2022 Multistate Conservation Grant Program Announcement

**Submission Deadline: 5:00pm Eastern Time on July 20th , 2021 **

__Full Grant Proposals__

<u>**Submission Instructions**</u>

You must submit your proposal through https://afwamscgp.smapply.io/ - Allows for AFWA review

You must submit the proposals through www.GrantSolutions.gov or www.grants.gov. Please make sure your organization has an account. – Allows for USFWS to review, award and close the grant.

Review application carefully before submitting. Once you submit, you can't go back to make changes!

Format - The Full Grant Proposal consists of the following:

Part I: Grant Proposal

1. Project Narrative
2. Budget
3. Qualifications (Limit – one paragraph per individual)

Part II: Required Federal Forms

1. Application for Federal Assistance (SF 424)
2. Budget Information for Non-Construction Program (SF 424-A)
3. Compliance Assurances for Non-Construction Programs (SF 424-B)
4. NICRA (Negotiated Indirect Cost Rate Agreement) if indirect are requested in the budget.
5. Organization's Required Statements

- **Accessing the Required Forms:** PDF fill-able/printable versions can be downloaded from the USFWS' Wildlife and Sportfish Restoration Programs Toolkit (Please click the link below).
     https://fawiki.fws.gov/display/WTK/Forms

- **Deadline: Grant Proposals must be submitted online** *no later than* **5:00pm EST on Tuesday, July 20th, 2021.** You will not be able to submit after the deadline. Please don't wait till last day to submit your proposal. Allow yourself few days in case you run into issues or the site happens to be down/crash.

Checklist prior to submitting your Full Grant Proposal:

1. **Obtain Unique Entity Identifier:** A UEI is a unique, 9-digit number that verifies the existence of a business entity worldwide. Business entities with multiple physical locations may have more than one UEI number. Presently, the UEI is provided by Dun & Bradstreet and is commonly referred to as a DUNS number. You can obtain a DUNS number, free of charge, by going to the Duns and Bradstreet website. A DUNS number may be issued as rapidly as 1-2 days, if initiated via their online portal. A DUNS number is required prior to an entity registering in SAM, since one of the data fields required is the entity's DUNS number.

2. **Register in SAM:** Unless you are waived, you must be registered in SAM prior to submitting a formal application for Federal funding to a Federal awarding agency. Once you have an active SAM registration, recipients are required to update their information in SAM on at least an annual basis in order to maintain the active registration. If you let your SAM registration expire, the FWS will not be able to make any financial amendments to your approved grant, while your registration is expired. Information that you will need to register in SAM includes: (1) DUNS; (2) Legal business name; (3) Address; (4) Taxpayer Identification Number (TIN)

3. **Enroll in ASAP**: Applicants who receive a Federal grant will be required to enroll in the U.S. Treasury's Automated Standard Application for Payments (ASAP) in order to receive payments under their grant. If you have never enrolled in ASAP or have never been enrolled in ASAP under a FWS grant, then WSFR staff will facilitate your enrollment. Please fill out sections 1-3 of the ASAP enrollment form (see AFWA's site) and submit it within your Federal application package. If your organization is awarded by the selection process and approved by WSFR, WSFR will initiate your enrollment into the ASAP payment system while processing your proposal. ASAP will notify your organization POC how to complete the enrollment process, including enter your organization's banking information into the system. Once your enrollment is complete, as you incur eligible and allowable costs under the grant, the person you designate with the "Payment Requestor" role can request payments as frequently as you want. Funds are typically deposited electronically into your account the next business day. IMPORTANT, recipients must not draw down all their funds immediately on a grant. Payments must minimize the time between requesting funds and your subsequent disbursement of those funds to pay for allowable costs or on a reimbursement basis.

4. **Register in GrantSolutions**: Once awarded complete steps 4 and 5. Financial assistance software platform that allows Federal agencies to manage grants throughout the entire award life cycle. Go HERE

5. **Register in TRACS:** https://tracs.fws.gov/ All TRACS users will need to go through a training. Some applicants may be exempted from entering their grant and project statement information into TRACS. However, the applicant is still required to submit their grant and project statement information in a TRACS-ready format using the standardized objectives, since the awarding agency will enter this information on their behalf.

INSTRUCTIONS (Full Grant Proposal)

2022 Multistate Conservation Grant Program

I. Proposal Details

1. Descriptive Title:	MSCGP – Write the proposal tittle		
2. Recipient Location (State/Territory):			
3. Grant Start Date:	January 1st, 2022	4. Grant End Date:	December 31st , 2022

5. **Summary Statement/Public Description:** The Summary is the first aspect of your hard work that the National Grants Committee members will see and, if not drafted carefully, may be the last.
The summary is the first opportunity to outline your project, certainly, but also impress the importance of your proposal to your proposal reviewers. Be sure and indicate local need for said project, alternatives in the absence of federal support, as well as the benefits of the project both before and after its implementation. The consequences of the proposal after funds are allocated should certainly be highlighted, essentially ensuring that the National Grants Committee members reviewing the proposal will see clearly, from the first page, the benefits of allocating funds.

6. **Grant Recipient Contact(s)** - list full name, title (optional), phone number, email address and organization name

II. Program(s)

1. Grant program(s) associated with this grant proposal (check all that apply)

☐ Modern Multistate Conservation Program - Wildlife Restoration (R3 MSCGP)
☐ Traditional Multistate Conservation Program - Sport Fish Restoration (T-MSCGP)
☐ Traditional Multistate Conservation Program - Wildlife Restoration (T-MSCGP)

III. Additional Information

1. **Organization Type** (check one):
    ☐ 12 – Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
    ☐ 13 – Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education
    ☐ 00 – State governments
    ☐ 06 – Public and State controlled institutions of higher education
    ☐ The United States Fish and Wildlife Service, or a State or group of States

2. **Beneficiary Information.** Please choose one of the following categories that best describes the geographic scope of the project:

    a. Project benefits at least 26 states. Using states abbreviations, please list all states that will benefit.
    b. Project benefits a <u>majority </u>(over 50%) of the States in a <u>U.S. Fish & Wildlife Service Region</u> that will benefit <u>and</u> list the States in each Region that will benefit (use State abbreviations).
    c. Project benefits a <u>majority </u>(over 50%) of the States belonging to a regional association of State fish and wildlife agencies (click each of the Associations for the state members, <u>WAFWA</u>, <u>MAFWA</u>,

3. **The Strategic Priority Addressed – Please refer to 2022 Strategic Priorities**

4. **Conflict of Interest Disclosure Statement** (check one)
    - ☐ Not Applicable
    - ☐ If applicable, enter the statement below

PROJECT STATEMENT

The project statement is one of the required documents (perhaps the most important document) to be included in an application for Wildlife and Sport Fish Restoration program funding. Other WSFR administered programs also require a project statement, but sometimes refer to it by other means (i.e. project narrative or proposal). The project statement is the heart and soul of your grant application. It helps to identify a conservation issue, problem, or opportunity that must be addressed, as well as, the actions that your agency/organization will implement to help resolve the issue, problem, or opportunity. A project statement is required for each distinct project funded in a grant. There is no standard format that all applicants must use for their project statements. However, there are certain required elements that must be included for a complete project statement. Project statements generated in TRACS contain the required elements of the Project Statement per 50 CFR 80.82.

I.   General Info

1. Project Statement Title	☐ Copy Grant Title, or ☐ Enter unique project statement title below:
2. Geographic Location:	
3. TRACS Group - Select the group responsible for the grant proposal at the lowest level (e.g. the state agency and/or division or sub-group):	

4. Point of Contact (identify a single point of contact for grant activities) - list full name, title (optional), phone number, email address and organization name: : Identify the primary single point of contact for the grant activities in this performance report (this may be the same person listed as the grant recipient in the Grant Proposal or may be another staff member). Enter the search parameters by First and Last Name or Email Address or click Add Contact if needed.

II. Need & Purpose

1. **Need** (Identifying the Issue) This should be a clear and concise account of the problems or issues that need to be addressed, and which were the foundation for applying for this specific grant in the first place. The important aspect is to present the data in relation to your proposal to clarify a need that only grant funding can relieve. Applicants will want to note how the organization or individual came to notice the problem or issue, the nature of the problem, what is currently being done, and the purpose for developing the proposal. Also include the remaining, (if limited), alternatives if funds are not allocated, and what will happen if the project or problem is not addressed.

    By a detailed chronicle of the problem or need, the facts, the solution, and the overall benefits from your solution along with the unappealing alternatives, the Problem Statement can effectively make the case for why the

proposed grant funds are a necessity. Explain how this project addresses the desired outcomes described in the Strategic Priority under which this proposal was submitted.

2. **Purpose:** The Purpose states the desired outcome of the project by describing the benefits to users, habitat and/or species and the expected results/outcomes from resolving a conservation need.

III. Objectives

TRACS provides grant applicants/recipients with a list of "standard objectives" that streamline performance reporting, increase transparency and demonstrate national accomplishments of the WSFR-administered financial assistance programs. TRACS formatted objectives consist of four components: Approach, Strategy, Objective, and Activity. The end result is an objective that is specific, measurable, timebound, and clearly defines what you want to achieve.

See the Matrix and Fact Sheets on the WSFR Training Portal (TRACS Training menu > Job Aids and Resources page):

1. **Objective 1 Title** (e.g Conduct 5 Leadership Trainings to 35 States' technical staff by December 31st, 2022). Objectives state the desired outcomes of the project and are meant to be realistic targets or benchmarks that, if achieved, will resolve the need. Refer to the TRACS Performance Matrix and related tools for the best practice format for each objective title.

2. Select the **Standard Strategy** for this objective (pick one): A strategy is a high-level category that is used to define the type of work. Each Strategy has one or more standard objectives, a target date and one or more activity tags that further define the objective. For some activities, the system asks for the target species or target habitat type(s), real property and/or facilities information.
   - ☐ Coordination and Administration
   - ☐ Direct Habitat and Species Management
   - ☐ Environmental Review
   - ☐ Facilities/Areas Construction, Renovation or Acquisition
   - ☐ Facilities/Areas O&M
   - ☐ Outreach and Communications
   - ☐ Planning
   - ☐ Research, Survey, Data Collection and Analysis
   - ☐ Stakeholder Involvement
   - ☐ Technical Assistance
   - ☐ Training and Education

3. Select the Standard Objective by Strategy: Select a predefined Objective from the drop down list based on the strategy you selected.

4. Target Date: The target date is the deadline when you plan to complete this objective and must match the grant end date or be within the overall grant start and end dates. The target date usually matches the grant end date.

5. Does this objective pertain to R3 (Recruitment, Retention and Reactivation)?

   - ☐ Yes
   - ☐ No

6. List activities with unit of measurement for tag 1 and list any tag 2s:
   Activity = An activity further defines the intent of the objective. For each standard objective, a user must select one or more activities. All objectives require selection of at least one activity tag 1 and the unit of measure is entered at this level. Some activities also require more specific information with an activity tag 2. For example, with the objective of "conduct training events", the activity tag 1 defines the type of training events as "hunter education". TRACS will also ask the user to further define what type(s) of hunter education, such as firearms hunting and/or archery hunting.

7. **Principal Investigator (if applicable)** - list full name, title (optional), phone number, email address and organization name: The Principal Investigator (PI) is the lead researcher for a research-based project, such as a field or laboratory study. Enter the search parameters by First and Last Name or Email Address or click Add Contact if needed.

8. List **Target Species and/or Habitat Types** (if applicable): Some activities also have additional requirements such as such as identifying target species and habitat(s). For more information on how to enter species and habitat(s), see "Course 5: Species and Habitat".

9. *Approach Narrative:* The approach describes the specific methods necessary to accomplish the objective. The approach answers the question of "how" the objective will be accomplished by describing the actual work that will be done. This approach should include an adequate level of detail in order to demonstrate sound design, appropriate procedures, and accepted fish and wildlife conservation, 10 management, or research principles. ***A separate approach is required for each objective in TRACS (and encompasses all activities within that objective).***

Fill out Section III: Objectives and the associated questions for each additional objective (copy and paste the objectives section again here, as many times as needed to capture each objective).

IV. Results & Benefits

Describe the deliverables to be provided, including the evaluation results, how the results will be disseminated to the intended users, and the benefits of each deliverable. As best as possible, the benefits should be expressed in measurable outcomes when possible (i.e., number of participants likely to continue the learned outdoor activity and purchase licenses in the future).
- Proposals should clearly address in specific detail how grant products / materials / programs will be used, by whom, and the initial and continuing benefits beyond the life of the grant.
- Clearly describe the anticipated, extended use/life of the project's results / products / services after the project is completed and how this extended use/life will be accomplished.

V. Budget Narrative

1. **Budget Narrative:** In the Budget Narrative explain and justify all requested budget items/costs. Demonstrate a clear connection between costs and the proposed project activities. Describe resources you used to develop cost estimates for your project. Provide costs by project and subaccount with additional information sufficient to show that the project is cost effective. Describe any item that requires WSFR's approval under the applicable Federal cost principles and estimate its cost.
   Travel: # people traveling trips…
   Other:

2. **Equipment Narrative:** Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost, which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000.
   - ☐ Not Applicable
   - ☐ If applicable, enter the statement below

3. **Useful Life Narrative:** Useful life is the total number of years and months during which federally funded structures and capital improvements are capable of fulfilling their intended purpose with adequate, routine maintenance. Propose a useful life for each capital improvement, and reference the method used to determine the useful life of a capital improvement. Please note that useful life determinations apply to capital improvements, not to equipment. For Wildlife Restoration funds (also known as Pittman-Robertson or PR funds) and Sport Fish Restoration funds (also known as Dingell-Johnson or DJ funds), capital improvements means: 1. A structure that costs at least $25,000 to build, acquire, or install; or the alteration or repair of a structure or the replacement of a structural component, if it increases the structure's useful life by at least 10 years or its market value by at least $25,000. 2. An agency may use its own definition of capital improvement if its definition includes all capital improvements as defined here. (50 CFR 80.2) Other WSFR-administered programs may have their own specific definition for capital improvements.
   - ☐ Not Applicable
   - ☐ If applicable, enter the statement below

VI. Additional Info

4. **Timeline**

5. **Monitoring and Evaluation**

Most federal agencies that distribute grants require some sort of project or process of evaluation among the grantees to ensure the funds allocated have been used as intended and milestones are being met. As such, it is incredibly helpful to both the reviewers and the applicants to include a proposed evaluation process to showcase how the project will be reviewed during and after its completion.

The proposal should include monitoring and evaluation processes to assess and measure the project's effectiveness in accomplishing the desired goals and objectives described earlier.

The original evaluation design may be altered as the project progresses but having a solid background of how an evaluation will take place is helpful, as well as an idea how the effectiveness of the project will be monitored by the grant recipient after the grant has ended.

Sample Budget Outline for Multistate Conservation Grant Proposals

PLEASE NOTE: This table represents the Association's preferred budget format. However, applicants are <u>not</u> required to use it. If an applicant wishes to use it, they may modify it to meet their needs as long as they include the budget categories required by the Federal Forms.

Expenses	2022 MSCGP
Personnel	
Fringe (__%)	
Travel	
Supplies	
Equipment	
***Contract (Total)	
1. Contract 1 - **$_____**	
2. Contract 2 - **$_____**	
3. Contract 3 - **$_____**	
4.	
Other (Specify)	
1.	
2.	
3.	
Subtotal	
Total Direct Costs	
Indirect Costs*(__%) (Note: 20% voluntarily cap for MSCGP request)	
Total Expenses	

Funding Source   **SFR:_____$**   **WR: T _____$ R3 _____ $**

SFR $ - Funding portion requested for sportfishing restoration (DJ) projects, including R3 anglers and boaters grants (your grant may address Priority 1-6) e.g research projects, boating access development, aquatic education, fish and wildlife habitat improvements, and other purposes consistent with the enabling legislation

$ WR:

T (Traditional) - Funding portion requested for wildlife restoration (PR) grants that don't address R3 projects (Your grant may address Strategic Priority 1-5) e.g. research projects, hunter safety and education, wildlife habitat improvements, and other purposes consistent with the enabling legislation.

R3 $ - Funding portion requested for R3 (PR only) grants for Wildlife Restoration projects (Hunting and Shooting Sports related) from the recent PR Modernization act (your grant may address Strategic Priority 6) - can only use the funds for making hunter recruitment and recreational shooter recruitment projects that promote a national hunting and shooting sport recruitment program, including related communication and outreach activities.

Qualifications of Key Personnel

(Limit - one paragraph per individual or if attaching resumes or CVs, maximum one page per individual)

Instructions: Succinctly describe the qualifications of key personnel working on the project. A one-paragraph summary per person is ideal.