# Federal FY2020 NFHP Project Application and Selection Guide for the

# Southwest Alaska Salmon Habitat Partnership

This guidance includes information for preparing and submitting a project proposal through the Southwest Alaska Salmon Habitat Partnership (SWASHP), a National Fish Habitat Partnership, to receive funding in support of priority conservation activities identified in the Strategic Action Plan ( <http://www.southwestsalmon.org/home-2/strategic-plan/> ). The SWASHP steering committee welcomes project proposals from all partnership organizations. Project proposals will be reviewed and ranked during the fall 2016, and approved as contingent until funding is released by the USFWS and the Board of the National Fish Habitat Partnership (NFHP) by mid-May 2019. Those project proposals selected for funding will be announced after funding becomes available with the passage of the fiscal year 2019 federal budget. Project proponents are advised that funding may be awarded to their organization as late as August 2019.

Proposals should be submitted via email by 11:59 p.m. Alaska time Monday **October 21, 2019**.

Participants need to prepare and submit proposals that describe their project and its benefits for fish habitat. A project proposal includes a project summary (Attachment 1), and a full description (Attachment 2).

**FREQUENTLY ASKED QUESTIONS**

## Who may apply for funding?

Any individual or organization can apply who has the capacity to receive federal funds and satisfy funding reporting requirements. Go to [www.grants.gov](http://www.grants.gov) to learn more about federal funding requirements.

## What types of projects may be funded?

Habitat-based projects that protect, restore, or enhance fish and aquatic habitats or otherwise directly support habitat-related priorities of the Southwest Alaska Salmon Habitat Partnership by addressing one or more objectives in our Strategic Plan <http://www.fishhabitat.org/the-partnerships/southwest-alaska-salmon-habitat-partnership>

Priority objectives within the plan are listed below.

* Protect Water Quantity and Flow
* Preserve Connectivity Between Habitats
* Protect Water Quality
* Protect Riparian Corridors from Fragmentation
* Understand and Address the Impacts of Climate Change
* Maintain an Informed Constituency that Values Salmon
* Provide Tools and Assessments Useful for Land Management
* Prevent the Establishment of Invasive Species

We encourage projects that address these identified priority objectives. Funding will be announced and awarded in the form of a cooperative agreement by U.S. Fish and Wildlife Service (FWS). It is highly recommended to speak with a contact listed below prior to proposal submittal to discuss projects for applicability, feasibility and general application assistance.

Trent Liebich (Phone: 907-271-1798), email: [trent\_liebich@fws.gov](mailto:trent_liebich@fws.gov)

Libby Benolkin (Phone: 907-271-2718, email: [elizabeth\_benolkin@fws.gov](mailto:elizabeth_benolkin@fws.gov))

Tim Troll (Phone: 907-317-6593), email: [nmwtlandtrust@hotmail.com](mailto:nmwtlandtrust@hotmail.com) )

## What types of projects may NOT be funded?

Funding for projects comes from the FWS and follows Policy 717 FW1 <http://www.fws.gov/policy/717fw1.html>. *Ineligible expenditures.* Funds may NOT be expended on the following activities under Section 1.8 of Policy 717 FW 1. If any of these activities is integral to a project under the strategic action plan, funds from other sources can support the activities, but not NFHP funds. Those other funds may qualify as matching or leverage, however.

(1) Pre-award costs associated with preliminary design, surveys, and appraisals.

(2) Realty costs (e.g., lease or purchase interests in real property or to make rental or other land use incentive payments to landowners).

(3) Operation and maintenance of facilities or structures. This applies to buildings and structures only and not to maintenance or construction of earthen structures.

(4) Actions required by existing regulatory programs, except that funds may support activities under voluntary agreements that exceed regulatory requirements for conserving habitats (e.g., hydropower licensing in which the licensee enters into a voluntary agreement to restore habitat that exceeds regulatory requirements).

(5) Projects that are primarily research studies (fish habitat assessment projects can be funded and are not considered research).

(6) Long term monitoring projects (this includes long term monitoring of fish populations)

(7) Incentive payments.

## What are the funding limits for a proposal?

There are no set minimums or maximums but funds are all subject to availability. In past years, the Partnership has funded 2 to 3 projects a year ranging in costs from $10,000 to $100,000.

## What is cost sharing?

For this project application, cost sharing refers to a ratio of financial value of what is matched or leveraged for the proposal compared to the funding request (e.g. 1:1, 2:1, 3:1). Cost share can be composed of both Federal and non-Federal sources and can be in-kind contributions, salary or cash. Proposals must include a distinction within their budget of funds that *match* and funds that *leverage* the NFHP funds.

Match: Match is non-Federal funding, in-kind contributions or cash.

Leverage: Leverage includes Federal funding that can be financially valued, but is not counted in the match.

## What are the cost sharing requirements for a proposal?

## Proposals are encouraged to demonstrate significant cost sharing which helps the Partnership to compete for funds nationally. Cost sharing may be increased by broadening the number and contributions of partners involved in a proposal. Proposals with cost sharing will be scored at incrementally higher levels based on cost sharing at 1:1, 2:1, or 3:1.

## When are proposals due?

Proposals can be submitted from the date of this announcement to October 15, 2018, 11:59 pm Alaska time.

## How do I apply for NFHP funding?

Email an electronic proposal to [elizabeth\_benolkin@fws.gov](mailto:elizabeth_benolkin@fws.gov) and “carbon copy” and [nmwtlandtrust@hotmail.com](mailto:jspeed@tnc.org) on or before the deadline. Ensure you receive confirmation of receipt of your proposal by the deadline.

## Is there a format for a NFHP proposal?

We provide a format in Attachments 1 and 2. Attachment 1 is a one to two page project summary, and attachment 2 is a three to eight page full description, including maps, photos, and drawings. Please note attachment 2 has an 8-page maximum. Use a readable font, size (11 – 12) for both documents. The full description will be used by the Partnership Steering Committee for project ranking. The project summary will be used by the national review board, as they must review over 100 projects. Budget tables, maps, drawings, and photos will count as part of the 2-page summary and 8-page attachment description.

## What criteria are used to score proposals?

We will use the scoring criteria listed in Attachment 3 to evaluate proposals. **Please carefully review the criteria and point system**.

## Must a proposal address Climate Change?

Projects that promote adaptation to climate change are encouraged. (<http://www.fws.gov/home/climatechange/strategy.html>). Prospective proposers should review the Partnership Strategic Conservation Plan at page 51 to understand how climate change may weigh into the evaluation and ranking of project proposals.

## What is expected for outreach?

## All projects are encouraged to have an outreach component, whether it is informing the public at a community meeting or creating a small article or news release in the local paper. All funded projects are also expected to present results though an oral presentation or poster at the annual Southwest Interagency Meeting general held in Dillingham in March. An abstract describing activities and accomplishments with pictures of the project for the Partnership’s website will be required as part of agreement submittals for all funded projects. Final project reports, findings and papers may also be posted on the website.

***Are support letters required?***

Support letters from project partners are encouraged. Landowner support letter(s) are required for any easement or restoration activity proposed. If your project is selected for funding, a signed landowner consent letter is required for on-the-ground restoration projects (template in Attachment 4) as well as a separate list of partners and their contact information.

## How will proposals be selected?

Proposals will be forwarded to the Southwest Salmon Partnership Steering and Science and Data Committees. With technical evaluation from the Partnership Science and Data Committee, the Southwest Salmon Partnership Steering Committee will review the proposals using the ranking criteria (Attachment 3). The Steering Committee expects to complete the selection process in October. Top projects will be recommended for funding based on the total amount of project funding allocated for Southwest Salmon Projects. A prioritized list of proposals is submitted to a national review board for their review and endorsement and then sent to the FWS Director for final approval.

## When will project selections be made?

Applicants will be informed in October as to the status of their project based on their ranking in the priority list and available funding. As noted, the project selection process is lengthy. For example, in 2017, some funds only became available in late August. For 2019, expect to be informed about proposal funding in mid-May with a similar timeframe for funding availability. It is highly recommended that this timing is considered when planning project implementation.

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## What do I need to know to get started if my project is selected for funding?

Funds for projects are processed through the FWS and are paid on a reimbursable basis. A FWS project cooperative agreement will be completed with successful applicants by the appropriate FWS staff.

Funding recipients are required to obtain a DUNS number when completing grant paperwork before returning it to the FWS for processing. Contact Dun and Bradstreet at the dedicated toll-free DUNS number request line at 1-866-705-5711 or online <https://eupdate.dnb.com/requestoptions/government/ccrreg>.

Register that specific DUNS number in the “Business Partnership Network / Central Contractor Registry” (CCR) and confirm accuracy of registry information annually thereafter. Visit http://www.ccr.gov and click on “Register in CCR.” FWS does not administer the CCR database. Direct all questions to the CCR Assistance Center at 1-888-227-2423. Active registrant status in CCR must be maintained for the entire lifespan of this grant award.

Recipients will also need to complete and submit the Standard Form 424 Application for Federal Assistance (SF-424).

The FWS began using a new Financial and Business Management System (FBMS) on November 7, 2011. Under this system, funding recipients will be required to use the Department of the Treasury's payment system called the Automated Standard Application for Payments (ASAP), an online payment system. If your organization is already participating in ASAP for another federal agency, you will still need to provide this information to the FWS and indicate your ASAP ID. The form is available at: [www.fws.gov/fbms](http://www.fws.gov/fbms). After the FWS verifies your enrollment, you will enter your bank account information into ASAP. When completed, your FWS awards will be connected to your current ASAP account.

**Attachment 1 – Project Summary**

|  |
| --- |
| Organization and Contact Person:  E-mail: Phone Number:  Project Title (95 characters maximum): |
| Funding Request: Match or In-kind: Project Total: |
| Project Location: |
| Proposed Accomplishment Summary (500 characters maximum): |
| ***Project Description*** |
| The importance to the resource (350 characters maximum): |
| The resource issue (problem or need) and the specific cause of the issue (350 characters maximum): |
| The objective of the project with reference to the issue (350 characters maximum): |
| The method applied to accomplish the objective (350 characters maximum): |
| Additional information, including outcomes/benefits to salmon (1250 characters maximum): |
| Projects linkage to the Strategic Action Plan Conservation Strategies: |

# Attachment 2 –Format for Southwest Salmon Partnership NFHP Proposals

Project description should be 3 to 8 pages in its entirety, using a readable font size (11 – 12).

**Cover Page:** (optional)

**Date:**

**Project title:**

**NFHP funds requested:**

**Cost Sharing provided:**

**Project point of contact:** Organization name, contact name, title, phone number(s), and e-mail address.

#### ****Project abstract****

The project abstract describes the type and duration of activity that will take place with the NFHP funds. This should be a quarter to one-half page in length.

#### ****Project narrative****

The project narrative clearly identifies the issues the proposal will correct or help solve for the benefit of fish habitat. It must articulate the following information:

(1) Assessment of needs – describe how proposal relates to and support broader landscape issues and larger initiatives, e.g. watershed plans, recovery plans, and multi-year projects, in addition to linkages to the FHP strategic plans. Lacking this information, a project may appear to be a localized treatment of symptoms that does not address root causes of habitat decline.

(2) Objectives with reference to the resource issue(s) addressed by the proposal.

(3) Proposed timeline, end date and a table containing schedule and description of milestones for the proposal that can be used to monitor project progress.

(4) Methodology – clearly describe proposed methods and approach, and identify whether funds will be used for engineering/design work, for construction, or both. Project proposals that propose the use of potentially controversial techniques, such as bank hardening by installing rip-rap, should explain why those techniques are appropriate in the specific situation.

(5) Geographic location (maps optional but recommended, including land ownership).

(6) Number of impacted acres, miles of stream or shore line, or other quantified measure.

(7) Species / populations benefited.

(8) Other partners involved in project proposal.

(9) Performance measures & outcomes – identification of clear, obtainable, and quantifiable goals and performance measures that will achieve the management goals and objectives of the Strategic Action Plan. State what will be accomplished within the funding. Assessment, education or other non-on-the-ground projects proposals should clearly relate to habitat conservation outcomes, and state how they address strategic priorities of the Southwest Salmon Partnership.

(10) A description of monitoring activities used to compare pre and post project success.

#### ****Applicant Qualifications****

Name and describe the qualifications and experience of the lead organization and key positions that will be responsible for the project. Please describe qualifications of project advisors, consultants and other project partners (organizations and/or individuals).

Describe or give examples of past similar work that exemplifies your organization’s ability to carry out this project, including past experience with federal funds and their success in completing federally funded projects in the past.

#### ****Budget table and narrative:****

The budget table should be a simple line item budget designed so that reviewers can understand how funds will be spent. Typical line items typically include salary, contractual, equipment/supplies, and indirect costs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Item** | **NFHP Requested $** | **Match $** | **Leveraged $** | **Total Cost Share (Match + Leverage)** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Totals** |  |  |  |  |

**TOTAL BUDGET SUMMARY:**

|  |
| --- |
| **Total Budget (NFHP Request + Match + Leverage):** |

The budget narrative will clearly state what entity will receive funding and implement the project, i.e. FWS or a partner or a combination. It should include discussion of each budget line item including direct cost items such as salaries, equipment, consultant services, subcontracts and travel, as well as cost sharing information (both match and leverage). Clearly identify whether the funds will be used for engineering/design work only, construction only, both, or some other activity. Applicants may cover new administrative costs, but they cannot include administrative costs incurred before project award.

Narratives should discuss the cost of the project compared to similar conservation activities in that area. While habitat project costs vary widely, project descriptions should at least address how the quality and quantity of habitat improved is a good investment of funds, using a quantitative approach where possible.

#### ****Additional information:****

Additional information might include photos, maps of project sites, design drawings, etc.