

Cooperative Recovery Initiative: FY 2016 Proposal Submission Directions

- Please prepare the cover page (with the appropriate signatures), the project narrative and the project data tables.
- Refer to the Qualifying Criteria, CRI Project Narrative Guidance below, and Reviewer Guidelines for additional information.
- Convert and assemble into one PDF document the following documents: the cover page, the narrative and map or description of the project area (in that order)
- Keep the Project Data Table in excel when submitting the proposal
- Each Region can submit up to 4 Proposals via DTS

Project Narrative Guidance

The Project Narrative should address the questions below in a maximum of **8** pages - not including project data tables (see excel spreadsheet and tables indicated in italics), literature cited, or a map or description of the project area.

- 1. Title/Project Partners/Qualifications:** Please briefly describe the qualifications of each key partner in the project. Explain why this group of applicants is capable of successfully completing this project: you may include examples of past performance in successfully completing projects of similar size or relevance; organizational experience; identification of adequate project staff, both in terms of numbers and expertise.
- 2. Statement of Need:** *In Tables 1A and 1B (Target Species Tab), please list the target species and non-target species benefited by the project.* In the narrative, please describe why the proposed Showing Success or Preventing Extinction action is necessary (significance/value) and why it is the most strategic, important, and needed action for the target species. Provide a clear statement of the problem this project is addressing. This should include a description of the key limiting factors for the species and which aspects of the problem your project will address. Include an explanation of why this species is among the top priorities for your Region.
- 3. Project Goals and Objectives:** *In Table 2A (Project Details Tab), please list the project goals and objectives including specific plans referenced.* In the narrative, please state the long-term goal(s) of the project. These goals should be directly related to Service Recovery or Management Plans such as Comprehensive Conservation Plans or Habitat Management Plans. State the objectives of the project, which must be specific, measurable, and realistic (attainable within five years). Objectives are specific activities to reach the stated goals. Please explain the relationship between the project objectives and proposed activities and an approved recovery plan or equivalent conservation plan (include citations and reference specific, relevant sections). There should be a clear link

between the proposed objective and achieving the delisting or downlisting goal or accomplishing an action that is urgently needed to stabilize a critically endangered species. Please also describe the project's nexus to lands of the National Wildlife Refuge system and connection to the management goals of the NWRS.

4. **Project Activities, Methods and Timeline:** *In Table 2B (Project Details Tab), please list the project management activities addressing each objective including specific metrics or targets and a timeline for completion.* In the narrative, describe the proposed project activities, and describe how they relate to the stated project objectives. Provide a detailed description of the method(s) to be used to carry out each activity, and describe how long it will take for the project to be implemented and completed.
5. **Project Monitoring and Evaluation:** *In Table 2C (Project Details Tab), please list the project monitoring activities addressing each objective including specific parameters measured and a timeline for completion. In Table 2D, provide links to monitoring protocols and/or supporting publications, documents, or methodologies and SOPs.* In the narrative, describe what species, population, habitat, or other parameters will be monitored to assess the success of your project, how you will assess progress towards reaching objectives, and how project participants and beneficiaries will participate in these activities. Please describe data management considerations including where data will be stored, when data will be analyzed, and who will do the analysis. Please ensure that any data management needs are adequately reflected in the monitoring budget (see Tables 3C). *Note: a separate monitoring template is no longer required.*¹
6. **Strategic Habitat Conservation (SHC):** Please describe how this action is working within the SHC framework. (The SHC Handbook may be a useful reference: <http://www.fws.gov/science/doc/SHCTechnicalHandbook.pdf>).
7. **Landscape Approach and Cross-programmatic Coordination, Partnerships, and Benefits:** Although the project may be limited in geographic scope, describe how it aligns with and supports broader landscape-scale conservation goals or activities. In addition,

¹ Service Monitoring Resources:

Service Manual 701 FW 2: Inventory and Monitoring in the National Wildlife Refuge System

<http://www.fws.gov/policy/701fw2.html>

Guidance for Developing an Inventory and Monitoring Plan

<http://www.fws.gov/policy/e1701fw2.pdf>

Survey Protocol Handbook: How to Develop Survey Protocols

<http://www.fws.gov/policy/SurveyProtocolsHB.pdf>

If further assistance is needed to develop a monitoring plan, contact Jana Newman, the National Inventory and Monitoring Manager, at 970-266-2922 or jana_newman@fws.gov.

please describe cross-programmatic coordination and how those Service Programs essential to project success have been involved. As applicable, please list the cooperating program(s), identify their point-of-contact (name and title), and describe their role(s).

- 8. Long-Term Sustainability:** While projects may be completed in five years, project goals and objectives should also consider long-term resiliency to climate change and other relevant habitat stressors. Please describe what information, decision-support tools, or other resources (e.g., vulnerability assessments, climate projections, or SLAMM) relied upon to ensure that project design and implementation actions are sufficiently robust to withstand these stressors. When relevant, please also provide how the project may reduce the impacts of climate-related changes that affect target species and habitats. For example, consider whether or how long project area habitat conditions are likely to remain suitable for the species under projected changes in climate.
- 9. Anticipated Outcomes/Likelihood of Success:** Describe the expected biological outcomes and the anticipated benefits of the project on the listed species. Please explain why this project is likely to be successful at achieving the stated goals and objectives within 3-5 years. (i.e., has this type of recovery action been successful in similar situations; models estimate that species status will improve with implementation of this action, etc.) If applicable, estimate how soon the Service would be able to propose a change in species status if your project was fully successful. Please describe any uncertainties that could impact the success of the project.
- 10. Project Budget:** *In Tables 3A-3D, provide details of funding needed for Service management activities, contract activities, and monitoring activities.* Funding can be requested for two years of management or field work and one to three (additional) years of monitoring. Provide additional explanation in the narrative if needed.
- 11. Literature Cited**
- 12. Map or Description of Project Area** *(i.e., Refuge name or other description of project area)*