

# **NORTH AMERICAN WETLANDS CONSERVATION ACT**

## **CANADA STANDARD GRANTS PROGRAM**

### **APPLICATION INSTRUCTIONS**

**PAPERWORK REDUCTION ACT STATEMENT:** In accordance with the Paperwork Reduction Act (44 U.S.C. 3501), please note the following. This information collection is authorized by the North American Wetlands Conservation Act (NAWCA) of 1989, as amended (16 U.S.C. 4401 et seq.). Your response is required to obtain or retain a benefit in the form of a grant. We estimate that it will take approximately 80 hours to prepare an application, including time to review instructions, gather and maintain data, and complete and review the proposal. An agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget control number. OMB has reviewed and approved this information collection and assigned OMB Control Number 1018-0100. You may submit comments on any aspect of this information collection, including the accuracy of the estimated burden hours and suggestions to reduce this burden. Send your comments to: Information Collection Clearance Officer, U.S. Fish and Wildlife Service, 4401 N. Fairfax Drive, Mail Stop 2042-PDM, Arlington, VA 22203.

# ***SOLICITATION PACKAGE FOR CANADIAN NAWCA PROPOSALS***

***(REVISED October 26, 2009)***

*For funding consideration through the  
North American Wetlands Conservation Council  
under authority of the  
North American Wetlands Conservation Act (NAWCA)  
of the United States of America*

*NAWCC/NAWMP and Wetlands Secretariat/Coordination Office  
Canadian Wildlife Service  
Environment Canada  
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351 St. Joseph Boulevard  
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K1A 0H3*



***North American Wetlands  
Conservation Council (Canada)***



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## **KEY COMPANION DOCUMENTS TO THE SOLICITATION PACKAGE AND REFERENCE MATERIALS FOR DRAFTING NAWCA PROPOSALS**

### **Key Companion Documents available from the NAWCC/NAWMP & Wetlands Secretariat/Coordination Office**

:

- Form SF-424 (Application for federal assistance)<sup>1</sup>
- North American Wetlands Conservation Act (amended 2002); also available online at: <http://uscode.house.gov/search/criteria.shtml> Type 16 for title and 4401 for section.
- OMB Circular A122 (Cost Principles for Non-Profit Organizations) <http://www.whitehouse.gov/omb/circulars/a122/a122.html>

### **Reference Materials for Proposal Development available on the Web:**

- North American Waterfowl Management Plan 2004 Update: <http://nawmp.ca/pdf/04update-en.pdf>
- The shorebird, waterbird and landbird conservation plans: [http://www.cws-scf.ec.gc.ca/birds/nabci\\_e.cfm](http://www.cws-scf.ec.gc.ca/birds/nabci_e.cfm) - (links available under “Programs and Partners”)
- Threatened and endangered species in the United States: [http://ecos.fws.gov/tess\\_public/servlet/gov.doi.tess\\_public.servlets.EntryPage](http://ecos.fws.gov/tess_public/servlet/gov.doi.tess_public.servlets.EntryPage)
- Species Assessed by the Committee on the Status of Endangered Wildlife in Canada: [http://www.cosewic.gc.ca/eng/sct0/rpt/rpt\\_csar\\_e.pdf](http://www.cosewic.gc.ca/eng/sct0/rpt/rpt_csar_e.pdf)

### **Reference Materials for Proposal Development Available from the Secretariat:**

- NAWCA funding estimates and proposal submission schedules for each funding window
- NAWCA Proposal Writer’s Checklist
- Final Report on NAWCA Funding Allocations
- Example of a NAWCA Grant Agreement

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<sup>1</sup> The requirement to complete this form was introduced in 2008-1. Please see instructions in page 17 of this solicitation package

## INTRODUCTION

This Solicitation Package is for Canadian applicants for proposals to be funded through the 1989 United States Congress North American Wetlands Conservation Act (NAWCA, or the Act), as amended in 1994 and 2002. It provides guidelines to assist in developing a proposal for wetlands conservation partnerships in which U.S. federal NAWCA grant monies and other U.S. and Canadian funds are used to secure, enhance or manage wetlands in Canada. However, legal obligations pertaining to the fulfilment of objectives in NAWCA proposals and grant agreements exist only between the grantee agency and the United States Fish and Wildlife Service (USFWS).

The objective of the Act is to encourage partnerships to protect North America's wetlands as habitat for waterfowl and other wetland-associated migratory birds, fish and wildlife. It should be noted that the statutory criteria encourage proposals with multiple partnerships, projects supporting the purposes of the Act, and projects that have multiple benefits in addition to those for wetland-associated migratory birds. Canadian proposals must be submitted through the Joint Venture Provincial Steering Committees and applicable Habitat Joint Venture Management Boards, as well as the North American Bird Conservation Initiative / North American Wetlands Conservation Council (Canada) (see Flow Chart on page 5).

This package includes an explanation of the wetlands conservation project grant application process, definitions, schedule, description of information required in the proposal, and the format for proposals. In addition, reference materials (e.g. North American Waterfowl Management Plan 2004 Update) are available on the Internet or from the Secretariat to assist proposal applicants (see the Table of Contents for details).

Use the instructions and templates provided to develop your proposal and be sure to include all sections in the order listed. At the point the application is complete and has been vetted by the applicable Joint Venture Management Board in Canada, it should be e-mailed to the NABCI/NAWCC Canada Secretariat (see pages 14-15 for submission details).

***Please read these instructions thoroughly before developing your proposals,  
as incomplete or inappropriate proposals will be returned.***

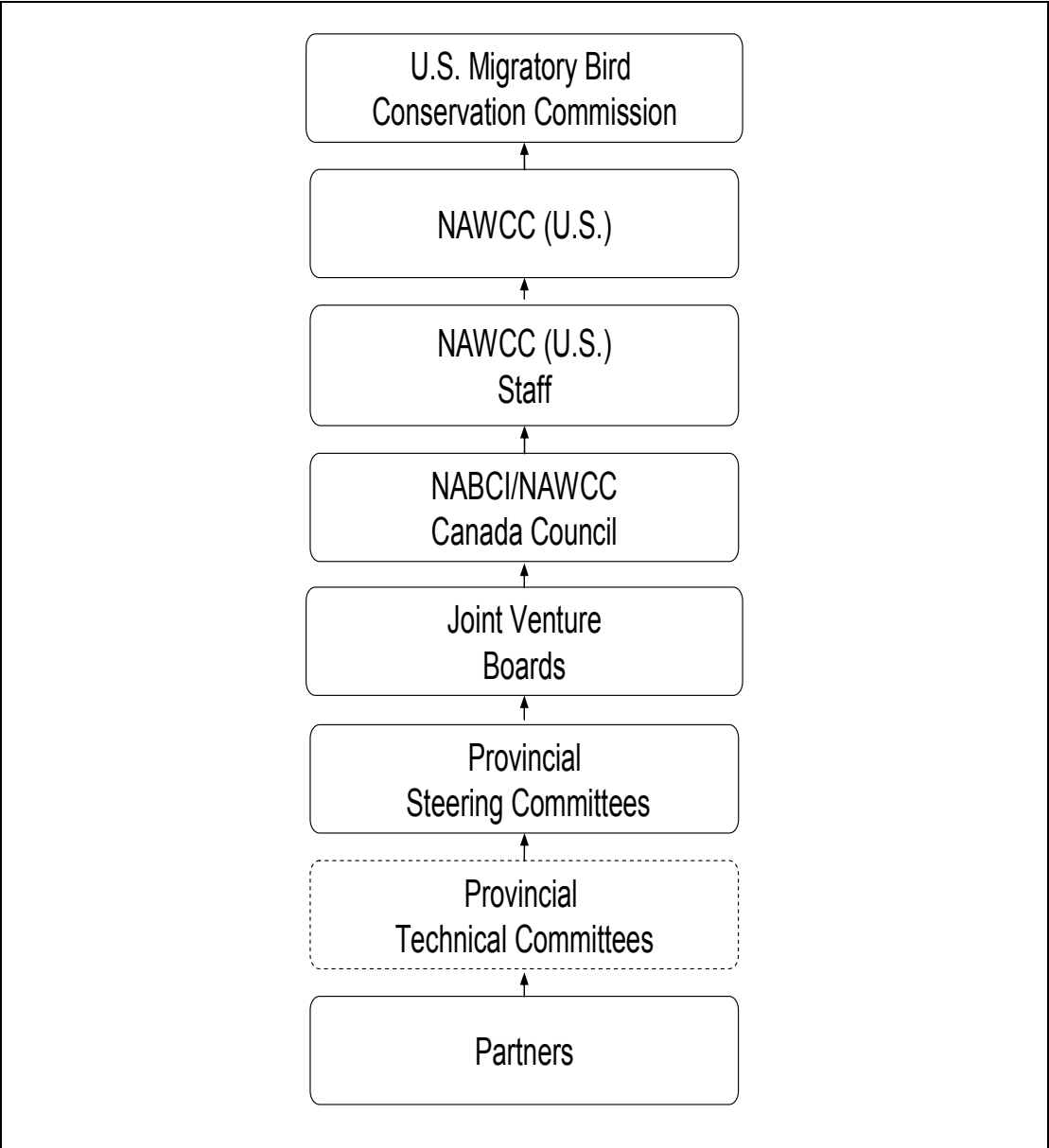


Figure 1: Flow chart showing the NAWCA proposal process within Canada and the United States.

## **PURPOSE OF THE NORTH AMERICAN WETLANDS CONSERVATION ACT**

The 101st Congress of the United States enacted NAWCA "to conserve North American wetland ecosystems and waterfowl and the other migratory birds and fish and wildlife that depend upon such habitats." Senator George Mitchell championed passage of this legislation, cited as the Public Law 101-233, with the support and encouragement of U.S. President George Bush who signed it on December 13, 1989. The North American Wetlands Conservation Act is United States law and final decision making rests with U.S. administrative bodies (Migratory Bird Conservation Commission). Canada is a major beneficiary of this Act, but its powers are limited to recommending projects and programs to the NAWCC (U.S.).

In recognition of the many public values that wetland ecosystems across North America provide, the purposes of the Act are to:

... encourage partnership among public agencies and other interests --

- (1) to protect, enhance, restore, and manage an appropriate distribution and diversity of wetland ecosystems and habitats associated with wetland ecosystems and other fish and wildlife in North America;
- (2) to maintain current or improved distributions of wetland associated migratory bird populations; and,
- (3) to sustain an abundance of waterfowl and other wetland associated migratory birds consistent with the goals of the North American Waterfowl Management Plan, the United States Shorebird Conservation Plan, the North American Waterbird Conservation Plan, the Partners in Flight Conservation Plans and the international obligations contained in the migratory bird treaties and conventions and other agreements with Canada, Mexico, and other countries."

As well, the Act provides a mechanism to lever federal U.S. funds (NAWCA grant funds) to non-federal U.S. funds and provide this funding to Canada and Mexico in support of wetland projects that benefit the bird conservation plans noted in (3) above. At least 30% and not more than 60% of the grant funds are available each year to be spent on proposals from Canada and Mexico. Under the current legislation, proposals from Canada must have at least a one-to-one match of U.S. non-federal funds to NAWCA grant funds being requested through the Act. Additional contributions from Canadian partners are not required by law, but they do indicate the level of Canadian support for the project to the NAWCC (U.S.) and enhance the project's viability. The U.S. Fish and Wildlife Service administers the grant program for the Secretary of the Interior.

The Act further establishes the North American Wetlands Conservation Council in the United States and instructs the Director of the United States Fish and Wildlife Service to appoint an individual to serve as Council Coordinator. Both Canada and Mexico sit as ex-

officio (non-voting) members of NAWCC (U.S.). The nine member federal-state-private Council recommends wetlands conservation projects to the United States Migratory Bird Conservation Commission (MBCC). The MBCC, composed of the U.S. Secretary of the Interior, Secretary of Agriculture, Environmental Protection Agency Administrator, two Congressmen, and two Senators, approves funding for the wetlands conservation projects.

In Canada, the North American Waterfowl Management Plan (NAWMP) and actions by the Minister of the Environment under the *Canada Wildlife Act* established a structure similar to that in the United States, which brings forward proposals to U.S. agencies. A series of mechanisms including the Joint Venture Provincial Steering Committees and Habitat Joint Venture Management Boards (with federal-provincial and non-government representation) evaluate and recommend proposals to the NABCI/NAWCC (Canada) Council.

NAWCC (Canada) is a Standing Committee of the NABCI (Canada) Council and is comprised of 13 members and chaired by the Director General of the Canadian Wildlife Service. The Council includes the chairpersons of the four Habitat Joint Ventures, representatives of Ducks Unlimited Canada, Nature Conservancy of Canada, Wildlife Habitat Canada, Bird Studies Canada, Nature Canada (formerly the Canadian Nature Federation) and 4 provincial/territorial wildlife directors. Council approves Canadian NAWCA proposals and recommends their approval to the NAWCC (U.S.).



## DEFINITION OF A WETLANDS CONSERVATION PROJECT

Section 4402(9) of the Act (amended in Dec 2002) states that the term "wetlands conservation project" means:

- (A) the obtaining of a real property interest in lands or waters, including water rights of a wetland ecosystem and associated habitat, if the obtaining of such interest is subject to the terms and conditions that will ensure that the real property will be administered for the long-term conservation of such lands and waters and the migratory birds and other fish and wildlife dependent thereon; and
- (B) the restoration, management, or enhancement of wetland ecosystems and associated habitat for migratory birds and other fish and wildlife species if such restoration, management, or enhancement is conducted on lands and waters that are administered for the long-term conservation of such lands and waters and the migratory birds and other fish and wildlife dependent thereon.

In Canada, wetland conservation projects and programs should also:

1. Contain specific objectives with measurable outputs (e.g. milestones, products, accomplishments) on at least an annual basis.
2. Have specific geographic and temporal bounds. (i.e. define the area affected and the time period required to develop the project or program).
3. State whether they are multi-year efforts. Each annual wetlands conservation proposal submitted to the Council must be accompanied by information as to whether it is part of a multi-year effort. Funding of a single-year portion of a multi-year proposal will assist in securing, but does not guarantee future funding. Each portion should be submitted annually and will compete with other proposals for that specific year. Council recommendations for funding subsequent years of multi-year wetlands conservation proposals will be partially based on completion of the earlier proposals within specified time frames.
4. Conserve wetland values in the long term. Easements or other land agreements for any tenure less than perpetuity may qualify as long term project elements if:
  - a) they are likely to result in the landowner agreeing to a longer term conservation agreement at the end of the initial easement or land agreement;

- b) it is likely the landowner will continue the practice encouraged by the program; or,
- c) it is the maximum that provincial, territorial or federal law will allow or the area is highly valued and present landowner will not support long term agreements.

The longest length of agreement should be pursued that is appropriate for the intended land management practice, **however, agreements less than 10 years must be classed as one-time demonstration projects and included under stewardship activities.**

- 5. Consider public access in the proposal. When it is appropriate and compatible with the purposes for which the land was protected, public access should be allowed and should not be discriminatory (e.g. based on membership to a club). Limitations on the number of people permitted access or the time at which access is permitted may be appropriate.
- 6. Identify the needs for adequate matching U.S. non-federal funds. A minimum of a 1:1 non-federal match from U.S. sources is required by the U.S. Act. The NAWCC (U.S.) will not consider a project which does not have a U.S. non-federal match, therefore, preliminary work to arrange such a match should be instigated early in the project development process.
- 7. Identify Canadian contributions totalling at least 25% of the total proposal funding amount.

## NABCI, NAWMP and NAWCA

The North American Bird Conservation Initiative (NABCI) was initiated in 1999 to facilitate coordination and communications among public and private organizations, initiatives, and individuals across the continent involved in conserving North American birds and their habitats (all birds, all habitats). The need for the NABCI stems from growing conservation needs for many of North America's more than 1,100 bird species. Many of their populations continue to decline, some moderately, some precipitously, and their habitats continue to be degraded or lost.

A key focus of the NABCI is to deliver comprehensive "all bird" conservation through regionally-based, biologically-driven, landscape-oriented partnerships. National coordination occurs through the NABCI Council Canada comprised of federal, provincial and territorial governments, environmental non-government organizations, and industry associations. Similar Councils exist in Mexico and United States.

The four pillars of NABCI are the four bird conservation plans – the North American Waterfowl Management Plan (NAWMP), the Shorebird Conservation Plan, the Waterbird Conservation Plan and the Partners in Flight Landbird Plan. The NAWMP is the oldest and most established Plan, having been signed in 1986 by the United States and Canada, and by Mexico in 1994.

In 1989, NAWCA was enacted to protect, enhance, restore and manage wetland ecosystems and sustain an abundance of waterfowl and other migratory birds consistent with the goals of NAWMP.

Following subsequent amendments to the Act, the purpose of the current 2002 Act is to protect, enhance, restore and manage **wetland ecosystems**; to maintain and improve distributions of **wetland-associated migratory birds**; and to sustain an abundance of **waterfowl and other wetland-associated migratory birds** consistent with the goals of the **North American Waterfowl Management Plan, the U.S. Shorebird Conservation Plan, North American Waterbird Conservation Plan, and the Partners in Flight (landbird) Conservation Plan.**

### **How does NABCI and NAWMP relate to your NAWCA proposal?**

In October 2004, NAWCC (Canada) agreed that in Canada "future NAWCA funding will be used with a primary focus on implementing the North American Waterfowl Management Plan, and with consideration to implementation of the other bird plans where NAWCA rules permit and respecting the availability of U.S. non-federal matching funds".

NAWCA funding **CANNOT** be used to fund "all bird, all habitat" conservation projects. NAWCA funding must be used for **wetland conservation projects** that benefit waterfowl and other wetland-associated migratory birds.

## SCHEDULE OF PROPOSAL EVENTS

Proposals will generally only be submitted in January and May to the NAWCC (US). Only one funding year of a proposal will be considered at a time. **Project proposals must be vetted and evaluated by the Joint Venture Provincial Steering Committees, and applicable Joint Ventures in Canada, and then submitted to the NABCI/NAWCC (Canada) Council for approval.** Each proposal approved by the NABCI/NAWCC (Canada) Council will then be submitted for consideration by the NAWCC (U.S.) Staff, NAWCC (U.S.), and the United States Migratory Bird Conservation Commission (MBCC). The project is only approved once the MBCC has ruled on it. The Commission has three regularly-scheduled meetings annually. Proposals rejected may be restructured, updated and resubmitted through the previously described process.

Proposals need to be received by the NAWCC/NAWMP and Wetlands Secretariat/Coordination Office a minimum of four weeks before the projects are due in the U.S. The Secretariat reviews each proposal and works with the proposal writer to make any necessary revisions to the proposals, which generally takes two weeks. Once finalized, the proposals are submitted to the NABCI/NAWCC Canada Council for review. If any revisions are requested or if any issues are raised by Council, these need to be resolved the following week before the proposals are copied, collated and packaged for submission to the USFWS.

The proposals are reviewed and approved by the NABCI/NAWCC (Canada) Council before they are forwarded to the U.S. In May and late December or early January, the Secretariat forwards copies of each proposal and a priority list to the U.S. NAWCC Staff for review. The U.S. Staff's slate of recommended proposals is then forwarded to the NAWCC (U.S.), and proposals selected by NAWCC (U.S.) are then sent to the MBCC for final approval. The MBCC meets in March, June and September. All applicants will be notified of NAWCC (U.S.) and MBCC decisions concerning recommendation, approval, and funding of project proposals.

After the MBCC approves a project for funding, a U.S. Fish & Wildlife Service Program Officer writes the grant agreements (also known as an assistance award), working directly with the Canadian project officer identified in each approved proposal. Normally, grant agreements are completed within 60-90 days following MBCC approval of the proposal.

### Annual Schedule of Events for Canadian NAWCA Proposals

Funding Window	Time Frame	Activities
First Window (e.g. 20010-1)	No Canadian Proposals	
Second Window (e.g. 20010-2)	No Canadian Proposals	
Third Window (e.g. 2010-3)	Early November	Actual figures received for NAWCA funding for US FY 2010; call for 2010-3 proposals sent to Canadian partners
	Oct – early Nov	Proposal/project planning with provincial steering committees
	Mid to late Nov	Joint Venture review and approval of proposals/projects
	Early Dec	Proposals submitted to the NABCI/NAWCC Canada Secretariat for review (2 weeks)
	Early/mid Dec	NABCI/NAWCC Canada Council review and approval of proposals (1 week)
	Late Dec - early Jan	Proposals prepared for submission to the USFWS (to initiate the review/approval process by NAWCC (U.S.))

<sup>1</sup> The US Fiscal Year is October 1, 2009 to September 30, 2010

## KEY POINTS TO REMEMBER

### NAWCA FUNDING:

- Application is for one year of NAWCA funding only. Subsequent funding for the same proposal requires a separate application.
- Funding from Canadian partners (cash and/or in-kind) must be **at least 25%** of the proposal's total funding.
- **IMPORTANT:** Canadian partner funds, NAWCA grant funds, and U.S. non-federal match funds allocated to Canada **MUST** be expended in Canada within the appropriate Joint Venture(s). The location where **all activities** will be undertaken must be clearly indicated in the proposal and executive summary (i.e. provinces within the Joint Venture).
- **IMPORTANT:** Total NAWCA funding outlined in the targets sent out by the NABCI/NAWCC Canada Secretariat must equal NAWCA funding in the proposals. Therefore, **DO NOT round figures in the Partners and Funding table (amount of NAWCA and U.S. non-fed match being requested), the Work Plan Budget and Acres Table or the Budget table**<sup>2</sup>. As per the USFWS "Budgets should match funding requests, non-federal match, and Canadian contributions reported by grantee on the front page of the proposal".

### PROPOSAL FORMAT:

- Limit the amount of narrative information in the proposal to the minimum necessary to convey the requested information (the proposal body cannot exceed 12 pages of text using 12 point font, not including maps and figures).
- The proposal will be incorporated as part of the legal grant agreement, so information provided in the proposal should be accurate. **Double check to ensure acreage and dollar figures add correctly and are consistent between text and tables.**
- All documentation should refer to areas in acres, be written in English, and show proposed contributions and expenditures in **U.S. dollars**. The proposal must state in the executive summary and budget that any currency exchange gains will be directed back into NAWCA projects/programs within the same Joint Venture, as previously allowed. Do not convert any U.S. dollars in the proposal to Canadian dollars.
- In developing project proposals, remember that this project will be reviewed by U.S. decision makers that may not be familiar with Canadian needs, landscapes, partners and

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<sup>2</sup> Note that, starting in 2008-1, the Secretariat will be providing numbers for NAWCA funding in round numbers (to the nearest \$100). Writers must not round numbers any further (e.g., to the nearest \$1,000); the same numbers should be used in ALL tables, such that the financial numbers in the Partners and Funding, Work Plan Budget and Acres, and Budget tables match exactly

projects. It is incumbent on the proponent to ensure project proposals are complete, clear and succinctly written. Each proposal should be able to stand on its own.

### **PROPOSAL ACTIVITIES:**

- Demonstration projects of one year are permitted, but repeat funding will not be considered until results of the demonstration are available. These projects are included under “stewardship” rather than “securement” and acres are not counted.
- Proposals involving securement other than acquisition must have a minimum term of ten years.

### **SUBMISSION OF PROPOSALS:**

- Once approved by the Joint Venture Board, and on or before the date it is due, the proposal must be e-mailed (**including** maps/figures/photos) to the NAWCA Program Coordinator at the Secretariat for review (and cc'd to the appropriate Joint Venture Coordinator). During this review period, the Program Coordinator will work with the proposal writer and proponent to finalize the proposal and may request clarification and/or revisions to the proposal. **It is incumbent upon the proponent to ensure the proposal writer can be reached during the review period (up to two weeks after the proposals are due at the Secretariat Office) to finalize the proposal with the Program Coordinator.**
- The total amount of NAWCA funding in each proposal must be matched 1:1 by a U.S. non-federal source and letters of confirmation (i.e. the “non-fed match letter”) from each source must be submitted to the USFWS and the Secretariat. An original letter identifying the source and amount of U.S. non-federal matching funds must be sent to the NAWCC (U.S.) Council Coordinator (see address below) and a signed copy sent/faxed to the NAWCA Program Coordinator at the NAWCC/NAWMP and Wetlands Secretariat/Coordination Office **before** the proposals are sent to the USFWS.
- It is the responsibility of the **potential grantee** to ensure that the USFWS and Secretariat receive a copy of the US non-federal match letter (i.e. a letter from the US agency/corporation that confirms its contribution of US non-federal matching funds for the total amount shown in the proposal) for **ALL** U.S. agencies/corporations listed in the Partners and Funding table of the Executive Summary.

**Mail original to:**

Mr. Mike Johnson, Acting Coordinator  
North American Wetlands Conservation Council  
U.S. Fish and Wildlife Service  
Division of Bird Habitat Conservation  
4401 North Fairfax Drive  
Mail Stop MBSP-4075  
Arlington, VA 22203

**Fax/e-mail a signed copy to:**

Erika Van Neste  
NAWCC/NAWMP and Wetlands  
Secretariat/Coordination Office  
Fax: 819 - 934 - 6017  
(Erika.VanNeste@ec.gc.ca)

**IMPORTANT NOTE:**

Exceptions to NAWCA and U.S. non-federal match rules (i.e. exceptions that affect the Canadian NAWCA program as a whole) must be reviewed and endorsed by NAWCC (Canada) prior to being negotiated by a grantee or partner with the USFWS. There are several grant administration exceptions that have been negotiated by grantees directly with the U.S. Fish and Wildlife Service. While it is desirable for Canadian partners to continue negotiating exceptions, some of these have led to confusion and misunderstanding because they are not well known by both Canadian or U.S. partners. **Any future exceptions to be negotiated with the U.S. Fish and Wildlife Service that have an impact on the Canadian program as a whole must be vetted through the appropriate Joint Ventures and NAWCC (Canada) to ensure the transparency of activities and to ensure that the exception is beneficial to the NAWCA program in Canada.**



## NAWCA PROPOSAL FORMAT

**Please ensure the proposal is paginated correctly. There should be no page number on the cover page, the executive summary is numbered as page 1 and 2 and the first page of the proposal body is numbered as page 3. Maps/figures/photos must be the very last pages of the proposal and should be numbered correctly.**

**The following are required for each NAWCA proposal:**

1. Form SF-424. Please complete a word version of SF-424 and include with the proposal as a separate document.
2. Application Cover Page (1 page max). Leave the Canadian Proposal Number and the date blank and do not paginate. Do not include a footer.
3. Executive Summary (2 pages max) numbered as page 1 and 2
4. Proposal Body (12 pages max not including maps/figures). The first page of the proposal body should be numbered as page 3. The proposal body includes the following sections:
  - i. Project/Program Description
  - ii. Project/Program Expected Benefits
  - iii. Other Considerations
  - iv. Work Plan
  - v. Budget
  - vi. Appendices
  - vii. Maps/Figures/Photos

**A footer must be included on every page of the proposal (except the cover page) and should include the following information:**

- i. Funding Window
- ii. Grantee
- iii. Proposal Title

## COMPLETING YOUR NAWCA PROPOSAL

### 1. FORM SF-424 (Application for Federal Assistance)

Please see the SF-424 package, which includes:

**A) Fillable word version of the form** with instructions. Please note the following:

Section 8.b: Employer/Taxpayer Identification Number (EIN/TIN): is always 44-4444444 for Canadian applicants.

Section 11: Catalog of Federal Domestic Assistance Number (will remain the same for all submissions): 15.623

CFDA Title: North American Wetlands Conservation Fund

Section 12: Funding Opportunity number: will be provided by the NAWCC/NAWMP and Wetlands Secretariat/Coordination Office early each funding window.

Section 18.:Estimated Funding (\$):

- a. Federal: Include your NAWCA request
- b. Applicant: Include U.S. non-federal match
- g. Total: Include the sum of a + b

**B) SF-424D: Assurances** (no filling out is required). It provides certain assurances that the project will be administered and the work done as required by U.S. laws and regulations. Of all assurances listed, the following apply to grants awarded to Canadians: numbers 1, 2, 5, 6, and 7, and the first sentence of #3.

**C). An example of a completed SF-424**

## 2. APPLICATION COVER PAGE

A cover page, as per the template on page 19, must accompany each proposal. It does not require a page number and must include the following information:

**Canada Proposal Number:** Leave blank.

**DUNS Number:** Provide

**Proposal Title:** Develop a succinct, descriptive, and unique title restricted to the space provided.

**Grantee Information:** This is the agency or organization (1) to which the Council would award the grant, (2) that will be accountable for reporting on and managing the grant, (3) that will be responsible for compliance with regulatory requirements. A contact person must be provided including their address, email, phone and fax number.

**Proposal Contact:** This is the agency, organization or group that will be implementing the proposal and has complete knowledge of the proposal details. A contact person must be provided including their address, email, phone and fax number.

**Date Submitted:** Leave blank (for use by NAWCC/NAWMP and Wetlands Secretariat/Coordination Office).

**TEMPLATE FOR THE PROPOSAL APPLICATION COVER PAGE**

**CANADIAN PROPOSAL NUMBER** (leave blank) \_\_\_\_\_

**DUNS NUMBER** \_\_\_\_\_

**PROJECT TITLE** \_\_\_\_\_

**GRANTEE INFORMATION**

**ORGANIZATION** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PHONE NO.** \_\_\_\_\_ **FAX NO.** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**PROPOSAL CONTACT**

**ORGANIZATION** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PHONE NO.** \_\_\_\_\_ **FAX NO.** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**DATE** (leave blank)

### 3. EXECUTIVE SUMMARY

The Executive Summary is a one to two page synopsis of work to be accomplished with NAWCA grant dollars, U.S. non-federal matching funds and Canadian partner dollars in the area prescribed in the proposal. It is best to complete this section last, since it is a synopsis of information provided in the proposal – **it should not contain information that is not in the proposal**. It must be able to “stand alone” as the NABCI/NAWCC (Canada) Council, the NAWCC (U.S.) and the MBCC review only the Executive Summary for funding approval.

A revised template for the Executive Summary was approved by U.S. NAWCC Staff in 2004 and is provided on pages 21 & 22 – this template must be used when submitting NAWCA proposals. In addition, the MBCC requires the Executive Summary to be in a specific format:

- Left margin is 1 inch; all others are ½ inch.
- Times New Roman font
- 11 or 12 point font
- **2 page maximum**

#### Notes on the Executive Summary template:

If all of your funding flows through the Grantee, then delete the “Reported by Partner” and “Total” columns. Do not submit executive summaries with these columns left blank or filled in with zeros. All applicants, except those with prior approval from the USFWS, must include and complete the “NAWCA Funds” column in the Work Plan Budget and Acres Table on the second page of the Executive Summary.

The Partners and Funding table on page one requires certain footnotes. There is a choice of two options for footnote #3:

If, at the time of proposal writing, your Canadian funding partners and their contributions are confirmed, then these funds should be incorporated into the entire proposal (i.e. they fund activities listed in the work plan and are included in the budget of the proposal). The footnote for these funds should read: “Info will be reported to the Canadian National Tracking System” as these are partner funds that do not flow through the Grantee and, therefore, are not reported on by the Grantee.

If, at the time of proposal writing, your Canadian partner funds are not confirmed, then use the footnote: “See Appendix 1 for details”. These partners and funds should only be listed in the Partners and Funding table on page 1 of the executive summary. They should not be included anywhere else in the executive summary or proposal body. However, as much detail as possible about these partners and funds must be appended. See example on pages 24-25.

**TEMPLATE FOR:  
EXECUTIVE SUMMARY  
NORTH AMERICAN WETLANDS CONSERVATION ACT PROPOSAL  
Title of Proposal (200X-X)**

**Location:** Identify the provinces and Joint Venture(s) where any activities in the proposal will be undertaken - include Key Program Areas (KPAs) and Bird Conservation Regions (BCRs).

**Grantee Organization:** Name of Grantee only (no address required here)

**Partners and Funding:**

Partners	Reported by Grantee	Reported by Partner <sup>3</sup>	Total U.S. \$ <sup>4</sup>
<b>U.S. Partners</b>			
U.S. Federal (NAWCA) <sup>1</sup>			
Indicate U.S. Non-Federal <sup>2</sup>			
<b>Sub-total</b>			
<b>Canadian Partners</b>			
<b>Sub-total</b>			
<b>TOTAL</b>			

<sup>1</sup> Act funds will only be used to pay for activities eligible under OMB circular A122.  
<sup>2</sup> May contain contributions from other agencies, channelled through \_\_\_\_\_.  
<sup>3</sup> Information will be reported to the Canadian National Tracking System **OR** See Appendix 1 for details.  
<sup>4</sup> Any currency exchange gains will be directed back into NAWCA projects/programs in the \_\_JV.

**Expected Benefits:**

Indicate what the benefits are to:

- The production, moulting, staging and wintering of waterfowl and other wetland-associated migratory birds;
- Other wetland-associated birds, mammals, fish, reptiles, plants, etc
- Species at risk;
- Wetlands and associated upland habitats;
- The conservation of biodiversity;
- Water quality (if it relates directly to the project);
- Other social and ecological aspects of significance.

**Context of this Proposal:** See page 23 for an example of this section. This section may include a description of how the project fits into a larger multi-year program, if applicable, and how it fits into the Joint Venture five-year plan. It should also describe the science/planning that underpins the proposal. In addition, indicate how this proposal relates to:

- NAWCA accomplishments to date
- New activities and/or partnerships
- Previous proposals
- Other Joint Ventures (other Canadian or U.S. habitat JVs; species JVs)
- NAWMP and/or other bird initiatives

**Work Plan Budget and Acres (in U.S. dollars)**

ACTIVITIES	Wetland Acres	Upland Acres	Total Acres	Reported by Grantee	Reported by Partner	Total Cost	NAWCA Funds	Cost \$/Acre
<b>SECUREMENT</b>								
Acquisition								
Agreements								
<b>Sub-total</b>								
<b>ENHANCEMENT</b>								
<b>MANAGEMENT</b>								
<b>OTHER FUNCTIONS</b>								
<b>TOTAL</b>	NA*	NA*	NA*					

\* Acres are not additive as enhancement and management acres have been secured in this and/or previous proposals.

\*\* New in 2008-1: Please show cost per acre for management, (as well as for securement and enhancement).

\*\*\*New in 2008-1: Stewardship should be incorporated within other functions.

**Work Plan Details:** Do not repeat the acres in this section. Detail the types of activities that will be undertaken to secure, enhance, and manage land and the types of stewardship activities and other functions (communications, coordination, policy, evaluation, etc) that will be undertaken.

**Securement:**

Acquisition: **list** the type of acquisition activities to be used (fee simple acquisition, land title donation).

Agreements: **list** the type of securement agreements (conservation agreements, conservation easements, covenants, etc) to be used.

**Enhancement:** **list** the types of enhancement activities that will be undertaken.

**Management:** **list the** types of management activities that will be undertaken.

**Other Functions:** **list ALL** other functions, including endowment funds and the types of stewardship activities that will be undertaken. Identify those activities that will not (cannot) use NAWCA funds or that must use Canadian funds only.

**Public Access:** Lands purchased with NAWCA funds are open to the public, subject to regulations to protect the ecological integrity of the site.

**EXAMPLE of “Context of this Proposal” Section:**

*The 2007-3 NAWCA Proposal joins DUC professionals from across the Canadian Prairie/Parkland and Western Boreal Forest eco-regions in the single task of achieving regional NAWMP waterfowl goals. These individuals respect and actively support PHJV and provincial NAWMP coordinating committees that are vital to this achievement. Coordination with the Prairie Pothole Joint Venture is regularly maintained. This proposal will contribute 52,061 secured acres and enhance 44,483 acres of wetland and associated upland habitat to DUC’s current PWBR Business Plan and the PHJV Implementation Plan. National and international waterbird, shorebird and migratory landbird conservation plans are also now poised for significant advance. This is a multi-year program that builds on a 17-year commitment by DUC to delivery of wetland conservation programs in Canada’s Prairie and Parklands, and more recently, the Western Boreal Forest.*

*New in this proposal is the introduction of a redesigned DUC internal tracking and reporting system. This system will add to the accountability gains provided by productivity models, permitting clearer and timelier budgeting, tracking and reporting of deficit reduction progress as well as establish the role and contribution of stewardship (extension) and policy influence activities. Also new in this proposal is the elimination of contributions to the Continuing Habitat Project Operation fund.*



**EXAMPLE OF AN APPENDIX  
DESCRIBING  
UNCONFIRMED CDN PARTNER CONTRIBUTIONS**

**APPENDIX 1: Additional North American Waterfowl Management Plan Activities in Saskatchewan reported through the NAWMP National Tracking System**

<i>Participating Partner</i>	<i>Reported by Partner</i>
<b>Canadian Partners</b>	<b>U.S. \$</b>
<i>Environment Canada, Canadian Wildlife Service</i>	638,400
<i>Agriculture and Agri-Food Canada</i>	1,170,400
<i>Canadian Forest Service</i>	53,200
<i>Saskatchewan Environment</i>	239,400
<i>Saskatchewan Agriculture, Food and Rural Revitalization</i>	159,600
<b>TOTAL ADDITIONAL CANADIAN CONTRIBUTIONS</b>	<b>\$2,261,000</b>

*At the time of writing this proposal, specific amounts are not available from Canadian contributors for amounts reported through the Canadian NAWMP National Tracking System (NTS). However, based on planning and discussions with partners and past experiences, it is anticipated that a minimum of \$2.261 M additional U.S. dollars would be contributed by Canadian partners towards the NAWMP program in Saskatchewan under this proposal.*

***Federal Government of Canada Contributions***

*Canadian Wildlife Service*

*On behalf of all PHJV partners, the Canadian Wildlife Service leads several NAWMP programs including: population monitoring, habitat monitoring, crop damage prevention, directed waterfowl studies, endangered species habitat stewardship, avian botulism, biodiversity research and integrated bird planning.*

*Long-term studies of ducks conducted by CWS at St. Denis National Wildlife Area have revealed interesting details about seasonal and annual variation in production of young females. The first main finding was the tremendous annual variation in numbers of ducklings recruited to the study area. This “boom and bust” cycle was tied to wetland conditions but it was not always related to nesting success in the year ducklings hatched. The second main finding was that recruitment was highly seasonal; ducklings hatching early in the nesting season had much higher survival than late-hatching ducklings in all species.*

*Overall, these findings underscore the importance of long-term evaluation of duck habitat conservation. Investments in the PHJV program are made for long-term rather than short-term benefits for waterfowl and other wildlife. Therefore it is important that evaluations include the full range of environmental variation to ensure that our habitat programs are reviewed in the proper context. CWS is committed to continuing these types of long-term studies, directly and in partnership with others.*

#### ***Agriculture and Agri-food Canada – PFRA***

*The Government of Canada and the provincial and territorial governments are working with the agriculture and agri-food industry and interested Canadians to develop an architecture for agricultural policy for the 21st century. A federal “Greencover Canada Program” is being developed under the Agricultural Policy Framework, which will include conversion of marginal cultivated lands to perennial cover. This program will also promote environmental farm planning and best management practices, which should promote the securement of migratory bird habitat in NAWMP eligible areas.*

#### ***Government of Saskatchewan Contributions***

*The Saskatchewan Watershed Authority has recently been established to ensure that wetlands are protected within the province. They are stepping up their efforts to demonstrate to the public the broad benefits of retaining wetlands especially in the agro-environment. Through programs like integrated watershed planning in NAWMP eligible areas, DUC will work with SWA to protect and restore wetlands on the Saskatchewan landscape. This will help DUC achieve its wetland protection and retention goals in Saskatchewan.*

*DUC will also work with Saskatchewan Environment in securing waterfowl habitat in NAWMP eligible areas through the Fish and Wildlife Development Fund. This fund was set up to protect native areas throughout Saskatchewan, which are some of the most biologically diverse and productive areas for wildlife, especially for migratory birds.*

#### ***Other Canadian Contributors***

*Other Canadian contributors include a broad list of partners. One example is the University of Saskatchewan where DUC is working with them to protect and enhance migratory bird habitat on First Nations reserves through a GIS and land management program. Eligible University of Saskatchewan expenditures and those of its many partners will be tracked in the NTS.*

## 4. PROPOSAL BODY

The body of the proposal consists of several sections. It must be succinct and cannot exceed 12 pages of text using 12 point font (not including maps and figures). Please ensure that the text is not a direct copy from previous proposals. Even if similar landscapes and activities are being described, text should be revised and fresh. A set of "Guidance Questions for Proposal Development" are included on page 36 to assist you with writing your proposal.

The proposal body should describe how the activities in the proposal fit into a long-term wetlands conservation plan (such as the existing five-year JV plans) and programs in the province.

In addition, the proposal sections (outlined below) must describe the project objectives, stressing biological and ecological considerations. These sections must include a project description, outline expected results, examine special considerations, and include a work plan as discussed below.

### SECTIONS OF THE PROPOSAL BODY:

#### (A) PROJECT/PROGRAM DESCRIPTION:

**This section is an introduction to the proposal.** It must include the location of the work to be undertaken, a general description of project/program area, a **brief** description of the work to be undertaken (**a detailed description will be included in Section D: Work Plan Details**), and a short description of the involvement of agencies participating in the project/program. **All of these, with the exception of the location, will be more fully described in other sections of the proposal.**

The program area where all Canadian, NAWCA and U.S. non-federal match will be spent must be clearly identified under location in this section (be sure to list all provinces within the appropriate Joint Venture(s) where work will be conducted). **IMPORTANT: Any NAWCA and U.S. non-federal match funds allocated to Canada MUST be expended in Canada within the appropriate Joint Venture(s).**

Overall, Section (A) should be **no more than two pages in length**. Do not repeat in great detail information that will be covered in Section (B) and (D) outlined below.

#### (B) PROJECT/PROGRAM EXPECTED BENEFITS:

Describe and quantify how the project/program will benefit the breeding, moulting, wintering and staging of waterfowl and other wetland-associated migratory birds. If possible, describe and quantify the benefits to other wildlife, fish or plant species, and to the conservation of biological diversity. In particular, describe the benefits of your proposal to rare, threatened or endangered species (species assessed as at risk by COSEWIC<sup>2</sup> or

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<sup>2</sup> Committee on the Status of Endangered Wildlife in Canada

provincially-listed species) in Canada and migratory species that are threatened or endangered in the U.S. You may wish to include other project benefits such as social benefits (water quality, water quantity, etc), archaeological, historical, or ecological aspects of significance, especially if directly related to your project.

**(C) OTHER CONSIDERATIONS:**

- i) **Project/Program Time Frame:** Is the current proposal stand-alone or is it one portion of a multi-year program that has been or may be proposed for funding in successive years through NAWCA? If the current proposal is one phase of a multi-year program such as a Joint Venture five-year plan, indicate how this proposal contributes to the multi-year program objectives.
- ii) **Relationship to Joint Ventures, NAWMP and the other bird conservation plans (waterbird, shorebird, and landbirds):** Show the linkages of this project to provincial plans/programs, habitat and/or species Joint Venture plans/programs and the relevant bird conservation plans.

*EXAMPLE: This project is focused on the top priority areas of the approved Ontario Implementation Plan that guides EHJV partners in Ontario. Linkages with the BDJV have been established to integrate recovery efforts for this species. Protection and enhancement of staging habitats benefit numerous species associated with the PHJV and SDJV. Canada goose populations associated with the AGJV will also benefit from staging habitat initiatives. This project also provides benefits to species associated with U.S.-based initiatives such as the ACJV and PPJV and especially to the Lake St. Clair/Western Lake Erie watershed proposal in the State of Michigan. Through DUC's participation in both the Canadian and Ontario Shorebird Plans, priority actions for shorebird conservation will be integrated where appropriate.*

- iii) **Duration of Benefits:** Explain how the proposed combination of any securement, enhancement, or management techniques will conserve habitat values in the long term. Will any benefits accrue beyond the term of the agreement? Ensure you discuss duration in terms of both tenure of the agreement and life of the technique to be used.

*EXAMPLE: The project objective is to create long-term changes in land use and permanent wetland protection and conservation. Terms of legal securement vary depending on specific objectives and techniques. Conservation agreements will provide security that ranges from 20-30 years on private lands and up to 99 years on provincial Crown land. Lands designated under the Provincial Parks Act, conservation reserves, fees simple acquisition and conservation easements will provide protection in perpetuity.*

- iv) **Land Title and Easement Holder:** Specifically describe the proposed title holder and term of land securement in the following table format. Include the easement holder where applicable. Title holder should be certain by the time of the proposal. Activity types listed below are shown as examples only. Refer to the activities listed in your work plan in the

executive summary and proposal body. The activities listed in these three areas of the proposals should all be consistent.

**Format of Land Title Holder Table with Example Data:**

<b>Activities</b>	<b>Title Holder</b>	<b>Easement Holder</b>	<b>Term</b>
Purchase	DUC/NCC	n/a	Perpetuity
Conservation Easement	Private Landowner	DUC	Perpetuity
Management Agreement	Private Landowner	n/a	10 - 30+ years
Conservation Agreement	Alberta Government	n/a	50+ years

\* New in 2008-1: Include both the Title Holder and the Easement Holder (where applicable)

**(D) DETAILED WORK PLAN:**

Overall, this section of the proposal should provide narrative information describing what will be done with the funds shown in the Budget (Section E). Since funding of projects/ programs is approved by the MBCC on a yearly basis, the Work Plan should be self-contained and describe, **in detail**, the work to be completed (e.g. securement of land, enhancement or management work to be conducted) during the project year. The Work Plan consists of the following four main sections:

**1. PROJECT ACTIVITIES:**

Describe, **in detail**, the specific methods that will be used to undertake the projected activities. **Include target wetland acres and target upland acres in each of the categories except stewardship and other functions. Identify the source(s) and amount of funding allocated to securement, enhancement, management, stewardship and other functions in this section (see examples below). Identify those activities that cannot be funded by NAWCA grant and U.S. non-federal match funds (e.g. policy) and indicate that Canadian funding will be used to fund these activities (refer to eligibility section on page 29).**

The table format on the following page must be used for this section and must detail the methods or types of activities that will be undertaken (as outlined in the executive summary work plan details), effects on the landscape (what is the purpose of doing these activities?), terms of the agreements, total cost, sources of funding and, where applicable - acres. Be sure to include all sub-activities under Coordination. **THIS IS A KEY SECTION REVIEWED BY U.S. NAWCC STAFF.**

See next page for the table format and examples of information to be supplied.

### SECUREMENT

**Description:** The majority of securement funds will be used for fee simple acquisition

METHODS/TYPES OF ACTIVITIES	EFFECTS	AGREEMENT CONDITIONS
Fee Simple Acquisition	<ul style="list-style-type: none"> <li>• Protects key waterfowl habitat based on a stringent set of criteria.</li> <li>• Demonstrates the importance of the area to the BC government through the contribution of financial resources by conservation agencies and facilitates Crown land designations.</li> </ul>	<ul style="list-style-type: none"> <li>• Perpetuity</li> <li>• Purchase at a maximum of fair market value</li> </ul>
Conservation Agreement	<ul style="list-style-type: none"> <li>• Protects waterfowl habitat</li> <li>• Enhances habitat for waterfowl and provides more effective water management for landowner</li> <li>• Improves stream flow management</li> <li>• Restores wetland and intertidal habitats</li> </ul>	<ul style="list-style-type: none"> <li>• 30 year agreement with landowner</li> </ul>
<b>Cost: \$306,000 U.S.</b> <b>Source: NAWCA, U.S. non-fed, Cdn contributions</b>		<b>514 acres to be secured</b>

### STEWARDSHIP

**Description:** Extension programs are designed to promote sustainable land management on private and Crown land. The extension process is considered the most likely method to achieve broad scale desired land use change on farming operations.

METHODS/TYPES OF ACTIVITIES	EFFECTS	AGREEMENT CONDITIONS
<b>Alberta Woodlot Extension Program:</b> with partners Woodlot Association of Alberta and Alberta Agriculture, DUC promotes and supports voluntary retention of wetlands and associated woodlots by landowners, industry and the Crown in Boreal transition zone.	<ul style="list-style-type: none"> <li>➤ Woodlot management plans that retain natural habitat on large scale</li> <li>➤ Wetland protection and restoration potential</li> </ul>	<ul style="list-style-type: none"> <li>➤ May lead to Woodlot Plan identifying wetlands and could form basis of security agreement (in progress)</li> </ul>
<b>Winter Cereals - Core Growers Program:</b> with producer group partners, DUC selects and trains leading producers (core growers) as advocates for winter wheat as a viable cropping option	<ul style="list-style-type: none"> <li>➤ Large scale, permanent adoption by producers to include winter wheat in their cropping rotation through information and demonstration</li> </ul>	<ul style="list-style-type: none"> <li>➤ 3 to 5 year agreements formalizing core grower participation (in progress)</li> </ul>
<b>Cost: \$83,800 U.S.</b> <b>Source: NAWCA, U.S. non-fed, Cdn contributions</b>		<b>Acres not applicable</b>

## **Eligible and Ineligible Expenditures for Activities in NAWCA Proposals:**

The following is a list of major activities included in NAWCA proposals and their eligibility with respect to NAWCA grant funds, U.S. non-federal match and Canadian contributions. **As of 2005, U.S. non-federal match eligibility is now considered the same as NAWCA eligibility – if an activity cannot be supported by NAWCA grant funds it cannot be supported by U.S. non-federal match funds either.** Some exceptions have been negotiated with the USFWS, such as the use of U.S. non-federal match for endowment funds, and both NAWCA and U.S. non-federal match for evaluation activities as outlined below.

Funding for all of the following activities includes “direct expenditures” such as those for materials, equipment or services purchased or contracted to secure, enhance, and manage habitat including land purchase, lease and management agreement payments. All of the following activities also include “applied direct expenditures” which include costs for salaries, benefits, vehicle and office operations, meals and lodging/travel costs for staff undertaking site securement, habitat enhancement and management. These applied direct costs are allocated to each individual project on the basis of a daily staff rate that must be negotiated between the grantee agency and the USFWS.

**Securement:** NAWCA/U.S. non-fed match/Cdn partner funding eligible. The protection of wetland and/or upland habitat through land title transfer or binding long-term conservation agreements with a landowner. Activities that acquire land through title transfer include crown land transfers, fee simple acquisition, and land donation. Other land securement methods allow partners to get permission to occupy or carry out specific activities on land that is owned by someone else. In these cases, title or ownership of the land does not change hands. These activities include Conservation Agreements, Conservation Easements, Crown Designations, Lease Agreements, and Cooperative Land Use Agreement. For land to be considered as secured, signed agreements with landowner must be a minimum of 10 years duration. The activity is considered stewardship if the term is less than 10 years.

**Enhancement:** NAWCA/ U.S. non-fed match/Cdn partner funding eligible. Actions carried out on secured wetland and/or upland habitats to increase their carrying capacity for wetland-associated migratory birds and other wildlife. Examples of enhancement activities include wetland restoration, installation of nesting structures, installation of water control structures, seeding cropland to perennial cover, and installation of fencing.

**Management:** NAWCA/ U.S. non-fed match/Cdn partner funding eligible. Activities conducted on secured wetland and/or upland habitats to manage and maintain their carrying capacity for wetland-associated migratory birds and other wildlife. Examples of wetland management activities include water-level manipulation (water draw-downs, back-floods, control operations and pumping), mechanical and chemical vegetation control, managed burns, operation and maintenance of nesting structures (e.g., nest tunnels and boxes) and project inspections, repairs and maintenance. Examples of upland

habitat management activities include managed burns, fertilizer application, contract cutting, maintenance of fencing and signage, and payment of land taxes.

**Other Functions:** The following are “other function” activities. Do not include target wetland or upland acres in these other functions. Activities that may be included under “other functions” are:

**Stewardship (Extension and/or Influenced):** NAWCA/ U.S. non-fed match/Cdn partner funding eligible. **Extension activities** promote the adoption and maintenance of environmentally sustainable land use practices by landowners, land managers, and conservation organization (for example a demonstration project). **Influenced activities** are direct actions taken by landowners, land managers, or conservation agencies that protect or enhance wetland or associated upland habitats without legal or binding agreements. These direct actions result in applied land use changes. Do not include target wetland or upland acres for extension or influenced stewardship activities as there are no legal or binding agreements with landowners for a minimum of 10 years duration.

**Reconnaissance and Design:** NAWCA/U.S. non-fed/Cdn eligible. Biological, agrological and engineering planning and targeting activities that occur prior to actual program delivery.

**Coordination:** NAWCA/U.S. non-fed/Cdn eligible. Includes costs that are associated with habitat program delivery and staff coordination at provincial, joint venture, national and international levels. The only indirect expenses that should be included under coordination and paid for with NAWCA and non-fed match funds are allowable general head office expenses as outlined in the A-122 circular and which are based upon an indirect cost rate formula negotiated between the grantee and the U.S. government. Some examples of these eligible negotiated expenditures are head office accounting costs, conservation staff and human resource costs as long as their work/use relates to eligible NAWCA programs.

**Communications:** Cdn eligible. NAWCA and non-fed match eligible only if the communications are specific to activities in the proposal (e.g. signs to identify partners involved in the securement of a parcel of land). If general communications (about the Joint Venture, NAWMP, NABCI or to broaden partnerships) only Canadian funds can be used.

**Government Relations or Policy:** Cdn eligible ONLY. The U.S. NAWCC does not allow NAWCA or non-fed match funds to be used to influence Canadian government policy (and the A-122 does not allow U.S. government funds to be used to lobby for changes in federal or state legislation). However, if a pilot or demonstration project will ultimately lead to a change in government policy but the project is currently only demonstrating a new technique or tool for wetland conservation, it should be listed as a stewardship (extension) activity that is eligible to be funded by NAWCA, U.S. non-fed match and/or Canadian partner dollars. It should describe what the activity currently does and not what it can potentially do.



For example, a pilot or demonstration project that is intended to determine the efficacy of reducing taxes as a technique to ensure maintenance of natural areas is an eligible NAWCA and non-fed match funded stewardship (extension) activity. In this example, the only agreement is the annual application form landowners complete to request the tax credit. Based on the applications received, a rural municipality is compensated by the agency undertaking the project at an average rate for natural lands taxation. At this stage, it is a demonstration project but once completed (i.e. all data has been obtained and analyzed) representations to convince targeted municipalities and the provincial government to establish a program that is based on tax credits and paid for by all provincial tax payers are policy expenditures. Once it becomes a policy expenditure, it is eligible for funding by Canadian dollars only.

**Endowment Fund:** Cdn and U.S. non-fed match funds ONLY can be used for the management of secured lands in the future. **Endowment funds are shown as “Other Functions” in both the executive summary and the full proposal.**

**Evaluation (Assessment):** Cdn/U.S. non-fed match/NAWCA eligible. However, for evaluation activities such as the PHJV Assessment to be U.S. non-fed match and NAWCA eligible they must support the review of progress toward NAWCA project objectives and NAWMP goals. These activities must evaluate the effects of the NAWCA program and have broad application throughout the Joint Venture or beyond. A description of how this proposed component fits into both the Joint Venture approved evaluation/assessment plan and the NAWCA project must also be included. **Project-directed studies** are also evaluation activities eligible for Cdn/U.S. non-fed match/NAWCA funding as long as they are assessing the results of activities done under a NAWCA project and included as part of the NAWCA proposal. They may have broader implications for other NAWCA projects but not on the program scale of a JV assessment. **All evaluation/assessment activities must be an integral part of the NAWCA project, not stand-alone assessments or evaluation efforts.**

**Monitoring:** Monitoring activities such as the CWS breeding and staging surveys are ONLY Canadian eligible and while they can be included as a Canadian contribution to the proposal it must be clearly indicated that only Canadian funds are being used for this activity.

**Activities that CANNOT use NAWCA, U.S. non-federal, or Canadian contributions and MUST NOT be included in Canadian NAWCA proposals are:**

- **Mitigation:** Canadian funds, NAWCA funds and U.S. non-federal match funds cannot be involved in any aspect of a wetland mitigation project.
- **Predator Management:** Canadian funds, NAWCA and US Non-federal match funds cannot be used for predator management.

**DETAILED WORKPLAN CONTINUED**

**2. PROJECT SCHEDULE:** Provide a schedule illustrating the project's objectives and roughly the periods in which these objectives are to be accomplished (see example on next page). Make this calendar relative to the project's start-up time, not a specific date, since it is unknown when the grant agreement will be consummated. Two examples of project schedule formats are:

**Example 1:**

Activity	1 <sup>st</sup> Quarter (Jan-March)	2 <sup>nd</sup> Quarter (April-June)	3 <sup>rd</sup> Quarter (July-Sept)	4 <sup>th</sup> Quarter (Oct-Dec)
<b>Uplands</b>				
Securement	<----->			
Enhancement		<----->		
Management		<----->		
<b>Wetlands</b>				
Securement	<----->			
Enhancement		<----->		
Management		<----->		
<b>Other Activities</b>	<----->			

**Example 2:**

Activity	1st Quarter (Jan-March)	2nd Quarter (April-June)	3rd Quarter (July-Sept)	4th Quarter (Oct-Dec)
Securement	X	X	X	X
Enhancement		X	X	
Management	X	X	X	X
Recon/Design	X	X	X	X
Communications	X	X	X	X
Evaluation		X	X	X

**3. PROJECT MONITORING:** Describe the plan for ensuring that activities identified in the project will be implemented. Indicate here that you will provide annual reports to the USFWS that outline progress in achieving proposal acreage, goals and expenditures. See page 37 for a detailed description of what is required in the USFWS annual reports.

**4. PROJECT PARTNERS AND PARTNER RESPONSIBILITIES:** This section must contain a list of all partners and must also include a description of partner responsibilities (i.e. those partners that will carry out the activities identified in the project work plan).

## **(E) BUDGET:**

The budget table must be completed in U.S. dollars and contain, at a minimum, the information outlined in the sample attached (note that some projects may be required to send a much more detailed budget).

Partners are defined as U.S. federal and U.S. non-federal groups, and Canadian federal, provincial/territorial, and private or non-government groups. U.S. federal agencies can be partners, but the money contributed by a U.S. federal agency does not count as part of the matching funds necessary to qualify for funding under the Act. Contributions by Canadian partners can be cash funding or in-kind. Identify the U.S. non-federal matching partner agency or organization and their level of commitment in dollars.

The budget on the following page is an example of a completed budget. As with the Executive Summary tables, if all funds in the proposal flow through the Grantee, then delete the “Reported by Partner” and “Total \$” columns in the Budget table. Be sure to identify who the U.S. non-fed match source is in the Contributions table and list all funding partners.

The activities listed under “Other Functions” are examples; list activities from your proposal only (including stewardship if applicable) and identify those activities that do not use NAWCA dollars.

Be sure to include the clause “Any currency exchange gains will be directed back into NAWCA projects/programs in the \_\_JV” as indicated in the example budget on the next page. Fill in the appropriate Joint Venture.

**(E) BUDGET**

**A. CONTRIBUTIONS (in U.S. Dollars). Any currency exchange gains will be directed back into NAWCA projects/programs in the \_\_JV.**

Partners	\$ Reported by Grantee	\$ Reported by Partner	Total \$
<b>U.S. Federal:</b>			
North American Wetlands Conservation Act Grant Funds	217,000	0	217,000
<b>U.S. Non-Federal:</b>			
Ducks Unlimited Inc.	217,000	0	217,000
<b>Canadian Partners:</b>			
Government of Canada - Environment Canada	12,000	14,000	26,000
Government of Nova Scotia	0	73,000	73,000
Wildlife Habitat Canada	0	30,000	30,000
Canadian Nature Federation	0	5,000	5,000
Town of Clarks Harbour	0	1,000	1,000
Municipality of Barrington	0	2,000	2,000
Piping Plover Guardians	0	1,000	1,000
Livestock Producers	0	5,000	5,000
<b>TOTAL</b>	<b>\$446,000</b>	<b>\$131,000</b>	<b>\$577,000</b>

**B. EXPENDITURES (U.S. Dollars)**

Habitat Activities	Securement			Enhancement			Management		
	Reported by Grantee	Reported by Partner	Acres	Reported by Grantee	Reported by Partner	Acres	Reported by Grantee	Reported by Partner	Acres
<b>WETLANDS</b>	\$11,000	\$10,000	20	\$113,000	\$18,000	162	\$ 38,000	\$0	32
<b>UPLANDS</b>	\$11,000	\$29,000	25	\$ 36,000	\$ 9,000	187	\$113,000	\$13,000	117
<b>Sub-Total</b>	<b>\$22,000</b>	<b>\$39,000</b>	<b>45</b>	<b>\$149,000</b>	<b>\$27,000</b>	<b>349</b>	<b>\$151,000</b>	<b>\$13,000</b>	<b>149</b>

Other Functions	Reported by Grantee	Reported by Partner
Endowment Fund*	\$48,000	\$0
Extension (stewardship)	\$28,000	\$6,000
Coordination	\$48,000	\$25,000
Policy **	\$0	\$10,000
Evaluation	\$0	\$10,000
Communications	\$0	\$ 1,000
<b>Sub-Total</b>	<b>\$124,000</b>	<b>\$ 52,000</b>
<b>PROPOSAL TOTAL</b>	<b>\$446,000</b>	<b>\$ 131,000</b>

\* This activity does not use NAWCA grant funds.

\*\* This activity uses Canadian funds only.

## **(F) MAPS AND PHOTOS**

Provide a map(s) of the general area (e.g. rural municipalities/landscapes) where work will be concentrated. If appropriate, maps should be at the landscape level. It is recognized that, in some cases, only a general regional scale map will be appropriate for projects that involve a range of small sites in a large geographic area. If it is possible, identify specific areas and locations where activities in the proposal will be undertaken.

The map should be of readable quality on letter size paper (8½ x 11½ inch), with an inch margin on the left, showing general project/program boundaries and be printed in colour. Each map must have the name of the province(s), project title, grantee name and funding window included on it.

It is highly advisable to include photos in addition to the required map, particularly of sample projects or landscapes. Please include a detailed caption for each photo. If photos are of a plant or animal species be sure to identify the species with its common name.

All maps/photos/figures submitted with the proposal will be reviewed by U.S. NAWCC Staff, but a maximum of 2 pages of maps only will be forwarded with the Executive Summary to the NAWCC (U.S.) and the MBCC for review.

For Joint Venture-level proposals, landscape-level maps of the program area must be coordinated by the agency before being submitted to the Secretariat to ensure maps for each province/region contain similar information and each area is appropriately represented (e.g. one map per province/region).

**ALL MAPS/FIGURES/PHOTOS MUST BE THE VERY LAST PAGES OF THE PROPOSAL (after the budget page and all appendices) and paginated correctly.**

**GENERAL NAWCA GRANT AGREEMENT INFORMATION**  
**Prepared by Sarah Mott, NAWCA Grants Administrator, USFWS**

Current grant agreement or assistance award consists of a one- or two-page document with the name of the project, the grantee and USFWS project officers, the financial information, the project purpose, and a list of referenced documents and regulations. Your proposal and its budget are incorporated by reference, as are the grant guidelines and certifications for Canadian recipients. Older agreements generally include the same information, but in a different format.

**DUNS (Data Universal Numbering System) Number:** Each grant recipient must have a DUNS number, which may be obtained from Dun and Bradstreet at 1.866.705.5711 on weekdays from 8:00 A.M. to 5:00 P.M. EST/EDT. It is also possible to obtain a DUNS number via Internet; however, it may take several weeks to process the request (<http://dun.com>). The DUNS number must be associated with the office from which billing will take place and the address registered in Dun & Bradstreet should be the same as the Grant Recipient organization address. If the DUNS number/billing address is different than the Project Officer address, please tell your USFWS Program Officer.

**SMARTLINK:** SMARTLINK is the system by which the USFWS allocates funds to grantees. Grant recipients must establish a SMARTLINK account to access NAWCA funds. If you have an existing Smartlink account established with the USFWS, you must confirm that you 1) would like to have the new award funds deposited in the existing account and 2) all existing banking information is valid. This information must be verified and/or updated for each submission window. Send an email message to [DBHCSmartlink@fws.gov](mailto:DBHCSmartlink@fws.gov) and provide your Smartlink Payee Account Number, organization name and the project title of the new award. For detailed instructions on establishing a Smartlink account and updating an existing one, visit the Smartlink website at:

<http://birdhabitat.fws.gov/smartlink/SMARTLINK.htm>.

**Remember, your agreement cannot be written until you complete and submit the completed SMARTLINK forms or provide confirmation that you will use an existing Smartlink account.**

**Unilateral Grant Agreements:** The assistance award does not require the signature of the grant recipient. The agreement is considered executed on the date it is signed by the Chief of the Division of Bird Habitat Conservation, USFWS. If you are unwilling or unable to accept the assistance award as issued, you must contact the USFWS Program Officer about your concerns within 10 days of your receipt of this agreement. If you do not notify the Program Officer, we assume that you have accepted the agreement and agreed to its requirements and conditions.

Modifications to the 2003 DUC agreements and to older assistance awards must be processed by the USFWS Division of Contracting and Facilities Management. Consequently, those

modifications are not unilateral. The grantee's signature is required prior to execution by USFWS.

**Annual and Final Reports:** An **annual report** is due within 90 days of the end of each project year (the anniversary date of when USFWS signed the assistance award). **Annual reports** must describe progress toward stated habitat objectives, other activities, expenditures to date (including NAWCA grant and U.S. non-federal match funds) and any problems encountered. Prior approval from the USFWS Program Officer is required before proposal objectives can be modified. A **final report** is due to the USFWS Program Officer within 90 days of the end of the project period.

Both **annual and final** performance reports must include:

- a comparison of actual accomplishments with proposed project objectives for the period covered and explanation of any differences;
- an SF269 (long version) financial statement. Documentation of the expenditure of U.S. non-Federal dollars must be at least equal to those funds identified as U.S. non-Federal dollars in the project budget prior to final payment of U.S. Federal dollars.
- Documentation of real property acquisition, as required by the guidelines of your agreement and described below.

**The final performance report must also include:**

- a comparison of each partner's proposed matching commitments with the amounts actually contributed;
- map(s) [*U.S. Geological Survey 7½ minute topographic*] indicating the boundaries of all interests in real property that the recipient, subrecipient, or match provider has purchased, restored, enhanced, or created with NAWCA funding or matching dollars.

**Additionally, the following information must be provided as described:**

- On January 15, April 15, July 15, and October 15 of each year, whether or not any cash transactions occurred, the grantee must send the Report of Federal Cash Transactions (Standard Form 272) through the PSC-272, the electronic method of submitting this report through SMARTLINK.
- If the grantee or a match provider (a) acquires an interest in real property with NAWCA funding, (b) seeks reimbursement with NAWCA funding for such acquisition, or (c) acquires the real property with matching funds, the Recipient must send the USFWS Program Officer the following documentation with the first report (annual or final) due after the acquisition: a copy of the summary and signature pages of the appraisal, a copy of the recorded deed or other instrument conveying title to all interests in real property purchased with grant or matching funds, and a closing, settlement, or adjustment statement showing a written breakdown of the costs involved in the purchase of an interest in real property.

## APPENDIX 1 GUIDANCE QUESTIONS FOR PROPOSAL DEVELOPMENT

*This section is an edited version of the Technical Assessment Questions from the United States Standard Grant Proposal 2005 Proposal Outline document. These questions are used in the U.S. to score U.S. NAWCA proposals, they are not used to score or review Canadian proposals. They are only included here to provide some guidance on the type of information that may be included in Canadian proposals. Questions not relevant to the Canadian program have been deleted or amended.*

### **TECHNICAL ASSESSMENT QUESTION 1: How does the proposal contribute to the conservation of waterfowl habitat?**

High Priority Species: tule greater white-fronted goose, dusky Canada goose, cackling Canada goose, southern James Bay Canada goose, northern pintail, mottled duck, American black duck, mallard, lesser scaup, greater scaup (NOTE that these species change annually).

- How proposal will aid in meeting objectives of waterfowl conservation plans.
- How many individuals/pairs will use the proposal area and for what life cycle stage and whether this is an improvement in population numbers over the current situation.
- How proposal will impact species and improve habitat quality (describe before-and after-proposal environment).
- Explain what procedure will be used to ensure that high quality habitat is targeted.

Other Priority Species: Pacific greater white-fronted goose, Wrangel Island snow goose, Atlantic brant, Pacific brant, wood duck, redhead, canvasback, ring-necked duck, common eider, American wigeon

- How proposal will aid in meeting objectives of waterfowl conservation plans.
- How many individuals/pairs will use the proposal area and for what life cycle stage and whether this is an improvement in population numbers over the current situation.
- How proposal will impact species and improve habitat quality (describe before-and after-proposal environment).
- Explain what procedure will be used to ensure that high quality habitat is targeted).



**TECHNICAL ASSESSMENT QUESTION 2: How does the proposal contribute to the conservation of other wetland-associated migratory birds?**

Bird Conservation Regions and Priority Birds:

- How the proposed activities will aid in meeting habitat conservation objectives of migratory bird conservation plans.
- Whether the project area will be used as breeding, migrating, and/or wintering habitat.
- Explain what procedure will be used to ensure that high quality habitat is targeted.

Other wetland-dependant birds:

- Impact of the proposal on each species or group of species; how the proposal will aid in meeting objectives of migratory bird conservation plans; whether the proposal area will be used as breeding, migrating, and/or wintering habitat; and importance of each tract or logical groupings of tracts shown on maps in the proposal to the species).

**TECHNICAL ASSESSMENT QUESTION 3: How does the proposal location relate to the geographic priority wetlands described by the North American Waterfowl Management Plan, the North American Landbird Conservation Plan, the Canadian Shorebird Conservation Plan, the North American Waterbird Conservation Plan and/or Canada's Waterbird Conservation Plan (or provincial plans where they exist)?**

Describe:

- National Priority Wetland Areas: succinctly describe how the proposed grant and match activities will aid in meeting the national/continental priority wetland habitat conservation objectives of migratory bird conservation plans.
- Regional important wetland areas: succinctly describe how the proposed grant and match activities will aid in meeting regionally important wetland habitat conservation objectives based on Joint Venture science and planning information.

**TECHNICAL ASSESSMENT QUESTION 4: How does the proposal contribute to long-term conservation of wetlands and associated uplands?**

- Significance of the proposed work to long-term wetlands conservation in terms of 1) threats to wetlands values (address acquisition of water rights, if applicable); 2) conservation or management of larger wetland areas; and 3) objectives of wetlands conservation plans.
- Justification for modifying existing wetlands from one type to another.
- For proposed restoration and enhancement activities, how long results will last and when maintenance or additional work will be needed.
- Reliability and success of proposed vegetation control techniques.
- Summary of the long-term conservation and management plan for the proposal area.
- How easement restrictions and reserved rights serve to ensure long-term wetland conservation and health.

**TECHNICAL ASSESSMENT QUESTION 5: How does the proposal contribute to the conservation of habitat for Federally-listed/proposed species at risk; provincially listed/proposed species; and other wetland-dependent fish and wildlife?**

Federally (COSEWIC) listed species:

- How many individuals/pairs will use the proposal area and for what life cycle stage and whether this is an improvement in population numbers over the current situation.
- How proposal will improve habitat quality (describe the before- and after-proposal environment).
- Whether proposed actions and proposal area are identified in a recovery plan or other species plan.
- Explain what procedure will be used to ensure that high quality habitat is targeted.

Provincially listed species (not included above):

- How many individuals/pairs will use the proposal area and for what life cycle stage and whether this is an improvement in population numbers over the current situation.

Provincially listed species (not included above) continued:

- How proposal will improve habitat quality.
- Whether proposed actions and proposal area are identified in a recovery plan or other species plan.
- Whether the completed proposal will relieve the need for any special protective status for the species.
- Explain what procedure will be used to ensure that high quality habitat is targeted.
- Benefits to other wetland-dependent fish and wildlife species.

## **NAWCA FUNDING PROGRAM - CONTACTS**

### **Canadian NAWCA Proposals:**

NAWCA Program Coordinator  
NAWCC/NAWMP and Wetlands Secretariat/Coordination Office  
Canadian Wildlife Service  
Environment Canada  
7<sup>th</sup> Floor, Place Vincent Massey  
351 St. Joseph Boulevard  
Gatineau, Québec  
K1A 0H3  
(for couriered packages use postal code J8Y 3Z5)

Phone: 819-994-0512  
Fax: 819-934-6017  
Email: [Erika.VanNeste@ec.gc.ca](mailto:Erika.VanNeste@ec.gc.ca)

### **Canadian NAWCA Grant Agreements:**

Canadian Grants Administrator  
Division of Bird Habitat Conservation  
U.S. Fish and Wildlife Service  
4401 N. Fairfax Drive  
MBSP 4075  
Arlington, VA 22203

Phone: 703-358-2463  
Fax: 703-358-2282  
Email: [Leakhena\\_Au@fws.org](mailto:Leakhena_Au@fws.org)