

**U.S. Fish and Wildlife Service
in support of
The North Pacific
Landscape Conservation Cooperative**

**Notice of Funding Availability and
Application Instructions**

Funding Opportunity Title: USFWS/NPLCC FY14 Funding Announcement

Funding Opportunity Number: F14AS00023

Catalog of Federal Domestic Assistance (CFDA) Number: 15.669

CFDA Description: Cooperative Landscape Conservation

TABLE OF CONTENTS

Overview	2
I. Description of Funding Opportunity.....	3
II. Award Information	3
III. Basic Eligibility Requirements.....	4
IV. Application Requirements.....	6
V. Submission Instructions.....	9
VI. Application Review	9
VII. Award Administration	11
VIII. Agency Contacts	12
IX. Proposal Format	13

Overview

Federal Agency Name: U.S. Fish and Wildlife Service (USFWS) in support of the North Pacific Landscape Conservation Cooperative (NPLCC).

Funding Opportunity Title: USFWS/NPLCC FY14 Funding Announcement

Funding Opportunity Number: F14AS00023

Catalog of Federal Domestic Assistance (CFDA) Numbers: USFWS, 15.669 - Cooperative Landscape Conservation

Dates: The deadline for pre-proposal submission is **December 19, 2013 by 5pm PST**

Award Information: A maximum of \$50,000 may be awarded to individual projects. Joint proposals, if invited by the NPLCC review team as described below, may be eligible for up to \$100,000. A total estimated amount of \$50,000 to \$350,000 may be available from USFWS for 1 to 8 projects. As a partnership collaborative, the NPLCC encourages applicants to seek matching funds from other sources to support proposals that leverage/augment funds made available through this RFP.

Eligible Activities: See **Section III for a description of eligible activities**. Proposals will be reviewed using the criteria included in this guidance.

Application: Project pre-proposals should be submitted electronically to nplcc@fws.gov using the format provided in **Section IX**. See Section V for information on how to apply. Full proposals submissions will be by invitation only to a subset of the project leads that submitted project pre-proposals.

I. Description of Funding Opportunity

The USFWS is seeking project pre-proposals, not to exceed \$50,000, on behalf of the NPLCC for landscape-scale climate-related science and information that address one or more of the eligible activities described below. Project pre-proposals will be evaluated by a team of reviewers convened by the NPLCC Coordinator and Science Coordinator. Following the initial review of the pre-proposals, project leads may be convened by the review team to discuss related pre-proposals for the potential development of joint full proposals. All pre-proposals will be treated confidentially and project leads will be contacted if joint discussions are considered. Based on evaluations and potential discussions, invitations to submit full proposals will be made to a subset of the leads who submitted pre-proposals. Invited full proposals will be eligible for up to \$50,000 unless project leads are invited to submit a joint proposal. Invited joint proposals may be eligible for up to \$100,000. Invitations for full proposals are expected to be made in January or February, 2014.

In support of the NPLCC and consistent with Secretarial Order 3289 and other LCC guidance, awards issued pursuant to this announcement will be expected to result in various products or outcomes. USFWS Region 1 (R1) reserves the right to make no awards under this announcement. Funding amounts awarded for selected proposals are not explicit; final amounts awarded are at discretion of the NPLCC Steering Committee and USFWS R1.

The NPLCC extends from south-central Alaska to northern California and its mission is *“The North Pacific Landscape Conservation Cooperative promotes development, coordination and dissemination of science to inform landscape level conservation and sustainable resource management in the face of a changing climate and related stressors.”* Details about the NPLCC can be found at <http://northpacificlcc.org/>. Projects selected for funding will help implement the NPLCC Science and Traditional Ecological Knowledge Strategy (S-TEK Strategy (available [here](#))).

II. Award Information

A total estimated amount of \$50,000 to \$350,000 USFWS funding for 1 to 8 projects may be awarded under this announcement to support NPLCC’s mission and goals regarding how climate change and related stressors affect natural and cultural resources within the geographic range of the NPLCC. **See Section III. Basic Eligibility Requirements for a list of eligible activities.**

Anticipated Start and End Dates: Projects selected for funding will begin in late summer or fall 2014. Projects should be completed within 2 years of their start dates unless the proposal specifically states otherwise and explains to why a longer period of time is necessary to complete the work.

Partial Funding: USFWS R1 reserves the right to offer partial funding to submissions by funding discrete activities, portions, or phases of the proposed project. If USFWS R1 decides to partially fund the proposed project, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposed project, or portion thereof, was evaluated and selected, and that maintains the integrity of the competition and the selection/evaluation process.

Award Instrument: Funding will be provided to successful applicants using grant, cooperative, or interagency agreement awards. If a cooperative agreement is awarded, substantial involvement will occur with USFWS staff. The involvement will be determined at the time of the award.

Acknowledgement: The NPLCC must be appropriately acknowledged in all products, tools and deliverables as well as websites, publications and tools where the project/products is described and/or made available. The NPLCC logo will be available as needed for acknowledgements.

Data/Results Delivery and Standards: All projects funded in FY14 must follow the requirements outlined in the document *North Pacific Landscape Conservation Cooperative Product Delivery Procedures and Standards: Quality Control, Review, and Information Management Standards*. A draft of this document is available [here](#). This draft guidance defines the standard final product data and information delivery for the NPLCC. The standards are designed to ensure and facilitate full and open access to scientific data and data products funded by the NPLCC. The final document will be made available before full proposals are invited to be submitted.

Sensitivity of Tribal/First Nations Knowledge: The NPLCC recognizes that knowledge and data held by indigenous people may be sensitive and that tribes may not wish to publicly share information from studies that use a Traditional Ecological Knowledge approach. We respect the need for sensitivity and heightened awareness when working with tribal partners. Therefore, we will work with tribes at the beginning of projects to identify issues and find a path forward that meets tribal needs as well as providing reasonable access to non-sensitive data and products.

Confidentiality: Applicants may claim all or a portion of their project submission as confidential business information. Applicants must clearly mark submissions or portions thereof which they claim as confidential. If no claim of confidentiality is made, USFWS R1 is not responsible to maintain confidentiality. Note that data produced under a Federal award is subject to the Freedom of Information Act.

III. Basic Eligibility Requirements

Eligible Applicants: Federal, State, Tribal, Canadian, and other public or nonprofit private agencies, institutions, and organizations are eligible; "for-profit" organizations and individuals are not eligible, although consultants may be subcontracted for specialized work.

Eligible Activities: Projects must clearly identify a management application, be applicable to some or all of the geographic range of the NPLCC, and must address one of the following eligible Actions included in the updated S-TEK Strategy's 2014 Implementation Plan ([available here](#)). Please also identify the applicable Action, Priority Topic, and Action Objective from the Implementation plan.

Action 2.5: Synthesize information from existing work related to a species, ecosystem, or ecosystem service/characteristic in different geographic locations to inform both the common factors affecting that resource across a broader geography (e.g. the species range, the NPLCC region, etc.) and the issues that may be unique to one geography. Work with decision-makers to understand how this information can be used and how scientists can deliver the information so it is relevant. Projects proposed under this action must be within the context of one or more of the following NPLCC Priority Topics: Priority Topic B (Precipitation and temperature change and their effects on forests), Priority Topic C (Effects of

sea level changes and storms on marine shorelines, the nearshore, and estuaries), or Priority Topic E (Invasive species, diseases, pests and their effects on biological communities).

Action 4.2: Assist one or more natural/cultural resource management entities in the NPLCC with incorporating climate change information into habitat conservation, restoration, adaptation, or enhancement efforts. Projects proposed under this action must be within the context of one or more of the following NPLCC Priority Topics: Priority Topic B (Precipitation and temperature change and their effects on forests), Priority Topic C (Effects of sea level changes and storms on marine shorelines, the nearshore, and estuaries), or Priority Topic E (Invasive species, diseases, pests and their effects on biological communities).

Action 4.4: Work with decision-makers to incorporate climate change information into their natural resource management through linking actions to key climate impacts, vulnerabilities or adaptation options. Projects can be applicable for any of the NPLCC Priority Topics (listed on Table 1 of the S-TEK Strategy).

Ineligible Activities: Under this announcement, "construction grant" projects; land acquisition; or projects whose principal purpose is general operating support will not be funded.

Match or Cost Sharing: A match or cost sharing is not required; however, cost-leveraging is one of the criteria in Section VI which will be considered by reviewers during evaluations.

Registrations: All entities applying for Federal financial assistance must have a valid Dun & Bradstreet Data Universal Number System (DUNS) number and have a current registration in the System for Award Management (SAM). Exemptions: The SAM registration requirement does not apply to individuals submitting an application on their own behalf and not on behalf of a company or other for-profit entity, State, local or Tribal government, academia or other type of organization.

DUNS Registration - Request a DUNS number online at <http://fedgov.dnb.com/webform>. U.S.-based entities may also request a DUNS number by telephone by calling the Dun & Bradstreet Government Customer Response Center, Monday – Friday, 7 AM to 8 PM CST at the following numbers:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

For Hearing Impaired Customers Only call: 1-877-807-1679 (TTY Line)

Once assigned a DUNS number, entities are responsible for maintaining up-to-date information with Dun & Bradstreet.

Entity Registration in SAM - Register in SAM online at <http://www.sam.gov/>. Once registered in SAM, entities must renew and revalidate their SAM registration at least every 12 months from the date previously registered. Entities are strongly urged to revalidate their registration as often as needed to ensure that SAM is up to date and in synch with changes that may have been made to DUNS and IRS information. Foreign entities who wish to be paid to a bank account in the United States must enter and maintain valid and current banking information in SAM.

Excluded Entities - Applicant entities identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or excluded from receiving Federal contracts, certain subcontracts, and certain

Federal assistance and benefits will not be considered for Federal funding, as applicable to the funding being requested under this Federal program.

IV. Application Requirements

Proposal Format: Please deliver your pre-proposals in MS WORD or Portable Document Format (PDF) **using the pre-proposal format included in Section IX**. Your pre-proposal should be no more than 2 pages long and use font size 10. Pre-proposals that exceed the page limit or do not follow the project pre-proposal format (Section IX) may be disqualified for consideration.

If a full proposal is invited, it should no more than 4 pages long, not including budget, literature cited, and principal investigator(s)' resume. The full proposal template will be provided to you if an invitation is made to submit a full proposal. The full proposal will include a statement of need; project goals, objectives, and activities; specific measurable outcomes and timelines; a detailed budget; and a project monitoring and evaluation plan.

Requirements for Non-federal Applicants:

- A. Application for Federal Assistance (SF-424)** – Include the completed SF-424 Application for Federal Assistance, available online at <http://apply07.grants.gov/apply/FormLinks?family=15>.
- B. Budget Information for Non-Construction Programs (SF-424A)** - Use SF-424A for your budget, available online at <http://apply07.grants.gov/apply/FormLinks?family=15>. When developing your budget, keep in mind the following:

Cost Principles: Financial assistance awards and subawards are subject to the cost principles in the following Federal regulations, as applicable to the recipient organization type:

- 2 CFR Part 220, Cost Principles for Educational Institutions
- 2 CFR Part 225, Cost Principles for States and Local Governments
- 2 CFR Part 230, Cost Principles for Non-Profit Organizations
- 45 CFR Part 74, Appendix E, Principles for Determining Costs Applicable to Research and Development Under Grants and Contracts with Hospitals
- 48 CFR 1, Subpart 31.2, Contracts with Commercial Organizations

These documents are available on the Internet at <http://www.ecfr.gov/>.

- C. Assurances** - Include the appropriate signed and dated Assurances form available online at <http://apply07.grants.gov/apply/FormLinks?family=15>. Use the **Assurances for Non-Construction Programs (SF 424B)** for projects that do not involve construction. Signing this form does not mean that all items on the form are applicable. Some of the assurances may not be applicable to your organization and/or your project or program.
- D. Certification and Disclosure of Lobbying Activities** - Under Title 31 of the United States Code, Section 1352, an applicant or recipient must not use any federally appropriated funds (both annually

appropriated and continuing appropriations) or matching funds under a grant or cooperative agreement award to pay any person for lobbying in connection with the award. Lobbying is defined as influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress connection with the award. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying. If you/your organization have/has made or agrees to make any payment using non-appropriated funds for lobbying in connection with this project AND the project budget exceeds \$100,000, complete and submit the **SF LLL, Disclosure of Lobbying Activities** form. See Title 43 of the Code of Federal Regulations, Subpart 18.100 (43 CFR 18.100) for more information on when additional submission of this form is required. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying.

- E. Budget Justification Narrative (for invited full proposals only):** In a separate narrative titled "**Budget Justification**", explain and justify all requested budget items/costs. Detail how the SF 424 Budget Object Class Category totals were determined and demonstrate a clear connection between costs and the proposed project activities. For personnel salary costs, include the base-line salary figures and the estimates of time (as percentages) to be directly charged to the project. Describe any item that under the applicable OMB Cost Principles requires the Service's approval and estimate its cost.

Indirect Costs and Required Indirect Cost Statement: All applicants invited to submit full proposals must include in their budget justification narrative ONE of the following statements, as applicable and attach any required documentation as detailed below:

1. Our organization does not have an indirect cost rate and will charge all costs directly.
2. Our indirect cost rate is [insert rate]%. We have a current Negotiated Indirect Cost Rate Agreement (NICRA). A copy of our NICRA is attached.
3. Our indirect cost rate is [insert rate]%. We have [insert one of these statements, as applicable: "established a Negotiated Indirect Cost Rate Agreement (NICRA) in the past, but it has expired. A copy of our latest NICRA is attached" or "never established a Negotiated Indirect Cost Rate Agreement (NICRA)"]. In the event an award is made we will submit an indirect cost rate proposal to our cognizant agency immediately and no later than 90 calendar days after the date the award is made. We understand that:
 - Although the USFWS may approve a budget that includes an estimate of indirect costs based on our stated rate, that approval will be contingent on our establishing a NICRA.
 - Recipients without a NICRA are prohibited from charging indirect costs to a Federal award.
 - Failure to establish a NICRA during the award period will make all costs otherwise allocable as indirect costs under the award unallowable.
 - We will not be authorized to transfer any unallowable indirect costs to the amount budgeted for direct costs or to satisfy cost-sharing or matching requirements without the prior written approval of the USFWS.
 - We may not shift unallowable indirect costs to another Federal award unless specifically authorized by legislation.

4. We have never established a Negotiated Indirect Cost Rate Agreement (NICRA) and in the event an award is made we agree as a condition of award to charge a flat indirect cost rate of 10% of modified total direct costs (MTDC) for the life of the award, including any future extensions of time, regardless of any NICRA we may establish during the award period. We understand that MTDC is defined as all salaries and wages, fringe benefits, materials and supplies, services, travel, and subgrants and subcontracts up to the first \$25,000 of each subgrant or subcontract (regardless of the period covered by the subgrant or subcontract). We understand that equipment, capital expenditures, charges for patient care, participant support costs (includes registration fees, travel allowances, manuals and supplies, tuition, and stipends), rental costs, tuition, and the portion of subcontracts and subgrants in excess of \$25,000 are excluded from MTDC.

Negotiating an Indirect Cost Rate with the Department of the Interior:

For organizations without a NICRA, you must have an open, active Federal award to submit an indirect cost rate proposal to your cognizant agency. The Federal awarding agency that provides the predominant amount of direct funding to your organization is your cognizant agency (unless otherwise assigned by the White House Office of Management and Budget). If the Department of the Interior is your cognizant agency, your indirect cost rate will be negotiated by the Interior Business Center (IBC). For more information, contact the IBC directly at:

Indirect Cost Services
Acquisition Services Directorate, Interior Business Center
U.S. Department of the Interior
2180 Harvard Street, Suite 430
Sacramento, CA 95815
Phone: 916-566-7111
Email: ics@nbc.gov
Internet address: <http://www.aqd.nbc.gov/Services/ICS.aspx>

- F. Statements Regarding A-133 Single Audit Reporting:** Following OMB Circular A-133 (http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf), all U.S. states, local governments, federally-recognized Indian tribal governments, and non-profit organizations expending \$500,000 USD or more in Federal award funds in a year must submit an A-133 Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System. All U.S. state, local government, federally-recognized Indian tribal government and non-profit applicants must provide a statement regarding if your organization was/was not required to submit an A-133 Single Audit report for the organization's most recently closed fiscal year and, if so, state if that report is available on the Federal Audit Clearinghouse Single Audit Database website (<http://harvester.census.gov/sac/>). Include these statements at the end of the Project Narrative in a section titled "**A-133 Single Audit Reporting Statements**".

Application Checklist

- A complete, signed and dated SF 424, Application for Federal Assistance (SF 424, SF 424-Mandatory, or SF 424- Individual) form
- If a non-profit organization, documentary evidence of Section 501(c)(3) or (4) non-profit status
- Project Summary
- Project Narrative and Timetable
- Curricula vitae for key personnel
- If a U.S. state, local government, federally-recognized Indian tribal government, or non-profit organization, statements regarding applicability of and compliance with OMB Circular A-133 Single Audit Reporting requirements
- A complete SF 424A or SF 424C Budget Information form
- Budget Justification narrative
- If Federally-funded equipment will be used for the project, a list of that equipment
- When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement
- Signed and dated SF-424B or SF-424D Assurances form
- If applicable, completed SF-LLL Disclosure of Lobbying Activities form

Failure to provide complete information may cause delays, postponement, or rejection of the application.

V. Submission Instructions

Submission: Electronic submissions are preferable. **Please email your proposals to: nplcc@fws.gov**
If you do not have the capability to submit electronically, please contact Mary Mahaffy at 360-753-7763/mary_mahaffy@fws.gov or John Mankowski at 360-534-9330/john_mankowski@fws.gov.

Deadline: Pre-proposals are due by December 19, 2013 by 5pm PST. The NPLCC Coordinator will determine timeliness by reviewing the date and time of electronic submission. Late submissions will not be reviewed or considered absent compelling circumstances which justify the acceptance of a late submission.

VI. Application Review

Evaluation Criteria:

Project Pre-proposals will be ranked based on the following criteria:

- 1) Responsiveness in addressing the eligible activities listed above and descriptions of clear project products/outcomes.
- 2) Engagement of stakeholders, decision-makers, and other partners in developing the project and dissemination of applicable results.

- 3) Management significance (Relevance/Applicability to management needs). Ability of the project results to directly inform management decisions regarding natural and cultural resources within the NPLCC.

Invited project proposals will be ranked based on the following criteria:

- 1) Clarity and responsiveness: Proposal should clearly describe the proposed work, including goals, methods, and the expected products/outcomes of the project. Proposals will be evaluated by how clearly and directly they address the eligible activities listed above.
- 2) Scientific merit and quality of the proposed project: Soundness of technical approach, including design, objectives, and scientific viability of the project.
- 3) Capabilities of the project team: Ability of the project team to accomplish the work, including staff capabilities.
- 4) Coordination and engagement with natural and cultural resource managers and other decision-makers (Working partnerships and knowledge transfer)
- 5) Budget: Reasonable and appropriate budget for the level of work proposed and expected benefits to be achieved. Consideration will be given to matching funds, cost-sharing, and/or in-kind support.

Review and Selection Process: Recommendations for invitation of full proposals for funding will be based on an evaluation of pre-proposals against the Evaluation Criteria. The selection process will not penalize the applicant for submitting more than one pre-proposal. Recommendations for funding of full proposals will likewise be based on the Evaluation Criteria.

Project pre-proposals and proposals will be evaluated through the following review processes:

- 1) Submissions will be screened by the NPLCC Coordinator and Science Coordinators upon receipt, for eligibility and conformance to the announcement provisions.
- 2) Individuals from the NPLCC Science/TEK Subcommittee, or their representatives, will independently evaluate pre-proposals against the evaluation criteria. Reviewers will abstain from participating in any review where a conflict of interest exists or could be perceived. Following evaluations, reviewers will convene as a team and prepare a list of projects that will be invited to submit full proposals.
- 3) Individuals from the NPLCC Science/TEK Subcommittee, or their representatives, will independently evaluate invited full proposals against the evaluation criteria. Reviewers will abstain from participating in any review where a conflict of interest exists or could be perceived. Following full proposal evaluations, reviewers will convene as a team and prepare a list of projects recommended for funding. The compiled list of individual review evaluations and recommendations will be provided to the NPLCC Steering Committee (or an Ad Hoc Steering Committee Work Group) for approval. USFWS R1 has final discretion of projects to be funded using USFWS funds.
- 4) The final funding recommendations may take account of other factors in addition to the evaluation criteria. These factors may include, for example, selecting technically sound projects across both a geographic and institutional level to achieve a reasonable balance of funding by cost, applicant type, and/or the project location or impact.

- 5) Applicants selected to submit full proposals will be asked to submit final application packages.

VII. Award Administration

Award Notices: Following review of both pre-proposals and proposals, applicants may be requested to revise the project scope and/or budget before a final award can be made. Successful applicants will receive written notice in the form of a Notice of Award document. Notice of Award documents are typically sent to recipients by e-mail. If e-mail notification is unsuccessful, the documents will be sent by courier mail (e.g. FedEx, DHL, UPS). Award recipients are not required to sign/return the Notice of Award document. The recipient will receive a signed award via mail after the award has been approved by the USFWS. Acceptance of an award is defined as starting work or drawing down funds. Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 30 days of the final review decision.

Recipient Payments: The Notice of Award document from the USFWS will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests.

Domestic Recipient Payments: Prior to an award being issued to you/your organization, the USFWS program office will contact you/your organization to enroll in the U.S. Treasury's Automated Standard Application for Payments (ASAP) system.

Foreign Recipient Payments: Foreign recipients receiving funds to a bank outside of the United States will be paid electronically through U.S. Treasury's International Treasury Services (ITS) system. Foreign recipients receiving funds electronically to a bank in the United States will be paid by Electronic Funds Transfer (EFT) through the Automated Clearing House network. Foreign recipients who wish to be paid to a bank account in the United States must enter and maintain current banking information in SAM (see Section IV above).

Standard Award Terms and Conditions:

Acceptance of a Federal Financial Assistance award from the Department of the Interior (DOI) carries with it the responsibility to be aware of and comply with the terms and conditions of award. The text of all standard award terms and conditions are available online at <http://www.doi.gov/pam/TermsandConditions.html>.

Acceptance is defined as starting work, drawing down funds, or accepting the award via electronic means.

Awards are based on the application submitted to, and as approved by DOI and are subject to the terms and conditions incorporated either directly or by reference in the following:

- Program legislation/regulation
- Special terms and conditions
- Code of Federal Regulations/Regulatory Requirements, as applicable:
 - 2 CFR Part 25 Central Contractor Registration and Data Universal Numbering System
 - 2 CFR Part 170 Reporting Subawards and Executive Compensation
 - 2 CFR Part 1400 Government-wide Debarment and Suspension (Nonprocurement)
 - 2 CFR Part 1401 Requirements for Drug-Free Workplace (Financial Assistance)
 - 2 CFR Part 175 Trafficking Victims Protection Act of 2000
 - 43 CFR 12(A) Administrative and Audit Requirements and Cost Principles for Assistance Programs

- 43 CFR 12(C) Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local
- 43 CFR 12(F) Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, other Non-Profit and Commercial Organizations
- 43 CFR 18 New Restrictions on Lobbying
- 305 DM 3, Integrity of Scientific and Scholarly Activities and 217 FW 7, Scientific Integrity and Scholarly Conduct. Grant and cooperative agreement recipients must ensure quality project results. Results must consist of unbiased assessments through proper management and enforcement of scientific integrity standards, which includes avoiding conflicts of interest as defined in USFWS policy 212 FW 7 (complete text available online at <http://www.fws.gov/policy/212fw7.html>).

Recipient Financial and Performance Reporting Requirements:

Interim financial reports and performance reports may be required. Interim reports will be required no more frequently than quarterly, and no less frequently than annually. A final financial report and a final performance report will be required and are due within 90 calendar days of the end date of the award.

Performance reports must contain:

- 1) A comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of work;
- 2) A description of reasons why established goals were not met, if appropriate;
- 3) Executive Summary
- 4) Project objectives
- 5) A description of management objectives addressed
- 6) Methods or Application
- 7) A description of project outcomes and products produced
- 8) A description of communication methods used for sharing the project products
- 9) Recommendations for use, application or next steps
- 10) Any other pertinent information relevant to the project results.

The USFWS will specify the performance reporting frequency applicable to the award in the Notice of Award document.

VIII. Points of Contact

John Mankowski, NPLCC Coordinator
john_mankowski@fws.gov; 360-534-9330

or

Mary Mahaffy, NPLCC Science Coordinator
mary_mahaffy@fws.gov; 360-753-7763

IX. PROJECT PROPOSAL FORMAT

Pre-Proposals are not to exceed two pages in length, use a font size no smaller than 10, and use the format provided below. If invited, a template will be sent to you to use for the full proposal.

North Pacific Landscape Conservation Cooperative FY2014 Project Pre-Proposal

**Primary Action Addressed by this Pre-Proposal (select one: 2.5, 4.2 or 4.4)
Applicable Priority Topic(s):**

Project Title: *(15 words or less)*

**Lead Agency:
Principle Investigator:
Address:
Telephone:
Email:**

**Partnerships:
Additional Investigators:

Collaborative Partnerships:**

Project Objective(s): *(Describe the project objective(s) in 55 words or less.)*

Management Objective: *(Describe the significance of the proposed work to the priorities of the NPLCC and its stakeholders in 60 words or less.)*

Project Description: *(In 600 words or less, describe the work to be done. Include a description of the need, methods, species impacted, geographic extent of the proposed work, and expected outcomes.)*

Expected Project Length: *Months*

Project Products: *Describe the anticipated project products (databases, reports, outreach tools, presentations, etc.)*

Communication: *(Describe engagement of partners in the project development and dissemination of applicable results in 50 words or less.)*

**Budget:
Estimated Total Project Cost:
Estimated Match or In-Kind:**

Disclaimer regarding data sharing: *Briefly describe any known restrictions on sharing of the data expected to be generated by this project.*