Abstract

Use Project Abstract Summary screen in GrantSolutions-Grants Management Module (GS-GMM)

Instruction:

- (1) Applicants must provide a brief award description. The description must be in plain language that the **public** can understand without viewing the full application proposal. It should include a brief, simple description of the project purpose, activities to be performed, deliverables and expected outcomes, intended beneficiaries, and subrecipient activities, if known at the time of submission.
- (2) Do not include personally identifiable, sensitive, or proprietary information in the award description as this is available to the public. Use only English characters, numbers, punctuation, and standard symbols. Use of non-English, non-standard characters (also referred to as special or extended ASCII characters) will result in the award description failing to be reported correctly to USASpending.gov. Award descriptions are limited to 4,000 characters or less. Applicants should check the length of the award description and proofread for proper grammar and spelling.

Project Narrative

The project narrative must contain each of the elements listed below. Narratives that clearly address all stated eligibility and evaluation criteria in an organized manner will facilitate application review and scoring.

Project Title:

Include the common name(s) (when possible for plants) of the species which would benefit from completion of the project.

Description of entity(ies) undertaking the project:

Provide a brief description of all participating entities and/or individuals. Identify which of the proposed objective and activities each agency, organization, group, or individual is responsible for conducting or managing. Provide complete contact information for individual within the organization that will oversee/ manage the project activities on a day-to-day basis.

Include key project personnel.

- Principal investigator (Research)
- Recipient project lead

Statement of Need:

Keep this section brief. In two paragraphs or less, explain why the project is necessary and how it fulfills the purposes of the Traditional Section 6 Grant Program.

- A need statement will identify the conservation issue, problem or opportunity to be addressed.
- A need statement will provide evidence such as results from surveys, research or other data to demonstrate that the need is real and not perceived.
- A need statement will identify the negative result of taking no action.

Species Listing Status and Implementation of High Priority Recovery Tasks

Document whether the project will accomplish tasks identified in a final or draft Recovery Plan, Recovery Outline. If no Recovery Plan or Recovery Outline exists, then identify a U.S. Fish and Wildlife Service approved conservation strategy or management plan for the species. Expand table as necessary. This section addresses Merit Review Question #1 (NOFO page 17-18).

Species	Recovery/ Priority Action	Recovery Planning Document
California tiger salamander (<i>Ambystoma californiense</i>)	2.0 (2.1,2.4): Maintain native genetic structure (reduce hybridization)	USFWS Recovery Plan for the Central California Distinct Population Segment of the California Tiger Salamander (<i>Ambystoma californiense</i>) (Page III-15; U.S. Fish and Wildlife Service 2017)

Purpose:

Describe the desired future state that addresses the need in whole or part. In other words, the benefits.

Objective(s):

*What is to be accomplished **during the grant period** pursuant to the stated need? Think SMART (Specific, Measurable, Relevant, and Time-Bound). How would an annual performance report measure progress toward accomplishment of the stated objectives?*

- *Objectives are meant to be realistic targets that, if achieved, will resolve the project need.*
- *Objectives are written in an active tense and use action verbs such as construct, survey, train, research, establish, repair, conduct, provide, etc.*

Methods/ Approach:

Describes the methods used to achieve the stated objective. How will each objective be attained? For each objective, address the specific procedures and data analyses that will be used. What methods, procedures and protocols will you be using to accomplish each stated objective? What types of equipment will be used (include information on heavy equipment i.e. tractors, etc.)? Any deliverables resulting from the funding should be noted in this section. Attach any copies of applicable written protocols, project plans, management plans, or other project documents. If surveys are involved, include information on the survey protocols. If any on-the-ground work is involved, include the time of year and time of days that the work would be conducted. Also include an estimate of how many days and/or hours of on-the-ground work is involved (example: one 2-hour survey, 4 times/month for 2 months in the spring). How often will you be doing this (ex: will it be done once/month, once/year, once/day)?

When developing your Approach Keep in mind funded activities must be completed within the grant performance period which may not exceed 3 years from the project start date. This time period must include the time requirements to establish any sub-award agreements and close out those agreements.

Timetable or milestones:

List the estimated start times for each Objective and associated task in the Approach section and any accomplishments to date.

Information to support environmental compliance review requirements

The U.S. Fish and Wildlife Service has the responsibility for making the final determination regarding compliance with Federal laws. This section is not a request for the applicant to complete Federal environmental compliance but for the applicant to provide any information that may assist the U.S. Fish and Wildlife Service in completing Federal environmental compliance.

- *National Environmental Policy Act (NEPA) – provide any information that may be relevant to compliance with NEPA. Any steps to avoid, minimize, or mitigate impacts of the proposed project.*

- *Endangered Species Act (ESA)* – provide any information that may be relevant to compliance with the ESA. This includes any U.S. Fish and Wildlife Service protocols being used. Any conservation measures being implemented.
- *National Historic Preservation Act (NHPA)* – provide any information that may be relevant to compliance with NHPA, such as locations of historic or cultural properties. Are there any ground breaking or digging activities
- *Other Permits* – list and provide the current status of any other required Federal permits.

Project Location:

Where will the work be done? Provide a brief description of the state, county and specific boundaries of the project. If administrative/office activities are proposed, provide the address(s) where the work will occur. If construction or field-work is expected, provide a map.

Continuation Projects Only:

Include a brief discussion of accomplishments to date and a justification for the continuation of work.

Overlap or Duplication of Effort Statement

Applicants must provide a statement indicating if there is any overlap between this Federal application and any other Federal application, or funded project, in regards to activities, costs, or time commitment of key personnel. If no such overlap or duplication exists, state, “There are no overlaps or duplication between this application and any of our other Federal applications or funded projects, including in regards to activities, costs, or time commitment of key personnel”. If any such overlap exists, provide a complete description of overlaps or duplications between this proposal and any other federally funded project or application in regards to activities, costs, and time commitment of key personnel, as applicable. Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and identify when that proposal was submitted, to whom (entity name and program), and when you anticipate being notified of their funding decision. When overlap exists, your statement must end with “We understand that if at any time we receive funding from another source that is duplicative of the funding we are requesting from the U.S. Fish and Wildlife Service in this application, we will immediately notify the U.S. Fish and Wildlife Service point of contact identified in this Funding Opportunity in writing.”

Literature Cited: (if any)

Budget Narrative

Budget Narrative requirements are often specific to the U.S. Fish and Wildlife Service grant program. The following information is out of the 2024, Traditional Section 6 NOFO (F24AS00203). Additional guidance on how to complete a Budget Narrative can be found in CESCOF Budget Narrative and Requirements.pdf

Budget Narrative language specific to U.S. Fish and Wildlife Service, Ecological Services Grant Programs

Applicants must include a budget narrative that describes and justifies requested budget items and costs. In your budget narrative, describe how the SF-424 Budget Information, “Object Class Category” totals were determined. For personnel salary costs, generally describe how estimates were determined by identifying what type of staff will support the project and how much time they will contribute to the project (**in hours or workdays**). Describe any proposed [items of cost that require prior approval](#) under the [Federal award cost principles](#), including any anticipated subawarding, transferring, or contracting out of any work under the award. **Provide a separate description and total estimated costs for both contractual and subaward costs.** If equipment previously purchased with Federal funds is available for the project, provide a list of that equipment and identify the Federal funding source. Identify any third-party cash or in-kind contributions that a partner or other entity will contribute to the project and describe how the contributions directly and substantively benefit completion of the project. For in-kind contributions, identify the source, the amount, and the valuation methodology used to determine the total value. See [2 CFR §200.306](#) for more information. Please note the prohibitions on certain telecommunications and video surveillance services or equipment in [2 CFR 200.216](#). The Department of the Interior’s [Unmanned Aircraft web page](#) provides a list of approved unmanned aircraft and related equipment and software.

Additional NOFO language and requirements specific to CESCOF grant programs

Budget narratives must be **sufficiently detailed to show that the project is cost-effective**, and that **costs are both necessary and reasonable for accomplishing the purposes of the proposal**. Indicate whether partial funding of the project is practicable and, if so, what specific portion(s) of the project could be implemented with what level of funding. **The budget narrative should provide sufficient detail for reviewers to understand how costs were estimated.** Reviewers must be able to clearly see that costs are realistic and are commensurate with the project needs and time frame. **Applications will be disqualified if reviewers cannot determine that applications meet this threshold.**