

**U.S. FISH AND WILDLIFE SERVICE
TRIBAL WILDLIFE GRANTS APPLICATION KIT
Fiscal Year 2009**

Summary:

This package includes information and guidance for preparing and submitting a project proposal for the 2009 Tribal Wildlife Grants Program (TWG). Participating Tribes need to prepare and submit proposals that describe their project and its benefits for wildlife and their habitat, including species that are not hunted or fished. A TWG project proposal includes a cover letter, program summary, program narrative, budget narrative/table, resolution of support, and one federal form - Standard Form 424 Application for Federal Assistance (SF-424). A printable copy of the SF-424 and supplemental instructions are available at <http://www.fws.gov/grants/tribal.html>.

Who may apply for TWG funding?

Federally recognized Tribal governments listed in the *Federal Register* ([FR/Vol. 73, No. 66, p. 18553/April 4, 2008](#)). Tribal organizations and other entities may participate as sub-grantees or contractors to federally recognized Tribes.

What types of projects may be funded?

Eligible projects include those to develop and implement programs for the benefit of wildlife and their habitat, including species of Native American cultural or traditional importance and species that are not hunted or fished. Activities may include, but are not limited to, planning for wildlife and habitat conservation, fish and wildlife conservation and management actions, fish and wildlife related laboratory and field research, natural history studies, habitat mapping, field surveys and population monitoring, habitat preservation, conservation easements, and public education that is relevant to the project.

We are interested in Tribal priorities, concerns, and approaches to the emerging science and potential impacts of *climate change*. Although not considered a factor in the ranking of proposals, we ask that you provide a statement, if applicable, of how your proposal addresses climate change in your Program Narrative.

TWG funds can be used for environmental review, habitat evaluation, permit review (e.g., Section 404), and other environmental compliance activities provided they are directly related to the TWG project and are discussed in the budget narrative/table. TWG funds cannot be used to conduct activities to comply with a Biological Opinion or with a permit (e.g., mitigation responsibilities) for another program or project, although they can be used to implement conservation recommendations.

Projects may be proposed on lands other than those lands that are held in Tribal trust status only if an enforceable contract with the authentic landowner is submitted with the proposal. The contract must authorize permission to the grantee to conduct the proposed activities.

For examples of recent TWG projects please see our *Tribal Grants 2003-2006 Report* at <http://www.fws.gov/nativeamerican>.

What level of funding will be available for TWG in FY 2009?

In FY 2009, we expect a similar level of funding in comparison to previous years, which should be approximately \$6 million available for TWG projects.

What are the funding limits for a TWG proposal?

The Service will award grants up to a maximum of \$200,000 for a single project. There is no grant award minimum.

How many proposals submissions are expected and how many will be selected for funding?

Based on past participation in the program, we expect to receive approximately 135 proposals. Based on the average level of federal assistance requested per proposal, we will most likely be able to select approximately 40 of these.

When is my proposal due?

The request for proposal period for the FY 2009 TWG grant cycle will open May 1, 2008 and close September 2, 2008. Proposals must be submitted to the appropriate Regional Office (Table 1) with a postmark of no later than September 2, 2008.

Are there matching requirements for a TWG proposal?

Matching funds and partnerships are not required. However, projects that include matching funds, in-kind contributions, or partnerships may score higher in the ranking process. Any partners providing funds or in-kind services must be listed in the proposal with a letter of commitment from each.

What time limits apply to completing my proposed project?

Proposals should be written for the shortest duration needed to accomplish project objectives. Grants may be extended if necessary. A project proposal that is a part of a longer-term initiative will be considered; however, the proposed project's objectives, benefits, and tasks must stand on their own, as there are no assurances that additional funding will be awarded in future years for associated or complementary projects.

What if the applicant Tribe has open Tribal Grants with the Service?

Applicant Tribes must bring all administrative and fiscal reporting for open TWG and Tribal Landowner Incentive Program grants up to date. Applicants will be notified within five business days upon receiving proposals noting any outstanding reporting issues that need to be addressed. Tribes will then have thirty days to bring these grants into compliance. Proposals from Tribes that *have not* brought past due reports (e.g., annual or final performance reports, or annual or final financial status

reports) up to date in this 30-day period will be found ineligible and excluded from further consideration.

Who should I contact if I have additional questions?

Contact your Service Regional Native American Liaison (NAL) listed in Table 1 or the Office of the Native American Liaison, U.S. Fish and Wildlife Service, 4401 N. Fairfax Drive, MS 330, Arlington, VA, 22203, e-mail address: pat_durham@fws.gov.

When will project selections be made?

We anticipate that we will complete the selection process and have funds available to grantees soon after the Department of the Interior budget has been passed by the Congress and signed by the President. We recommend that Tribes keep in touch with the Service Regional NAL listed in Table 1 for additional information as it becomes available.

How do I apply for TWG funding?

The project proposal must be received by the appropriate Regional Office listed in Table 1, with a postmark of **no later than September 2, 2008**. Prior to submitting a project proposal, we encourage Tribes to contact the Regional NAL in Table 1 with any questions regarding what information must be submitted with the project proposal. An incomplete proposal *will not* be considered for funding.

Who can help plan and implement a project?

The Service can assist Tribes in planning or implementing projects. Through a number of programs, we offer a variety of expertise to assist Tribes in planning and implementing projects. For information on how the Service may be able to assist, contact the NAL in the appropriate Regional Office identified in Table 1. Information is also available from the Service's Internet site at <http://www.fws.gov/>. In addition, many other federal, state, or tribal agencies, as well as conservation organizations, work closely with Tribes and may be able to assist with planning and implementing a project.

For general guidance on developing grant proposals, see the Catalog of Federal Domestic Assistance's Internet site at: http://12.46.245.173/pls/portal30/CATALOG.GRANT_PROPOSAL_DYN.show.

What administrative requirements apply to TWG?

The administrative requirements that apply to all projects funded through the TWG may be found on the Wildlife & Sport Fish Restoration Program Toolkit (On-Line version) at <http://wsfiprograms.fws.gov/Subpages/ToolkitFiles/toolkit.pdf>. The applicable documents are:

- (1) 43 CFR 12 *Administrative and Audit Requirements and Cost Principles for Assistance Programs*
- (2) 43 CFR 18 *New Restrictions on Lobbying*
- (3) OMB Circular A-87 *Cost Principles*
- (4) OMB Circular A-102 *Grants and Cooperative Agreements*
- (5) OMB Circular A-133 *Audits*

These documents establish principles for determining which costs are allowable or eligible and describe other requirements that apply to Tribes receiving TWG funding. These requirements apply to and must be met by all TWG grantees and sub-grantees. In order to receive funding, the prospective recipient will need to provide assurances and certifications of compliance with federal requirements. The recipient is reimbursed based on the cost-sharing formula in the agreement. For projects that are selected for funding, we offer additional technical assistance to facilitate the grantee's understanding of the financial requirements.

What do I need to submit?

(1) Narrative Project Description

- Cover Letter

- Program Summary

- Program Narrative

- Budget Table/Narrative

- Resolution of Support

(2) SF-424 (available at <http://wsfrprograms.fws.gov/subpages/toolkitfiles/sf424Core.pdf>)

Tribes must submit one signed original and five copies of the proposal – **or**, one original and a single electronic file of the proposal. If possible, a scanned SF 424 should be included with the electronic copy. Electronic copies may be mailed on a disk along with the signed original proposal or e-mailed to the appropriate NAL in Table 1. If you choose to e-mail an electronic file, the signed original proposal must still be sent by regular mail and postmarked no later than September 2, 2008. We will not accept facsimile project proposals or excessive copied materials.

Is there a recommended format for a TWG proposal?

To facilitate the scoring of proposals we recommend the format in *Attachment 1- Format Recommendations for TWG Proposals*

What criteria are used to score proposals?

We will use the criteria in *Attachment 2- Scoring Criteria for TWG Proposals* to evaluate and rank each proposal on a scale of 0-100. Applicants should address as many of these criteria in their proposals as possible.

How will proposals be selected?

The Regional NAL will screen proposals for eligibility and will coordinate a regional ranking process according to the nationally uniform ranking criteria (see Attachment 2). Top regionally ranked proposals will be recommended for funding. A national panel will review and rank remaining proposals and provide recommendations to the Service's Director for funding. The Director will make the final determination for grant approval.

When do grantees address federal compliance issues?

Addressing the National Environmental Policy Act, the National Historic Preservation Act, the Clean Water Act, and the Endangered Species Act can be quite involved and are therefore not part of the TWG application. The Regional NAL will coordinate this process after proposals have been selected. Although these requirements may delay the availability of funds for awardees, proposals that are not selected will not be burdened with the additional administrative burden.

Definitions

Conservation Recommendation - The Fish and Wildlife Service's non-binding suggestions resulting from formal or informal consultation, under the Endangered Species Act, that: (1) identify discretionary measures a Federal agency can take to minimize or avoid the adverse effects of a proposed action on listed or candidate species, or designated critical habitat; (2) identify studies, monitoring, or research to develop new information on listed or candidate species, or designated critical habitat; and (3) include suggestions on how an agency can assist species conservation as part of their action and in furtherance of its authorities under Section 7(a)(1) of the Endangered Species Act.

Biological Opinion - Any document that includes: (1) the opinion of the Fish and Wildlife Service or the National Marine Fisheries Service as to whether or not a Federal action is likely to jeopardize the continued existence of listed species, or result in the destruction or adverse modification of designated critical habitat; (2) a summary of the information on which the opinion is based; and (3) a detailed discussion of the effects of the action on listed species or designated critical habitat under the provisions of the Endangered Species Act.

Habitat - The area that provides direct support for a given species, population, or community. It includes all environmental features that comprise an area such as air quality, water quality, vegetation and soil characteristics, and water supply.

Mitigation - Activities carried out under National Environmental Policy Act regulations, for the purpose of moderating, reducing, or alleviating the impacts of a proposed activity, including (a) avoiding the impact by not taking a certain action; (b) minimizing impacts by limiting the degree or magnitude of the action; (c) rectifying the impact by repairing, rehabilitating, or restoring the affected environment; (d) reducing or eliminating the impact over time by undertaking preservation and maintenance operations during the life of the action; and (e) compensating for the impact by replacing or providing substitute resources or environments.

Table 1. Where to Send Project Proposals and List of Regional Contacts

Service Region	States where the project will occur	Regional Native American Liaison & phone number	Where to send your project proposal
Region 1	Hawaii, Idaho, Oregon, and Washington	Pat Gonzales-Rogers (503) 231-6123	U.S. Fish and Wildlife Service Native American Liaison Eastside Federal Complex 911 N.E. 11th Avenue Portland, OR 97232-4181
Region 2	Arizona, New Mexico, Oklahoma, and Texas	Joe Early (505) 248-6602	U.S. Fish and Wildlife Service Native American Liaison 500 Gold Avenue, SW P.O. Box 1306 Albuquerque, NM 87103-1306
Region 3	Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin	John Leonard (612) 713-5108	U.S. Fish and Wildlife Service Native American Liaison 1 Federal Drive Fort Snelling, MN 55111-4080
Region 4	Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee	Kyla Hastie (706) 613-9493 X 234	U.S. Fish and Wildlife Service Native American Liaison 1875 Century Blvd. Atlanta, GA 30345
Region 5	Connecticut, Delaware, Washington D.C. Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, and West Virginia	DJ Monette (413) 253-8662	U.S. Fish and Wildlife Service Native American Liaison 300 Westgate Center Drive Hadley, MA 01035-9589
Region 6	Colorado, Kansas, Montana, Nebraska, North Dakota, South Dakota, Utah, and Wyoming	Kim Greenwood (303) 236-4575	U.S. Fish and Wildlife Service Tribal Liaison P.O. Box 25486 Denver CO 80225
Region 7	Alaska	Sue Detwiler (907) 786-3868	U.S. Fish and Wildlife Service Native American Liaison 1011 East Tudor Road Anchorage, AK 99503-6199
Region 8	California, Nevada and the Klamath Basin	David Wooten (916) 414-6576 (916) 335-7990 cell	Tribal Partnerships Specialist Habitat Restoration Division 2800 Cottage Way, Rm W-2606 Sacramento, CA 95825

(Attachment 1) Format Recommendations for TWG Proposals

- (1) A proposal should not exceed 24 pages in its entirety.
- (2) Use a reasonably readable font style and size.
- (3) Use one staple in the top left corner.
- (4) When creating an electronic copy of your proposal please use Word or WordPerfect to make a single file. Documents that cannot be included may be summarized (e.g., Letter of Support, from Superintendent of XYZ National Park noting benefits to ongoing relevant research and partnership.).

The following proposal format is not required but is helpful in scoring your proposal:

COVER PAGE

Please include the following information in the upper RIGHT corner of the cover page:

- Tribe
- Project title
- Federal (TWG) funds requested
- Project contact’s title
- Project contact’s name
- Project contact’s phone number
- Project contact’s e-mail address
- Date

SF-424

This form and detailed instructions can be acquired on our internet site (available at <http://wsfrprograms.fws.gov/subpages/toolkitfiles/sf424Core.pdf>) or from the appropriate Regional NAL listed in Table 1. The completed form (without the instructions) should be included in your proposal (without the instructions).

INDEX

The following sample covers the main components of the proposal. You may wish to provide a more detailed index that indicates where specific scoring criteria or additional supporting information are addressed.

Index

Cover Letter	page ____
Program Summary	page ____
Program Narrative	page ____
Budget Table/Narrative	page ____
Additional Materials (optional)	page ____
Resolution of support	page ____

COVER LETTER

The *cover letter* transmits the project proposal and briefly states its main features.

PROGRAM SUMMARY

The *program summary* describes the type and duration of activity that will take place if the Service funds the program and should not be longer than one half page.

PROGRAM NARRATIVE

The *program narrative* clearly identifies the problems that the proposal will correct or help solve for the benefit of wildlife and their habitat, including species of tribal cultural or traditional importance and species that are not hunted or fished. It must articulate the following information:

- (1) Assessment of needs
- (2) Objectives
- (3) Proposed time line (a table or Gantt chart is helpful)
- (4) Methodology
- (5) Geographic location (maps optional)
- (6) Number of impacted acres and/or miles of stream or shore line
- (7) Monitoring plan
- (8) Identification of clear, obtainable, and quantifiable goals and performance measures that will achieve the management goals and objectives of the TWG and relevant Service and Tribal performance goals

The relevant Service goals, in no order of priority, are:

- Goal 1-Sustainability of Fish and Wildlife Populations including; Goal 1.1-Migratory Bird
- Goal 1.2-Conservation, Imperiled Species, Goal 1.3-Interjurisdictional Fish, Goal 1.4-Marine Mammal Management, Goal 1.5-Species of International Concern, and Goal 1.6-Invasive Species
- Goal 2-Habitat Conservation; Goal 2.3-Habitat Conservation off Service Lands
- Goal 4-Partnership in Natural Resources, Goal 4.1-Tribal Governments

Additional information can be found in the Service Long Term Strategic Plan for 2000 to 2005 at <http://www.fws.gov/planning/USFWStrategicPlanv3.pdf>. Related Service Planning and results can be found at <http://www.fws.gov/planning/>.

BUDGET TABLE/NARRATIVE

The *budget table/narrative* clearly justifies all proposed costs and indicates that the grantee will provide adequate management systems for fiscal and contractual accountability, including annual monitoring and evaluation of progress toward desired project objectives, goals, and performance measures. It should include discussion of direct cost items such as salaries, equipment, consultant services, subcontracts and travel, as well as project matching or cost sharing information. Applicants may cover new administrative costs, but they cannot include administrative costs incurred before project approval. Any partners providing funds or in-kind services must be listed in the grant proposal with a letter of commitment from each.

ADDITIONAL MATERIALS (optional)

Additional materials might include letters of support, attachments, resumes, contract agreements, etc.

RESOLUTION OF SUPPORT

The *signed resolution of support* must be included from the appropriate Tribal governing body or letter from an individual with delegated Tribal authority stating their support for the proposal.

<END>

(Attachment 2) Scoring Criteria for TWG Proposals

RESOURCE BENEFIT (30 points)

What are the expected benefits to Tribal fish and wildlife and their habitat, including species that are of cultural or traditional importance and species that are not hunted or fished if this program is successfully completed?

- a. Extent to which the project will reduce or restore losses to fish, wildlife, and plant species or their habitats.
- b. Extent to which the project will carry out research or monitoring needed to restore or manage fish, wildlife and plant species or their habitats.
- c. Extent to which the project addresses a fish and wildlife resources priority identified by a Tribe or other entity in a management or recovery plan.
- d. Duration for which the project protects or manages a fish and wildlife resource priority.

PERFORMANCE MEASURES (20 points)

To what extent does the proposal provide obtainable and quantifiable performance measures and a means to monitor, evaluate, and report on these measures compared to an initial baseline? The measures should be specific, clear and provide demonstrable benefits to the target species of the action and support the goals of the TWG.

- a. Extent to which the project identifies a baseline and provides measurable post-project accomplishments.
- b. Extent to which the project produces measurable results for habitat and/or species.
- c. Extent to which the project implements high priority items and is part of a comprehensive management approach.

WORK PLAN (10 points)

Are the program activities and objectives well-designed and achievable?

- a. Extent to which the project tasks and work products are clearly established and support Tribal goals/objectives.
- b. Extent to which the project schedule is achievable
- c. Extent to which the proposal clearly defines and establishes accountability to the applicant.

BUDGET (10 points)

Are all major budget items justified in relation to the program objectives and clearly explained in the narrative description?

- a. Extent to which all parts of the Budget Narrative and Budget Tables are clear, concise, and complete.
- b. Extent to which the Budget Narrative and associated Budget Table(s) accurately reflect all costs, including indirect costs.
- c. Extent to which all in-kind matches are clearly defined, allowable, and adequately described.

CAPACITY BUILDING (25 points)

To what extent does the program increase the grantee's capacity to provide for the benefit of wildlife and their habitat?

- a. Extent to which the project contributes to Tribal self-sufficiency in fish and wildlife resource management.
- b. Extent to which the project results in identifiable benefits toward development or updating of a management plan(s).
- c. Extent to which the project results in the creation or improvement of Tribal wildlife ordinances and/or enforcement.
- d. Extent to which the project improves fish and wildlife management capabilities through infrastructure development and training.

CONTRIBUTIONS AND PARTNERSHIPS (5 points)

To what extent does the applicant display commitment to the project through in-kind contributions or matching funds and to what extent does it involve other non-federal partners?

- a. Extent to which the project clearly builds partnership alliances with other Tribes, organizations, or agencies.
- b. Extent to which the project leverages technical support and/or financial resources provided through a partnership.