



HOW-TO GUIDE: TO COMPLETE THE PARTNERS FOR FISH AND WILDLIFE PROGRAM APPLICATION FOR NEW MEXICO

The U.S. Fish and Wildlife Service's (Service) Partners for Fish and Wildlife Program (Partners Program) is a competitive cost-share program to help private landowners improve fish and wildlife habitat on their lands. The information you provide on your application will be used to rank your project along with other applications we receive for funding. We are happy to help provide you with the most complete information for this application process. If you have any questions, please call (505) 346-2525, ext. 4707 (Nancy Riley), 4746 (Denise Smith), 4711 (Nancy Baczek) or 4752 (Maceo Martinet).

Page 1

- Complete and accurate contact information saves time and confusion if we need to contact you for any reason.
- Recognize that staff from the Partners Program will need to drive to the project site. Help them by providing directions that are as clear as possible.
- Note that a USGS topographic map should be included with your application that identifies the project area (see page 6, paragraph 2).
- If it's unclear whether the project site falls within a Focus Area, contact the Partners Program for clarification.

Page 2

- Describe what the project is and what benefits to fish and wildlife are expected. Be as complete as possible and include the type(s) of land affected (e.g., upland forest, grasslands, streams or riparian habitat, and/or wetlands). Always be specific where you can (e.g., length of fencing to be installed (feet or miles); what type of fencing (4-strand barbed wire, 2-strand electric); plant native riparian species on X acres).
- When identifying "unique aspects" of your project, and your land and its management, include past and current conditions, practices, description of the terrain, and any plants or animals you have identified.
 - Example 1: "The stream used to have a lot of trees adjacent to it when I was growing up, and there were always lots of birds and animals around. Now most of the trees are gone, and the stream bed and banks erode during each summer storm event. If we can stop the erosion and plant some trees, we think the wildlife will come back."

- Example 2: “This was a working ranch with a large herd of cattle, but as the current owners we are dedicating the land to wildlife habitat. We want to restore the grasslands and the creek so they provide the best habitat possible.”
- Example 3: We have a working ranch with prairie chickens, but we’re not seeing as many chickens as we used to. We would like to remove mesquite that has invaded the pastures and put in some cross fences to allow us to rest some areas each year from grazing so that the grasses will be dense and tall enough for nesting and brood rearing habitat.
- What are “your desires and goals” for this project? What results, benefits or contributions will this project have?
 - Example: “We want more wildlife attracted to this site.” or “This project will create nesting habitat for the southwestern willow flycatcher.” or “This project will result in an increase in prairie chicken nesting success.”
- In the project narrative, describe what you are requesting the Partners Program to fund; and how the project will be constructed/implemented, using what type of equipment and materials. What labor is needed and who will be performing the work? Identify labor, materials, and/or funding you will be contributing.
 - Example: “Funding from the Partners Program will be used to install fencing and plant grass seed. I will purchase the fencing materials and grass seed.” or “Funding will be used to hire labor at a cost of \$1,000 (100 hours at \$10/hr) to remove invasive trees using chainsaws.”

Note: The Partners Program cannot purchase capital equipment or vehicles such as bulldozers, trucks, computers, etc. The funding must be used for on-the-ground restoration activities.

- Project partners may include state or non-governmental funding (e.g. National Wild Turkey Federation), or a business or neighbor willing to provide labor or equipment needed to complete project implementation. Describe in the project narrative if other funding will be received for work on this project site, who it’s from, and how other grants or funds will be used. Include any other project partners, such as volunteer labor and equipment. Copies of any other cost-share agreements should be included with this application.
- An example cost-share table is provided for your reference. “Cooperator Cost-Share” is all other project expenses that would not be paid by the Service’s Partners Program, including the applicant’s contributions as well as all contributions by project partners. The “Service Cost-Share” is the funding requested from the Partners Program. Be sure that any work activities or materials you list on the table are also included in the narrative description of the project.

Example:

Practice Description	Practice Cost	Cooperator Cost-Share	Service Cost-Share
Juniper Thinning 20 acres @\$150/acre	\$3,000	\$1,000	\$2,000
Removal of salt cedar and Russian olive in riparian area 3 acres @ \$2,500/acre	\$7,500	0	\$7,500
Plant riparian area with native plants	\$2,000	\$500	\$1,500
Fence riparian area 2,500 ft @ \$1.75/foot	\$4,375	\$1,375	\$3,000
TOTAL PROJECT COSTS:	\$16,875	\$2,875	\$14,000

- Use this internet link to find the threatened, endangered and candidate species in New Mexico by county: <http://www.fws.gov/southwest/es/NewMexico/SBC.cfm>. State listed species can be found at <http://www.bison-m.org/databasequery.aspx>. If you do not have access to a computer, call or email the Partners Program staff to get the information.

Page 3

- Be as specific as possible filling out these sections, as the information will be used to rank the proposal.

Page 4

- The term "invasive plant" is used to describe plants that aggressively compete with, and displace, locally-adapted native plant communities. They can be non-native, i.e. salt cedar and Russian olive in riparian areas, or native (e.g., juniper, mesquite, or cholla expanding into grasslands).
- Describe any need for water rights "change of use" permits.
- For projects that involve ground disturbance (e.g. installation of water pipelines or using a bulldozer to clear an area for fence construction), an archaeological survey must be conducted to determine if there are any cultural resources that could be negatively impacted by project implementation. If an archaeological survey has not already been completed on the project area, program funds may be used to hire an archaeologist to complete a survey. The results of the survey will be coordinated with the State Historic Preservation Officer (SHPO). If it is determined that there are cultural resource sites that could be impacted, the project may need to be modified to avoid impacts. A project that would destroy cultural resources would not be funded by the Partners Program.

Page 5

- Sections 2 and 3 - Be as specific as possible filling out these sections, as the information will be used to rank the proposal. Please feel free to call anyone in the Partners Program if you have any questions.
- An internet link with general information about habitat for the lesser prairie-chicken: <http://www.westgov.org/wga/initiatives/HighPlains/leaflet.htm> which can be found by searching for “lesser prairie chicken.”

Page 6

- Please be sure to include a general location map of your property and a map of the activities you would like to accomplish (if possible). Any photographs you have that show what you want to do would be very helpful.
- We are happy to help you with your project design and in filling out this application form. Please call if you have other questions or need additional technical assistance.

Nancy Derey Riley, State Coordinator
Denise Smith, Nancy Baczek, Maceo Martinet
U.S. Fish and Wildlife Service
2105 Osuna Road, NE
Albuquerque, NM 87113

Phone: (505) 346-2525 or toll-free 1-800-299-0196

Fax: (505) 346-2542

Website: http://www.fws.gov/southwest/es/NewMexico/PFW_home.cfm