

NORTH AMERICAN WETLANDS CONSERVATION ACT

SMALL GRANTS PROGRAM APPLICATION INSTRUCTIONS

PAPERWORK REDUCTION ACT STATEMENT: In accordance with the Paperwork Reduction Act (44 U.S.C. 3501), please note the following. This information collection is authorized by the North American Wetlands Conservation Act (NAWCA) of 1989, as amended (16 U.S.C. 4401 et seq.). Your response is required to obtain or retain a benefit in the form of a grant. We estimate that it will take approximately 58 hours to prepare an application, including time to review instructions, gather and maintain data, and complete and review the proposal. An agency may not conduct or sponsor and a person is not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget control number. OMB has reviewed and approved this information collection and assigned OMB Control Number 1018-0100. You may submit comments on any aspect of this information collection, including the accuracy of the estimated burden hours and suggestions to reduce this burden. Send your comments to: Information Collection Clearance Officer, U.S. Fish and Wildlife Service, 4401 N. Fairfax Drive, Mail Stop 2042-PDM, Arlington, VA 22203.

North American Wetlands Conservation Act Small Grants Program FY 20__

Proposal Application Instructions

Deadline: "haaaaaaaaaaaaaaaaa"

NOTE

The following Proposal Instructions, associated information, and examples are designed to guide applicants already familiar with the purpose, scope, and expectations of the Small Grants Program in preparing and submitting their application. Therefore, to ensure your project proposal's eligibility and to improve its funding potential, **please be sure you first read all of the information provided** on the Small Grants Program's introductory Web page and Application Instructions Overview Web page, located at <http://www.fws.gov/birdhabitat/Grants/NAWCA/Small/index.shtm>.

Before you begin preparing your proposal, be sure to read the specific guidelines regarding the eligible use of grant and matching funds, eligible sources of match, and funding-use restrictions provided in [Appendix A](#). This appendix provides summary guidelines and is not a complete list of all eligible and ineligible activities, sources of match, and uses of funding. If parts of your proposal are not addressed in [Appendix A](#), or you are uncertain as to your project's eligibility, please contact the [Small Grants Program](#) or NAWCA Small Grants Coordinators: Rodecia McKnight at 703-358-2266 (rodecia_mcknight@fws.gov) or Lacy Alison at 703-358-2552 (lacy_alison@fws.gov).

You are also highly encouraged to contact the coordinator of the Joint Venture where your project is located. Joint Venture staff can provide valuable input to applicants during project development and proposal writing. In addition, each Joint Venture will review all of the proposal submissions from within their region and provide

feedback about each project to the scoring subcommittee. Therefore, it can be helpful to speak with the Joint Venture staff before submitting a proposal to ensure the proposal's objectives and are clear, and that they have a good understanding of the project and the proposed results. If you are unfamiliar with the Joint Venture system, [Appendix E](#) contains a map of the Joint Venture administrative areas that will help you identify the Joint Venture where your project is located and direct contact to your Joint Venture Coordinator at <http://www.fws.gov/birdhabitat/JointVentures/Directory.shtm>

If your proposal includes property acquisition, including fee simple purchases and/or conservation easements funded with either grant or matching funds, it is imperative that you review the requirements for real property acquisition assistance stated in the [Grant Administration Standards](#) document.

- Acquisitions may be made substantially less complicated if you are aware of the requirements ahead of time AND the appropriate documentation is completed in a timely fashion.
- **Proposal easement, leases, and indirect cost rate agreement:**
 - Copies of easements and leases in place when the proposal is submitted should be attached to the proposal.
 - Indirect Cost Agreements- If you are requesting grant funds for indirect costs or using indirect costs as match, attach a copy of your current approved negotiated cost rate agreement (and any other former approved negotiated indirect cost rate agreement used to determine match costs in this proposal) signed by your agency.

Remember that “Grant” funds can only be used to fund activities that occur AFTER the grant proposal is received (pre-agreement period) and/or during the two year grant period. Activities completed prior to receipt of the proposal are ineligible for grant money and will not be funded.

Submitting a Proposal

Expectations: Upon arrival to the Small Grants Program, your proposal application is expected to be:

- complete, with regard to all of the information requested;
- in the format requested; and
- on time!

Deadline: Small Grants Program proposals may be submitted at any time, but must be received by the Small Grants Program staff in the Arlington, VA office *no later than,*
2011 to be considered for the Fiscal Year 2012 cycle.

Proposal Format: **All proposals must be submitted electronically as a SINGLE PDF file** [.pdf]. Do not send separate files of the proposal, supporting documentation, and/or signed Application for Federal Assistance and Attachment D.

Submittal Options: Choose one of the following options:

OPTION #1. E-mail your application as an attached file to: nawca_smallgrant@fws.gov:

- Be sure the proposal document's filename includes a geographic or other distinguishing feature from the project's title. For example, the filename for the proposal “Restoring Habitat on the North

Shore of Lake Superior” could be “Lake Superior.doc”. If the proposal is a phase of an earlier funded proposal, use the same title as the earlier proposal and include the appropriate Roman numeral to denote that this is a subsequent proposal, such as “Lake Superior II.”

- If possible, have the e-mail sent by the intended project officer (same person listed as the contact on the proposal cover page).
- Remember that maps and photos in your application document will increase the file size. Please make sure to note the size of your completed application file and check that your e-mail system and server are capable of sending an e-mail with an attachment of its size.
- Please keep a copy of the “sent” e-mail to ensure you can document the submission of your proposal before the deadline.
- **We are no longer accepting printed copies of applications.** Please contact us well in advance of the deadline if you anticipate having difficulty submitting electronically or #2 below.

OPTION #2. Send your application as an electronic file on a compact disc (CD) via regular or express mail:

- Be sure the proposal document’s filename includes a geographic or other distinguishing feature from the project’s title. For example, the filename for the proposal “Restoring Habitat on the North Shore of Lake Superior” could be “Lake Superior.doc”. If the proposal is a phase of an earlier funded proposal, use the same title as the earlier proposal and include the appropriate Roman numeral to denote that this is a subsequent proposal, such as “Lake Superior II.”
- Mailed CDs/proposals must be **postmarked** no later than October 27, 2011. We suggest that you mail your CD with adequate lead-time and do not rely on meeting the proposal deadline at the last minute through mail delivery companies.

Mailing Address:

Division of Bird Habitat Conservation
U.S. Fish and Wildlife Service
4401 North Fairfax Drive, MBSP-4075
Arlington, Virginia 22203
Attn: Small Grants Program

Submission to Joint Venture Coordinator: You may also mail a copy to your [Joint Venture Coordinator](#) and proposal partners, as you deem appropriate.

Receipt Confirmation: You will receive an e-mail response from one of the Small Grants Program Coordinators within one week of the submission deadline confirming your application was received. **If you do not receive a confirmation, you should contact one of the program coordinators immediately** to ensure your proposal was received and is not disallowed due to a missed deadline.

Timeframe: All proposal applications are processed in the weeks following the application deadline. Barring any unforeseen scheduling delays, you can expect that final decisions regarding project selections will be made by the North American Wetlands Conservation Council at its meeting in March 2012.

BASIC REQUIREMENTS AND PROPOSAL INSTRUCTIONS

Small Grants Program Proposal Application

I. COVER PAGE (1 page)

A. General Information

The cover page should contain the following information in the sequence specified.

- Project Title: *Enter a short, descriptive, and unique title. If the proposal is a phase of an earlier funded proposal, use the same title as the earlier proposal and include the appropriate Roman numeral to denote that this is a subsequent proposal.*
- Amount of NAWCA funding requested:
- Project Location (include nearest City, State, and County, Parish or Borough):
- Central Coordinates of Project Site (UTM's and Latitude/Longitude in Degrees Minutes Seconds) *Note: For projects with more than one site, please include a central coordinate for each location in the proposal.*
- Congressional District:
- Coastal or Non-Coastal Project Site (See map in [Appendix G](#))
- Will any of the NAWCA funds requested as part of this proposal be received or spent by the U.S. Fish and Wildlife Service or another Federal agency? *Yes/No*
- Applicant Organization:
- [DUNS Number](#):
- Street (of Applicant Organization):
- City, State, Zip (of Applicant Organization):
- Project Officer: (Please include an address for the PO if it is different than the one listed above)
- Additional Contacts: Please list anyone who will be communicating with us pre- or post-award about the project.
- Telephone Number:
- Facsimile Number:
- Electronic Mail Address:
- Have you confirmed that all partners, key personnel, and contractors are eligible to participate in Federal grants? *Yes/No Project officer must confirm that all parties are eligible to participate in Federal Grants by checking the Federal Excluded Parties List at: <https://www/eplis.gov/>. If an ineligible party participates in a Federally funded project, all or a portion of the Federal funding may be terminated.*
- Date Submitted:
- **Officer certifies to the following statement:** I have read the 2012 Small Grant Instructions, eligibility information, and applicable U.S. Grant Administration policies, and informed partners or partners have read the material themselves. To the best of my knowledge, the proposal is eligible and complies with all NAWCA, North American Wetlands Conservation Council, and Federal guidelines. The work in this proposal consists of work and costs associated with long-term wetlands and migratory bird habitat conservation.

II. SUMMARY TABLE (1 page)

A. Purpose and Content

- To facilitate data processing and to help ensure the accuracy and completeness of your application information, please complete the [summary table](#) available from the link below. (This table does not replace other required parts of the application.)
- Information placed in this table must be based on, and refer only to, the immediate proposal, and not to any larger-scale project of which it may be a part.
- Boxes that appear gray have a drop-down menu. These items appear when the cursor is placed on the box and the arrow to the right of the box is selected. Scroll down the list and click on the one you want to add to the summary table. Do not type in your own information in the gray areas.
- Please try not to oversimplify your answers. For example, the purchase price of a parcel of land should be labeled “Fee Acquired” while Appraisal Fees, Closing Costs, etc. are “Other Acquisition Costs”.
- Only include acre values for the following activities: Acquired, Donated, Restoration, Enhancement or Wetland Established. (See note below.)
- If an activity is funded by both grant and/or matching contributions please select “Grant/Match” as the funding source; if this is the same activity and is partially funded by non-match select “non-match”. (See Sample on MS Excel Summary Table below) An activity with an acre value (i.e. Acquired, Donated, Restoration, Enhancement or Wetland Established) that is funded **solely** by non-matching contributions should not be included on the summary table.
- Numbers in the summary table must agree with corresponding data occurring in other parts of the application. The summary table (section II) must agree with the budget table (section IV). (See Sample on MS Excel Summary Table below)
- The “Grant request” + “Matching partners” + “Non-matching partners” must = “Total Project Funding”. The “Total Project Funding” should agree with the “Activities Total”.
- Each grant and match dollar, except for indirect costs, must be linked to an acre acquired, restored, enhanced, or established.

[MS Excel Summary Table](#)

(Sample under tab #3 on MS Excel Summary Table)

Note: Additive acres are new acres to the project and are counted as part of the total affected acres for the project. Non-additive acres are acres that are affected by more than one grant activity and which have already been counted as additive acres for the first activity. For example, a project with only one activity, such as restoration, will have all restored acres counted as additive acres. A project that will acquire property and then restore part or all of the acquired property will use additive acres for the acquisition and then non-additive acres for the restoration where the two activities overlap. Acres counted as additive acres in a previous NAWCA grant but are subject to a different activity in the new proposal will be counted as additive acres in the new proposal.

III. PROJECT DESCRIPTION AND SCOPE OF WORK, TIMETABLE, AND PARTNER INFORMATION (2 pages maximum)

A. Project Description and Scope of Work

Provide short summaries containing all of the following project information:

- need for the project;

- purpose, goals, and objectives;
- work to be done and by whom;
- who owns or will own and manage affected lands (see additional note below regarding the National Wildlife Refuge system);
- for acquisition projects (e.g. fee title, easement, contract), please list the known “rights” included with the property purchase/donation (e.g. water rights, mineral rights);
- for restoration/enhancement projects, please list the known “rights” currently held by the property owner (e.g. water rights, mineral rights);
- duration of benefits, including length of any land or management contracts, easements or other agreements; and
- expected results and how they will be monitored.

NOTE: In completing section A, address the overall purpose of the immediate project, the number of affected acres/hectares of wetlands and wetland-associated uplands with a brief description of how they will be affected, and any other information necessary to convey an understanding of what the project involves and what it will accomplish. If your project is part of a broader effort, be sure to explain how this specific project fits into the bigger picture.

NOTE: If your proposal will use grant funds to acquire property, and title to the property is not being transferred/donated to a National Wildlife Refuge (NWR), then please confirm that the property in question does not lie within the acquisition boundary of an NWR. (If you are uncertain, you can contact the realty officer at your nearest refuge. To find information about the wildlife refuges in your area, please go to: <http://www.fws.gov/refuges/profiles/bystate.cfm>. You can also download GIS shapefiles of the NWR acquisition boundaries by region at: <http://www.fws.gov/data/NWRdata.htm>)

B. Timetable

Provide a timetable that highlights the accomplishment of major activities. The timetable should:

- identify matching activities (old match) that were completed before the grant proposal was received;
- identify match and project activities to be completed either during the project period (maximum 2 years) or during the pre-agreement period (after the proposal is received by USFWS but before a grant agreement is signed);
- provide completion dates for old-match activities and estimated completion dates for new match/grant activities.

NOTE: Remember that grant funds can only be used for activities that occur from the day the grant proposal is received by the USFWS through the end of the grant period. In addition, all activities (grant and/or match) MUST be completed before the end of the two year grant period.

C. Partner Information

- Partners are individuals or organizations that provide a financial contribution (cash or in-kind) to the project.
- Provide general information about each partner, including: name; affiliation; role(s); and contributions (financial and otherwise) to the project.
- All partners listed here should also be included in Section VII.A of the proposal, as well as listed as Matching or Non-Matching Partners in the summary table.

NOTE: Partner Contribution Statements:

- Each matching (**including the grantee** and private landowners who provide funds and/or donate title to property) partner listed in the proposal **must** complete a partner contribution letter.
- These letters need to be **signed** and **dated**, and submitted with the proposal.
- Each letter should confirm the partner's commitment to contribute the amount of matching and/or non-matching funds attributed to them in this proposal.
- **Failure to submit a partner letter will result in a reduction in your matching contribution by the value of said partner's contribution.** If this reduction causes the grant:match ratio for your proposal to fall below 1:1, your proposal will be ineligible.
- You are also encouraged to submit similar letters for each non-matching partner (including Federal partners), especially if the non-matching contribution is of significant value in relation to the requested grant funds.
- To view a sample partner contribution statement, see [Appendix B](#). We will only accept properly formatted Partner Contribution Statements as verification of partner match. Submitting partner letters that do not follow the format in the guidelines will adversely affect the timely review of a proposal and may result in the contribution being considered as non-match.
- If you want to show support from non-funding sources, do not send statements, but instead include a statement in the proposal such as "To illustrate the overwhelming support for this proposal, we have 10 letters on file from landowners and State and Federal representatives."
- The grantee's statement should not be a cover or transmittal sheet for the proposal.
- Remember that the contribution amount on the statement must be the same as the amount shown in the proposal for the partner. If the amount differs in any section of the proposal or on the statement, the lesser of the two will be considered the partner's contribution. If there are many such inconsistencies in the proposal, it will be returned as ineligible.

IV. PROJECT BUDGET (1 – 2 pages)

A. General Requirements

The proposal should contain a detailed budget table showing total project costs in the following manner:

- List the total cost per project activity (e.g., acquisition, restoration) and apportion these costs between grant dollars, matching partner dollars, and, if applicable, non-matching Federal (or Federal-source) partner dollars provided by each partner.
- Budget categories must be line items that specifically describe project costs (e.g. "salaries," "contractor services," "equipment," or "supplies.") Similar costs can be lumped into categories (i.e. "equipment" as opposed to separate line items for "tractor rental", "backhoe rental", and "300 feet of pipe – purchased")
- Do not oversimplify budget categories. For example, "acquisition" should be reserved for the land value. Other eligible acquisition costs, such as appraisals or closing costs, are "other acquisition costs."
- All costs associated with old match are considered "in-kind" contributions.
- In a separate column, provide the number of acres/hectares to be affected by the monies expended for acquisition, restoration, enhancement or wetland creation.
- More competitive proposals generally keep grant costs not directly associated with acquisition, restoration, enhancement or establishment activities (e.g. grant administration, overhead, indirect costs) below 20% of the grant request. As an exception, if your organization has an officially negotiated indirect cost rate agreement with a US federal agency, you may use your negotiated rate even when it

exceeds 20%. However, having a cost that is lower than the negotiated rate may make your proposal more competitive.

- The budget table must agree with the summary table.
- Do not include categories that do not apply to your proposal.

B. Budget Table Example

Use the budget table template provided in [Appendix C](#). Modify the number of partner and activity columns as needed. You can also use the budget activity categories from the [Summary Table](#) to help with the budget table.

NOTE: Budget categories must be line items that specifically describe project costs. Please check the figures listed to ensure they correspond with the budget numbers listed elsewhere in the proposal (particularly the Summary Table), in partner letters, or for grant and match funds only on the SF 424.

V. MAP OF PROJECT AREA (2 pages maximum)

Provide at least one map of the project area. If the project area is large and cannot be included on just one map then more than one map is preferred. The map(s) should include:

- Proposal title
- Location of the ENTIRE proposal area (all grant, match , and non-match tracts) within State(s) and counties
- Identification and location of all fee-title, easement and lease tracts (or acquisition priority areas, if tracts have not been identified)
- Identification and location of all restoration and enhancement tracts, major water control structures and other major restoration/enhancement features
- include latitude and longitude coordinates along the map's edge or for the center point of the project site(s); and
- Be drawn to large-scale detail (e.g., 1 inch = 1 mile, or greater);
- Contain sufficient detail and/or reference points (e.g. roads, cities, landmarks).
- Location of natural features (rivers, lakes) to show how proposal fits into natural landscape
- Location of previous grant and future proposal sites
- Color maps are preferred
- More than one map may be included on a page.
- Please attach a GIS compatible polygon of the proposal boundary
- It is ok to provide more than one map per page

VI. PHOTOGRAPH(S) OF PROJECT AREA (1 page, optional)

Photographs of the project area are desirable, but not required. If included, each photo should be accompanied by:

- a short, descriptive caption;
- the photographer's name/organization; and
- any copyright restrictions that may apply.

VII. SMALL GRANTS EVALUATION QUESTIONS (2 pages maximum)

Briefly explain how your proposal addresses the following elements in each category. The answers listed here are used to evaluate the strength of the proposal, and the conservation value of the project. Be sure to provide clear, succinct answers and not just summary lists:

A. Partnerships

- Does the project involve a new partner or partnership concept?
- Is this project proposed by a new applicant who has not previously received a NAWCA grant?
- If applicable, how does this project encourage additional support (e.g., new partners; funding support; local or other governmental support) for migratory bird and wetlands conservation?
- Who are the partners (list each one) and how are they contributing to the project (dollar amount, in-kind, cash, technical assistance, etc.)?
- This should not just be a copy of the list of partners provided in Section III.B. It should provide more information about the different partners and their individual contributions to the project.
- All partners described here should also be listed in both Section III.B and the Summary Table.

B. Waterfowl

- How will the completed project benefit waterfowl? Be sure to reference individual species whenever possible, especially the priority populations/species listed below?
- Focus the answer on those species that the project is designed to substantially benefit.
- Consider the typical geographic range of the population or species; do not cite benefits for species that are casual or accidental in occurrence.

High Priority Populations/Species: Tule Greater White-fronted Goose, Dusky Canada Goose, Cackling Canada Goose, Southern James Bay Canada Goose, Northern Pintail, Mottled Duck, American Black Duck, Mallard, Lesser Scaup, Greater Scaup

Other Priority Populations/Species: Pacific Greater White-fronted Goose, Wrangel Island Snow Goose, Atlantic Brant, Pacific Brant, Wood Duck, Redhead, Canvasback, Ring-necked Duck, Common Eider, American Wigeon.

C. Nongame and Other Wetland-Associated Migratory Birds

- How will the completed project benefit nongame migratory birds, particularly those listed in the tables in [Appendix D](#)? Focus on those species that will benefit most from the project.
- The bird conservation plans websites provide further information (with contact information for the plan coordinators)
 - Partners in Flight (songbirds) (<http://www.blm.gov/wildlife/pifplans.htm>) (Terry_Rich@fws.gov)
 - US Shorebird Conservation Plan (<http://shorebirdplan.fws.gov>) (Brad_Andres@fws.gov)
 - North American Waterbird Conservation Plan (<http://www.waterbirdconservation.org>) (Jennifer_A_Wheeler@fws.gov)
 - Joint Venture plans (<http://www.fws.gov/birdhabitat/JointVentures/index.shtm>) (Ken Kriese, Ken_Kriese@fws.gov for national coordination, or contact individual Joint Venture Coordinators through the above link)

D. Endangered Species

- Will the completed project benefit any endangered birds or other endangered wildlife, including federal- and/or state-listed species?

- **Note:** The list of Federal endangered or threatened species, maintained by the U.S. Fish and Wildlife Service, can be found at the Endangered Species Program's Web site, located at <http://www.fws.gov/endangered/wildlife.html#Species>.

- Address only those project activities that will contribute directly to a Federally-listed threatened/endangered species recovery plan or that will provide critical habitat for Federal- or State-listed threatened or endangered species.
- Indirect, minor, or unknown benefits related to such species which may use the project area should not be included.

E. Wetlands Types

- What type(s) of wetlands in this project will benefit from the completed work? Refer to the list of wetland types provided in [Appendix E](#).
- Provide the total project acres/hectares and quantify, using percentages, the amount of each type of wetland involved.
- Keep the explanation clear and the numbers consistent; acre/hectare figures here must agree with those provided elsewhere in the proposal.

F. Special Considerations

- Are there any special considerations, outside of sections A-E above, that you feel should be factored into project evaluation (e.g., outstanding ecological resource value, threats, historical record, opportunities, conservation trends, or benefits not represented elsewhere?)

G. Climate Change

Please provide a brief narrative describing the significance of the proposal to long-term conservation, including how the project might help address climate change concerns or be affected by climate change.

CHECKLIST

- **Please check to make sure all parts of the proposal are included with your submission:**
 - **Cover Page (I)**
 - **Summary Table (II)**
 - **Project Description (III. A-C)**
 - **Project Budget(IV.A-B, including Budget table)**
 - **Map(s)(V)**
 - **Photograph(s)(VI)**
 - **Evaluation Questions (VII. A-F)**
 - **Other Attachments:**
 - **Partner Contribution Statements**
 - **SF424, SF424D- All applicants EXCEPT the U.S. Fish and Wildlife Service must submit an SF-424 core form and D Assurances form with the proposal (all projects involving acquisition, restoration, or enhancement are considered construction projects.)**
 - **Copy of easements, leases, deeds and the Indirect Cost Rate, if applicable**

ALL ITEMS ABOVE SHOULD BE SENT IN ONE PDF

- **GIS compatible polygons (attach to email with proposal)**
- **Failure to submit a proposal following the required guidelines and formats can result in the proposal being considered ineligible.**
- **File size: Please make sure you follow the appropriate page limits as specified for each section**

Appendix A:

Grant Funds: May be used for project activities necessary to meet proposal objectives that occur:

- during the two-year project period (starting the date in which the grant agreement is signed); or
- during the pre-agreement period (after the proposal is received but before the grant agreement is signed).

Note: Project costs incurred after receipt of the proposal **will not** be reimbursed if the proposal is not approved for funding. **In addition**, project activities that occur before the receipt of the proposal are ineligible as a grant activity and will not be reimbursed with grant funds.

Refer to the Federal requirements cited below for more specific information.

Refer to the following cost principles for Federal grant programs shown below. Applicability of the publication depends on the type of organization that will spend the grant funds. You can also contact the Council Coordinator at dbhc@fws.gov for a paper copy of the publications.

- 2 CFR 215, “Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations”, (http://www.access.gpo.gov/nara/cfr/waisidx_05/2cfr215_05.html)
- 43 CFR 12 Subpart C, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments”, (<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&rgn=div6&view=text&node=43:1.1.1.12.1&idno=43>)
- 48 CFR 31.2, “Contracts with Commercial Organizations”, (<http://www.access.gpo.gov/nara/cfr/index.html>).

Specific examples of costs that are eligible to be paid with NAWCA Grant Funds follow:

I. Acquisition. This category includes fee-title acquisition and donation (transfer of title), conservation easement and lease acquisition and donation; appraisal fees; acquisition negotiations; acquisition legal costs; boundary surveys; travel and transportation, and annual payments for 10 year conservation agreements (or the maximum duration allowed by State law).

A. Easement and lease conditions should address the following points. Organizations and agencies are encouraged to adopt and implement the practices and procedures described in the [Land Trust Alliance’s Land Trust Standards and Practices](http://www.lta.org) (available at www.lta.org).

B. The acquisition must be completed before the end of the project period.

C. A Notice of Grant Requirements will be recorded for tracts

D. Property acquisition costs are incurred at the time of transfer of title, not when signing a purchase agreement. Therefore, a contractual obligation to purchase real property (purchase agreement, etc) may be made at any time and, as long as title is transferred after the proposal is received, the costs associated with the purchase can be reimbursed with grant funds.

E. All real property acquisitions must be from willing sellers. Prior to making an offer for the property, the buyer must inform the seller that the buyer will be unable to acquire the property in the event negotiations fail to result in an amicable agreement and must inform the seller what the buyer believes to be the market value of the property. If the buyer is an agency that has eminent domain authority, then additional assurances will be required to be in the notice (see appropriate standards and regulations).

II. Wetland restoration. The manipulation of the physical, chemical and/or biological characteristics of a site with the goal of returning natural/historic functions to a former or degraded wetland. Restoration can further be defined as either re-establishment (returning natural/historic functions to a former wetland resulting in a gain in wetland acres) or rehabilitation (repairing natural/historic functions of a highly degraded wetland resulting in no gain in wetland acres). Rehabilitation is considered a one-time action. This category includes engineering and design costs that lead to restoration activities occurring during the project period or allowed as old match, travel and transportation, material and supply costs, and equipment (including all terrain vehicles) with a current value of \$5,000 or more secured by the most cost-effective and feasible method. See the applicable CFR information cited above and the following decision tree for equipment valuation. This category does not include periodic repair/maintenance activity. This category does include restoration work on upland associated habitat.

III. Wetland enhancement. The manipulation of the physical, chemical and/or biological characteristics of a wetland site to improve specific functions of the wetland. The result produces no gain in wetland acres.

This category includes the same eligible costs as restoration above, plus nest boxes; habitat islands; and initial land management costs caused by the proposal (e.g., fencing and signing). This category does not include periodic repair/maintenance activity. This category does include enhancement work on upland associated habitat.

IV. Wetland establishment. The manipulation of the physical, chemical and/or biological characteristics present to develop a wetland that did not previously exist. The result produces a gain in wetland acres. This category includes the same eligible costs as restoration above.

V. Other direct long-term wetlands conservation work [e.g., administering the NAWCA grant agreement; conducting required State and Federal compliance activities (e.g., permits, National Environmental Policy Act compliance, and contaminants surveys); and conducting work that cannot easily be assigned to other activity categories].

VI. Indirect costs. These costs are different from directly attributable administrative costs and must be supported by a negotiated Indirect Cost rate approved by the Federal government.

VII. Salary costs (with the exception of travel expenses) associated with USFWS Term/Temporary/Seasonal/Intermittent Employees actively working on NAWCA projects.

Matching Funds: Generally, all items listed as Eligible Grant Costs are also eligible as match costs. The following list describes certain additional conditions for costs to be eligible as NAWCA Match.

May be used for project activities necessary to meet proposal objectives that occur:

- during the two-year project period (starting the date in which the grant agreement is signed); or
- during the pre-agreement period (after the proposal is received but before the grant agreement is signed);
- no earlier than 2 years prior to the date the proposal is submitted (back to beginning of calendar year).
- must at least equal the grant request
- must be documented by a signed and dated Partner letter
- may have as its source the Indian Self-Determination and Educational Assistance Act, P.L. 93-638, of 1975
- those without a Federal origin (money from the National Fish and Wildlife Foundation and U.S. Fish and Wildlife Service's Federal Aid program are of Federal origin);
- those that have not been successfully used to match other Federal grants, including grants from the National Fish and Wildlife Foundation and U.S. Fish and Wildlife Service; and
- may include monitoring and evaluation costs, only if results will be used to improve wetlands conservation activities at project sites during the project period
- may be donated title to real property where the donation increases resource values of the proposal or protection or management of wetlands and migratory bird values
- may be the fair rental value of loaned equipment
- may be easement stewardship or endowment costs
- Costs incurred prior to grant execution which may be eligible as matching funds include:
 1. appraisal fees, acquisition negotiations, land acquisition legal costs;
 2. boundary surveys;
 3. engineering and project design;
 4. required State and Federal compliance activities;
 5. travel and transportation;
 6. consulting fees; and
 7. special studies

Additional Eligible Costs: Grant and matching funds may be used to pay for or have as their source project expenses directly associated with land acquisition (fee-title, conservation easement, lease or donation), long-term wetland restoration, enhancement, or wetlands creation. Expenses must be:

- necessary and reasonable for the proper administration of the project;

- documented and verifiable from the grantee's and sub-grantees' records;
- representative of fair market value (in the case of acquisitions, the appraised value);
- a special expense caused by the project;
- the result of work done on-site(s) and:
 - within the same wetlands system (e.g., watershed or river basin), and/or
 - managed to meet the same wetland objectives, and/or
 - that are close to each other;
- distinctly identified as an undivided interest of the total acres involved when part of a larger project supported with non-match funds; and
- salary and labor of employees hired to manage the project after the grant agreement is developed.

Grant and matching funds may be used to pay for or have as their source the following project expenses:

- equipment expenses that are prorated;
- material and supply costs;
- previous monitoring and/or evaluation of wetlands conservation activities if the results are critical to the design of a submitted proposal; and
- initial management costs.

Non-Matching Funds: when funds that do not qualify as NAWCA match, including money from other Federal agencies, are used to accomplish mutual and/or complementary objectives, these funds may be included in the final proposal but must be noted throughout the proposal as non-match funds.

Ineligible Grant Costs:

- work completed prior to submission of the proposal – completed projects/activities are not eligible for retroactive funding
- stewardship costs
- evaluation costs
- interests on a loan
- proposal administrative salary costs incurred prior to grant execution **are not** eligible for grant funding
- costs related to enrollment of participants in other Federal conservation programs

Ineligible Grant and Match Costs:

- actions that will put credits into wetlands mitigation banks;
- mitigation activity required by Federal, State, or local wetland regulations. Federal mitigation activity includes compliance under the Fish and Wildlife Coordination Act of 1934, as amended, or the Water Resources Development Act of 1986, as amended. This includes mitigation required by the U.S. Army Corps of Engineers related to development or management of water resources (such as, but not limited to, Section 404 of the Federal Water Pollution Control Act or Section 10 of the Rivers and Harbors Act), actions to benefit fish and wildlife resources that are required as part of a settlement or relicensing of an energy project under the Federal Power Act, compensation required under the Federal Water Projects Recreation Act, etc.;
- Funds that have been successfully used to match another Federal Grant. This restriction includes Federal Aid to States grants (i.e. State Wildlife Grants); Coastal Wetlands Planning, Protection, and Restoration Act grants; Endangered Species Act grants, Partners for Fish and Wildlife (private lands) grants, and others.
- Exxon Valdez Oil Spill (EVOS) funds
- contingencies;
- routine expenses of the contributor;

- salaries and travel expenses for permanent, full time Federal employees
- conservation education materials or salaries;
- project planning and proposal development, including investigations to document the project's resource value;
- non-proposal specific communication products;
- fundraising;
- law enforcement;
- research;
- boat ramps, parking lots, roads, and other public access work;
- observation towers and blinds;
- routine operations and maintenance salaries and costs;
- building construction, repairs, and value of donated property;
- the value of existing residences, structures, and buildings unnecessary for wetland conservation purposes and the cost to construct, remove, or repair same;
- acquisition of vehicles(note all terrain vehicles are considered equipment if the acquisition cost is more than \$5,000 per unit);
- acquisition of tractors and other equipment if it would be more cost effective to rent, lease, or use equipment on hand;
- loss of income(e.g., lost grazing revenue);
- costs over the appraised value for fee-title and easement acquisitions;
- short-term annual conservation activities, such as predator management
- monitoring and inventory activities not specifically related to wetland conservation actions during the project period
- Land-owner incentive payments;
- An easement that is subordinate to a mortgage or lien;
- Unless your approved negotiated indirect costs rate agreement specifically allows it, indirect costs calculated on a base that includes the following are ineligible:
 1. subgrants (subawards), major subcontracts, 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 costs 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 the recipient policy, lower limits may be established)

NOTE: Unless a Grant or Match cost is explicitly allowed, the cost should be assumed to be ineligible unless otherwise informed in writing by USFWS/DBHC.

Appendix B: Sample Partner Contribution Statement

NAWCA SMALL GRANT PARTNER CONTRIBUTION STATEMENT

What is the title of the proposal that you are contributing to?

What is the name of your organization (private landowners indicate “Private”)?

When will you make the contribution?

What is the value of your contribution? Does the contribution have a non-federal origin? If this is based on a fund-raising event or other future action, if that future action fails, will you still provide the contribution amount?

What long-term migratory bird and wetlands conservation work will the contribution cover?

Does the proposal correctly describe your contribution, especially the amount?

If applicable to the proposal, is your organization competent to hold title to, and manage, land acquired with grant funds and are you willing to apply a Notice of Grant Agreement or other recordable document to the property?

Do you have any additional comments?

Signature:

Your Name (printed), Organization, and Title:

Date Signed:

Appendix C: Sample

Project Budget (Expand, for more than 2 partners.)

Category	NAWCA Grant Funds	<Name of Partner #1>	<Name of Partner #2>	Name of Partner #3	Expense per Category
Fee Acquired (100 acres)	\$28,000	\$12,000	\$10,000	\$10,000	\$60,000
Restoration (100 non add acres)	\$2,000		\$3,000		\$5,000
Other		\$5,000			\$5,000
TOTALS	\$30,000	\$17,000	\$13,000	\$10,000	\$70,000

Appendix D: NAWCA Priority Species per Bird Conservation Region (updated 07/18/07)

BCR 1 ALEUTIAN/BERING SEA ISLANDS	BCR 2 WESTERN ALASKA	BCR 3 ARCTIC PLAINS AND MOUNTAINS
Red-faced Cormorant Black-bellied Plover Black Oystercatcher Rock Sandpiper Red-legged Kittiwake Aleutian Tern Kittlitz's Murrelet Ancient Murrelet Whiskered Auklet	Red-throated Loon Yellow-billed Loon Red-faced Cormorant Sandhill Crane Black-bellied Plover Pacific Golden-Plover American Golden-Plover Whimbrel Bristle-thighed Curlew Hudsonian Godwit Bar-tailed Godwit Marbled Godwit Red Knot Rock Sandpiper Short-billed Dowitcher Arctic Tern Aleutian Tern Marbled Murrelet Kittlitz's Murrelet Ancient Murrelet Short-eared Owl Blackpoll Warbler Rusty Blackbird	Yellow-billed Loon American Golden-Plover Whimbrel Bar-tailed Godwit Dunlin Buff-breasted Sandpiper Snowy Owl Short-eared Owl Smith's Longspur
BCR 4 NORTHWESTERN INTERIOR FOREST	BCR 5 NORTHERN PACIFIC RAINFOREST	BCR 9 GREAT BASIN
American Golden-Plover Whimbrel Hudsonian Godwit Rock Sandpiper Short-billed Dowitcher Short-eared Owl Hammond's Flycatcher Blackpoll Warbler Smith's Longspur	Yellow-billed Loon Ashy Storm-Petrel Black Storm-Petrel Least Storm-Petrel Brandt's Cormorant Red-faced Cormorant Northern Harrier Sandhill Crane Black-bellied Plover Black Oystercatcher Whimbrel Long-billed Curlew Marbled Godwit Black Turnstone Surfbird Red Knot Rock Sandpiper Dunlin Short-billed Dowitcher Arctic Tern Aleutian Tern Kittlitz's Murrelet Cassin's Auklet Short-eared Owl Rufous Hummingbird Allen's Hummingbird Lewis's Woodpecker Red-breasted Sapsucker Olive-sided Flycatcher Willow Flycatcher Pacific-slope Flycatcher Northern Rough-winged Swallow	American White Pelican White-faced Ibis Northern Harrier Yellow Rail Sandhill Crane Black-bellied Plover American Golden-Plover Snowy Plover American Avocet Solitary Sandpiper Whimbrel Long-billed Curlew Marbled Godwit Sanderling Wilson's Phalarope Yellow-billed Cuckoo Short-eared Owl Black Swift Black-chinned Hummingbird Calliope Hummingbird Lewis's Woodpecker Willow Flycatcher Marsh Wren MacGillivray's Warbler Tricolored Blackbird

	Marsh Wren Black-throated Gray Warbler Bullock's Oriole Tricolored Blackbird	
BCR 10 NORTHERN ROCKIES	BCR 11 PRAIRIE POTHOLE	BCR 12 BOREAL HARDWOOD TRANSITION
Swainson's Hawk Yellow Rail Sandhill Crane American Golden-Plover Snowy Plover American Avocet Whimbrel Long-billed Curlew Marbled Godwit Sanderling Wilson's Phalarope Short-eared Owl Black Swift Vaux's Swift Calliope Hummingbird Lewis's Woodpecker Red-naped Sapsucker Hammond's Flycatcher Northern Rough-winged Swallow American Dipper MacGillivray's Warbler Bobolink	American Bittern Northern Harrier Swainson's Hawk Yellow Rail Sandhill Crane American Golden-Plover Piping Plover Solitary Sandpiper Willet Long-billed Curlew Hudsonian Godwit Marbled Godwit Sanderling White-rumped Sandpiper Buff-breasted Sandpiper Wilson's Phalarope Black-billed Cuckoo Short-eared Owl Grasshopper Sparrow Henslow's Sparrow Le Conte's Sparrow Nelson's Sharp-tailed Sparrow	American Bittern Northern Harrier Yellow Rail King Rail Whimbrel Marbled Godwit Stilt Sandpiper Buff-breasted Sandpiper Short-billed Dowitcher Wilson's Phalarope American Woodcock Common Tern Black Tern Yellow-bellied Flycatcher Sedge Wren Marsh Wren Golden-winged Warbler Prothonotary Warbler Connecticut Warbler Canada Warbler Henslow's Sparrow Le Conte's Sparrow
BCR 13 LOWER GREAT LAKES/ST. LAWRENCE PLAIN	BCR 14 ATLANTIC NORTHERN FORESTS	BCR 15 SIERRA NEVADA
American Bittern Least Bittern Northern Harrier Virginia Rail Lesser Yellowlegs Whimbrel Hudsonian Godwit Marbled Godwit Semipalmated Sandpiper Pectoral Sandpiper Buff-breasted Sandpiper Common Snipe American Woodcock Common Tern Black Tern Red-headed Woodpecker Sedge Wren Golden-winged Warbler Cerulean Warbler Prothonotary Warbler Louisiana Waterthrush Canada Warbler Henslow's Sparrow Bobolink	Yellow Rail Whimbrel Willet Hudsonian Godwit Red Knot Purple Sandpiper American Woodcock Common Tern Razorbill Olive-sided Flycatcher Sedge Wren Canada Warbler Nelson's Sharp-tailed Sparrow	Long-billed Curlew Black Swift Calliope Hummingbird Rufous Hummingbird Lewis's Woodpecker Olive-sided Flycatcher Western Wood-Pewee Warbling Vireo Yellow-billed Magpie Marsh Wren American Dipper Nashville Warbler MacGillivray's Warbler Black-headed Grosbeak Tricolored Blackbird
BCR 16 SOUTHERN ROCKIES/COLORADO PLATEAU	BCR 17 BADLANDS AND PRAIRIES	BCR 18 SHORTGRASS PRAIRIE
American White Pelican White-faced Ibis Northern Harrier Swainson's Hawk	American Golden-Plover Long-billed Curlew Marbled Godwit Sanderling	Western Grebe American White Pelican Northern Harrier Mississippi Kite

<p>Snowy Plover Solitary Sandpiper Marbled Godwit Wilson's Phalarope Black Tern Yellow-billed Cuckoo Short-eared Owl Black Swift Calliope Hummingbird Lewis's Woodpecker Red-naped Sapsucker Western Wood-Pewee Willow Flycatcher Bell's Vireo Marsh Wren American Dipper Veery Wilson's Warbler Lazuli Bunting Yellow-headed Blackbird</p>	<p>Wilson's Phalarope Black-billed Cuckoo Short-eared Owl Calliope Hummingbird Lewis's Woodpecker Red-naped Sapsucker Grasshopper Sparrow Le Conte's Sparrow Lazuli Bunting</p>	<p>Sandhill Crane American Golden-Plover Snowy Plover American Avocet Solitary Sandpiper Long-billed Curlew White-rumped Sandpiper Buff-breasted Sandpiper Forster's Tern Lewis's Woodpecker Red-headed Woodpecker Bell's Vireo Marsh Wren Painted Bunting Yellow-headed Blackbird</p>
BCR 19 CENTRAL MIXED GRASS PRAIRIE	BCR 20 EDWARDS PLATEAU	BCR 21 OAKS AND PRAIRIES
<p>American White Pelican American Bittern Little Blue Heron Mississippi Kite Northern Harrier Black Rail Sandhill Crane American Golden-Plover Snowy Plover American Avocet Solitary Sandpiper Long-billed Curlew Hudsonian Godwit Stilt Sandpiper White-rumped Sandpiper Buff-breasted Sandpiper Wilson's Phalarope American Woodcock Forster's Tern Short-eared Owl Bell's Vireo Marsh Wren LeConte's Sparrow Painted Bunting</p>	<p>Northern Harrier Buff-breasted Sandpiper American Woodcock Yellow-billed Cuckoo Vermillion Flycatcher Bell's Vireo Yellow-throated Vireo Sedge Wren Prothonotary Warbler Kentucky Warbler LeConte's Sparrow Painted Bunting Orchard Oriole</p>	<p>Little Blue Heron White Ibis Northern Harrier American Golden-Plover American Avocet Long-billed Curlew Hudsonian Godwit Stilt Sandpiper White-rumped Sandpiper Buff-breasted Sandpiper American Woodcock Red-headed Woodpecker Bell's Vireo Sedge Wren Prothonotary Warbler Swainson's Warbler Kentucky Warbler Henslow's Sparrow LeContes Sparrow Painted Bunting Rusty Blackbird</p>
BCR 22 EASTERN TALLGRASS PRAIRIE	BCR 23 PRAIRIE HARDWOOD TRANSITION	BCR 24 CENTRAL HARDWOODS
<p>American Bittern Mississippi Kite Northern Harrier Black Rail King Rail Common Moorhen Sandhill Crane Greater Yellowlegs Hudsonian Godwit Marbled Godwit Stilt Sandpiper White-rumped Sandpiper Buff-breasted Sandpiper</p>	<p>American Bittern Northern Harrier Black Rail King Rail Common Moorhen Greater Yellowlegs Hudsonian Godwit Marbled Godwit Stilt Sandpiper White-rumped Sandpiper Buff-breasted Sandpiper Short-billed Dowitcher American Woodcock</p>	<p>King Rail Stilt Sandpiper Buff-breasted Sandpiper American Woodcock Short-eared Owl Red-headed Woodpecker Acadian Flycatcher Bell's Vireo Sedge Wren Cerulean Warbler Prothonotary Warbler Swainson's Warbler Louisiana Waterthrush</p>

Short-billed Dowitcher American Woodcock Wilson's Phalarope Common Tern Forster's Tern Black-billed Cuckoo Acadian Flycatcher Willow Flycatcher Sedge Wren Marsh Wren Cerulean Warbler Prothonotary Warbler Louisiana Waterthrush Grasshopper Sparrow Henslow's Sparrow LeConte's Sparrow Rusty Blackbird	Wilson's Phalarope Black Tern Common Tern Forster's Tern Black-billed Cuckoo Short-eared Owl Acadian Flycatcher Willow Flycatcher Sedge Wren Marsh Wren Golden-winged Warbler Prothonotary Warbler Cerulean Warbler Henslow's Sparrow	LeConte's Sparrow Rusty Blackbird
BCR 25 WEST GULF COASTAL PLAIN/ OUACHITAS	BCR 26 MISSISSIPPI ALLUVIAL VALLEY	BCR 27 SOUTHEASTERN COASTAL PLAIN
Little Blue Heron White Ibis Swallow-tailed Kite Northern Harrier American Golden-Plover Hudsonian Godwit Stilt Sandpiper Buff-breasted Sandpiper American Woodcock Short-eared Owl Red-headed Woodpecker Acadian Flycatcher Bell's Vireo Cerulean Warbler Prothonotary Warbler Swainson's Warbler Louisiana Waterthrush Henslow's Sparrow LeConte's Sparrow Orchard Oriole	American White Pelican Little Blue Heron Swallow-tailed Kite Mississippi Kite Yellow Rail Hudsonian Godwit Marbled Godwit Piping Plover Stilt Sandpiper Buff-breasted Sandpiper American Woodcock Short-eared Owl Red-headed Woodpecker Bell's Vireo Sedge Wren Wood Thrush Northern Parula Cerulean Warbler Prothonotary Warbler Swainson's Warbler Henslow's Sparrow LeConte's Sparrow Rusty Blackbird Orchard Oriole	Little Blue Heron Reddish Egret Swallow-tailed Kite Yellow Rail Black Rail Limpkin Sandhill Crane Snowy Plover Wilson's Plover Piping Plover American Oystercatcher Whimbrel Marbled Godwit Red Knot Semipalmated Sandpiper Stilt Sandpiper Buff-breasted Sandpiper Short-billed Dowitcher American Woodcock Gull-billed Tern Royal Tern Common Tern Black Tern Black Skimmer Wood Thrush Northern Parula Black-throated Green Warbler Prairie Warbler Cerulean Warbler Prothonotary Warbler Swainson's Warbler Henslow's Sparrow LeConte's Sparrow Saltmarsh Sharp-tailed Sparrow Nelson' Sharp-tailed Sparrow Seaside Sparrow
BCR 28 APPALACHIAN MOUNTAINS	BCR 29 PIEDMONT	BCR 30 NEW ENGLAND/MID-ATLANTIC COAST
Buff-breasted Sandpiper American Woodcock Short-eared Owl Acadian Flycatcher	Black Rail American Woodcock Red-headed Woodpecker Acadian Flycatcher	Black Rail Wilson's Plover American Oystercatcher Whimbrel

Sedge Wren Cerulean Warbler Prothonotary Warbler Swainson's Warbler Louisiana Waterthrush	Sedge Wren Cerulean Warbler Prothonotary Warbler Swainson's Warbler Henslow's Sparrow Rusty Blackbird	Hudsonian Godwit Marbled Godwit Red Knot Purple Sandpiper Buff-breasted Sandpiper American Woodcock Common Tern Least Tern Black Skimmer Razorbill Short-eared Owl Sedge Wren Marsh Wren Cerulean Warbler Henslow's Sparrow Saltmarsh Sharp-tailed Sparrow Seaside Sparrow
BCR 31 PENINSULAR FLORIDA	BCR 32 COASTAL CALIFORNIA	BCR 33 SONORAN AND MOJAVE DESERTS
American Bittern Little Blue Heron Reddish Egret White Ibis Swallow-tailed Kite Yellow Rail Black Rail Limpkin Sandhill Crane Snowy Plover Wilson's Plover Piping Plover American Oystercatcher Whimbrel Marbled Godwit Red Knot Semipalmated Sandpiper Stilt Sandpiper Buff-breasted Sandpiper Short-billed Dowitcher American Woodcock Gull-billed Tern Common Tern Least Tern Black Skimmer White-crowned Pigeon Mangrove Cuckoo Black-whiskered Vireo Prairie Warbler Henslow's Sparrow Saltmarsh Sharp-tailed Sparrow Nelson's Sharp-tailed Sparrow Seaside Sparrow	Northern Harrier Cooper's Hawk Black Rail Sandhill Crane Black-bellied Plover Black Oystercatcher American Avocet Willet Whimbrel Long-billed Curlew Marbled Godwit Black Turnstone Red Knot Short-billed Dowitcher Gull-billed Tern Elegant Tern Black Skimmer Cassin's Auklet Short-eared Owl Black Swift Black-chinned Hummingbird Allen's Hummingbird Lewis's Woodpecker Olive-sided Flycatcher Western Wood-Pewee Yellow-billed Magpie Violet-green Swallow Marsh Wren Warbling Vireo Black-headed Grosbeak Lazuli Bunting Tricolored Blackbird Bullock's Oriole Hooded Oriole	Northern Harrier Common Black-Hawk Black Rail Snowy Plover Black-necked Stilt American Avocet Long-billed Curlew Marbled Godwit Wilson's Phalarope Black Skimmer Yellow-billed Cuckoo Short-eared Owl Elf Owl Gila Woodpecker Northern Beardless-Tyrannulet Bell's Vireo Yellow Warbler Lucy's Warbler Abert's Towhee Hooded Oriole Yellow-headed Blackbird Tricolored Blackbird
BCR 34 SIERRA MADRE OCCIDENTAL	BCR 35 CHIHUAHUAN DESERT	BCR 36 TAMAULIPAN BRUSHLANDS
Northern Harrier Cooper's Hawk Gray Hawk Common Black-Hawk Sandhill Crane Yellow-billed Cuckoo Western Screech-Owl	Northern Harrier Common Black-Hawk Zone-tailed Hawk Sandhill Crane Snowy Plover Long-billed Curlew Wilson's Phalarope	Northern Harrier Black Rail Sandhill Crane Snowy Plover American Avocet Long-billed Curlew Stilt Sandpiper

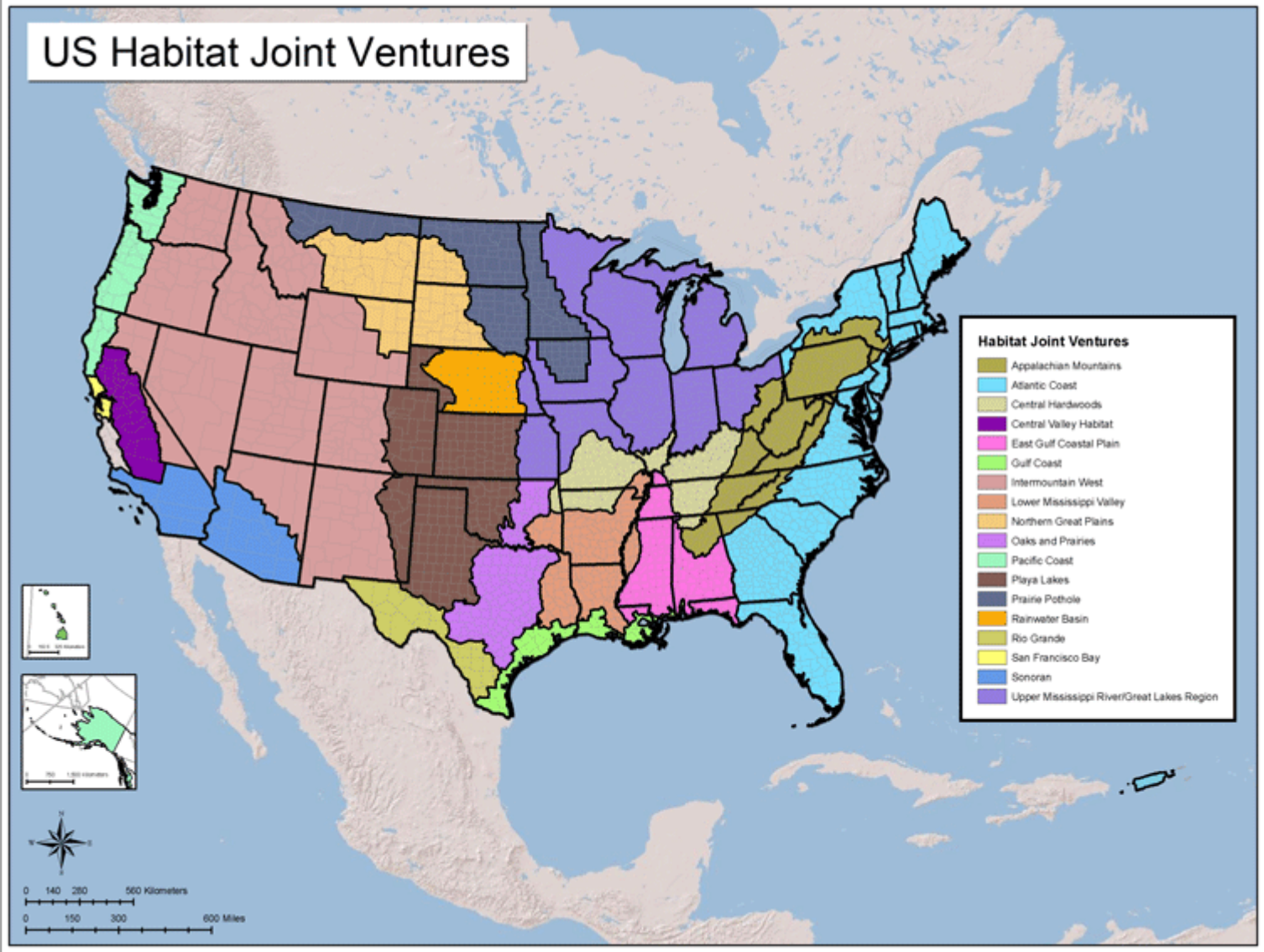
<p>Elf Owl Short-eared Owl Broad-billed Hummingbird Blue-throated Hummingbird Black-chinned Hummingbird Elegant Trogon Northern Beardless-Tyrannulet Cordilleran Flycatcher Sulphur-bellied Flycatcher Thick-billed Kingbird Bell's Vireo Purple Martin Lucy's Warbler Yellow Warbler Red-faced Warbler Painted Redstart Abert's Towhee Black-headed Grosbeak Varied Bunting Hooded Oriole</p>	<p>Yellow-billed Cuckoo Elf Owl Black-chinned Hummingbird Red-naped Sapsucker Bell's Vireo Marsh Wren Lucy's Warbler Yellow Warbler Abert's Towhee Varied Bunting Painted Bunting Yellow-headed Blackbird Hooded Oriole</p>	<p>Buff-breasted Sandpiper American Woodcock Gull-billed Tern Elf Owl Northern Beardless-Tyrannulet Rose-throated Becard Bell's Vireo Painted Bunting Altamira Oriole LeConte's Sparrow</p>
BCR 37 GULF COAST PRAIRIE	BCR 67 HAWAII	PUERTO RICO AND VIRGIN ISLANDS
<p>American Bittern Tricolored Heron Reddish Egret White Ibis Swallow-tailed Kite Northern Harrier Yellow Rail Black Rail Sandhill Crane American Golden-Plover Snowy Plover Wilson's Plover Piping Plover American Oystercatcher Whimbrel Long-billed Curlew Hudsonian Godwit Marbled Godwit Red Knot Stilt Sandpiper White-rumped Sandpiper Buff-breasted Sandpiper Short-billed Dowitcher American Woodcock Gull-billed Tern Least Tern Black Tern Black Skimmer Red-headed Woodpecker Acadian Flycatcher Sedge Wren Tropical Parula Prothonotary Warbler Swainson's Warbler Henslow's Sparrow LeConte's Sparrow Seaside Sharp-tailed Sparrow Nelson's Sharp-tailed Sparrow Seaside Sparrow</p>	<p>Band-rumped Storm-Petrel Brown Booby Christmas Shearwater Newell's Shearwater Dark-rumped Petrel Tristram's Storm-petrel White-tailed Tropicbird Great Frigatebird Masked Booby Red-footed Booby Pacific Golden-Plover Bristle-thighed Curlew Wandering Tattler</p>	<p>West Indian Whistling-Duck White-cheeked Pintail Masked Duck Ruddy Duck Black Rail Yellow-breasted Crake Caribbean Coot Limpkin Snowy Plover Wilson's Plover American Oystercatcher Semipalmated Sandpiper Stilt Sandpiper Least Tern White-crowned Pigeon Short-eared Owl Black Swift Lesser Antillean Pewee Bicknell's Thrush Yellow Warbler (resident <i>cruciana</i> ssp. only) Northern Waterthrush Louisiana Waterthrush</p>

Appendix E: Wetlands Types

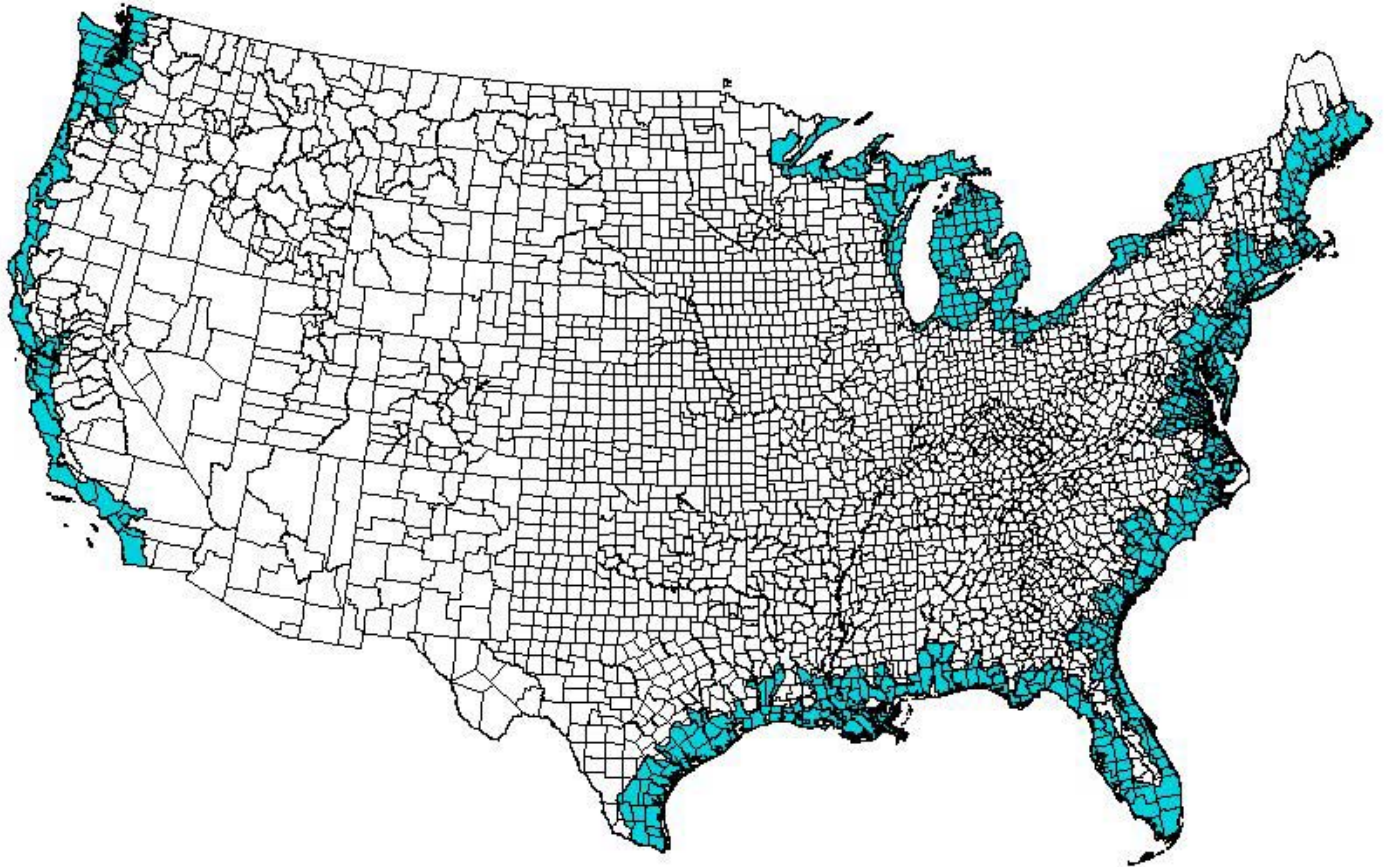
E	Estuarine	PUB	Palustrine Unconsolidated Bottom
E1	Estuarine Subtidal	PUS	Palustrine Unconsolidated Shore
E1AB	Estuarine Subtidal Aquatic Bed	R	Riverine
E1OW	Estuarine Subtidal Open Water	R1	Riverine Tidal
E1RB	Estuarine Subtidal Rock Bottom	R1AB	Riverine Tidal Aquatic Bed
E1RF	Estuarine Subtidal Reef	R1EM	Riverine Tidal Emergent
E1UB	Estuarine Subtidal Unconsolidated Bottom	R1OW	Riverine Tidal Open Water
E2	Estuarine Intertidal	R1RB	Riverine Tidal Rock Bottom
E2AB	Estuarine Intertidal Aquatic Bed	R1RS	Riverine Tidal Rocky Shore
E2EM	Estuarine Intertidal Emergent	R1SB	Riverine Tidal Streambed
E2FO	Estuarine Intertidal Forested	R1UB	Riverine Tidal Unconsolidated Bottom
E2RF	Estuarine Intertidal Reef	R1US	Riverine Tidal Unconsolidated Shore
E2RS	Estuarine Intertidal Rocky Shore	R2	Riverine Lower Perennial
E2SB	Estuarine Intertidal Streambed	R2AB	Riverine Lower Perennial Aquatic Bed
E2SS	Estuarine Intertidal Scrub-Shrub	R2EM	Riverine Lower Perennial Emergent
E2US	Estuarine Intertidal Unconsolidated Shore	R2OW	Riverine Lower Perennial Open Water
L	Lacustrine	R2RB	Riverine Lower Perennial Rock Bottom
L1	Lacustrine Limnetic	R2RS	Riverine Lower Perennial Rocky Shore
L1AB	Lacustrine Limnetic Aquatic Bed	R2UB	Riverine Lower Perennial Unconsolidated Bottom
L1OW	Lacustrine Limnetic Open Water	R2US	Riverine Lower Perennial Unconsolidated Shore
L1RB	Lacustrine Limnetic Rock Bottom	R3	Riverine Upper Perennial
L1UB	Lacustrine Limnetic Unconsolidated Bottom	R3AB	Riverine Upper Perennial Aquatic Bed
L2	Lacustrine Littoral	R3OW	Riverine Upper Perennial Open Water
L2AB	Lacustrine Littoral Aquatic Bed	R3RB	Riverine Upper Perennial Rock Bottom
L2EM	Lacustrine Littoral Emergent	R3RS	Riverine Upper Perennial Rocky Shore
L2OW	Lacustrine Littoral Open Water	R3UB	Riverine Upper Perennial Unconsolidated Bottom
L2RB	Lacustrine Littoral Rock Bottom	R3US	Riverine Upper Perennial Unconsolidated Shore
L2RS	Lacustrine Littoral Rocky Shore	R4	Riverine Intermittent
L2UB	Lacustrine Littoral Unconsolidated Bottom	R4AB	Riverine Intermittent Aquatic Bed
L2US	Lacustrine Littoral Unconsolidated Shore	R4OW	Riverine Intermittent Open Water
M	Marine	R4RB	Riverine Intermittent Rock Bottom
M1	Marine Subtidal	R4RS	Riverine Intermittent Rocky Shore
M1AB	Marine Subtidal Aquatic Bed	R4SB	Riverine Intermittent Streambed
M1OW	Marine Subtidal Open Water	R4UB	Riverine Intermittent Unconsolidated Bottom
M1RB	Marine Subtidal Rock Bottom	R4US	Riverine Intermittent Unconsolidated Shore
M1RF	Marine Subtidal Reef	R5	Riverine Unknown Perennial
M1UB	Marine Subtidal Unconsolidated Bottom	R5AB	Riverine Unknown Aquatic Bed
M2	Marine Intertidal	R5OW	Riverine Unknown Open Water
M2AB	Marine Intertidal Aquatic Bed	R5RB	Riverine Unknown Rock Bottom
M2RF	Marine Intertidal Reef	R5RS	Riverine Unknown Rocky Shore
M2RS	Marine Intertidal Rocky Shore	R5UB	Riverine Unknown Unconsolidated Bottom
M2US	Marine Intertidal Unconsolidated Shore	R5US	Riverine Unknown Unconsolidated Shore
PAB	Palustrine Aquatic Bed	Rp	Riparian
PEM	Palustrine Emergent	Rp1EM	Riparian Lotic Emergent
PFO	Palustrine Forested	Rp1FO6	Riparian Lotic Forested
PML	Palustrine Moss-Lichen	Rp1SS6	Riparian Lotic Scrub-Shrub
POW	Palustrine Open Water	Rp2EM	Riparian Lentic Emergent
PRB	Palustrine Rock Bottom	Rp2FO6	Riparian Lentic Forested
PSS	Palustrine Scrub-Shrub	Rp2SS6	Riparian Lentic Scrub-Shrub

Appendix F: Joint Venture Administrative Areas

Map can also be found at the URL:
<http://www.fws.gov/birdhabitat/JointVentures/Map.shtm>



Appendix G: Areas Classified as Coastal Zones (blue)



Appendix H: Application for Federal Assistance (SF424) & Assurances for Construction Programs Form (SF424D)

All applicants EXCEPT the U. S, Fish and Wildlife Service must send a SF424 form and SF424D Assurances form with the proposal. All Federal Grant recipients must comply with the laws listed on the Assurances form.

Please scan signed document or insert an electronic signature and send electronically as part of the proposal application. Again, the proposal should be in one single PDF document.

The two forms can be accessed on the Grants.gov website at:

<http://apply07.grants.gov/apply/FormLinks?family=15>

Instructions can be accessed at:

<http://www07.grants.gov/assets/SF424Instructions.pdf>

I. Application for Federal Assistance (SF-424). URL:

http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf

NOTE: The SF 424 was updated in October 2005. We will only accept the updated form. It is required to obtain a DUNS number from Dun and Bradstreet in order to apply for any Federal grant. Instructions for obtaining a DUNS number are found at the grants.gov website above. The following instructions for completing the SF424 to accompany a NAWCA proposal supersede those on the back of the SF 424.

CELL NUMBER and TITLE	INSTRUCTIONS
1. Type of Submission	Check "Application"
2. Type of Application	Check "New "
3. Date Received	Leave blank
4. Applicant Identifier	Leave blank.
5. a. Employer Identification	Leave blank
5. b. Federal Award Identifier	New applications leave blank.
6. Date Received by State	Leave blank
7. State Application Identifier	Leave blank
8. (a-e) – Applicant Information	See instructions *DUNS # required
9. Type of Applicant	See instructions
10 – Name of Federal Agency	Enter "U.S. Fish and Wildlife Service"
11 – Catalog of Federal Domestic Assistance Number and Title	Enter "15.623" and "NAWCA U.S.SMALLGRANTS"
12. Funding Opportunity Number/Title:	Enter "15.623" and "NAWCA U.S. SMALL GRANTS"
13. Competition Identification Number/Title:	Leave blank
14 – Areas Affected by Project	Enter only information for "Counties and States".
15. Descriptive Title of Applicant's Project	Enter title used in Part 1 of proposal.
16 – Congressional Districts of Applicant/Project	See instructions
17. Proposed Project Start and End Dates	Leave blank
18 – Estimated Funding	Do not include non-match \$. In "a", only include NAWCA grant \$. In "b-e", only include matching partner \$. For "e-Other ", include private organizations, etc. Leave "f-program income" blank.
19 – Is Application Subject to Review by State EO 12372 Process?	Only applicable to states. Please visit: http://www.whitehouse.gov/omb/grants/spoc.pdf
20 – Is Applicant Delinquent on any Federal Debt?	See instructions
21 – Authorized Representative	SIGNATURE AND DATE REQUIRED by the authorized

CELL NUMBER and TITLE	INSTRUCTIONS
	<p>representative of the applicant organization. We will not accept a typed signature. Please scan signed document or insert an electronic signature and send electronically as part of the proposal application. Downloads from Grants.gov must also be signed as noted.</p>

- II.** Assurances for Construction Programs (SF-424D) (Rev. 7-97). The SF424 Assurances for Construction Projects are required for all NAWCA projects (all projects that involve acquisition, restoration, or enhancement are considered construction projects). All Federal grant recipients must comply with the laws listed on the Assurances form. URL: <http://apply07.grants.gov/apply/forms/sample/SF424D-V1.1.pdf>