

## Guidance for 2012 Recovery Funding

This guidance identifies steps to develop and submit a pre-proposal and a proposal to the Recovery Program of the U.S. Fish and Wildlife Service (USFWS) in Washington State for funding consideration.

### Steps to Pre-Proposal Development

1. Review the Notice of Funding Availability (NOFA) for the Recovery Program online at <http://www.fws.gov/wafwo/>
2. Discuss your idea for a project with the appropriate USFWS contact identified in Table 2 in the NOFA.
3. Develop a pre-proposal using the cover sheet, narrative, table, and budget templates provided in this guidance.
4. Submit your pre-proposal to USFWS at [RecoveryFunding@fws.gov](mailto:RecoveryFunding@fws.gov). **Pre-proposals are due to USFWS by 5 pm on Monday, August 22, 2011.**
5. Submit the following pre-proposal information, required by the Recovery Program, in this order:
  - 1-page cover sheet
  - no more than 3 pages of narrative
  - summary table
  - no more than 2 pages of maps and/or attachments
  - 2-page project budget

### Steps to Proposal Development (follow if USFWS has contacted you and asked for a proposal)

1. Work with your USFWS contact early in the process to discuss your project proposal.
2. Develop a draft proposal. **Draft proposals are due to your USFWS contact on Monday, October 17, 2011.** Your contact will review your draft proposal and may suggest changes. Work with your USFWS to incorporate changes to your proposal to improve its competitiveness.
3. Finalize your proposal. **Final proposals are due to USFWS by 5 pm, Monday, November 14, 2011.** Final proposals must be submitted electronically to: [RecoveryFunding@fws.gov](mailto:RecoveryFunding@fws.gov).
4. Use the cover sheet, summary table, and project budget templates provided in this guidance for your proposal. Use the bolded headers shown in this guidance for the narrative sections of your proposal.
5. Use 0.75-inch margins, single line spacing, and font size 12.
6. Submit the following proposal information, required by the Recovery Program, in this order:
  - 1-page cover sheet
  - no more than 7 pages of narrative
  - no more than 4 pages of maps and attachments
  - summary table (does not count toward page limit)
  - 2-page project budget

**FY 2012**

**Recovery Funding Pre-Proposal *or* Proposal**

**Cover Sheet**

<b>Project Title:</b>	
<b>Target Species:</b>	
<b>Project Applicant:</b>	
<b>Contact Person:</b>	
<b>Mailing Address:</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Project Location:</b>	
<b>County:</b>	
<b>WRIA:</b>	
<b>TRS:</b>	
<b>GPS:</b>	
<b>Property Owner:</b>	
<b>Property Use:</b>	
<b>USFWS Funding Requested:</b>	
<b>Cost Share (\$) to be Provided:</b>	<b>Cost Share (%) to be Provided:</b>
<b>% Administrative Overhead Requested:</b>	
<b>USFWS Contact for this Project:</b>	

*(Use the following information as a guide when writing your proposal for Recovery Funding. Use the headers shown in bolded type and address each of the items described, as appropriate.)*

## **INSERT PROJECT TITLE HERE**

### **PROJECT DESCRIPTION**

Identify what task(s) will be undertaken if the proposal is funded, when it will occur, what will result, why it is needed, who will do it, and what species will benefit. Describe this project in relationship to other relevant projects and within a landscape context.

For research, monitoring, or assessment projects, identify methods or protocols to be used. It may be useful to describe how these were selected and why their use is appropriate.

Consider if climate change will affect your project's feasibility and benefits. If your project is unlikely to be affected by climate change, explain why not. If your project could be affected, describe how project design accounts for climate change impact(s) on a species and/or its habitat, and contributes to improving the resilience of either or both.

Describe documents or other deliverables to be produced by the project. Identify when they will be produced and how they will be used or distributed. All funded projects will be required to provide annual reports and a final report for administrative accountability. Incorporate these into project workload and planning as you develop your proposal and if you provide a timeline for your project implementation.

Indicate if you are willing to accept partial funding for your project if full funding is not possible, and indicate what could be accomplished if partial funding was awarded.

### **PROJECT OBJECTIVES / BENEFITS**

Identify project objectives and benefits to species and their habitats. Proposals will be scored higher for their potential to provide more species benefits and higher priority recovery, action, or conservation plan tasks (as indicated in the summary table). Proposals will also be scored on: how long species benefits will persist; how certain it is that species benefits will be achieved; how quickly species benefits will be realized if your project is funded; if the project will prevent extinction of the species within 5 years of implementation; and what recovery opportunity would be lost if the project is not funded. Quantify expected benefits, where possible.

For research projects, be sure to identify objectives in terms of species benefits; explain how methods (experimental design) will achieve the expected results; and explain how results will contribute to species recovery. Identify how your scientific findings will be reported, if you will produce a peer-reviewed journal article, and whether such findings will be presented at professional society symposia or at a scientific conference. You may append a full research proposal to your proposal (or provide a link), but your proposal should contain enough information to be evaluated on its own.

Consider if climate change will affect your project's feasibility and benefits. If your project is unlikely to be affected by climate change, explain why not. If your project could be affected, describe how project design accounts for climate change impact(s) on a species and/or its habitat, and contributes to improving the resilience of either or both.

### **PARTNERS**

Identify any Partners and their specific roles in the project.

### **MONITORING**

Describe Monitoring associated with the project (consider purpose, frequency, timeframe, protocols, reports). If your proposal is for a monitoring project, this section may not be necessary.

### **PROJECT COSTS**

Costs must be reasonable and appropriate to the locality and scope of the project. All costs charged must be incurred during project implementation. Attach a 2-page project budget using Standard Form 424A (go to <http://www.acf.hhs.gov/programs/ofs/grants/sf424a.pdf>). If not adequately described in the attached budget, include the following items here or as an attachment.

**Personnel:** List wages by position title, number of hours for work on the project, pay rate, and the total cost for each position.

**Supplies/Materials:** Identify the number of items and costs per unit for each line item listed. Include such items as fencing materials, seedlings, culverts, traps.

**Contracts - Equipment:** List costs for equipment usage and rental.

**Other Contracts:** List other contracts such as sub-contractors.

**Travel:** List all costs associated with travel directly related to the project.

**Training:** List all training-related costs.

**Monitoring:** List all costs related to before, during, and after project completion monitoring.

**Outreach:** List any outreach/education costs.

**Other Project Costs:** Specifically identify any other costs.

**Administrative Overhead Expenses:** See guidance in NOFA.

**Cost Share:** See guidance in NOFA.

**SUMMARY TABLE**

Complete and append the following summary table to your proposal (you may also incorporate it into the benefits section if the table is < 1 page). Table headers may be oriented horizontally or vertically.

Identify Species (Common & Scientific Name) and Status* Identify Species Federal and State Status*	Identify each task under each plan** that will be achieved by the project		Over what time period will this task occur?	Will the project partially or fully achieve the task?	What deliverable will be produced by completing this task?	Who will carry out this task?	What species benefit(s) will be achieved?
	Plan and Task #	Task					

\* FE – federal endangered, FT – federal threatened, FC – federal candidate, FSC – federal species of concern  
SE – state endangered, ST – state threatened, SS – state sensitive, SC – state candidate, PS – state priority species

\*\*Recovery Plan, Species Action Plan, and/or Species-Specific Conservation Strategy

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