

# ***CALL FOR CANADIAN NAWCA and MBTA PROPOSALS***

## ***FUNDING WINDOW 2015-2***

*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*

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PAPERWORK REDUCTION ACT STATEMENT: 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 Officer, U.S. Fish and Wildlife Service, 1849 C Street, NW., Mail Stop BPHC, Washington, D.C. 20240.



*North American Wetlands  
Conservation Council (Canada)*



*North American Waterfowl  
Management Plan  
Plan nord-américain de  
gestion de la sauvagine  
Plan de Manejo de Aves  
Acuáticas de Norteamérica*

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## Introduction

This document, *Call for Canadian NAWCA Proposals: Funding Window 2015-2*, describes in detail the preparation and submission of Canadian applications for funding consideration through the 1989 United States Congress *North American Wetlands Conservation Act* (NAWCA), as amended in 1994, 2002 and 2010. 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. Legal obligations pertaining to the fulfilment of objectives in the NAWCA proposals and grant agreements exist only between the successful Grantee and the United States Fish and Wildlife Service (USFWS).

The objective of the NAWCA 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.

The key players in the Canadian NAWCA proposal process and their roles are described in Figure 1. The North American Wetlands Conservation Council (Canada), or the NAWCC (Canada), is the body responsible for reviewing and endorsing Canadian NAWCA proposals. Canadian proposals must be submitted to the Wetlands Office at Environment Canada through the Joint Venture Provincial Steering Committees and applicable Habitat Joint Venture Management Boards. Proposals are then forwarded to the NAWCC (Canada) for review and endorsement before being recommended to its U.S. counterparts, the NAWCC (U.S.), for consideration.

This document includes an explanation of the wetlands conservation project grant application process, definitions, timeline for proposals, description of information required in the proposal, and the format for proposals. In addition, reference materials (e.g., North American Waterfowl Management Plan 2012 Revision) are available online or from the Wetlands Office to assist proposal Grantees (see the Key Documents and Reference Materials section on page 4).

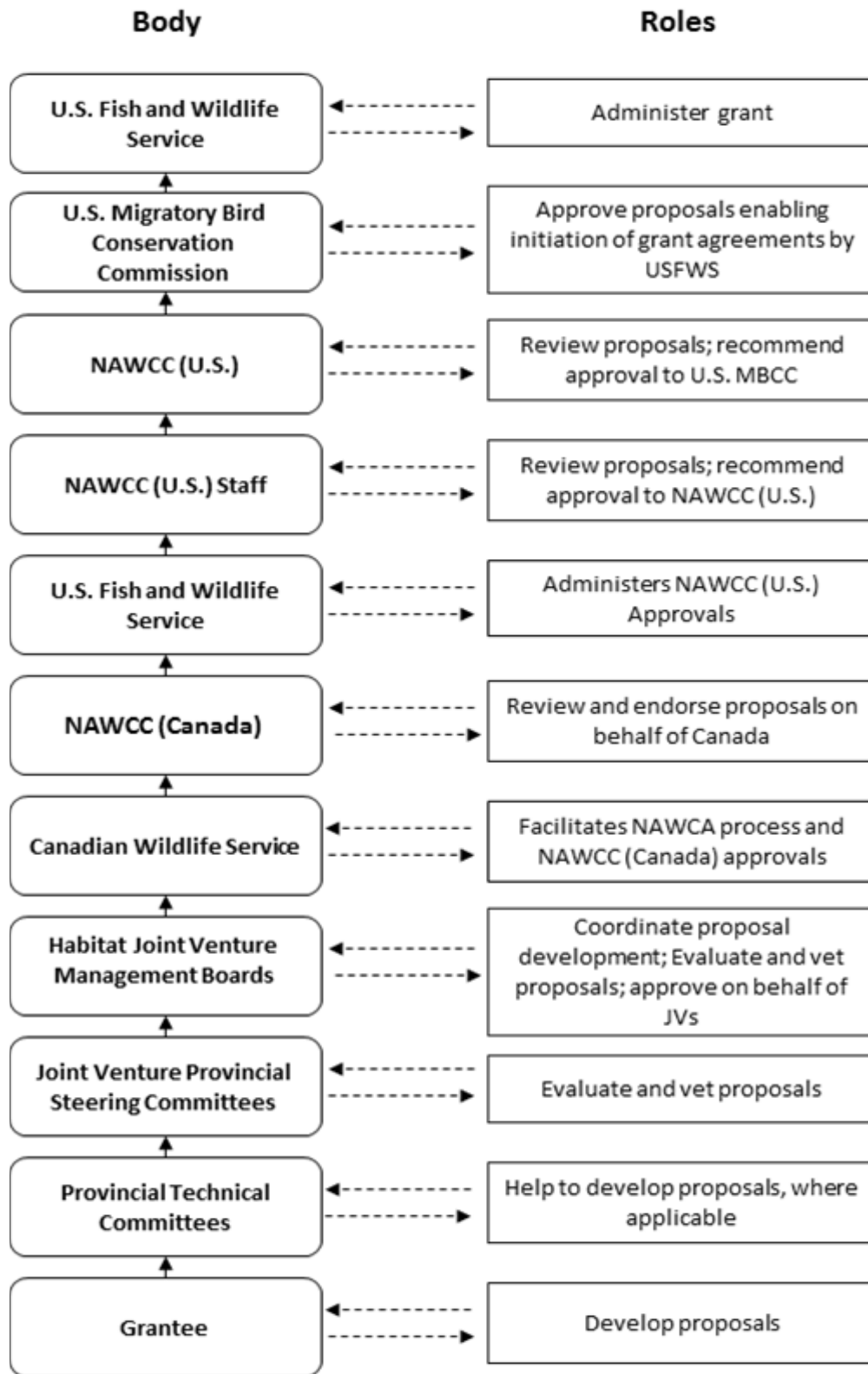
Grantees are strongly encouraged to use the instructions found in this document and the attached Proposal Template to develop proposals in order to avoid delays in submitting materials to NAWCC (Canada) and NAWCC (U.S.). When the application is complete and has been vetted by the applicable Habitat Joint Venture Management Board in Canada, it should be forwarded to the Wetlands Office, Canadian Wildlife Service.

If you are a new NAWCA grantee you must first determine whether or not your organization qualifies for Canadian NAWCA funding by contacting your regional Habitat Joint Venture. Furthermore, you must ensure your application meets the definition of a wetlands conservation project, see pages 8-9.

A list of Canadian Joint Ventures is found on page 42.

► Please read these instructions thoroughly before developing your proposals, as incomplete or inappropriate proposals will be returned to proposal writers for corrections and formatting. See page 12 for submission and timeline details.

Any questions regarding the development of the Canadian NAWCA 2015-2 Proposals can be directed to the Wetlands Office (for contact information see page 42).



**Figure 1** The Canadian NAWCA proposal process within Canada and the United States. The Wetlands Office, Environment Canada facilitates this process in Canada and the Division of Bird Habitat Conservation (U.S. Fish and Wildlife Service) (USFWS) administers the process in the U.S.

## Key Documents and Reference Materials

### Key Documents available online where indicated and/or from the Wetlands Office:

- Final Report on NAWCA Funding Allocations: NAWCA Funding Task Force Report 2004
- Example of completed Form SF-424, Application for Federal Assistance (U.S.)
- Form SF-425, Federal Financial Report (U.S.) [www.grants.gov](http://www.grants.gov)
- North American Wetlands Conservation Act (amended 2010)  
<http://uscode.house.gov/view.xhtml?path=/prelim@title16/chapter64&edition=prelim>
- 2 CFR Part 230, formerly called “OMB Circular A122” (Cost Principles for Non-Profit Organizations):  
<http://www.gpo.gov/fdsys/granule/CFR-2012-title2-vol1/CFR-2012-title2-vol1-part230/content-detail.html>
- Central Contractor Registration  
<https://www.uscontractorregistration.com/>

### Reference Materials for Proposal Development available online where indicated and/or from the Wetlands Office:

- North American Waterfowl Management Plan 2012 Revision:  
<http://www.nawmprevision.org/>
- The shorebird, waterbird and landbird conservation plans:  
<http://www.nabci-us.org/plans.htm>
- Threatened and endangered species in the United States:  
<http://www.fws.gov/endangered/>
- Species Assessed by the Committee on the Status of Endangered Wildlife in Canada:  
[http://www.cosewic.gc.ca/eng/sct0/index\\_e.cfm#sar](http://www.cosewic.gc.ca/eng/sct0/index_e.cfm#sar)
- U.S. Standard grant proposal instructions:  
<http://www.fws.gov/birdhabitat/Grants/NAWCA/Standard/US/index.shtm>
- Connectivity to the Gulf of Mexico for Canadian BP Priority Species: Band Returns, EBird Maps and References

## **Purpose of the *North American Wetlands Conservation Act* (NAWCA)**

The 101st Congress of the United States enacted the *North American Wetlands Conservation Act* (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 NAWCA is United States law and final decision-making rests with U.S. administrative bodies (Migratory Bird Conservation Commission). Canada is a major beneficiary of NAWCA funding, 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 Landbird Conservation Plan and the international obligations contained in the migratory bird treaties and conventions and other agreements with Canada, Mexico, and other countries.

The NAWCA further establishes the North American Wetlands Conservation Council in the United States, or the NAWCC (U.S.), 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 on the NAWCC (U.S.). The fourteen 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 the U.S. Migratory Bird

Conservation Commission (MBCC).. 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 NAWCC (Canada).

NAWCC (Canada) is responsible for the delivery of long term strategies and ongoing actions that connects the NAWCC's (Canada) mission (purpose) to its vision that *"Canada has abundant and resilient wetlands, waterfowl and other wetland dependent species that are sustained and valued"* (NAWCC (Canada) Strategic Plan 2010-2020). NAWCC (Canada) members originate from federal, provincial and/or territorial governments and non-government organizations. The partnership includes 19 members and is co-chaired by the Executive Director of the Canadian Wildlife Service at Environment Canada. The NAWCC (Canada) includes the chairpersons of the four Habitat Joint Ventures, the three Species 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 representatives. The NAWCC (Canada) reviews and approves Canadian NAWCA proposals to ensure they align with Canadian programming and recommends them for funding to the NAWCC (U.S.).

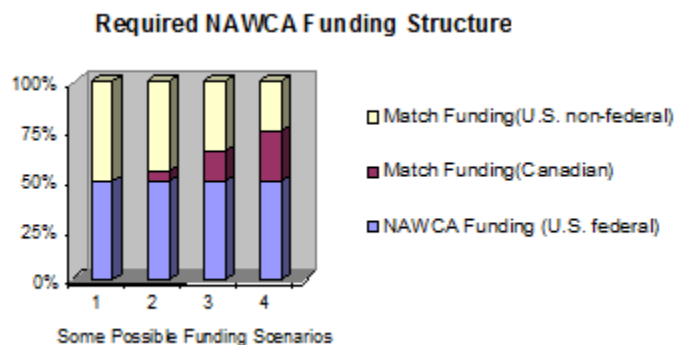


## Box 1 – NAWCA Funding Structure

The *North American Wetlands Conservation Act* (NAWCA) provides U.S. federal funding grants for North American wetlands conservation projects. This grant funding shall be referred to as **NAWCA Funds** or **NAWCA Funding** throughout this document.

The NAWCA provides a mechanism to leverage NAWCA Funds with other funding and to provide this combined funding to Canada and Mexico in support of wetland projects that benefit the bird conservation plans noted in the Act's purpose (see (3) above, page 5). At least 30% and not more than 60% of the NAWCA Funds are available each year to be spent on proposals submitted from Canada and Mexico. NAWCA proposals from Canada must have at least a one-to-one ratio of matching funds to the NAWCA Funds requested through the Act. **Match Funds** or **Match Funding** can include U.S. non-federal funding and/or Canadian federal or non-federal funding. It is important to note that the Canadian portion may comprise up to 50% of the total Match Funds. The NAWCC (U.S.) will not consider a project which does not have the necessary Match Funds therefore confirming such Match Funds should be initiated early in the project development process.

In addition to the NAWCA Funds and the Match Funds, contributions from Canadian or other international partners related to the project that is above and beyond the required Match Funding, and any funding that will be used for project activities that are not eligible for NAWCA Funding or Match Funding are hereafter referred to as **Other Contributions** or **Other Contributors**, are not legally required under NAWCA, but they do however increase investment in Canadian NAWCA projects, allow for expanded programs, and indicate the level of support for the project to the NAWCC (U.S.).



**Figure 2** NAWCA funding structure, in terms of percent of total project funding, allowed according to the 2010 Amendment. Several possible funding scenarios within the NAWCA framework are shown. The Canadian portion of the Match Funds can be up to 50% of the Match Funds. Note that Other Contributions (not shown) are funds above and beyond the NAWCA and Match Funding (U.S. and Canada) sources shown here.

## Definition of a Wetlands Conservation Project

Section 4402(9) of the Act (amended in March 2010) 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 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/program).
3. State whether they are single or multi-year efforts. Submissions to the NAWCC (Canada) must be accompanied by information as to whether the effort will be completed over one year or contribute to a multi-year initiative. Funding of a single year portion of a multi-year proposal will assist in securing, but does not guarantee future funding in subsequent funding windows. Each portion should be submitted annually and will be reviewed with other proposals for that funding window. NAWCC (Canada) recommendations for funding subsequent years of multi-year wetlands conservation proposals will be partially based on satisfactory completion of the earlier funded submissions related to the initiative 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 agreement; or,

- c. it is the maximum length of time 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 possible 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 (see Eligible and Ineligible Expenditures for Activities in NAWCA Proposals pages 33-41).

5. Consider public access in the proposal. When it is appropriate and compatible with the purposes for which the land was secured, 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 and should be adequate to protect the conservation purposes of the project. Also note that those lands secured under Conservation Easements through the Canadian NAWMP process remain as private property, thus while access provisions are included in conservation easement Agreements, discretionary access remains the purview of the landowner.

Generally, non-commercial pedestrian access (walking, snowshoeing, cross-country skiing) is permitted on all Canadian NAWMP partner-owned lands. Hunting is usually permitted on all properties unless Federal, Provincial, or Municipal restrictions indicate otherwise. When decisions to restrict access or to permit or restrict activities are made the properties will be clearly and accordingly signed and the decision will generally be based on the following criteria:

- The ecological values of the property identified as critical for conservation could be negatively impacted by public access.
  - There is a public safety or community concern or a government authority prohibits the activity.
  - Access is against the wishes of a donor who solely enabled the acquisition of the property or donated land.
6. Identify the needs for adequate Match Funds. A minimum of a 1:1 Match Funds from U.S. (non-federal) and/or Canadian (federal or non-federal) sources is required by the NAWCA. Up to 50% of the Match Funds may be from Canadian sources. The NAWCC (U.S.) will not consider a project which does not have the necessary Match Funds therefore confirming such Match Funds should be initiated early in the project development process.
  7. Identify Other Contributions, which are those not included in the NAWCA and Match Funding components.

## **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 are in 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 (Canada) Council comprised of federal, provincial and territorial governments, environmental non-government organizations, and industry associations. Similar Councils exist in Mexico and United States.

The pillars of the 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 Conservation 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, the 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 the NAWMP.

Following subsequent amendments to the Act, the purpose of the 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 Shorebird Conservation Plan, the Waterbird Conservation Plan and the Partners in Flight Landbird Conservation Plan.

### **NAWMP relation to NAWCA proposals**

In October 2004, the 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. and/or Canadian Match 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 wetland-associated migratory birds, with an emphasis on priority species.

## **Schedule and Timelines for Submission**

The 2015-2 schedule and timelines are outlined in Table 1. Project proposals must be vetted and evaluated by the Joint Venture Provincial Steering Committees, and applicable Habitat Joint Ventures in Canada, reviewed by the Wetlands Office, and then submitted to the NAWCC (Canada).

Joint Venture vetted proposals must be submitted to the Wetlands Office by the dates outlined in Table 1. The Wetlands Office reviews each proposal over the next week and works with proposal writers to make any necessary revisions and ensure consistency with NAWCC (Canada) direction and priorities. The purpose of this review is to ensure national consistency according to the template, and ensuring compliance with NAWCA eligibility and U.S. MBCC. Once finalized, the proposals are submitted to the NAWCC (Canada) for review and endorsement. If any revisions are requested or if any issues are raised by NAWCC (Canada), these must be resolved to the satisfaction of the NAWCC (Canada) Executive Secretary before the proposals are submitted to the NAWCC (U.S.) Council Coordinator.

Each proposal endorsed by the NAWCC (Canada) will be submitted for consideration to the NAWCC (U.S.) Staff, NAWCC (U.S.), and the MBCC. At any point prior to recommendation by NAWCC (U.S.), USFWS Staff may contact a Canadian Project Officer directly to request changes or clarifications to a proposal. The project is only approved once the MBCC has ruled on it. All Grantees will be notified directly by the USFWS of NAWCC (U.S.) and MBCC decisions concerning recommendations, approval, and funding of project proposals. Proposals rejected may be restructured, updated and resubmitted through the previously described process in a subsequent funding window.

After the MBCC approves a project for funding, a USFWS Program Officer prepares the grant agreement, working directly with the Canadian Project Officer from the Grantee organization identified in each approved proposal. Normally, grant agreements are completed within 60-90 days following MBCC approval of the proposal. Issuance of grant agreements is contingent upon available funding. If actual funding is below estimates, USFWS will work with the Wetlands Office and the Grantees to modify funding amounts accordingly.

**Table 1** Schedule & Timelines for Canadian NAWCA Proposals: 2015-2

<b>Funding Window</b>	<b>Time Frame</b>	<b>Activities</b>
Second Window	TBD	Call for Proposals sent by Joint Ventures to Canadian Grantees with estimated U.S. NAWCA funding.
	TBD	The Wetlands Office, JV Coordinators, and Grantees to discuss the allocation of 2015-2 NAWCA funding (based on estimates, or actuals if available) among Grantees. As soon as possible following the Call for Proposals.
	TBD	Proposal/project planning with provincial steering committees, proposal writing, and Habitat Joint Venture review and approval of proposals <sup>1</sup> .
	TBD	Deadline for Canadian NAWCA proposal submissions to Wetlands Office.
	TBD	Wetlands Office reviews proposals and works with Grantees on revisions <sup>2</sup> .
	TBD	NAWCC (Canada) review and endorsement of proposals.
	TBD	Original Match Funding letters due to Wetlands Office by mail.
	TBD	NAWCC (Canada) comments and changes integrated into proposals, and proposals prepared by Wetlands Office for submission to the USFWS.
	August 5, 2014	Deadline for the official submission of the Canadian 2015-2 NAWCA proposals and all associated materials to the USFWS for consideration.
	September 24-25, 2014	NAWCC (U.S.) Staff meeting to recommend proposals for approval.
	December 9-10, 2014	NAWCC (U.S.) meeting to recommend proposals for approval.
	March 11, 2015	MBCC meeting to approve proposals.

<sup>1</sup> Joint Venture Coordinators are responsible for ensuring proposals meet the goals and objectives of the Implementation Plans and activities are eligible under NAWCA.

<sup>2</sup> The Wetlands Office is responsible for ensuring national consistency according to the template, ensuring consistency with NAWCC (Canada) direction, and ensuring compliance with NAWCA eligibility and U.S. MBCC.

# NAWCA Proposal

## Box 2: Terminology

**Project Officer:** The individual who is responsible for overseeing the project implementation (may be the same person who writes the proposal) and prepares the agreement; identified on the cover page of the proposal.

**Proposal Writer:** The individual who writes the proposal; identified on the cover page of the proposal.

**Grantee, aka Applicant:** The organization (1) to which the USFWS would award the grant, (2) that will be accountable for reporting on and managing the grant and, (3) that will be responsible for compliance with regulatory requirements. Note that the Grantee organization is an “Applicant” during the application process and prior to NAWCA grant approval. However for simplicity the term “Grantee” is used in this document.

**Partner:** Agency or organization working with and providing funds and/or support to the Grantee for the purposes of the NAWCA proposal.

**Wetlands Office:** Team in the Canadian Wildlife Service, Environment Canada that is responsible for administering the Canadian NAWCA proposal process.

**Program vs. Project:** In the context of Canadian NAWCA proposals, "project" refers to individual work within a proposal, and "program" refers to a larger, multi-year initiative. “Project” is used when specifically referring to a proposal or its content, and "program" is used when referring to how the proposal fits in with other work, Implementation Plans, previous NAWCA endeavours, etc. A more complete definition for “project” is provided on pages 8-9.

## NAWCA Funding – Important Notes

- Application is for one year of NAWCA Funding only. Subsequent funding for continuation of the same project requires a separate application.
- NAWCA Funding must be matched 1:1 with Match Funding, of which up to 50% can be from federal or non-federal Canadian sources.
- NAWCA Funds and Match Funds allocated to Canada must be expended in Canada within the appropriate Habitat 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).

- The total NAWCA Funding outlined in all of the 2015-2 proposals must be equal to the 2015-2 NAWCA funding estimates provided by the USFWS.
- Funding from Other Contributors, referred to as Other Contributions, (cash and/or in-kind) is not a part of the core NAWCA proposal, instead if a Grantee wishes to list its Other Contributions this can be done in appendix A.

▶ To ensure consistency across tables, do not round figures in the Partners and Funding Table, the Workplan Budget and Acres Table or the Budget Table<sup>3</sup>. As per direction from the USFWS: “Budgets should match [NAWCA Funding] requests, and [Match Funds] reported by the Grantee on the front page of the proposal”.

## Proposal Format

A Proposal Template for NAWCA 2015-2 proposals has been created to facilitate proposal writing.

▶ Proposal writers must use this template to ensure compliance with U.S. content and formatting requirements, and to ensure a national consistency across all Canadian proposals.

▶ All proposals must be submitted in MS Word format and use 11 pt Calibri font, with one inch margins.

▶ All documentation must refer to areas in acres, be written in English, and show proposed contributions and expenditures in U.S. dollars. Do not convert any U.S. dollars in the proposal to Canadian dollars.

- Limit the amount of narrative information in the proposal to a minimum to adequately convey the required information.
  - ▶ The proposal body (section beginning after the executive summary) cannot exceed 12 pages, single-sided, of text using 11 pt Calibri font. This page limit excludes appendices, maps and photos.
- Use unique language to describe the proposed work rather than language used in previous NAWCA proposals.
- The proposal will be incorporated as part of the legal grant agreement with the USFWS; therefore information provided in the proposal must be accurate. Double check to ensure acreage and dollar figures add correctly and are consistent between text and tables.

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<sup>3</sup> Note that the Wetlands Office will provide estimates for NAWCA funding in round numbers (to the nearest \$100). Proposal 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, Workplan Budget and Acres, and Budget Tables match exactly.



- The proposal must state in the executive summary and budget that any currency exchange gains will be directed back into NAWCA projects within the same Joint Venture, as previously allocated.
- In developing proposals, remember that this project will be reviewed by U.S. decision-makers who may not be familiar with Canadian needs, landscapes, partners and projects. It is incumbent on the grantee to ensure that proposals are complete, clear and succinctly written. Each proposal should be able to stand on its own, as should each executive summary.
- Ensure that guidelines relating to the use of acronyms and abbreviations are respected. All acronyms and abbreviations must be spelled out in full when they first appear in the proposal, including the executive summary.
- Ensure that guidelines relating to the use of common names of waterfowl species are respected. In general, two proper names are capitalized (i.e. Redhead Duck); names following a hyphen are not capitalized (but the second part of the name is, i.e. Long-tailed Duck); when speaking of eiders, geese, ducks generically, names are not capitalized. Please refer to the following website for the correct format for specific species names: <http://www.aou.org/checklist/north/full.php>

## **Proposal Activities**

- Project Officers must review all types of activities permitted by the NAWCA, as well as eligible and ineligible expenditures before addressing the activities in the proposal (see Eligible and Ineligible Expenditures for Activities in NAWCA Proposals pages 33-41).
- All activities funded by U.S. grants must be in compliance with the guidelines set out in U.S. 2 CFR part 230 (formerly OMB Circular A-122), Cost Principles for Non-Profit Organizations. Please see the “Key Documents and Reference Materials” section, on page 4.
- Please ensure that proposal activities comply with the requirements of federal, provincial and territorial legislation, as well as municipal by-laws. Ensure that requirements are verified and that any permits and/or approvals from other federal, provincial/territorial and/or municipal governments are obtained prior to the commencement of activities.

## **Submission of Proposals**

Once approved by the Habitat Joint Venture Management Board, the proposal must be e-mailed (including maps/photos) to the Wetlands Office for review. Please also copy the appropriate Habitat Joint Venture Coordinator when submitting the proposal. During this review period, the NAWCA Program Coordinator will work with the proposal writer and project officer (if different) to finalize the proposal and may request clarification and/or revisions to the proposal.

► It is the Grantee’s responsibility to ensure that the Project Officer or their delegate can be reached during the review period (up to four weeks after the proposals are due at the Wetlands Office) to finalize the proposal.

## Match Letters

The total amount of NAWCA Funding in each proposal must be matched 1:1 by a matching source (U.S. non-federal and/or Canadian federal or non-federal) and original letters of confirmation from each source (listed in the Partners and Funding Table of the executive summary) must be submitted to the Wetlands Office. These “match letters” are letters from the U.S. and/or Canadian agencies/corporations confirming their contribution of required Match Funds for the total amount shown in the proposal.

Please note that all references to Match Funds in these letters must be in \$U.S.

► Original letters identifying the source (s) and amount(s) of each of the U.S. and/or Canadian Match Funds:

**Must be addressed to:**

Ms. Cynthia Perry  
Chief, Division of Bird Habitat Conservation and  
NAWCC Coordinator  
North American Wetland Conservation Council  
U.S. Fish and Wildlife Service

**And must be sent to:**

Neill Gilbride  
Wetlands Office, Environment Canada  
351 Blvd St. Joseph, 15<sup>th</sup> floor  
Gatineau, QC, K1A 0H3

The Wetlands Office will receive these letters and forward them on to the NAWCC (U.S.) Coordinator

## SF 424 and SF 424d Forms (Application for Federal Assistance)

All Grantees must complete SF424 and SF 424d forms electronically for each proposal. These forms provide proposal information in an application for U.S. Federal Assistance. To access these forms:

- To [www.grants.gov](http://www.grants.gov) and search for “NAWCA Canada”.
- Click on “application”
- Use the link for SF 424 and SF 424d to complete the forms.
- Submit forms

*Note that in previous years grantees were required to submit hard copies of the SF 424 and SF 424d forms with their proposal package to the Wetlands Office. This is no longer required. Once submitted online, these forms will be accessible by the USFWS.*

When completing the forms, please note the following:

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

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 Wetlands Office early each funding window.

Section 18: Estimated Funding (\$U.S.):

- a. Federal: Include NAWCA request
  - b. Grantee: Include Match Funding (both U.S. Non-Federal match and Canadian match, both expressed as \$U.S.)
  - c. Total: Include the sum of a + b
- SF-424D: Assurances. 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 in whole, and the first sentence of #3.

Examples of completed SF-424 forms are available from the Wetlands Office.

### **Exceptions to NAWCA & Match Eligibility Rules**

There are several grant administration changes 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, as this allows flexibility in the program, some of these have led to confusion and misunderstanding because they are not well known by all Canadian or U.S. partners. Therefore, any future exceptions to NAWCA and Match rules (i.e., exceptions that affect the Canadian NAWCA program as a whole) must be reviewed and endorsed by the appropriate Habitat Joint Ventures and NAWCC (Canada) prior to being negotiated by a Grantee with the USFWS. This will ensure the transparency of activities and ensure that the exception is beneficial to the entire NAWCA program in Canada.

## Proposal Components

In order to facilitate consistency among NAWCA proposals, a formatted Proposal Template (attached) has been developed for use by proposal writers. Writers must use this template in order to ensure that the proposal meets the U.S. content and formatting requirements, and to expedite the review and administration process. Certain instructions are provided in the Proposal Template, which appear as *[italics text in square brackets]*. Please ensure that these instructions are deleted and replaced with the requested information in normal font. Please note that all proposals must be submitted in MS Word format.

Each NAWCA proposal submission must include the following:

1. Proposal Application Cover Page (1 page maximum)
2. Executive Summary (2 pages maximum)
3. Proposal Body (12 pages maximum). The proposal body includes the following sections:
  - A. Project Description
  - B. Expected Benefits
  - C. Other Considerations
  - D. Detailed Workplan
  - E. Budget
4. Maps and Photos
5. Appendices

In addition, please remember that in order to complete the proposal submission:

- Original, signed Match Letters from each Match Funds source must be forwarded to the Wetlands Office for verification and compilation. These are described on page 16.

# Proposal Completion Instructions

These instructions are designed to facilitate the completion of necessary forms and to guide proposal writers through the use of the Proposal Template. Please follow these instructions carefully.

## 1. Proposal Application Cover Page

*(maximum 1 page)*

A cover page, as per the Proposal Template, must accompany each proposal. It has no page number and must include the following information:

Canada Proposal Number: Leave blank. Wetlands Office to complete upon submission.

DUNS (Data Universal Numbering System) Number:.

CCR Identifier: Identifier under the Central Contractor Registration.

Proposal or Project Title:

Develop a succinct, descriptive, and unique title restricted to the space provided (2 lines).

Grantee Information:

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

Project Officer:

This is the agency, organization, group or individual that will be implementing the proposal and has complete knowledge of the proposal details. A contact person must be provided including their address, email, telephone and fax number. This role may belong to the proposal writer.

Proposal Writer:

This is the agency, organization, group or individual that will be writing the proposal. A contact person must be provided including their address, email, telephone and fax number. This role may belong to the proposal officer.

Date Submitted:

Leave blank (for use by the Wetlands Office).

## **2. Executive Summary**

*(maximum 2 pages)*

The executive summary is a brief synopsis of the work to be accomplished with NAWCA and Match Funds in the location 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 new information that is not in the proposal. It must also contain sufficient information to “stand alone” as the NAWCC (Canada), the NAWCC (U.S.) and the MBCC review only the executive summary for funding approval.

The format for the executive summary was approved by NAWCC (U.S.) Staff in 2010 and is provided in the Proposal Template. It must be no more than 2 pages in length and be in 11 pt Calibri font with 1 inch margins. The executive summary is provided to the MBCC for final approvals, and will not be accepted if it does not follow formatting guidelines.

### **Instructions for Executive Summary:**

#### **Location:**

Identify the provinces and Habitat Joint Venture(s) where any activities funded by NAWCA and/or Match Funds will be undertaken in the proposal - include Bird Conservation Regions (BCRs).

#### **Grantee Organization:**

Name of Grantee only (no address required here).

#### **Partners and Funding table:**

This table is a key section of the proposal and outlines the funding provided by various partners for the project. It was updated in 2011-3 to accommodate the 2010 NAWCA Amendment.

Indicate only the U.S. Federal NAWCA Funds and the corresponding Match Funds (specifying all U.S. non-federal and Canadian funding partners) here. Other Contributing partners, including names and funding amounts, are to be listed in Appendix A. Please note that if Canadian federal government contributions are included in this table, “Environment Canada” contributes to NAWCA projects, not the “Canadian Wildlife Service”. U.S. Federal (NAWCA) and Match Funding must be indicated in \$U.S. and should not be rounded. Ensure that all totals are accurate and that numbers presented here match those presented in the proposal. Include all footnotes as indicated in the Proposal Template, and adjust them to correspond to each proposal.

#### **Expected Benefits:**

Indicate what the benefits of the proposed project 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 (by type) and associated upland habitats; conservation of biodiversity; water quality (if it relates directly to the project); other social and ecological aspects of significance.

#### **Context of this Proposal:**

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 Habitat Joint Venture five-year implementation 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 and species JVs); NAWMP and/or other bird initiatives.

*Example: 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. 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. 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.*

#### Workplan Budget (\$U.S.) and Acres:

Fill in the table with the total cost and cost per acre for securement activities, enhancement, management and stewardship. Be sure to break out each securement activity type. Please include the total cost for each activity eligible for NAWCA and/or Match Funds listed under Other Functions in this table, as well as the approved indirect cost rate and total indirect cost amount if applicable. Please add further rows as required. The information in this table must match Section D (Detailed Workplan) of the proposals exactly; do not round figures.

► The following footnote must appear below the table: “Acres are not additive as enhancement and management acres have been secured in this and/or previous proposals”.

#### Workplan Details:

Do not repeat the acres in this section. Detail the types of securement, enhancement, management and stewardship activities that will be undertaken and the types of other functions (communications, coordination, evaluation, and/or reconnaissance and design) that will be undertaken using NAWCA and/or Match Funds. All activities funded by Other Contributions for both eligible **and** non-eligible activities under NAWCA rules are to be listed in Appendix A.

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

Stewardship: list the types of stewardship activities that will be undertaken.

Other Functions: List all other functions and activities eligible for NAWCA and/or Match funds here. **Do not** identify those activities that cannot use NAWCA and/or Match funds (see Table 2: Eligible Expenditures for Activities, pages 33-41).

Public Access:

If specific public access information is available, include a brief overview/statement. If public access information is not available at the time of proposal writing, include the following statement: “Lands purchased with NAWCA or Match Funds are open to the public, subject to regulations to protect the ecological integrity of the site”.



### 3. Proposal Body

*(maximum 12 pages)*

The body of the proposal must be succinct and **cannot exceed twelve pages of text (single-sided) using Calibri 11 point font** (not including appendices, maps and photos).

► NAWCC (U.S.) specifies that the text may not be a direct copy from previous proposals. Even if similar landscapes and activities are being described, text must be revised and updated to reflect current activities.

► During the course of proposal development, proposal writers may make reference to other Canadian and/or North American programs such as the North American Landbird Conservation Plan, the Canadian Shorebird Conservation Plan, the North American Waterbird Conservation Plan, Bird Conservation Regions, and/or Canada's Waterbird Conservation Plan, or provincial plans where they apply. In addition proposals may mentioned how proposed activities may contribute to the conservation of habitat for federally-listed (COSEWIC) or proposed species at risk, provincially listed/proposed species, and/or other wetland-dependent fish and wildlife.

The body of the proposal must describe how the activities in the proposal fit into a long-term wetlands conservation plan (such as the existing five-year Joint Venture implementation plans) and/or 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 benefits, examine special considerations, and include a workplan as discussed below.

#### A. Project Description

*(recommend 2.5 pages)*

This section is an introduction to the proposal. It must include the location of the work to be undertaken, a brief description of the work to be undertaken (a detailed description will be included in Section D: Workplan Details), a general description of project delivery areas, and a short description of the involvement of agencies participating in the project. 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 NAWCA and Match Funds 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). The program areas where Other Contributions will be spent may be described in Appendix A.

► Any NAWCA and Match Funds allocated to Canada **MUST** be expended in Canada within the appropriate Habitat Joint Venture(s).

Do not discuss in great detail information that will be covered below in Section (B) and (D).

## **B. Expected Benefits**

*(recommend 1 page)*

### **i. Description of Benefits**

Describe and quantify how the project 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 the Committee on the Status of Endangered Wildlife in Canada (COSEWIC) or 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.

### **ii. 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 NAWCA grant 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, fee simple acquisition and conservation easements will provide protection in perpetuity.*

## **C. Other Considerations**

*(recommend 2.5 pages)*

### **i. Project 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 latter, please indicate what year this funding window represents and how results from previous years lead into this proposal. If the current proposal is one phase of a multi-year program such as a Joint Venture five-year implementation plan, indicate how this proposal contributes to the multi-year program objectives.

### **ii. Relationship to Joint Ventures, the NAWMP and the other Bird Conservation Plans:**

Show the linkages of this project to provincial plans/programs, habitat and/or species Joint Venture plans/programs and the relevant bird conservation plans (i.e. North American Landbird Conservation Plan, the Canadian Shorebird Conservation Plan, the North

American Waterbird Conservation Plan, Bird Conservation Regions, and/or Canada’s Waterbird Conservation Plan).

*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. 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 submission. Activity types listed below are shown as examples only. Refer to the activities listed in your workplan, in the executive summary and section D of the proposal body below. The activities listed in these three areas of the proposals should all be consistent.

<b>Activities</b>	<b>Title Holder</b>	<b>Easement Holder</b>	<b>Total Acres</b>	<b>Term</b>
Purchase	DUC/NCC	n/a	314	Perpetuity
Conservation Easement	Private Landowner	DUC	200	Perpetuity
Management Agreement	Private Landowner	n/a	100	10 - 30+ years
Conservation Agreement	Alberta Government	n/a	100	50+ years

**D. Detailed Workplan**

*(recommend 5 pages)*

This section of the proposal should describe what will be done with the funds shown in the Budget (Section E). Since funding of projects is approved by the MBCC on a yearly basis, the workplan 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 funding year. The workplan consists of the following four main sections:

i. Project Activities:

Describe, in detail, the specific methods that will be used to undertake the projected activities. Be sure to break out securement activities (i.e. fee simple acquisition and conservation agreements). Include target wetland acres and target upland acres in each of the categories except activities that fall under other functions. Wherever possible, identify the types of wetlands that will be impacted by project activities. Identify the amount of funding allocated to securement, enhancement, management and stewardship activities as well as those other functions eligible for NAWCA and/or Match Funds by each funding

source category (NAWCA and Match) (see examples below). In addition please identify indirect costs being charged under a Negotiated Indirect Cost Rate Agreement (NICRA). This portion of the table is not required to be filled in unless indirect costs are being used and have been negotiated with the U.S. government.

For all activities funded by Other Contributions, for both eligible and non-eligible activities under NAWCA rules, project activities are to be described in Appendix A of the proposal with only the overall cost identified (see examples of Appendix A page 32, and refer to the Eligible and Ineligible Expenditures for Activities in NAWCA Proposals pages 33-40).

The tabular format provided in the Proposal Template 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 workplan details), effects on the landscape, terms of the agreements, total cost, sources of funding and, where applicable - acres. Be sure to include sub-activities where applicable. Examples of information to be supplied in the Project Activities tables are provided below. Feel free to add further rows as required.

► This is a key section reviewed by NAWCC (U.S.) Staff. Ensure that all funding and acres noted are consistent with previous tables. Ensure also that activities respect eligibility rules, are directly related to this NAWCA project within this funding window, and apply to wetlands and waterfowl species. Ensure that securement activities are specified.

Fictitious examples of the detailed workplan tables:

<b>SECUREMENT</b>		
<b>Description:</b> The majority of securement funds will be used for fee simple acquisition.		
<b>METHODS/TYPES OF ACTIVITIES</b>	<b>EFFECTS</b>	<b>AGREEMENT CONDITIONS</b>
Fee Simple Acquisition <b>214 ac wetland</b> <b>100 ac upland</b>	<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> <li>• Wetlands acres</li> <li>• Upland acres</li> </ul>
Conservation Easement <b>100ac wetland</b> <b>100ac upland</b>	<ul style="list-style-type: none"> <li>• Protects important breeding habitat</li> <li>• Land remains in private ownership whilst conservation values are protected.</li> </ul>	<ul style="list-style-type: none"> <li>• Perpetuity</li> <li>• No development, no draining, no tilling</li> </ul>
Conservation Agreement <b>150 ac wetland</b> <b>50 ac upland</b>	<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> </ul>	<ul style="list-style-type: none"> <li>• 30 year agreement with landowner</li> <li>• Wetland acres</li> <li>• Upland acres</li> </ul>
NAWCA-funded costs: \$12,000 U.S. Match-funded costs: \$10,000 U.S.		<b>714 acres to be secured</b> <b>(464 wetland and 250 upland)</b>

<b>STEWARDSHIP</b>		
<p><b>Description:</b> Stewardship activities are actions from landowners, land managers, or conservation agencies that result in applied land use changes during the project period without long-term legal or binding agreements. Extension (stewardship) programs are designed to demonstrate sustainable land management on private and Crown land that benefit wetlands and wetland-dependent birds. The extension process is considered the most likely method to achieve broad scale desired land use change on farming operations. Note that if acres are privately owned or managed and each owner is not part of the Joint Venture, then acres can be claimed as influenced.</p>		
METHODS/TYPES OF ACTIVITIES	EFFECTS	AGREEMENT CONDITIONS
<p><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.</p>	<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>• [If applicable, fill in as format of above securement example]</li> </ul>
<p>Conservation program pilot project (Alternative Land Use Services)</p>	<ul style="list-style-type: none"> <li>• Demonstrate the concept of Ecological Goods and Services.</li> <li>• Improves stewardship of wetland and associated upland habitats.</li> <li>• Creates local champions for new habitat conservation initiatives and expansion of EGS programming.</li> </ul>	<ul style="list-style-type: none"> <li>• [If applicable, fill in as format of above securement example]</li> </ul>
<p><b>NAWCA-funded costs: \$19,200 U.S.</b> <b>Match-funded costs: \$8,800 U.S.</b></p>		<p><b>800,000 acres undergoing stewardship activities (500,000 wetland and 300,000 upland)</b></p>

<b>OTHER FUNCTIONS Eligible for NAWCA and/or Match Funds Only</b>	
METHODS/TYPES OF ACTIVITIES	EFFECTS
<p><b>Evaluation:</b> Description: Project-directed studies to evaluate the results/effectiveness of DUC's NAWMP Program activities on the landscape and fine-tune future land treatments within existing NAWCA priority project areas (NAWCA-eligible).</p>	
<p>CIJV Ground surveys</p>	<p>Assess waterfowl populations on conservation lands to determine effectiveness of NAWCA-funded project activities.</p>
<p><b>NAWCA-funded costs: \$10,600 U.S.</b> <b>Match-funded costs: \$6,200 U.S.</b></p>	
<p><b>Coordination<sup>4</sup>:</b> Description: Coordination activities are only NAWCA and/or Match Funds eligible when activities are associated with NAWCA-related habitat program delivery or are directly linked to program activities. These may include staff coordination, budgeting, tracking and reporting to program partners when specifically related to obligations to the program.</p>	
<p>Administration of NAWCA projects to minimize redundancy and maximize effectiveness and efficiency.</p>	<p>Ensures partners integrate programs and combine resources toward common interests.</p>
<p>Head office accounting, conservation staff and human resource costs where work/use relates to specific NAWCA projects.</p>	<p>Ensures financial administration of project delivery.</p>
<p><b>NAWCA-funded costs: \$12,400 U.S.</b> <b>Match-funded costs: \$4,400 U.S.</b></p>	
<p><b>Communication<sup>5</sup>:</b></p>	

<sup>4</sup> Reporting to provincial, joint venture, national and international partners may not be eligible unless it is directly linked to program activities versus just information dissemination.

Description: Communication costs associated with NAWCA activities in the proposal.	
Project-specific communications such as fact sheets and project signage.	Engage targeted landowners; support NAWCA-funded securement, restoration and stewardship initiatives. Positively influence and promote sustainable land use practices.
<b>NAWCA-funded costs: \$16,700 U.S.</b> <b>Match-funded costs: \$16,900 U.S.</b>	
<b>Reconnaissance and Design:</b> Description: In order to be NAWCA/Match Funds eligible, project specific biological, agrological and engineering planning and targeting activities must occur during the project period or during the 2 year “old” match eligibility window prior to proposal submission. Broad remote sensing, spatial analysis, etc. are not necessarily eligible.	
Specific planning and GIS mapping, spatial analysis, preliminary investigations, site inventories, baseline studies, and landowner contact that are directly related to project activities.	Focuses project activities into target natural areas and identifies individual properties with critical habitat. Provides preliminary field and office investigations for securement with landowners.
<b>NAWCA-funded costs: \$2,200 U.S.</b> <b>Match-funded costs: \$2,000 U.S.</b>	
<b>Indirect Costs<sup>6</sup>:</b> <i>(only complete if applicable)</i> Negotiated Indirect Cost Rate Agreement for period 7/30/2012-7/30/2013. 11.3% of approved base costs. NICRA attached as Appendix C.	
<b>Base Costs (reflected under other activity categories): \$200,000 U.S.</b> <b>NAWCA-funded indirect costs: \$10,000 U.S.</b> <b>Match-funded indirect costs: \$12,600 U.S.</b>	

ii. Project Schedule:

Provide a schedule describing the project's main objectives (i.e. securement, enhancement, management activities...) and roughly the periods in which these objectives are to be accomplished. 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. For example, do you expect to have all securement activities completed within 6 months of receiving the grant? When will the communications activities be completed?

iii. 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.

iv. Project Partners and Partner Responsibilities:

This section must contain a list of all the contributing match partners specifically contributing to this NAWCA project and must also include a description of partner

<sup>5</sup> Landowner recognition and promotional events are not eligible NAWCA/Match costs because they go beyond what is required for communicating to the public activities in the project. They fall more under promotion and hospitality events. Similarly, salaries of staff engaged in planning and executing these types of events are also not allowable.

<sup>6</sup> Head office accounting (as listed above under coordination) for example are only eligible as indirect costs. Indirect costs are only eligible with a NICRA that is updated annually and submitted with proposals. Currently, no Canadian NAWCA grantee may charge indirect costs because no approved NICRA has been submitted to USFWS for active projects. Eligible indirect costs, if used, must be explicitly identified in a proposal. For further explanation of allocation, determination and approval of indirect cost rates please see 2 CFR Part 230 sections D and E and page 33-36 for cost definitions.

responsibilities (i.e., those partners that will carry out the activities identified in the project workplan).

**E. Budget**

*(recommend 1 page)*

The budget table must be completed in U.S. dollars and contain, at a minimum, the information outlined in the Proposal Template. Extra budgetary information is discouraged in this section. The information in the Proposal Template is the information required by the U.S., and additional data is likely to become confusing, and raise further questions.

The budget tables shown below are fictitious examples of a completed budget. Be sure to identify Match sources in the Funding Sources and Amounts table and list all funding partners. Other Contributing partners including names and funding amounts are to be listed in Appendix A. Ensure that the information in this table matches the information in the executive summary.

► Be sure to include the clause “Any currency exchange gains will be directed back into the NAWCA projects in the \_\_JV”, as indicated in the example budget table below.

In the Expenditures Eligible for NAWCA and/or Match Funds (\$U.S.) table, the activities listed under “Other Functions” are examples; list activities from your proposal and identify only those activities that use NAWCA and/or Match funding. Be sure to identify indirect costs if applicable. Those activities that are not eligible for NAWCA and/or Match Funds (Other Contributions only), or are eligible but are being funded by Other Contributions are to be listed in Appendix A.

Please note that any currency exchange losses would be absorbed by the Canadian program. No footnote is required for this point.

**i. Funding Sources & Amounts (\$U.S.)\***

Partners	Funding
<b>U.S. Federal (NAWCA):</b>	
North American Wetlands Conservation Act Grant Funds	217,000
<b>Match Funding:</b>	
U.S. Ducks Unlimited Inc.	212,000
Canadian Ducks Unlimited Canada	5,000
<b>Match Funding Sub-total</b>	<b>217,000</b>
<b>TOTAL NAWCA &amp; MATCH FUNDING</b>	<b>434,000</b>

\* Any currency exchange gains will be directed back into the NAWCA projects in the EHJV.

**ii. Expenditures Eligible for NAWCA and/or Match Funds (\$U.S.)**

<b>Habitat Activities</b>	<b>Securement</b>		<b>Enhancement</b>		<b>Management</b>		<b>Stewardship</b>	
	Expenditures	Acres	Expenditures	Acres	Expenditures	Acres	Expenditures	Acres
<b>Wetlands</b>	\$11,000	20	\$103,000	162	\$ 17,400	32	\$18,000	500
<b>Uplands</b>	\$11,000	25	\$ 36,000	187	\$121,000	117	\$10,000	300
<b>Sub-Total</b>	<b>\$22,000</b>	<b>45</b>	<b>\$139,000</b>	<b>349</b>	<b>\$138,400</b>	<b>149</b>	<b>\$28,000</b>	<b>800</b>

<b>Other Functions</b>	<b>Expenditures using NAWCA and/or Match Funds only (\$U.S.)</b>
Endowment Fund <sup>7</sup>	12,600
Coordination	16,800
Reconnaissance and Design	4,200
Evaluation	16,800
Communications	33,600
Indirect Costs <sup>8</sup>	22,600
<b>Sub-Total</b>	<b>106,600</b>
<b>TOTAL NAWCA &amp; MATCH FUNDING</b>	<b>434,000</b>

<sup>7</sup> This activity does not use NAWCA Funds but may use Match Funds.

<sup>8</sup> Indirect costs have been approved using a NICRA attached as Appendix C.



## 4. Maps and Photos

Proposal writers must 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(s) must be of readable quality on letter size paper (8½ x 11 inch), with an inch margin on the left, showing general project boundaries and be printed in colour. Each map must have the name of the province(s), proposal title, Grantee name and funding window included on it. All maps and photos must be placed at the end of the proposal (after the budget page and before the appendices).

It is highly advisable to include photos in addition to the required map(s), particularly of sample projects or landscapes relating to the work in this project. 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 submitted with the proposal will be reviewed by NAWCC (U.S.) 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. Therefore please ensure that the first 2 maps are representative of the project as a whole, and show the project area clearly.

For Joint Venture-level proposals, contact the appropriate Habitat Joint Venture Coordinator to ensure that the format and scope of the maps are suitable.

## 5. Appendices

(recommend maximum 5 pages)

Insert all appendices at this point in the proposal. Ensure that every appendix is referenced in the text and number them according to their order of appearance in the text.

### Appendix A – Other Contributions

Appendix A of the proposals must identify the following: Other contributing partners including names and funding amounts; and the workplan details for all activities (both eligible and non-eligible for grant/match funds) being funded by Other Contributions.

i. Other Contributing Partners:

The following is a fictitious example table:

<b>Other Contributing Partners</b>	<b>Funding (\$U.S.)</b>
<b>Other Contributors:</b>	
Government of Canada - Environment Canada	200,000
Government of Nova Scotia	120,000
Canadian Nature Federation	75,000
Town of Clarks Harbour	10,000
Livestock Producers	15,000
<b>TOTAL</b>	<b>420,000</b>

ii. Workplan Details

Detail the types of other functions and activities funded by Other Contributions for both eligible and non-eligible activities under NAWCA rules.

### Appendix B - [Title] (if required)

Examples of other appendices that may be relevant to proposals are:

- detailed lists of funding partners for this project,
- implementation plan summaries,
- other planned NAWMP activities directly connected to this project,
- list of migratory birds and waterfowl species that will benefit from this project, including identified hunted species.
- other pertinent information that was not included elsewhere in the proposal.

► Do not include lists of other NAWMP partners that did not directly contribute to this project in this funding window. Please ensure that all information included in the appendices is directly related to this project in this funding window.

## Determining Eligibility and Accounting for Expenditures for Activities in NAWCA Proposals

Table 2 provides a list of major activities included in NAWCA proposals and their eligibility with respect to NAWCA Funds, Match Funds and Other Contributions. As of 2005, Match Funds (U.S. and Canadian since 2010) eligibility is now considered the same as NAWCA eligibility – if an activity cannot be supported by NAWCA grant funds then it cannot usually be supported by Match Funds either, with the exception of the use of Match Funds for Endowment Funds.

### Cost Definitions

#### Direct costs:

Costs that are used towards NAWCA projects and **can** be easily and logically identifiable with a particular final objective.

**Eg.** Salaries of technical staff, project supplies/materials, project publication, computer costs, travel and vehicle costs for staff executing project activities, equipment or services that are all purchased or contracted in order to secure, enhance, and/or manage habitat including land purchases and/or lease and management agreement payments.

#### Day Rate: (direct cost)

The day rate is the costs associated with employing a staff person to work for one day. The day rate includes the person's **salary** for a day, allowable **fringe benefits** and **overhead** costs **directly attributable to that person**.

To calculate a day rate, take a person's salary, add their annual share of operational costs (portion of office space, utilities, etc. that are **directly attributable to that person**, not regional or national costs) and any allowable fringe costs (allowable training, etc.) and divide it by the number of days that person should work in a year (subtract allowable vacation and sick days. If vacation and sick days are included in fringe, you should reduce salary accordingly and divide by the full number of days in a year).

If a person is a regional biologist, his/her day rate should not include any expenditures associated with engineering unless the entire engineering staff are included in the overhead pool. Usually, the engineer would have a separate day rate and his/her time charged separately.

*Note: There should be different day rates for different salary or work classes of employees.*

#### Direct overhead costs (overhead costs): (direct cost)

The proportion of office operational expenditures directly attributable to a staff person.

**Eg.** Overhead costs may include proportional fringe benefits and office operations costs such as share of rent, utilities, administrative assistance, etc. in a person's office that can be assigned to him/her for staff undertaking site securement, habitat enhancement and management relative to their participation in project activities. **Similar expenses outside of**

**that person's office (regional, national) are not direct costs and are not allowable charges without an indirect cost rate agreement.**

**Day rate = Salary + overhead costs**

*Note: The day rate must be negotiated between the Grantee agency and the USFWS and is separate from the NICRA.*

**Daily Staff Rate:** Same as day rate.

**Indirect costs:**

Costs that are used towards NAWCA projects but **cannot** be easily or obviously identifiable with a particular objective. Indirect costs are those remaining to be allocated to benefitting cost objectives **after** direct costs have been determined and assigned directly to awards or other work.

**Eg.** General administration including pooled clerical staff, salaries and wages of executive staff, general expenses, utilities, rent, operating facilities, building and equipment allowances, audit and legal, accounting.

*Note: If receiving more than \$10 million in Federal funding of direct costs in a fiscal year, a breakdown of indirect costs into 'facilities' (building and equipment maintenance, etc.) and 'administration' (director's office, accounting, library expenses, etc.) is required.*

**Eligibility of Indirect Costs:**

Unless your organization's approved negotiated indirect cost rate agreement specifically allows it, indirect costs calculated on a base that include the following are ineligible:

1. subgrants (subawards), the portion of contracts and subcontracts above \$25,000, any in-kind match provided by a party other than the applicant;
2. non-match, in-kind match from partners other than the partner with the negotiated indirect cost rate agreement, contributions from Federal agencies, and other items that "distort" the cost base;
3. the purchase price of interests in real property and the cost to put it into place, including legal and administrative fees associated directly with the transfer of the property;
4. the purchase price of equipment with an acquisition cost of \$5,000 or more per unit and a useful life of more than one year (consistent with recipient policy, lower limits may be established);

**Shared Expenses:**

Shared expenses that cannot be directly attributed to a person working on a project should be in the indirect cost pool and **not** included in the day rate, i.e. treated as an indirect cost.

**Indirect cost rate:**

An indirect cost rate shall be determined for each separate indirect cost pool developed. The rate is stated as the percentage which the amount of the particular indirect cost pool is applied to the distribution base (base costs) identified with that pool.

The indirect cost rate is applicable to a specified current or future period as reflected in the signed agreement. The rate is based on an estimate of the costs to be incurred during the period. Any costs that are included in an indirect cost rate pool may never be charged as a direct cost during the effective period of that indirect cost rate. An organization that does not have an active indirect cost rate with a Federal agency but wishes to charge indirect costs shall submit its initial cost proposal immediately after the organization is advised that an award will be made and no later than three months after the effective date of the award. Indirect costs may not be charged retroactively unless it is explicitly allowed in the agreement.

**Base Costs (distribution base, allocation base):**

The base cost is the class of direct costs upon which indirect costs may be charged. The base costs are described in the indirect cost rate agreement. The essential consideration in selecting a base is that it is the one best suited for assigning the pool of costs to cost objectives in accordance with benefits derived; a traceable cause and effect relationship; or logic and reason, where neither the cause nor the effect of the relationship is determinable. When an allocation can be made by assignment of a cost grouping directly to the function benefited, the allocation shall be made in that manner. When the expenses in a cost grouping are more general in nature, the allocation shall be made through the use of a selected base which produces results that are equitable to both the U.S. Federal Government and the organization. The proposed base costs must be shown in the proposal. Its components may include enhancement personnel time, seed, equipment rental, etc. (whatever is allowable under the specific agreement).

**Eg.** If you have \$481,000 in total grant/match funds being distributed to eligible NAWCA activities such as enhancement, management, etc., \$200,000 of which fall under allowable base costs under the Negotiated Indirect Cost Rate Agreement, and the indirect costs rate is negotiated at 11.3% of approved base costs, then you would show NAWCA-funded indirect costs as \$22,600. You may charge indirect costs to grant funds or use them as match, but you must show the breakdown in the proposal.

**Negotiated Indirect Cost Rate Agreement (NICRA):**

Each NICRA shall include development of the rate for each indirect cost pool and the overall indirect cost rate. The results of each negotiation shall be formalized in a written agreement between the U.S. Department of Interior and the non-profit organization. The organization to which the NICRA applies is responsible for sharing it with other U.S. Federal agencies.

**Additional Notes**

*When to use indirect costs, indirect cost rate and obtain a NICRA:*

Generally for 'local level' expenses use direct costs. For 'national/general level' expenses use indirect costs through a NICRA, or Other Contributions.

*Expiry of indirect cost rates:*

Note that indirect cost rates expire and are renegotiated every year. While there is no explicit cap on coordination activities, U.S. Council does not like to see much grant/match funding going towards coordination activities.

*Indirect cost rate and coordination:*

There seems to be a strong association between the day rate, indirect costs, the indirect cost rate and coordination activities. Though some indirect costs and the day rate costs may fall under coordination activities, they are **not solely** part of coordination activities. The day rate for example usually falls under restoration/enhancement activities but may show up wherever appropriate staff costs are charged.

Please do not assume these terms are connected to coordination activities alone and label coordination activities as “Coordination” and not as “Indirect Cost Rate”.

*Note: Not all of the above terms are listed in the 2 CFR Part 230 document. For further, more detailed explanations on some of the above terms, please see this document.*

Please note that the guidance provided for the activities is based on previous experience, Canadian policy as well as official U.S. guidelines. It is meant as a guide, and not as a set of legal definitions. Please refer to the 2 CFR Part 230 Cost Principles for Non-Profit Organizations document, formerly called “OMB Circular A122”, to ensure that activities are eligible for NAWCA funding.

**Table 2 Activities & Eligible Expenditures**

Activity	Funding Source				Guidance for Canadian Proposals
	NAWCA Funds	Match Funds*	Other Contributions	MBTA Gulf Spill	
<b>Major Activities</b>					
Securement	✓	✓	✓	✓	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.
Enhancement	✓	✓	✓	✓	Actions carried out on NAWCA-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	✓	✓	✓		Activities conducted on wetland and/or upland habitats secured by through the NAWCA 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, maintenance of fencing and signage, and payment of land taxes.

Activity	Funding Source				Guidance for Canadian Proposals
	NAWCA Funds	Match Funds*	Other Contributions	MBTA Gulf Spill	
<b>Major Activities continued</b>					
Stewardship (extension or influenced)	✓	✓	✓		Activities (with committed tenures of less than 10 years) that promote or directly result in the sustainable use of land for the purpose of conserving wetland-dependent birds and the habitats they depend on. Extension activities demonstrate the benefits of environmentally sustainable land use practices by landowners, land managers, and conservation organization. Influenced activities are direct actions taken by landowners, land managers, or conservation agencies that protect or enhance wetland or associated upland habitats without long-term legal or binding agreements. These direct actions result in applied land use changes. Promotion of government actions that benefit land use generally, but do not have a specific, identifiable benefit for NAWCA priorities or do not have a targeted on-the-ground component is considered policy and is not NAWCA eligible.
<b>Other Functions</b>					
Reconnaissance & Design	++	++	✓		Project specific biological, agrological and engineering planning and targeting activities that occur prior to actual program delivery. In order to be NAWCA eligible, activities must occur during the project period or during the 2 year “old” match eligibility window prior to proposal submission.
Coordination	++	++	✓		Includes costs that are associated with NAWCA-associated habitat program delivery and staff coordination at project levels. Provincial, joint venture, regional, national, or other coordination costs are only eligible as captured in an indirect cost rate agreement (see below) or as “Other Contributions”. General NAWMP or JV coordination activities or other non-project specific coordination and reporting activities are not NAWCA eligible.



Activity	Funding Source				Guidance for Canadian Proposals
	NAWCA Funds	Match Funds*	Other Contributions	MBTA Gulf Spill	
<b>Other Functions continued</b>					
Indirect Costs	‡	‡	✓	‡	In order for indirect costs to be NAWCA eligible, the Grantee must have an approved Negotiated Indirect Cost Rate Agreement (NICRA) with the U.S. federal government that covers the period under which the indirect costs are charged. The NICRA is negotiated annually with the cognizant federal agency. Grantees wishing to charge indirect costs (as match or grant funded) must submit a copy of their most recent approved Negotiated Indirect Cost Rate Agreement with their proposal, and the proposal must explicitly identify the grant or match amounts that will be charged as indirect costs, as well as the categories of base costs to which the indirect cost rate will be applied.
Communications	‡	‡	✓		NAWCA and Match Funds 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). General communications (about the Joint Venture, NAWMP, NABCI or to broaden partnerships) and promotional events (even if project related) are not NAWCA eligible and only Other Contributions can be used
Government Relations or Policy			✓		The NAWCC (U.S.) does not allow NAWCA or Match Funds to be used to influence government policy (similarly, the 2 CFR Part 230 does not allow U.S. federal funds to be used to lobby for changes in federal or state legislation). Note, if a pilot or demonstration project may ultimately lead to a change in government policy but the project is currently only demonstrating a new application to improve wetland conservation or habitat conditions, it should be listed as a stewardship (extension) activity that may be eligible to be funded by NAWCA, Match Funds and/or Other Contribution dollars. It should describe what the activity currently does and not what it can potentially do. If the demonstration activity does not involve on-the-ground land use practices but rather is focused efficacy of government policy or incentives on conservation, it is not NAWCA eligible and may only be funded through Other Contributions.

Activity	Funding Source				Guidance for Canadian Proposals
	NAWCA Funds	Match Funds*	Other Contributions	MBTA Gulf Spill	
<b>Other Functions continued</b>					
Endowment Fund		✓	✓		Funds used for the management of secured lands in the future. These funds must be placed in a dedicated account to be used for management/maintenance of a NAWCA secured property. Endowment funds can be in a pooled endowment account with other properties but the funds cannot be placed into general coffers, etc. In order to be match eligible, endowment accounts must be available for review by USFWS if requested. Endowment funds are shown as “Other Functions” in both the executive summary and the full proposal. Base funds placed into an endowment/management account and claimed as match for a given project may not be claimed as match for future projects (i.e., when they are withdrawn and expended for actual management costs).
Evaluation (Assessment)	**	**	✓		For evaluation activities to be Match Funds and NAWCA Funds eligible, they must support the review of progress toward NAWCA project objectives <b>and</b> NAWMP goals. These activities must evaluate the effects of the NAWCA program and have application throughout the Joint Venture for improving future NAWCA efforts. 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. Specific expenses associated with large-scale assessments /evaluation activities that do not directly contribute to NAWCA program objectives are only Other Contributions eligible. Project-directed studies related to habitat or migratory birds are also evaluation activities eligible for NAWCA Funds/ Match Funds/ Other Contributions 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. Evaluation or assessment activities that do not meaningfully contribute to the targeting of habitat conservation for wetland-dependent migratory birds are never NAWCA eligible.

Activity	Funding Source				Guidance for Canadian Proposals
	NAWCA Funds	Match Funds*	Other Contributions	MBTA Gulf Spill	
<b>Other Functions continued</b>					
Monitoring			✓		Monitoring and research activities such as the Canadian Wildlife Service breeding and staging surveys are ONLY Other Contributions eligible and while they can be included as an Other Contribution to the proposal it must be clearly indicated that only Other Contribution funds are being used for this activity.

‡ Conditional

\* Includes U.S. (non-federal) funding and Canadian (both federal and non-federal) funding.

### Table 3 Ineligible Expenditures

The activities listed below cannot use NAWCA, Match or Other Contribution Funds.

Activity	Guidance for Canadian Proposals
Mitigation	Other Contributions, NAWCA funds and Match Funds cannot be involved in any aspect of a wetland mitigation project. For example, securement of wetlands in order to mitigate for wetland loss elsewhere associated with the construction of a new highway would be ineligible.
Predator Management	Other Contributions, NAWCA and Match Funds cannot be used for predator management. For example, predator trapping to increase nest survival is ineligible.

## **NAWCA Funding Program Contacts**

### **Canadian NAWCA Proposals:**

Wetlands Office  
Environment Canada  
15<sup>th</sup> Floor, Place Vincent Massey  
351 St. Joseph Boulevard  
Gatineau, Québec  
K1A 0H3  
(for couriered packages use postal code J8Y 3Z5)  
Phone: 819-938-4030  
Fax: 819-994-4445  
Email: [Neill.Gilbride@ec.gc.ca](mailto:Neill.Gilbride@ec.gc.ca)

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

NAWCA Canadian Grants Coordinator  
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)

### **Canadian Habitat Joint Ventures:**

Pacific Coast Habitat Joint Venture  
Tasha Sargent  
Email: [Tasha.Sargent@ec.gc.ca](mailto:Tasha.Sargent@ec.gc.ca)

Canadian Intermountain Habitat Joint Venture  
Tasha Sargent  
Email: [jointventure@ec.gc.ca](mailto:jointventure@ec.gc.ca)  
[Tasha.Sargent@ec.gc.ca](mailto:Tasha.Sargent@ec.gc.ca)

Prairie Habitat Joint Venture  
Deanna Dixon  
Email: [phjv@ec.gc.ca](mailto:phjv@ec.gc.ca)  
[Deanna.Dixon@ec.gc.ca](mailto:Deanna.Dixon@ec.gc.ca)

Eastern Habitat Joint Venture  
Patricia Edwards  
Email: [Patricia.Edwards@ec.gc.ca](mailto:Patricia.Edwards@ec.gc.ca)

## **Appendix 1 – Migratory Bird Treaty Act Gulf Spill Funding**

In April 2010, an explosion at the Deepwater Horizon oil rig in the Gulf of Mexico led to one of the largest environmental disasters in U.S. history, now known as the Deepwater Horizon, Macondo, or BP oil spill. In January 2013, \$100 million in Migratory Bird Treaty Act fines were directed to the North American Wetlands Conservation Fund (NAWCF) as part of the settlement to address impacts under the Migratory Bird Treaty Act (MBTA).

The money must be used “for the purpose of wetlands restoration and conservation projects located in Gulf Coast States or otherwise designed to benefit migratory bird species and other wildlife and habitat affected by the Macondo oil spill” (Jan. 2013. Judge Sarah Vance, Document 65, Case 2:12-cr-00292-SSV-DEK).

Amount Available:

- In FY 2015, approximately \$4.56 million will be available for projects in Canada that benefit NAWCA priority species that were affected by the spill.
- Proposals from Canada must have at least a one-to-one ratio of matching funds to the Gulf Spill money requested. Match funding may include U.S. non-federal funding and Canadian federal or non-federal funding. Canadian funding may comprise **up to 50%** of the total match funds.

### **Eligibility Requirements for funding proposals with Migratory Bird Treaty Act Gulf Spill funding**

Proposals requesting special funding from the MBTA Gulf Spill settlement must meet the following criteria in order to be eligible for funding:

- Proposals should describe a discrete project that will deliver conservation benefits to species affected by the BP Spill (see Table 5 for affected species). If identifiable, projects should target populations of species that winter or stop over in the U.S. Gulf of Mexico coastal zone impacted by the spill (Figure 3). Only species on the “affected species” list (Table 5) provided by the U.S. Fish and Wildlife Service--Division of Bird Habitat Conservation will be eligible. Proposals should list the target species and explicitly identify how habitat conservation activities in the project will benefit those affected species.
- Projects should address identified conservation needs of affected species for the appropriate portion of their life cycle (primarily breeding in Canada). Population or habitat needs of affected species should be referenced within such plans as a Canada JV Implementation Plan, North American Waterfowl Management Plan, North American Waterbird Conservation Plan, Partners in Flight North American Landbird Conservation Plan, or other government supported species conservation plan. Projects that provide some benefits but do not address identified conservation needs for affected species may be deemed ineligible.
- Proposals which benefit multiple affected species, particularly those with population and habitat targets within the above mentioned listed plans, will be given preference. Those that are designed for other species or habitats and only provide ancillary or secondary benefits to affected species may be declared ineligible.

- MBTA proposals can have a landscape level approach (i.e., multiple sites across a JV), however individual activity sites must have a strong nexus with affected species breeding or migratory habitats.
- Only Proposals where there will be demonstrable benefit to *affected populations* of affected species will be funded. There must be strong justification for benefits to affected species in any proposal. Projects benefitting any populations that do not winter or stop over in the Gulf spill zone will be ineligible. For instance, projects benefitting Pacific or western populations of species on the list will not be eligible for funding. In addition there are some species whose subpopulations were impacted by the spill, therefore only those subpopulations should be referenced in the proposal (not the greater population).
- Projects funded under the MBTA Gulf Spill RFP must have a long-term conservation benefit for affected species. The tenure of benefit for a MBTA Gulf Spill funded project should range from 10 years to perpetuity. Only activities that can be maintained for this period of time will be considered eligible.
- Only Securement and Enhancement activities are eligible for funding. Stewardship, management, research and monitoring are not eligible activities and should not be included in MBTA funding requests. These requirements apply to both match and grant-funded activities.
- Proposed projects activities should be completed within a two year timeframe.
- Deliverables from Spill-related projects should not overlap with those associated with other NAWCA funding. There must be a clear distinction between funds and acres used to achieve Spill-related project objectives and those of other NAWCA projects. Projects can be complementary but combining funding of separate NAWCA grants to achieve overlapping acquisition or enhancement acres is not allowable.

Only high quality projects that are appropriate for the NAWCA program and meet the additional MBTA Gulf Spill funding criteria should be forwarded for approval. U.S. NAWCC and the U.S. Fish and Wildlife Service, Division of Bird Habitat Conservation reserve the right to deem a project ineligible if specific MBTA funding criteria are not met. Funds allocated to Canada will be preserved for future Canadian proposals. Any MBTA Spill funds allocated to Canada that are not awarded in 2015 will be carried over to FY 2016.

**Table 4. Migratory Bird Treaty Act Gulf Spill Funding Timeline**

<b>Funding Window</b>	<b>Time Frame</b>	<b>Activities</b>
Second Window	TBD	Call for Proposals sent by Joint Ventures to Canadian Grantees with estimated U.S. MBTA Gulf Spill funding.
	TBD	Proposal/project planning with provincial steering committees, proposal writing, and Habitat Joint Venture review and approval of proposals <sup>9</sup> .
	TBD	Deadline for Canadian MBTA proposal submissions to Wetlands Office.
	TBD	Wetlands Office reviews proposals and works with Grantees on revisions <sup>10</sup> .
	TBD	NAWCC (Canada) review and endorsement of proposals.
	TBD	NAWCC (Canada) review and endorsement of proposals.
	TBD	Original Match Funding letters due to Wetlands Office by mail.
	TBD	Proposals prepared by Wetlands Office for submission to the USFWS.
	August 5, 2014	Deadline for the official submission of the Canadian 2015-2 MBTA Gulf Spill proposals and all associated materials to the USFWS for consideration.
	September 24-25, 2014	NAWCC (U.S.) Staff meeting to recommend proposals for approval.
	December 9-10, 2014	NAWCC (U.S.) meeting to recommend proposals for approval.
	March 11, 2015	MBCC meeting to approve proposals.

<sup>9</sup> Joint Venture Coordinators are responsible for ensuring proposals meet the goals and objectives of the Implementation Plans and activities are eligible under NAWCA/MBTA.

<sup>10</sup> The Wetlands Office is responsible for ensuring national consistency according to the template, ensuring consistency with NAWCC (Canada) direction, and ensuring compliance with MBTA eligibility and U.S. MBCC.

**Table 5. Migratory Bird Treaty Act Gulf Spill Affected Species List**

**NAWCA Priority Bird List for MBTA Gulf Spill Settlement Projects**

American Bittern (mid-Continent*)
American Black Duck
American Oystercatcher (FL & Gulf Coast)
American Wigeon
Audubon's Shearwater
Bachman's Sparrow (mid-Continent)
Bald Eagle (mid-Continent)
Black Rail (mid-Continent)
Black Skimmer (Gulf Coast only)
Black Tern (mid-Continent)
Black-crowned Night-Heron (Gulf Coast only)
Buff-breasted Sandpiper (mid-Continent)
Canvasback
Common Tern (Great Lakes population)
Greater Scaup
Gull-billed Tern (Great Lakes population)
Henslow's Sparrow (mid-Continent)
Horned Grebe (mid-Continent)
Hudsonian Godwit (mid-Continent)
Kentucky Warbler (mid-Continent)
King Rail (mid-Continent)
Least Bittern (mid-Continent)
Least Tern (mid-Continent)
Le Conte's Sparrow (mid-Continent)
Lesser Scaup
Lesser Yellowlegs (pops. East of Rockies)
Limpkin (Gulf Coast only)
Little Blue Heron (mid-Continent)
Long-billed Curlew (pops. East of Rockies)
Mallard (mid-Continent)
Mangrove Cuckoo (Gulf Coast only)
Marbled Godwit (pops. East of Rockies)
Marsh Wren (mid-Continent)
Mottled Duck

Nelson's Sparrow (mid-Continent)
Northern Pintail (pops. East of Rockies)
Painted Bunting (mid-Continent)
Pied-billed Grebe (mid-Continent)
Piping Plover (Great Lakes and Great Plains pops.)
Prothonotary Warbler (mid-Continent)
Red Knot (C.c. rufa and C.c. roselaari)
Reddish Egret (Gulf Coast only)
Redhead
Red-throated Loon (mid-Continent)
Ring-necked Duck (mid-Continent)
Roseate Spoonbill (Gulf Coast only)
Rusty Blackbird (mid-Continent)
Saltmarsh Sparrow (Gulf Coast only)
Sandwich Tern (Gulf Coast only)
Seaside Sparrow (Gulf Coast only)
Sedge Wren (mid-Continent)
Semipalmated Sandpiper (mid-Continent)
Short-billed Dowitcher (mid-Continent)
Snowy Egret (mid-Continent)
Snowy Plover (Interior U.S. and Gulf Coast populations)
Solitary Sandpiper (mid-Continent)
Swainson's Warbler (mid-Continent)
Swallow-tailed Kite (Gulf Coast only)
Whimbrel (mid-Continent)
Wilson's Plover (Gulf Coast and south)
Worm-eating Warbler (mid-Continent)
Yellow Rail (pops. East of Rockies)
Yellow-billed Cuckoo (mid-Continent)

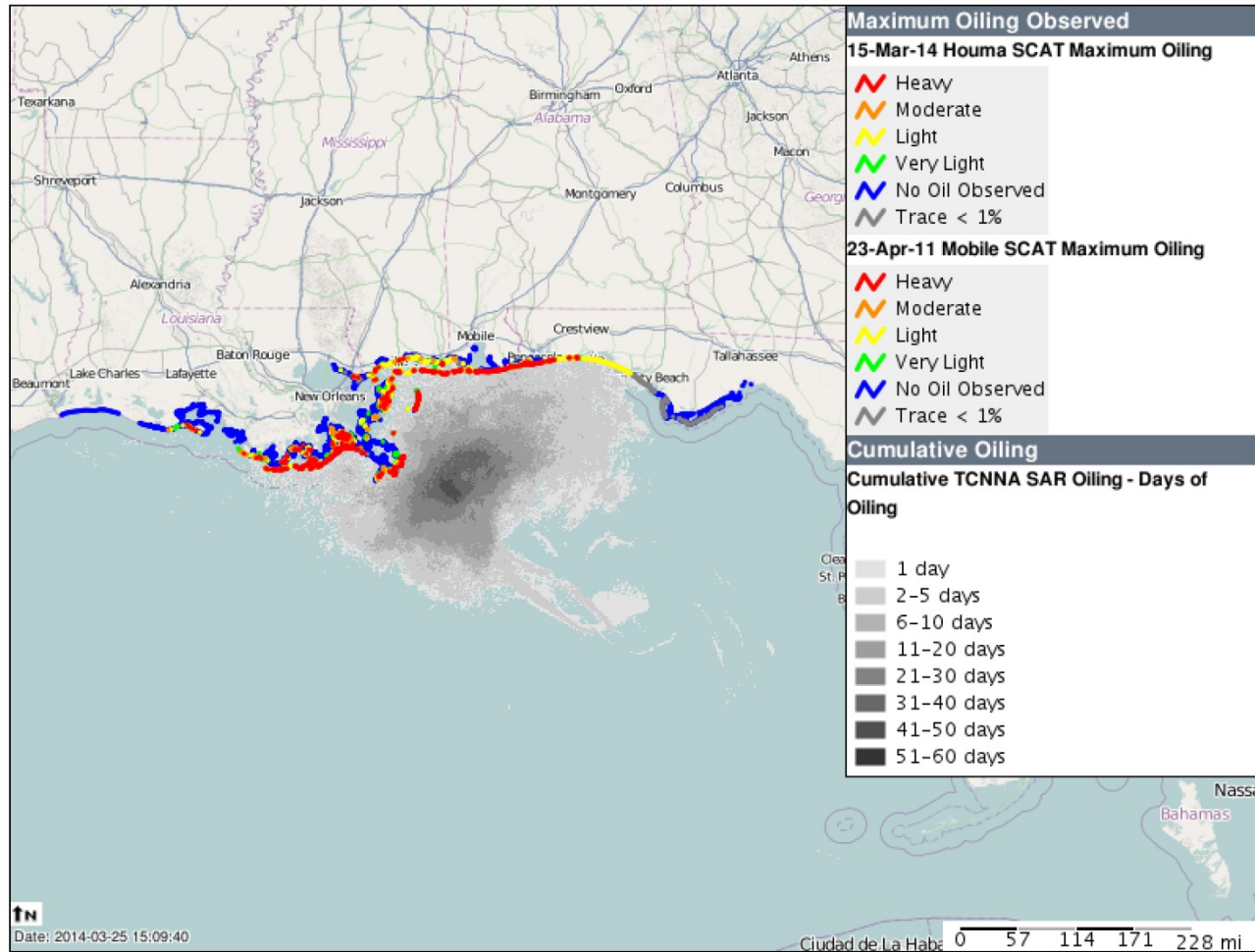
\*mid-Continent=Central and Mississippi Flyways

Oiled



### Figure 3. Gulf Spill Zone Map

*Illustrates the exact geography impacted by the Gulf spill. Projects should provide benefit to species who utilize this exact zone*



**Figure 4. Migratory Bird Treaty Act Spill Fund Affected Species Richness Map**  
*Depicts general areas of higher and lower richness of affected species across the continent.*

