

**Federal Endangered Species Act
Traditional Section 6 Grant
PROJECT NARRATIVE (Proposal): Template and Guidance
16, November 2021**

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.

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

Project Abstract

Use OMB form 4040-0019

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.

Do not add abstract to Project Narrative. It is a separate document.

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 FWS approved conservation strategy or management plan for the species. Expand table as necessary.

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

- *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 US 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.

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.)*

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](#) “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. Identify any 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, include the source, the amount, and the valuation methodology used to determine the total value. See 2 CFR 200.306 “Cost sharing or matching” for more information.

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 timeframe. Applications will be disqualified if reviewers cannot determine that applications meet this threshold.

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)

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 424a, Budget Information

Applicants must submit the appropriate SF-424 Budget Information form. For non-construction programs or projects, applicants must complete and submit the SF-424A, “Budget Information for Non-Construction Programs” form. All of the required application forms are available with this announcement on Grants.gov. Federal award recipients and subrecipients are subject to Federal award cost principles in 2 CFR 200. Applicants must show funds requested from this Federal program separately from any other Federal sources of funding. In the “Budget Summary” section of the appropriate SF-424 budget form, use the first row for funding requested from this Federal program. Use subsequent row(s) for funding requested from this Federal program. Use subsequent row(s) for other Federal funding. Enter each Federal program’s CFDA number(s) in the corresponding fields on the form. The CFDA number(s) for this program appears on the first page of this announcement.

Indirect Costs: Organizations or Individuals

Make sure it is current and that the FWS has an electronic copy on file. Include copies of indirect rate agreements for any sub-recipients.

Conflict of Interest Disclosure

Per the Financial Assistance Interior Regulation (FAIR), [2 CFR §1402.112](#), applicants must state in their application if any actual or potential conflict of interest exists at the time of submission.

(a) Applicability.

(1) This section intends to ensure that non-Federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements.

(2) In the procurement of supplies, equipment, construction, and services by recipients and by sub recipients, the conflict of interest provisions in 2 CFR 200.318 apply.

(b) Notification.

(1) Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass-through entity in accordance with 2 CFR 200.112.

(2) Recipients must establish internal controls that include, at a minimum, procedures to identify,

disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Financial Assistance Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by sub recipients.

(c) Restrictions on lobbying. Non-Federal entities are strictly prohibited from using funds under a grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to 43 CFR part 18 and 31 U.S.C. 1352.

(d) Review procedures. The Financial Assistance Officer will examine each conflict of interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement, and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it.

(e) Enforcement. Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in 2 CFR 200.338, Remedies for noncompliance, including suspension or debarment (see also 2 CFR part 180).