Onondaga Lake Restoration Project Narrative, Map, and Budget Instructions

Project Narrative (6 pages maximum for Project Narrative, 1 additional page for Map, and 1 additional page for Budget)

• **Project Title**: *The project title should succinctly describe the project.*

• **Statement of Need**: *Describe why this project is necessary (significance/value) and include supporting information. If you have received funding previously (from the US Fish and Wildlife Service (Service) or any other entity) for this specific project work or site, provide a summary of the funding, associated activities and products/outcomes.*

• **Project Goals and Objectives**: *State the long-term,* ***overarching goal(s)*** *of the program/project and how the goals are consistent with the Trustees' restoration requirements (see References below). State the objectives of the project.* ***Objectives*** *are the specific outcomes to be accomplished in order to reach the stated goal(s). The project objectives must be specific, measurable, and realistic (attainable within the project's proposed project period).*

• **Project Activities, Methods and Timetable**: *List the proposed* ***project activities*** *and describe how they relate to the stated objectives.* ***Activities*** *are the specific actions to be undertaken to fulfill the project objectives and reach the project goal(s). The proposed project activities narrative must be detailed enough for reviewers to make a clear connection between the activities and the proposed project costs. Provide a detailed description of the* ***method(s)*** *to be used to carry out each activity. Provide a* ***timetable*** *indicating roughly when activities or project milestones are to be accomplished. The timetable should not propose specific dates but instead group activities by month for each month over the entire proposed project period.*

• **Stakeholder Coordination/Involvement**: *As applicable, describe how you/your organization has coordinated with and involved other relevant organizations or individuals in planning the project, and detail if/how they will be involved in conducting project activities, disseminating project results and/or incorporating your results/products into their activities.*

• **Project Monitoring and Evaluation**: *Detail the monitoring and evaluation plan for the project. Building on the stated project objectives, which must be specific and measurable,* ***identify what you will measure (i.e., quantitative/quantifiable indicators)*** *and* ***how you will measure (e.g., methods, sample size, survey tools)****. Reference the stated project timetable (i.e., process indicators) and budget information (i.e., input indicators). Detail the expected direct effect(s) of the project on beneficiaries (i.e., outcome indicators). Describe the resources and organizational structure available for gathering, analyzing and reporting monitoring and evaluation data.*

• **Description of Entities Undertaking the Project**: *Provide a brief description of the applicant organization and all participating 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 and qualifications for the individual within the organization that will oversee/manage the project activities on a day-to-day basis.*

Map (1 page)

Provide a map that clearly shows the location of the proposed project.

Budget (1 page)

Project costs must have sufficient detail to allow the Trustees to make a clear connection between the project costs and direct benefits to natural resources or natural resource services. The project budget should clearly present costs for tasks such as planning, implementation, monitoring, and reporting. The project budget should demonstrate that **most project costs are associated with project implementation** rather than staff salaries and indirect costs, planning, monitoring, and reporting.

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Reference

Onondaga Lake Natural Resource Damage Assessment Restoration Plan and Environmental Assessment, 2017. https://www.fws.gov/northeast/nyfo/ec/files/onondaga/Onondaga%20RP%20EA%20and%20Appendices%208-11-2017_reduced%20(2).pdf

As part of the natural resource damage assessment and restoration (NRDAR) process, the Trustees (the United States Fish and Wildlife Service and the New York State Department of Environmental Conservation) developed the 2017 Onondaga Lake Natural Resource Damage Assessment Restoration Plan and Environmental Assessment in accordance with 43 Code of Federal Regulations (CFR) § 11.82 and 11.93 to inform the public as to the types and scale of restoration that are expected to compensate for contaminant-related injuries to natural resources. The Trustees preferred restoration alternative includes a suite of restoration projects that fall within one of the following restoration project types: habitat creation, restoration, and enhancement; habitat preservation through land acquisition and conservation easements; or recreational enhancement projects.

Eligible Applicants

All potential applicants are eligible. Applicants should have expertise in habitat and natural resource restoration or design of recreational amenities and the ability to complete projects in a timely and cost effective way.

Project Review/Selection Process

The Trustees will review all application packages. Project selection is subject to Trustee discretion, based on how closely the project adheres to Department of Interior (DOI) NRDAR Criteria (CFR 43 § 11.82) and the specific Onondaga Lake Restoration Selection Criteria, as described in the 2017 Onondaga Lake NRDAR Plan and Environmental Assessment. Proposed restoration projects will be assessed to determine if they satisfy the following DOI NRDAR Criteria, defined in this request for proposals as DOI Acceptability Criteria: Legal Compliance, Nexus to Injury, Demonstrated Feasibility, Costs Result in Direct Restoration, and Not Otherwise Required. Proposed restoration projects that do not meet the DOI Acceptability Criteria will not be considered further. Proposals meeting the DOI Acceptability Criteria will then be evaluated against the remaining DOI Criteria and the Onondaga Lake Restoration Selection Criteria to determine the level of restoration benefit to be achieved and project costs. The Trustees may ask some project proponents to modify their project scope and/or budget to achieve compliance with project selection criteria. Prior to awarding of funding, project proponents must ensure that the restoration project will be maintained and protected for a length of time commensurate with the funding and project purpose.

DOI Acceptability Criteria

• **Legal Compliance**: The project complies with applicable laws, policies, and regulations. Projects that do not meet minimal legal requirements will be removed from further consideration.

• **Nexus to Injury**: The project will provide benefits that are linked directly to potentially injured natural resources or related service losses as described in the 2017 Onondaga Lake NRDAR Plan and Environmental Assessment. This includes a focus on projects within the Onondaga Lake watershed (and therefore projects that have geographic proximity to potentially injured resources), as well as projects that promote habitat connectivity and/or expanded public use. Projects that have no link in watershed, geographic area, species population, or affected user group to the injured resource will not be considered further.

• **Demonstrated Feasibility**: The project is technically feasible based on project activities and project implementation information submitted within the proposal. Projects that are not feasible will be removed from further consideration.

• **Costs Result in Direct Restoration**: Project costs are presented with sufficient detail to allow the Trustees to make a clear connection between the project costs and direct benefits to natural resources or natural resource services. The

project budget should clearly present costs for tasks such as planning, implementation, monitoring, and reporting. The project budget should demonstrate that most project costs are associated with project implementation rather than staff salaries and indirect costs, planning, monitoring, and reporting.

• **Not Otherwise Required**: The project will provide natural resource benefits and services that would not otherwise be generated. The project is not otherwise required (e.g., under Federal, state or local laws, regulations or permits), funded, or assured of completion irrespective of NRDAR activities.

Additional DOI Criteria

The restoration project must also consider the following DOI NRDAR criteria:

• **Potential to Cause Additional Injury**: Projects do not cause additional injury resulting from the proposed actions, including long-term and indirect impacts, to natural resources or natural resource services.

• **Ability of Resources to Recover without Project**: Restoration will not occur without the implementation of the project.

• **Potential Effects on Human Health and Safety**: Project does not pose a threat to human health of safety.

• **Consistent with Tribal, State, or Federal Policies**: Project is consistent with Tribal, State, or Federal Policies.

Onondaga Lake Restoration Selection Criteria

The Trustees will prioritize restoration projects that satisfy the above, including the following additional Onondaga Lake Restoration Selection Criteria:

• **Quantifiable Restoration**: Project is focused on direct restoration of natural resources or natural resource services within the Onondaga Lake watershed, with accomplishments such as acres/miles of habitat restored or protected or recreational access or opportunity improved (e.g., improvements to trails, angling, boating or other outdoor recreation access; open space protection). Project should have minor emphasis on components such as staff salaries and indirect costs, environmental or feasibility studies, surveys, assessments, data compilation, or development of management plans. Project is sufficiently developed such that implementation can occur in a timely manner.

• **Benefits to Species**: Project results in restoration of native species, recreational fish, protected species, or sensitive or unique habitat.

• **Habitat Connectivity**: Restoration project is adjacent to lands with protected status or connects people to nature.

• **Ecological and Recreational Benefits**: Project provides benefits to both natural resources and recreational users of those natural resources.

Award Requirements

Awards will primarily be funded through the US Fish and Wildlife Service (Service) as a grant or cooperative agreement. Prior to award, the Service will require the selected applicant to complete a statement regarding indirect costs, Single Audit Reporting, potential overlap or duplication in terms of activities, funding, or time commitment of key personnel, project equipment, and pre-award costs. Depending on the circumstances, modification of the application, other pending applications, or an active award may be necessary.

The Service will also require the selected applicant to complete, when applicable, the following: Standard Form (SF) 424 Application and Budget forms and SF-LLL Disclosure of Lobbying Activities. Additional Service requirements include Service review of the project for compliance with the Endangered Species Act, National Environmental Policy Act, and National Historic Preservation Act.

The Service may not make a Federal award to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the Service is ready to make an award, the Service may determine that the applicant is not qualified to receive an award. The Service can use that determination as a basis for making an award to another applicant.