**Federal Endangered Species Act**

**Traditional Section 6 Grant**

**PROJECT NARRATIVE (Proposal): Template and Guidance**

**13, November 2020**

The following template and checklist is intended as an aid in writing and reviewing project narratives for the Cooperative Endangered Species Fund, 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 a Project Narrative 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.

**Project Title**:

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

**Federal Funds Requested**: $

**Statement of Need:**

Explain why the project is necessary and how it fulfills the purposes of the Traditional Section 6 Gran tprogram and supports the Department of Interior’s Priorities for Federal Financial Assistance.

* 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.

**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:**

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.

**Timeline or milestones**:

List the estimated start times for each Objective and associated task in the Approach section.

**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.

**Project Cost**:

 Federal Share - $ Non-Federal Share\* - $ Total Cost - $

\*The non-Federal share must be at least 25% of the total project cost. (On the separate Budget Worksheet), provide a detailed allocation of federal funds to attain the objectives of the project.)

**Information to support environmental compliance review requirements**:

The Fish and Wildlife Service has the responsibility for making the final determination regarding compliance with Federal laws.

* National Enviornmental Policy Act (NEPA) – provide any information that may be relevant to compliance with NEPA.
* Endangered Species Act (ESA) – provide any information that may be relevant to compliance with the ESA.
* National Historic Preservation Act (NHPA) – provide any information that may be relevant to compliance with NHPA, such as locations of historic or cultural properties.
* Other Permits – list and provide the current status of any other required Federal permits.

**Literature Cited**: (if any)

**Description of Entities Undertakng 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

**Prepared by**:

**Date**:

**Required Information and Forms in Addition to the Project Narrative**

**SF 424, Application for Federal Assistance**

Applicants must submit the appropriate Standard Form (SF)-424, Application for Federal Assistance. <https://www.grants.gov/web/grants/forms/sf-424-family.html>

The SF-424, Application for Federal Assistance must be complete, and signed and dated. Please note: Enter only the amount requested from this Federal program in the “Federal” funding box on the SF-424 Application form. Include any other Federal sources of funding in the “Other” box, and provide details on those Federal source(s) and funding amount(s) in the required Budget Narrative (see the “Budget Narrative” section below).

**SF 424, Assurances**

Applicants must submit the appropriate signed and dated Assurances form. Complete either the [SF-424B, Assurances for Non-Construction Programs](https://www.grants.gov/web/grants/forms/sf-424-family.html) or the [SF-424D, Assurances for Construction Programs](https://www.grants.gov/web/grants/forms/sf-424-family.html), as applicable to your project. These forms can be found via this link: <https://www.grants.gov/web/grants/forms/sf-424-family.html>

The SF-424 Assurances forms include a statement that some of the assurances may not be applicable to your organization and/or your project or program. Signing the required SF-424 Assurances form does not make you or your organization subject to laws that are otherwise not applicable to you or your organization. Changing, crossing out, or making notations on the form before signing has no impact on the applicability of law.

**SF 424a, Budget Information**

Applicants must submit the appropriate SF-424a Budget Information form. This form can be found via this link: <https://www.grants.gov/web/grants/forms/sf-424-family.html>

**Budget Narrative**

Describe and justify requested budget items and costs. Detail how the SF-424 Budget Information, Object Class Category totals were determined. For personnel salary costs, include the baseline salary figures and the estimates of time. Describe any item of cost that requires prior approval under the Federal cost principles. See [2 CFR 200.407](https://www.ecfr.gov/cgi-bin/text-idx?SID=9557df1830f0558e853e91c94dd8a3ff&mc=true&node=se2.1.200_1407&rgn=div8) “Prior written approval (prior approval)” for more information. If equipment purchased previously with Federal funds is available for the project, provide a list of that equipment and identify the Federal funding source.

**Indirect Costs: Organizations or Individuals**

Make sure it is current and that the FWS has an electronic copy on file.

**Conflict of Interest Disclosure**

Applicants must state in their application if any actual or potential conflict of interest exists at the time of submission. Conflicts of interest include any relationship or matter that might place the recipient, including their employees and subrecipients, in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests. Conflicts of interest include direct or indirect financial interests; close personal relationships; positions of trust in outside organizations; consideration of future employment arrangements with a different organization; and decision-making authority related to the proposed project. Conflicts of interest are those circumstances real or perceived that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the applicant, or the applicant’s employees or subrecipients, in matters pertaining to the proposed project. Applicants must notify the Service in writing in their application if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the Federal program receiving this application or who otherwise may be involved in the review and selection of their proposal. The term employee means any individual to be engaged in the performance of work pursuant to the Federal award application. Failure to disclose and resolve conflicts of interest in a manner that satisfies the Service may result in the rejection or disqualification of the application.

**Single Audit Reporting Statement**

Make sure that the FWS has a current, electronic copy on file.

**Disclosure of Lobbying Activities**

Make sure that the FWS has a current, electronic copy of SF-LLL on file.

**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.*”