

U.S. Fish and Wildlife Service
Office of Science Applications, Alaska Region
in support of the
Western Alaska Landscape Conservation Cooperative

Catalog of Federal Domestic Assistance (CFDA) Numbers:
15.669 – Cooperative Landscape Conservation
15.670 – Adaptive Science

Funding Opportunity Announcement Number: F15AS00464

SUBMISSION DEADLINE: November 2nd, 2015 @ 12:00 pm AKDT

Notice of Funding Opportunity

I. Description of Funding Opportunity

The U.S. Fish and Wildlife Service (Service) receives funds to support collaborative science and knowledge activities of the Western Alaska Landscape Conservation Cooperative (LCC). The Service administers these funds through financial assistance on a competitive basis for projects, studies, and events that advance the scientific and public community's understanding of large-scale changes in landscape characteristics and the impacts of these changes on important species. The following is a request for **Pre-Proposals** addressing the needs of the priority general Categories and Factors and specific near-term needs listed below. Applicants with pre-proposals that are advanced to the next stage will be required to submit a Detailed Proposal in early February 2016 for further evaluation.

This financial assistance opportunity is being issued under the Cooperative Ecosystem Studies Unit (CESUs) Network (<http://cesu.psu.edu>) but is not limited to applicants using the CESU Network. The CESUs network provides research, technical assistance, and education to federal land management, environmental, and research agencies and their partners. The partners serve the biological, physical, social, cultural, and engineering disciplines needed to address natural and cultural resource management issues at multiple scales and in an ecosystem context.

Applicants who are not partners within the CESU Network may apply for cooperative assistance funding.

I. Description of Funding Opportunity

Funding will likely begin in spring/early summer 2016 (assume May 2016) and there should be no expectation that additional funding from the Western Alaska LCC will be provided in future years for the proposed project. Applicants are strongly encouraged to develop projects that incorporate local capacity with members of communities in which they may be working and/or with management or decision makers who would benefit from the proposed work.

For federal fiscal years 2016 and 2017 the Western Alaska LCC Steering Committee, comprised of members from State, Federal and Tribal Organizations, has identified the overarching topic of "Informing decision-makers about climate change effects on terrestrial habitat features and their impact on important resources/service in western Alaska." Furthermore, three categories, described below, were identified for this funding opportunity. There is no current prioritization among the categories. Proposals received in response to this funding opportunity may also be used to identify projects for Federal Fiscal year 2017. The Western Alaska LCC always strives to address the information/science needs of importance to decision makers (land and resource managers, tribal managers and others) who affect natural and cultural resources and conservation in western Alaska so proposals should have a strong connection to decision-makers needs. We encourage the incorporation of Traditional Ecological Knowledge and/or local knowledge in projects.

Category 1: Patterns of change, and their impacts, in the phenology and distribution of subsistence resources, harvested species, or other species of management interest

Climate-driven changes will impact harvest and use of many plant and animal resources in western Alaska. There will be direct impacts on phenology (timing) and spatial distribution of species currently harvested or otherwise of management interest, as well as effects on harvest through impacts on access, selection, adequacy of traditional processing and storage methods, or other pathways. Climate-driven changes causing these impacts may include changes in the terrestrial landscape (e.g., vegetation community shifts, permafrost thaw, erosion) changes in seasonal weather patterns (e.g., timing and duration of snow season, icing events, warming fall temperatures), etc.

The Western Alaska LCC is seeking proposals that help to inform natural resource managers and communities on these expected impacts and patterns of change. Specifically, the LCC is interested in activities focused on:

- i. characterizing changes in phenology of terrestrial species (plants and animals, including wetland species) of importance for subsistence, harvest or other management interests, their habitats, or harvest-related environmental characteristics, including distribution dynamics in time and space, the underlying drivers of these changes, and projections of future trends or variability in these patterns;
- ii. expected impacts on other harvest-related processes (access, processing, storage, etc.); or
- iii. other related topics that would help managers and communities better adapt to these changes.

Proposed activities could include synthesis of historic and/or projected future trends, new research, and/or a focus on information delivery and improved decision-support tools.

Category 2: Identification and synthesis of information about ‘hotspots’ of change or of highly resilient “stable” locations in western Alaska.

Over the last decade there have been many efforts to improve our understanding of how climate change will affect Alaska’s landscapes, especially projects focused on projecting spatial patterns of change. Those directly supported by the Western Alaska LCC include, but are not limited to, the Integrated Ecosystem Model for Alaska and Northwest Canada, development of a permafrost map of Selawik NWR, investigation of thaw/refreeze patterns and trends, and investigation of spatial changes in thermokarst lakes and ponds; and there are many other projects supported by many other groups. Links to these products, and other potentially useful data can be found on our website at:

<http://westernalaskalcc.org/projects/SitePages/rfp.aspx>. However, in many cases there remains a need to add localized information or effectively integrate and communicate these important advances in our understanding in a manner that more directly addresses the information needs of western Alaska’s stakeholders (natural and cultural resource managers, subsistence users, etc.).

The Western Alaska LCC is seeking proposals that aim to more directly inform these stakeholders on these expected impacts and spatial patterns of change. Specifically, the LCC is interested in activities that ultimately improve integration and delivery of existing information identifying:

- i. areas experiencing/ expected to experience high levels of change;
- ii. areas most resistant to such changes;
- iii. most important processes driving changes for a specific area; and/or
- iv. time frames or local rates of change for major transitions for a specific area.

Proposed activities can include synthesis and communication of historic and/or projections of future trends in key processes such as thermokarst dynamics, permafrost thaw, fire dynamics, coastal or riverine erosion, as well as expected changes in vegetation communities or other habitat characteristics, or other relevant new research. Activities should advance stakeholder understanding of how these changes may impact habitats or locations of important natural or cultural resources. The LCC is especially interested in proposals that integrate and synthesize information on multiple drivers of changes, providing cumulative summaries for stakeholders. All proposals must identify targeted stakeholder audience(s) and proposed

information delivery processes, including decision-support tools.

Category 3: Changes in terrestrial habitat characteristics and their impact on important resources or services in western Alaska.

This is an open category where we are willing to entertain a wide range of ideas on this topic. Ultimately, the LCC is interested in helping advance adaptation planning by stakeholders in western Alaska, including natural and cultural resource managers, in response to expected impacts from landscape-scale stressors, focusing on climate change.

We foresee four broad types of proposals in this category:

- a. synthesis or integration, and delivery, of existing data/information related to climate change impacts on terrestrial habitat features or processes other than phenology and distribution (the focus of Category 1) and landscape change (the focus of Category 2);
- b. opportunities to leverage deployment of instrumentation or data collection related to important terrestrial habitat features or processes that would expand an existing project's ability to inform stakeholders about changes anticipated or already occurring in western Alaska;
- c. vulnerability assessments of biological resources and their habitats;
- d. proposals clearly describing some other stakeholder information need or concern related to this topic and proposed activities to address that need.

II. Federal Award Information

Currently, the source of general funding is federally appropriated funds directed to the Service. Because of the uncertainties associated with the Federal Budget for FY16 and thus the funding available, we cannot state how much funding will ultimately be available. However, for FY14 and FY15 the Western Alaska LCC had \$300,000.00 to \$350,000.00 of Service seed money for projects each year; we do not anticipate an increase in funds for FY16 and the amount may be lower. Due to the limited funds available, modest funding requests (< \$100,000.00) are encouraged, however, higher amounts may be requested with appropriate justification. There is no guarantee that selections will be made from each of the categories (e.g. they may all come from one category). Any award is contingent on the availability of funds.

Pre-proposals will be reviewed and initial selections made in December 2015. Successful applicants will be notified and asked to submit a detailed proposal shortly thereafter, with detailed proposals due by 8 February 2016 at 12:00 pm AKDT.

The period of performance for the majority of projects funded under this program is 6 to 40 months, starting on the date the award is signed by the USFWS and ending no later than 30 September 2019. Project proposals must be designed accordingly.

This program uses interagency and cooperative agreements as the primary assistance instrument; it is expected that the Service (and Western Alaska LCC staff) will have substantial involvement in the funded activities. In rare cases, grants may be the appropriate funding mechanism. For institutions participating within the Cooperative Ecosystems Studies Units programs, these tasks may be suitable for those programs. In addition, the Service will serve as the primary link to the Western Alaska LCC Steering Committee and the awardee. In general, past and present recipients of awards under this program are eligible.

III. Eligibility Information

Eligible Applicants:

All potential applicants, including Federal agencies, are eligible. Federal Agencies (only) - the checklist of required submission documents in Appendix B. Non-federal applicants must follow the requirements shown in sections A through C. Individuals and organizations submitting investigation plans should have

the necessary technical and administrative abilities and resources to ensure successful completion of studies.

U.S. non-profit, non-governmental organizations **must** provide a copy of their Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service.

Federal law mandates that all entities applying for Federal financial assistance must have a valid Dun & Bradstreet Data Universal Number System (DUNS) number and have a current registration in the System for Award Management (SAM). See Title 2 of the Code of Federal Regulations (CFR), Part 25 for more information. Exemptions: The SAM registration requirement does not apply to individuals submitting an application on their own behalf and not on behalf of a company or other for-profit entity, state, local or Tribal government, academia or other type of organization.

Federal Awards may not be made to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements. Additionally, if an applicant has not fully complied with the requirements by the time the Service is ready to make the award, the Service may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

A. DUNS Registration

Request a DUNS number online at <http://fedgov.dnb.com/webform>. U.S.-based entities may also request a DUNS number by telephone by calling the Dun & Bradstreet Government Customer Response Center, Monday – Friday, 7 AM to 8 PM CST at the following numbers:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

For Hearing Impaired Customers Only call: 1-877-807-1679 (TTY Line)

Once assigned a DUNS number, entities are responsible for maintaining up-to-date information with Dun & Bradstreet.

B. Entity Registration in SAM

All applicants (unless the applicant is an individual or Federal awarding agency that is excepted from those requirements under 2 CFR §25.110(b) or (c) or has an exception approved by the Federal awarding agency under 2 CFR §25.110(d) is required to:

- i. Be registered in SAM before submitting its application;
- ii. Provide a valid unique entity identifier in its application; and
- iii. Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

Register in SAM online at <http://www.sam.gov/>. Once registered in SAM, entities must renew and revalidate their SAM registration at least every 12 months from the date previously registered. Entities are strongly urged to revalidate their registration as often as needed to ensure that their information is up to date and in synch with changes that may have been made to DUNS and IRS information. Foreign entities who wish to be paid directly to a United States bank account must enter and maintain valid and current banking information in SAM.

C. Excluded Entities

Applicant entities identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits will not be considered for Federal funding, as applicable to the funding being requested under this Federal program.

D. Cost Sharing or Matching:

Cost sharing or matching is not an eligibility requirement but is highly desirable to support the collaborative goals of the Western Alaska LCC. Therefore, cost leveraging is considered within the evaluation criteria. Both federal and non-federal sources of cost sharing, including contribution of in-kind services, can be considered in meeting the leveraging and partnership criterion. No letters of concurrence from partners are required.

IV. Application Requirements

To be considered for funding under this funding opportunity you must first submit a pre-proposal with a project summary, narrative text and attachments described in Appendix A.

Selected applicants then will be invited to develop detailed proposals (including a full budget and data management plan). Detailed proposals will not be accepted from investigators other than those invited as part of this process. Detailed proposal guidelines are given in Appendix B.

Two webinars will be held to provide information about this announcement and respond to questions from potential applicants. The webinars will be on September 28th, 2015, 10:00am (AKST) and October 6th, 2015, 2:00 pm (AKST). Connection information for these webinars can be found at:

<http://westernalaskalcc.org/projects/SitePages/rfp.aspx>.

Proposals must be accompanied by:

A. Application for Federal Assistance form

A completed, signed and dated *Application for Federal Assistance* (i.e., SF 424, SF 424-Mandatory, or SF 424-Individual) forms are required for submissions from non-Federal entities for the Detailed Proposal phase only. For those developing a detailed project proposal, do not include other Federal sources of funding, requested or approved, in the total entered in the “Federal” funding box on the Application for Federal Assistance form. Enter only the amount being requested under this program in the “Federal” funding box. Include any other Federal sources of funding in the total funding entered in the “Other” box. The SF-424 form is available online at <http://apply07.grants.gov/apply/FormLinks?family=15>.

To be considered for funding under this funding opportunity, an application must contain:

Pre-Proposal Application Requirements

- Project Summary and Narrative text and attachments described in Appendix A, *Pre-proposal Guidelines*

Detailed Proposal Application Requirements

- Please see Appendix B, *Detailed Proposal Guidelines*, for a description of what will be required from applicants that are forwarded to the Detailed Proposal stage.

Failure to provide complete information may cause delays, postponement, or rejection of the application.

V. Submission Instructions

Pre-Proposal Submission Deadline: Pre-Proposals are to be received before November 2nd, 2015, 12:00 pm AKDT.

Detailed Proposals Submission Deadline: Detailed Proposal Packets are to be received before February 8th, 2016, 12:00 pm AKDT.

SUBMISSION DEADLINES:

Pre-proposals are due no later than November 2nd, 2015 at 12:00 pm AKDT.

Successful applicants through the Pre-proposal process will be requested to complete a Detailed Project Proposal due no later than February 8th, 2016 at 12:00 pm AKDT. Applicants who did not submit a pre-proposal and/or who did not get an invitation to develop a Detailed Project Proposal will not be considered.

These due dates represent the times and dates when proposals are submitted into the ‘RFP Manager’ (see below). Applicants are encouraged to initiate the submission process several days in advance to have adequate time for establishing an account and entering the required information.

For consideration in the Western Alaska LCC review process, applicants must prepare and submit a Pre-Proposal as laid out in this document and the application instructions document. The principle investigator has the lead for the project and the proposal must include all pertinent information from the parties involved in the project.

Intergovernmental Review: Before submitting an application, **U.S. state and local government** applicants should visit the following website (http://www.whitehouse.gov/omb/grants_spoc/) to determine whether their application is subject to the state intergovernmental review process under Executive Order (E.O.) 12372 “Intergovernmental review of Federal Programs.” E.O. 12372 was issued to foster the intergovernmental partnership and strengthen federalism by relying on state and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The E.O. allows each state to designate an entity to perform this function. The official list of designated entities is posted on the website. Contact your state’s designated entity for more information on the process the state requires to be followed when applying for assistance. States that do not have a designated entity listed on the website have chosen not to participate in the review process.

Funding Restrictions: Funding for construction projects are not allowed through this funding opportunity.

Other Submission Requirements:

Submission of pre-proposals and full detailed proposals (if requested) must be provided electronically. For the Detailed Proposals, non-Federal Applicants will need to submit all of the documents described in this announcement. Applicants receiving an invitation to complete a detailed proposal will be provided with a weblink to download the additional required forms.

To submit an application electronically through RFP Manager: Go to the RFP Manager website at: [DOI Landscape Conservation Cooperative Funding Opportunity](https://my.usgs.gov/lccRfpManager/event/show/3545) (a more direct link is <https://my.usgs.gov/lccRfpManager/event/show/3545>). You/your organization must complete a registration process prior to submitting your pre-proposal through RFP Manager. Registration requires an active e-mail account. Only one pre-proposal can be submitted per registration; if you plan to submit multiple pre-proposals you will have to generate multiple registrations. After registering you will be prompted to enter some of the information fields required in the pre-proposal/proposal, then prompted to upload all the required files (e.g., pdf or MS Word document containing the pre-proposal, etc.). You can submit partial information, save the entries, and return later to edit and complete your submission. Details on submitting the full proposal will be provided to those invited to make submissions.

Federal Agency Applicants may submit proposal for funding under this NOFA as authorized under CFR 15.669 and 15.670. Applicants must submit their proposals through the RFP Manager link described above. *(Federal agencies will be rated using the same merit review process as all other applicants).*

NOTE: *In the event a Fish and Wildlife Service Program submits a proposal and is awarded funding, if they intend to issue a subaward or contract, they MUST go through the applicable standard procurement*

process and cannot use this announcement for their competitive announcement requirements for subawards.

VI. Application Review

Evaluation criteria for the review and selection are described in Appendix D for Pre-proposals and Detailed Proposals.

Pre-proposals will be evaluated by a Review Committee made up from the Western Alaska LCC Steering Committee, LCC Staff and Alaska Climate Science Center (ACSC) staff. Names of Steering Committee members can be found at <http://westernalaskalcc.org/governance/sitepages/steeringcommittee.aspx>. Applicants may be contacted to provide additional or clarifying information. The Review Committee will also review the invited detailed proposals. In rare cases where a proposal is not within the expertise of the Review Committee, outside experts will be invited to provide a technical review.

Review and Selection Process: The Review Committee will review and evaluate the Pre-proposal and develop a prioritized list of proposals that will be recommended for further review by the Western Alaska LCC's Steering Committee, who will review the prioritized list and select pre-proposals to be moved to the Detailed Proposal submission phase. A similar process will be followed with the Detailed Proposals and the Steering Committee will make the final decision on projects in the spring of 2016.

Prior to participating in any review or evaluation process, all staff and peer reviewers, evaluators, Steering Committee members, and advisors must sign and return to the program office point of contact the "Department of the Interior Conflict of Interest Certification" form. For a copy of this form, contact the Service point of contact identified in the Agency Contacts section below.

Risk Assessment:

As part of the review process, the U.S. Fish and Wildlife Service is required in accordance with the Department of Interior Guidance (DIG 2011-03), to conduct a risk assessment prior to the award of an Financial Assistance Agreements or a revision to increase funding.. The requirement states that once a Fiscal Year (FY) each recipient, who will be awarded one or more grant or cooperative agreement award(s), will have a risk assessment conducted. The risk assessment will include, but is not limited to the following areas:

- Potential for Implementation problems
- Financial Management Systems and Funds Management Records
- Performance Track Record
- Staff Level and Key Qualifications
- Project Delivery Experience
- Award Administration and Reporting Compliance
- Single Audit Submissions and Results
- Other Factors that may Impact Risk Level

The results of the assessment will determine the appropriate level of monitoring activities that the Service will require for successful project/award completion. If you are selected for award under this NOFO, all applicable monitoring protocols will be incorporated into your Notice of Award Letter (NOAL).

VII. Federal Award Administration

Federal Award Notices: Following review, applicants may be requested to revise the project scope and/or budget before an award is made. You may receive an information notice of intent from the Service program Project Officer stating that your application has been selected for the intent to award, this is not the official Notice of Award. Successful applicants will receive written notice in the form of a notice of award document. Notices of award are typically sent to recipients by e-mail. If e-mail notification is

unsuccessful, the documents will be sent by courier mail (e.g., FedEx, DHL or UPS). Award recipients are not required to sign/return the Notice of Award document. Acceptance of an award 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, the Service. The notice of award document will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests.

Administrative and National Policy Requirements:

- i. **Domestic Recipient Payments:** Prior to award, the Service program office will contact you/your organization to either enroll in the U.S. Treasury's Automated Standard Application for Payments (ASAP) system or, if eligible, obtain approval from the Department of the Interior to be waived from using ASAP.

Foreign Recipient Payments: Foreign recipients receiving funds to a bank outside of the United States will be paid electronically through U.S. Treasury's International Treasury Services (ITS) system.

Foreign recipients receiving funds electronically to a bank in the United States will be paid by Electronic Funds Transfer (EFT) through the Automated Clearing House network. Foreign recipients who wish to be paid to a bank account in the United States must enter and maintain current banking information in SAM (see Section III).

The Notice of Award document from the Service will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests.

- ii. **Transmittal of Sensitive Data:** Recipients are responsible for ensuring any sensitive data being sent to the Service is protected during its transmission/delivery. The Service strongly recommends that recipients use the most secure transmission/delivery method available. The Service recommends the following digital transmission methods: secure digital faxing; encrypted emails; emailing a password protected zipped/compressed file attachment in one email followed by the password in a second email; or emailing a zipped/compressed file attachment. The Service strongly encourages recipients sending sensitive data in paper copy to use a courier mail service. Recipients may also contact their Service Project Officer and provide any sensitive data over the telephone.
- iii. **Award Terms and Conditions:** Acceptance of a financial assistance award (i.e., grant or cooperative agreement) from the Service carries with it the responsibility to be aware of and comply with the terms and conditions applicable to the award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to and approved by the Service and are subject to the terms and conditions incorporated into the notice of award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. The Federal regulations applicable to Service awards are available on the Internet at <http://www.fws.gov/grants/>. If you do not have access to the Internet and require a full text copy of the award terms and conditions, contact the Service point of contact identified in the Agency Contacts section below.

Recipient Reporting Requirements:

- i. **Financial and Performance Reports:** Interim financial reports and performance reports may be required. Interim reports will be required no more frequently than quarterly, and no less frequently than annually. A final financial report and a final performance report will be required

and are due within 90 calendar days of the end date of the award. Performance reports must contain: 1) a comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of work; 2) a description of reasons why established goals were not met, if appropriate; and 3) any other pertinent information relevant to the project results.

ii. **Significant Development Reports:**

Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, recipients are required to notify the Service in writing as soon as the following types of conditions become known:

- Problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation.
- Favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

The Service will specify in the notice of award document the reporting and reporting frequency applicable to the award.

iii. **Conflict of Interest Disclosures:**

Recipients are responsible for notifying the Service Project Officer in writing of any actual or potential conflicts of interest that may arise during the life of this award. Conflicts of interest include any relationship or matter which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under this award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the Recipient, the Recipient's employees, or the Recipient's subrecipients in the matter. Upon receipt of such a notice, the Service Project Officer in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the Recipient, the Recipient's employee(s), or the Recipient's Subrecipient(s) that could reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the Service may result in any of the remedies described in 2 CFR 200.338, Remedies for Noncompliance, including termination of this award.

iv. **Other Mandatory Disclosures:**

Recipients and their subrecipients must disclose, in a timely manner and in writing, to the Service or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this award. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338, Remedies for noncompliance, including suspension or debarment (See 2 CFR 200.113, 2 CFR Part 180, and 31 U.S.C. 3321).

VIII. Federal Awarding Agency Contact

Karen Murphy
Western Alaska LCC Coordinator
Science Applications
1011 E. Tudor Road MS 281
Anchorage, AK 99503
Phone: 907- 786-3501
Email: karen_a_murphy@fws.gov

Appendix A. Pre-Proposal

Limit pre-proposals to **no more than three pages** (excluding Literature Cited section). Use Times New Roman, size 12 font, and single spacing. *Pages beyond the allowed amount will not be reviewed.*

Pre-proposals must include the following information and section headings.

Project Title

Project Leader or Principal Investigator include name, organization, address, phone number, email (if available), and FAX number.

Project Co-Investigators or Partners include name and organization for each. The detailed proposal will require a Co-PI or major collaborator from the stakeholder group who will benefit from the proposed work.

Category identify Category proposal is in response to: 1, 2, or 3 (if 3, also identify a, b, c, or d)

Project Domain (check one)

- Statewide or larger Western AK LCC
 multiple subregions of LCC (e.g., Yukon Delta through Seward Peninsula) LCC subregion
 specific locations (list in Other) Other (describe in 1-2 sentences)

Range of Request Project Budget (check one)

- ≤ \$25,000 \$25,001 < - ≤ \$50,000 \$50,001 < - ≤ \$75,000
 \$75,001 < - ≤ \$100,000 > \$100,000

Project Period provide proposed start and end dates of project period of performance

Statement of Need or Issues to be Addressed (500 words or less)

Briefly describe the issue to be addressed, the targeted stakeholders and their information needs, and how this project will add value to their decision making processes. Clearly state the project's goal(s) and objectives. Objectives are the specific steps to be taken to reach the stated goals. Objectives must be specific, measurable, and realistic (attainable within the project's proposed period of performance).

Project Activities, Methods, and Products (500 words or less, not including timetable)

Clearly state the proposed activities and describe how they relate to the project objectives. Summarize the method(s) to be used to carry out each major activity. Provide a rough timetable indicating when activities or project milestones are to be accomplished. Describe major products, their intended use by the targeted audience, how you will ensure that products and delivery methods meet the needs of the targeted end users (and perhaps other stakeholders), and other outcomes. Include supporting information, including summary of previous or on-going efforts relevant to the project.

Partnerships & Engagement of stakeholders (150 words or less)

As applicable, describe partners contributing to the project planning and/or project activities. Also describe any project activities in which other stakeholders, possibly including local communities, will participate.

Appendix B. Detailed Proposal Guidance

Proposals should not exceed eight pages for the Project Title Page and Project Narrative (excluding the Literature Cited and Figures which can be included as additional pages), as described in the guidance document, and no more than 1-2 pages of *curricula vitae* (resume or letters of experience) for the project leads. Use Times New Roman, size 12 font, and single spacing. *Pages beyond the allowed amount will not be reviewed.*

A. A completed, signed, and dated **Application for Federal Assistance (SF-424)**. The SF-424 form is available online at <http://apply07.grants.gov/apply/FormLinks?family=15>.

B. Project Title Page (including Summary)

Briefly summarize the project, in one page or less. Include: the Category (1, 2 or 3) the proposal responds to; Project Title, Geographic Location or Region (use the categories listed under Appendix A), and Performance Period; Project PI & Contact Information, Co-PIs and/or Major Collaborators (including at least one member of the stakeholder group to benefit from the work). Include a brief overview of the issue, the targeted stakeholders and their information needs; the project's goal(s), objectives, and specific activities; and expected products and outcomes. As applicable, describe partners contributing to the project planning and those that will be involved in project implementation and/or dissemination of project products. This summary may be posted for public viewing on our website; therefore, clearly identify any proprietary information that would need to be removed before allowing public access to the summary.

C. Project Narrative

- 1. Statement of Need or Issues Addressed:** Clearly describe issue being addressed, the targeted stakeholders and their information needs, and how this project will add value to their decision making processes. Include supporting information, including summary of previous or on-going efforts (of you/your organization, and other partners) relevant to the project.
- 2. Project Goals and Objectives:** Clearly state the project goal(s) and objectives. Objectives are the specific steps to be taken to reach the stated goals. Objectives must be specific, measurable, and realistic (attainable within the project's proposed period of performance). State the anticipated products and outcomes. Clearly explain the anticipated value to the Western Alaska LCC.
- 3. Project Activities, Methods and Timetable:** Clearly state the proposed activities and describe how they relate to the project objectives. Provide enough detail to ensure reviewers can clearly connect activities and project costs. The narrative must provide enough detail so that reviewers are able to determine project compliance with the National Environmental Policy Act, Section 7 of the Endangered Species Act, and Section 106 of the National Historic Preservation Act.

Clearly detail the method(s) to be used to carry out each activity. Include descriptions of how the PIs will engage with local communities and/or the stakeholder groups identified. If Traditional Ecological Knowledge or local knowledge expected to be incorporated clearly describe the protocols that will be used.

Provide a timetable indicating roughly when activities or project milestones are to be accomplished. Include all tables, spreadsheets or flow charts within the body of the proposal narrative (do not include as separate attachments). The timetable should not propose specific dates but instead group activities by month for each month over the entire proposed project period.

4. **Data Management:** Include a summary of the project data management plan identifying any anticipated limitations on public access and reuse of data products, articulating quality assurance and quality control procedures, and identifying a long-term data management & curation strategy (such as an existing publically-accessible repository and data server). A full data management plan will be required for funded projects (see <http://westernalaskalcc.org/projects/SitePages/piresources.aspx>).
5. **Anticipated Products:** Describe expected project products and their intended impact/use. Describe how you will ensure that products and delivery methods meet the needs of the targeted end users (and perhaps other stakeholders). For these products, describe how the project will raise awareness of them among, deliver them to, and provide appropriate support for their use to stakeholders in western Alaska. Anticipate at least one in-person presentation at a conference of the Western Alaska LCC's choice and one webinar.
6. **Project Monitoring and Evaluation:** Describe how you will monitor project progress, achievement of objectives, and project impacts and benefits, especially among the targeted stakeholders.
7. **Sustainability:** As applicable, detail which of the proposed project activities are expected to continue beyond the proposed project period, and the expectation of how and at what level these future activities will be funded.
8. **Literature Cited**
9. **Map or Description of Project Area:** Map should clearly delineate the project area.
10. **Stakeholder Referrals:** Provide names, titles and contact information for three individuals not involved in your proposed project who can represent the different stakeholder groups identified as your target audience. They, or someone in a similar position, will be contacted and sent the title page and summary to see if they anticipate that the proposed products will be useful (see Review Criterion 3).
11. **Description of Organization(s) Undertaking the Project:** (This section is not included in the page limit of the proposal.) Provide a brief description of the applicant organization and all cooperating entities and/or individuals. Identify which of the proposed activities each agency, organization, group, or individual is responsible for conducting or managing. Provide complete contact information for the individual that will manage day-to-day project activities (e.g., the Project Officer or Project Manager). Provide brief (1-2 pages) *curricula vitae* (CV), resume or letters of experience for key personnel, identifying their qualifications to meet the project objectives. *Do not include Social Security numbers, the names of family members, or any other personal or sensitive information!*
12. **Statement(s) Regarding Single Audit Reporting:** Input the applicable statement from Section F. Single Audit Reporting Statements of this document.

D. Budget Form

Complete the **Budget Information for Non-Construction Programs (SF 424A)** or **Budget Information for Construction Programs (SF 424C)** form. Use the SF 424A if your project does not include construction and the SF 424C if the project includes construction or land acquisition. The budget forms are available on the Internet at <http://apply07.grants.gov/apply/FormLinks?family=15>. When developing your budget, keep in mind that financial assistance awards and subawards are subject to the Federal cost principles in Title 2 of the Code of Federal Regulations Part 200, as applicable to the recipient organization type.

Links to the full text of the Federal cost principles are available on the Internet at <http://www.ecfr.gov/>

Multiple Federal Funding Sources: If the project budget includes multiple Federal funding sources, you must show the funds being requested from this Federal program *separately* from any other requested/secured Federal sources of funding on the budget form. For example, enter the funds being requested from this Federal program in the first row of the Budget Summary section of the form and then enter funding related to other Federal programs in the subsequent row(s). Be sure to enter each Federal program's CFDA number in the corresponding fields on the form. The CFDA number for this Federal program appears on the first page of this funding opportunity.

E. Budget Justification (Federal applicants see guidance under Appendix C)

In a separate narrative titled "**Budget Justification**", explain and justify all requested budget items/costs. Detail how the SF 424 Budget Object Class Category totals were determined and demonstrate a clear connection between costs and the proposed project activities. For personnel salary costs, include the base-line salary figures and the estimates of time (as percentages) to be directly charged to the project. Describe any item that under the applicable Federal cost principles requires the Service's approval and estimate its cost. If Federally-funded equipment will be used for the project, provide a list of that equipment including the Federal funding source.

Required Indirect Cost Statement: All applicants except individuals applying for funds separate from a business or non-profit organization he/she may operate **must** include in the budget justification narrative one of the following statements and attach to their application any required documentation identified in the applicable statement:

"We are:

1. A U.S. state or local government entity receiving more than \$35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. A copy of our most recently approved rate agreement/certification is attached.
2. A U.S. state or local government entity receiving less than \$35 million in direct Federal funding with an indirect cost rate of [insert rate]. We are required to prepare and retain for audit an indirect cost rate proposal and related documentation to support those costs.
3. A [insert your organization type; U.S. states and local governments, please use one of the statements above or below] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. A copy of our most recently approved rate agreement is attached.
4. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made.

5. A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. However, in the event an award is made, we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat *de minimus* indirect cost rate of 10% of modified total direct costs as defined in Title 2 of the Code of Federal Regulations Part 200, section 200.68. We understand that the 10% *de minimus* rate will apply for the life of the award, including any future extensions for time, and that the rate cannot be changed even if we do establish an approved rate with our cognizant agency at any point during the award period

6. A [insert your organization type] that is submitting this proposal for consideration under the [insert either “Cooperative Fish and Wildlife Research Unit Program” or “Cooperative Ecosystem Studies Unit Network”], which has a Department of the Interior-approved indirect cost rate cap of [insert program rate]. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement. If we do not have an approved indirect cost rate with our cognizant agency, we understand that the basis for direct costs will be the modified total direct cost base defined in 2 CFR 200.68 “Modified Total Direct Cost (MTDC)”. We understand that we must request prior approval from the Service to use the MTDC base instead of the base identified in our approved indirect cost rate agreement, and that Service approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award.

7. A [insert your organization type] that will charge all costs directly.

All applicants are hereby notified of the following:

- Recipients without an approved indirect cost rate are prohibited from charging indirect costs to a Federal award. Accepting the 10% *de minimus* rate as a condition of award is an approved rate.
- Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award.
- Only the indirect costs calculated against the Federal portion of the total direct costs may be charged to the Federal award. Recipients may not charge to their Service award any indirect costs calculated against the portion of total direct costs charged to themselves or charged to any other project partner, Federal and non-Federal alike.
- Recipients must have prior written approval from the Service to transfer unallowable indirect costs to amounts budgeted for direct costs or to satisfy cost-sharing or matching requirements under the award.
- Recipients are prohibited from shifting unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.”

Applicants who are individuals applying for funds separate from a business or non-profit organization he/she may operate are not eligible to charge indirect costs to their award. If you are an individual applying for funding, do not include any indirect costs in your proposed budget.

For more information on indirect cost rates, see the Service’s **Indirect Costs and Negotiated Indirect Cost Rate Agreements** guidance document on the Internet at <http://www.fws.gov/grants/>.

Negotiating an Indirect Cost Rate with the Department of the Interior:

Entities that do not have a NICRA, must have an open, active Federal award before they can submit an indirect cost rate proposal to their cognizant agency. The Federal awarding agency that provides the

largest amount of direct funding to your organization is your cognizant agency, unless otherwise assigned by the White House Office of Management and Budget (OMB). If the Department of the Interior is your cognizant agency, your indirect cost rate will be negotiated by the Interior Business Center (IBC). For more information, contact the IBC at:

Indirect Cost Services
Acquisition Services Directorate, Interior Business Center
U.S. Department of the Interior
2180 Harvard Street, Suite 430
Sacramento, CA 95815
Phone: 916-566-7111
Email: ics@nbc.gov
Internet address: <http://www.aqd.nbc.gov/Services/ICS.aspx>

- F. Single Audit Reporting Statements: As required in Title 2** of the Code of Federal Regulations (CFR) 200, Subpart F, Audit Requirements, all U.S. states, local governments, federally-recognized Indian tribal governments, and non-profit organizations expending \$750,000 USD or more in Federal award funds in a fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System.

All U.S. state, local government, federally-recognized Indian tribal government and non-profit applicants must provide a statement regarding if your organization was or was not required to submit a Single Audit report for the organization's most recently closed fiscal year. If required, state that the report is available on the Federal Audit Clearinghouse Single Audit Database website (<http://harvester.census.gov/sac/>) and provide the EIN under which that report was submitted.

See the following statements **and include all applicable statements at the end of the Project Narrative in number 10, titled: Statement(s) Regarding Single Audit Reporting**

Single Audit Report was required:

My organization was required to submit a Single Audit report last year. The reporting period covered was from (insert date) to (insert date). This report, filed under EIN #(insert EIN), is available on the Federal Audit Clearinghouse Single Audit Database website (<http://harvester.census.gov/sac/>) or will be by (insert date).

OR

Single Audit Report was not required:

My organization was not required to submit a Single Audit report last year.

G. Assurances

Include the appropriate signed and dated Assurances form available online at <http://apply07.grants.gov/apply/FormLinks?family=15>. Use the **Assurances for Construction Programs (SF 424D)** for construction and land acquisition projects. Use the **Assurances for Non-Construction Programs (SF 424B)** for all other types of projects. Signing this form does not mean that all items on the form are applicable. The form contains language that states that some of the assurances may not be applicable to your organization and/or your project or program.

H. Certification and Disclosure of Lobbying Activities:

Under Title 31 of the United States Code, Section 1352, an applicant or recipient must not use any federally appropriated funds (both annually appropriated and continuing appropriations) or matching funds under a grant or cooperative agreement award to pay any person for lobbying in connection with the award. Lobbying is defined as influencing or attempting to influence an officer or employee

of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress connection with the award. Submission of an application also represents the applicant's Certification Regarding Lobbying. If you/your organization have/has made or agrees to make any payment using non-appropriated funds for lobbying in connection with this project AND the project budget exceeds \$100,000, complete and submit the **SF LLL, Disclosure of Lobbying Activities** form. See 2 CFR 200.245, Lobbying and 2 FR 200.415, Certifications, for additional information.

- I. Conflict of Interest Disclosures: Applicants must notify the Service in writing of any actual or potential conflicts of interest that are known at the time of application or that may arise during the life of this award, in the event an award is made. Conflicts of interest include any relationship or matter which might place the recipient, the recipient's employees, or the recipient's subrecipients in a position of conflict, real or apparent, between their responsibilities under the award and any other outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, consideration of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the applicant, the applicant's employees, or the applicant's future subrecipients in the matter. Upon receipt of such a notice, the Service Project Officer in consultation with their Ethics Counselor will determine if a conflict of interest exists and, if so, if there are any possible actions to be taken by the applicant to reduce or resolve the conflict. Failure to resolve conflicts of interest in a manner that satisfies the Service may result in the project not being select for funding.**

Application Checklist for Detailed Proposals

(All applicants expect Federal Entities; Federal Entities see checklist below)

- DUNS Registration** (see requirement in Section III Basic Eligibility Requirements, A Duns Registration)
- SAM active registration** (see requirement in Section III Basic Eligibility Requirements, B Entity Registration in SAM)
- Evidence of non-profit status:** If a non-profit organization, a copy of their Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service.
- SF 424, Application for Federal Assistance:** A complete, signed and dated SF 424, SF 424-Mandatory, or SF 424- Individual form
- SF 424 Budget form:** A complete SF 424A or SF 424C Budget Information form
- SF 424 Assurances form:** Signed and dated SF 424B or SF 424D Assurances form
- Project title page and summary**
- Project narrative**
 - **Statement of need**
 - **Project Goals and Objectives**
 - **Project Activities and Methods**
 - **Timetable**
 - **Data management**
 - **Anticipated products**
 - **Project Monitoring and Evaluation**
 - **Sustainability**
 - **Literature Cited**
 - **Map or Project Area Description**
 - **Stakeholder Referrals**

- Description of key personnel qualifications**
- Single Audit Reporting statement:** If a U.S. state, local government, federally-recognized Indian tribal government, or non-profit organization, statements regarding applicability of and compliance with 2 CFR 200, Subpart F, Audit Requirement
- Budget justification**
- Federally-funded equipment list:** If Federally-funded equipment will be used for the project, a list of that equipment
- NICRA:** When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement
- Conflict of Interest Disclosures:** When applicable, written notification of any actual or potential conflicts of interest that may arise during the life of this award.
- SF LLL form:** If applicable, completed SF-LLL Disclosure of Lobbying Activities form

Federal Applicant Checklist (for Federal Applicants only)

- Project Title Page**
- Project Summary**
- Project narrative**
 - **Statement of need**
 - **Project Goals and Objectives**
 - **Project Activities and Methods**
 - **Timetable**
 - **Data management**
 - **Anticipated products**
 - **Project Monitoring and Evaluation**
 - **Sustainability**
 - **Literature Cited**
 - **Map or Project Area Description**
 - **Stakeholder Referrals**
- Description of key personnel qualifications**
- Conflict of Interest Disclosures**
- Budget Justification and a detailed budget Table** (see Appendix C)
- Federally funded equipment, if applicable**

Failure to provide complete information may cause delays, postponement, or rejection of the application.

Appendix C: Budget information required from Federal Applicants

Budget: Provide an itemized budget using the following table or a table that includes all of the elements listed below. In addition, please clearly identify the costs associated with *each project year proposed*. Show how the funds provided from the Western Alaska LCC will be used in each of the fiscal years for the life of the project. Also identify any leveraged or 'matched' funding that is contributing to the project.

	WALCC FUNDS FY16	FY16 MATCH*	WALCC FUNDS FY17	FY17 MATCH*	FY18..	TOTAL
<i>Personnel Service Cost</i>						
Salaries and/or Wages						
Fringe Benefits						
Personal Service Indirect Cost %						
SUBTOTAL						
<i>Non-personnel Service Cost</i>						
Travel						
Equipment						
Supplies & Materials						
Contractual Services						
Other						
Non-personal Indirect Cost %						
SUBTOTAL						
TOTAL						

**No match is required, but proposals that include matching contributions that enhance the project outcome or reduce cost to the Western Alaska LCC will be given additional consideration. Only the subtotals for Match in Personnel Costs and Non-Personnel Costs are required.*

APPENDIX D – Selection Process and Criteria

A. Pre-proposal Review and Selection Process

Pre-proposals will be evaluated by the Western Alaska LCC Steering Committee, Staff and outside experts. Applicants may be contacted to provide additional or clarifying information. Pre-proposals will be scored with respect to all criteria listed below, with scores weighted (see below) and summed across criteria. Pre-proposals with total scores in the moderate to high range will then be evaluated with respect to additional criteria, including potential impact of the expected products on the topics(s) addressed and overall contribution to the goals of the LCC. The Steering Committee will invite development and submission of full proposals from those pre-proposals ranked moderate to high overall.

Criteria:

1. Useability/Applicability [40%] –

Does the pre-proposal clearly articulate the issues being considered as well as the targeted stakeholders and how they are affected by the issues? Does the pre-proposal clearly articulate the measurable benefits to the targeted stakeholders that will result from the project and the form or manner in which the products should be delivered so as to be most readily used by them?

2. Partnerships & Engagement of stakeholders [30%] -

To what extent does the project strengthen existing partnerships and/or initiate new partnerships and collaborations? Does the pre-proposal identify how partners or other stakeholders will be engaged in project planning, administration and/or implementation? Does the pre-proposal identify outreach and educational activities aimed at stakeholders, both the targeted stakeholders and others (including local communities, general public, scientific community, etc.)?

3. Soundness of Design / Technical Feasibility [15%] -

Is there a clear statement of project objectives, explanation of what the project will accomplish and why it is important for the Western Alaska LCC or sub-region of the LCC? Have the applicants demonstrated a clear understanding of the issue being addressed, the present state of knowledge in the field, and the project's relation to other work? Are the proposed activities feasible to accomplish?

4. Timeline and Costs [15%] -

Are the proposed activities and deliverables clearly articulated? Are the proposed Requested Budget Range and Project Period reasonable?

B. Full Proposal Review and Selection Process:

Proposals will be evaluated by the Western Alaska LCC Steering Committee, Staff and outside experts using a tiered evaluation approach. Criterion 1, Soundness of Design/Technical Feasibility, and Criterion 2, Applicant Capability to Satisfactorily Complete Project, are “Go/No Go” criteria; proposals that warrant a score of Low on either criterion will not be reviewed further. Proposals receiving further review will be scored with respect to all criteria listed below, with scores summed across criteria. Proposals with total scores in the moderate to high range will then be evaluated with respect to additional criteria, including: potential impact of the expected products on the topics(s) addressed and overall contribution to the goals of the LCC.

The Steering Committee will select a proposal for funding in consideration of both the individual project evaluation and the ability of the final suite of selections to provide the best foundation for the Western Alaska LCC to meet its conservation goals.

Criteria:

1. Soundness of Design / Technical Feasibility (“Go/No Go” criterion)

Is there a clear statement of project objectives, explanation of what the project will accomplish and why it is important for the Western Alaska LCC or sub-region of the LCC? Have the applicants demonstrated a clear understanding of the issue being addressed, the present state of knowledge in the field, and the project’s relation to other work? Is there sufficient information to evaluate the project technically? What are the strengths and/or weaknesses of the technical design relative to securing productive results? Is there an assessment of project uncertainties and how they could impact the success of the project? Have the applicants demonstrated a clear understanding of the relevant logistical challenges presented by working in Alaska?

2. Applicant Capability to Satisfactorily Complete Project (“Go/No Go” criterion) -

Does the proposal demonstrate that the technical capability of the applicant is sufficient to successfully complete the project, taking into account such factors as the applicant’s 1) past performance in successfully completing projects similar in size, scope and relevance to the proposed project; 2) organizational experience and plan for timely and successfully achieving the objectives of the project; 3) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the objectives of the project (Was the proposal accompanied by CVs, resumes or letters defining their relevant experience, for each lead PI?); and 4) experience/familiarity working with land and resource management entities, and/or other targeted stakeholders.

3. Usability/Applicability –

Does the proposal clearly articulate the issues being considered as well as the targeted stakeholders and how they are affected by the issues? Does the proposal clearly articulate the relevant information needs of the targeted stakeholders and the measurable benefits to them, and other LCC partners, which will result from the project? Does the proposal clearly articulate a process for ensuring the form or manner in which the products are delivered will be most readily used by them? The LCC will contact up to three decision makers from among those whose contact information is provided in the proposal or from others in similar positions within the recommended agency/entity.

4. Partnerships & Engagement of stakeholders -

To what extent does the project strengthen existing partnerships and/or initiate new partnerships and collaborations? Does the proposal identify how partners or other stakeholders will be engaged in project planning, administration and/or implementation? Does the proposal clearly identify outreach and educational activities aimed at stakeholders, both the targeted stakeholders and others (including local communities, general public, scientific community, etc.)? Are the education/outreach costs itemized in the budget realistic for the proposed activities?

5. Leveraging -

To what extent does the proposed work take advantage of existing resources such as matching funding (including in-kind) or build on previous efforts? The scoring guidelines below will be supplemented such that proposals with less than 50% leveraging will be scored Low; 50-75% scored Medium, and >75% scored as High.

6. Timeline and Costs -

Is there a clear table detailing appropriate timelines and associated measurable milestones, objectives, accomplishments, and deliverables that can be used to track and evaluate project performance through the entire award period? Is the justification and allocation of the budget, in terms of the work to be performed, unreasonably high or low? Are leveraged funds adequately described?

7. **Data Management** -

Does the proposal include a clear **summary** of the project's draft data management plan¹? Does the summary identify any limitations on access or reuse, articulate quality assurance and quality control procedures, and identify a long-term data management & curation strategy, such as an existing publically-accessible repository and data server?

SCORING GUIDELINES – applies to each criterion.

High - The proposal responds to the criterion in a manner that leaves no questions from the reviewer that the applicant will successfully fulfill the criterion.

Medium –The proposal responds to most of the components of the criterion in a manner that results in only minor, non-scientific, easily addressed concerns that the proposed work will satisfy the criterion.

Low – The response to the criterion was insufficient to allow the reviewers to believe that the proposed action, as written, would address the criterion's intent.

¹ Link to the full [Data Management Plan template](#).