**Full Project Proposal Instructions**

Developing Full Proposals:

Field offices should develop full project proposals for all *Tier 1* (see above) fish passage projects entered into the FONS system. **Full proposals are due to Brian Elkington (**[**Brian\_Elkington@fws.gov**](mailto:Brian_Elkington@fws.gov)**) in electronic format from FWCO Biologists on or before November 7, 2014**. Pages 4-7 of this document should be saved as a new document and used as a template for full proposal submissions. The italicized text explains what information is requested under each subject heading. The italicized text should be replaced with appropriate information using single-spaced, un-bolded text. Please maintain section heading formats and existing spacing between sections. Full project proposals should be a maximum of 5 pages in length (not including pictures and maps) and should succinctly address all required information.

Project Selection:

*In FY15 an emphasis will be placed on strategic decisions and projects that lead to greater restoration benefits for surrogate or other priority species. This year we will continue to develop new tools to refine this process, but in the interim we will rely generally on the criteria below to guide decision making (percentages indicate relative importance to the overall selection effort):*

1) How does this project address FWS priorities? – (30%)

2) How does this project address Partner priorities? – (25%)

3) What are the anticipated benefits to the larger watershed or restoration focus area? – (20%)

4) What is the cost per unit benefit (e.g. cost per mile of stream reconnected) of this project? – (15%)

5) What is the probability of completion of this project within 1 and 2 years of receiving funding? – (10%)

**Monitoring Project Proposal Instructions**

Institutionalizing evaluation monitoring within the Region 3 Fish Passage Program will involve: 1) A basic level of pre and post monitoring to be conducted on all projects; and 2) A process for submitting proposals to receive additional funds for more in-depth monitoring on select projects.

**Basic Monitoring on All Projects**:

Basic monitoring will be done on all projects and will involve three main components:

1. Photos at the barrier site, including views both upstream and downstream, will be taken before the barrier is removed. For at least the first several years, post-project photos will be taken from the exact same location annually or at other feasible intervals to document changes over time. Compare photos over time and report the results.
2. Identify whether relevant existing data (e.g. fish, flow, temperature, macroinvertebrates, etc.) is already being collected at or near the project site by another agency or local watershed group. Compare pre-project data with post-project data and report the results.
3. If a formal evaluation monitoring effort is being conducted by our partners, report the results of this effort.

**In-Depth Monitoring on Select Projects**:

In-depth monitoring funding will be considered for projects:

1. Where the anticipated results of the fish passage project are less certain.
2. Where there is strong partner support for monitoring.

Offices interested in competing for these funds will submit a separate monitoring project proposal form (see pages 8-9). **Monitoring proposals are due to Brian Elkington in electronic format from FWCO Biologists on or before November 7, 2014.** Pages 8-9 of this document should be saved as a new document and used as a template for full proposal submissions. The monitoring proposal will highlight the proposed monitoring framework including: restoration objectives, target parameters, methods, implementation timeline, data analysis plan, and plan for communicating results. The proposal will also highlight: how funding is proposed to be spent, how our partners are involved, and who is responsible for specific monitoring activities.

Available Resources:

In addition to working with your partners, these resources may be helpful in developing proposals:

U.S. FWS Midwest Region Fish Passage Home Page

<http://www.fws.gov/midwest/fisheries/fish-passage-program.html>

U.S. FWS Region 3- Fish and Wildlife Resources Conservation Priorities- January 2002

<http://www.fws.gov/midwest/News/documents/priority.pdf>

USGS Science in Your Watershed: <http://water.usgs.gov/wsc/>

USGS Hydrologic Map Units: <http://water.usgs.gov/GIS/huc.html>

Nature Serve- Distribution of Native Fish in U.S. by 8 unit HUCs

<http://www.natureserve.org/getData/dataSets/watershedHucs/index.jsp>

The Nature Conservancy- Rivers of Life: Critical Watersheds for Protecting Freshwater Biodiversity (see page 19 for critical watersheds for conservation)

<http://www.natureserve.org/library/riversoflife.pdf>

Gulf of Maine Council on the Environment: Stream Barrier Removal Monitoring Guide

<http://www.gulfofmaine.org/streambarrierremoval/>

**Full Project Proposal**

Applicants should be aware that the United States Fish and Wildlife Service (Service) began using Treasury's Automated Standard Application for Payments (ASAP) system for grant and cooperative agreement payments to domestic recipients in December 2011. State and local governments, non-profits, and universities are required to register in ASAP. Individuals or sole proprietors/limited liability corporations already enrolled in ASAP with another bureau within the Department must also register in ASAP. Your current registration status in the ASAP with the Service system must be included on page one of the project proposal under “Project Partner(s) Receiving Funds:”

Also included here is a list of documents used to navigate the financial assistance process if the proposal is selected for funding. Please review these materials and be prepared to provide them upon request.

* SF-424 (Application), SF-424A or SF424C (Budget), SF-424B or SF-424D (Assurances);
* Negotiated Indirect Cost Rate Agreement (NICRA), OR memo from recipient organization indicating they are waiving reimbursement for indirect costs for the proposal , OR memo indicating recipient organization does not have a NICRA;
* Complete NEPA, SHPO and ESA Compliance with FWS assistance.

**Project name:**

*[Insert project name here]*

**Field office:**

*USFWS Conservation Office*

**Project Coordinator:**

*USFWS Staff*

**PROJECT PARTNER(s) RECEIVING FUNDS:**

*[Partner Coordinator: Name, Title, Organization, Address, Phone and Fax number, email, DUNS number, Employer Tax Identification number, ASAP registration status (registered, waived, or unregistered)].*

**A-133 SINGLE AUDIT STATEMENT:***Choose and complete the appropriate statement below:  
[Recipient]* was required to do a single audit report for FY 2014 and the report is not yet available on the website. Their FY 2014 single audit was completed in *(month)* 2014 and is being submitted to clearinghouse.

*OR*

*[Recipient]* was not required to do a single audit report for FY 2014.

**fons number:**

*USFWS will complete this section.*

**Office Rank:**

*USFWS will complete this section.*

**funding requested:**

*Funds requested=$ Partners contribution=$ Total=$*

*[Insert the amount of on-the-ground funding requested from the Fish Passage Program and total amount of funding contributed by partners.]*

**Statement of problem:**

*[From a resource perspective, indicate what the overall problem is. What type of barrier is this? What species are impeded by this barrier and how? Include any background information on other known negative ecological impacts that this barrier has or is believed to have.]*

**Project Objectives:**

*[Indicate the project objective(s).]*

**Description of Proposed Project:**

**Location**

*[Indicate State, County, Township, Section, Range, USGS Quad Map, Congressional District, Road Crossing (if applicable), 8-digit HUC #, and Coordinates (Precise GPS coordinates in decimal degrees). See Appendices A, B and C for info on picture and map requirements.*

*Note: 1)* ***Sea Lamprey*** *- If this is the lowermost barrier before entering the Great Lakes (1st or 2nd barrier), please state. USFWS staff will coordinate sea lamprey issues with the Sea Lamprey Program. If you know there is a sea lamprey concern or they are already passing, please include that information. 2)* ***Historic Preservation*** *- Is the dam or structure listed as a historic site under the State Historic Preservation Office (SHPO)? All federally funded projects that disturb ground must request SHPO review and clearance before proceeding. USFWS staff will complete SHPO. 3)* ***Tribal Resources*** *- Is the project site on Tribal Lands or potentially have religious and cultural significance to Tribal historic properties? If so please provide the Tribal contact information.*

**Description of On-The-Ground Work**

*[What sort of on-the-ground work is planned e.g. culvert removal and replacement, installation of fish passage structure, etc.? What are the major steps involved with this project? Identify any required permits or other compliance issues that need to be addressed. What steps have already been completed?]*

**Probability of Completion**

*[Indicate % probability of completion (to the nearest 10%) within 1 year of receiving funding and within 2 years of receiving funding, being as accurate as possible. Do not propose projects that are not expected to be completed within 2 years of receiving funding.]*

**Partner Contribution and Total Project Costs**

*[We should strive to meet and exceed a one-to-one partner match for each project. For example, if you request $10,000 in Fish Passage Program funds, partner contributions should be at least $10,000. Match can be non-Federal or Federal.* *Using the excel spreadsheet below, indicate partner contributions for this project. Also indicate what the requested amount of Fish Passage Program funding is. Double-click on spreadsheet to open. The column at right will automatically add total project cost as each partner’s contribution is entered.]*



*[Also list here any other partners not contributing cash or in-kind support for the project.]*

**Detailed Budget Justification (Itemized List of What Service Funds Will Be Spent On)**

*[In a narrative statement, 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 Federal Cost Principles requires the Service’s approval and estimate its cost. Insert any other specific information for applicants to detail in their budget justifications. Provide an itemized breakdown of the requested Service funding in the table below.]*



**How does this project address FWS Priorities?:**

*[Describe how this project addresses Service priorities. Service priorities include conserving: Threatened and Endangered Species, Candidate Species, State-Listed Species, Inter-Jurisdictional Species, Species on the Region 3 Conservation Priority List, Species on Federal Lands, Species of Tribal Interest, and some Recreational Species.]*

*USFWS will add Service priorities if you can provide the list of species – fish, mussels, etc. that will benefit.*

**How does this project address partner priorities?:**

*[Describe how this project addresses partner priorities.]*

**Aniticipated benefits:**

**Watershed-Level Ecological Benefits**

*[Describe what ecological benefits this project will provide to the watershed/restoration focus area. Also describe how implementing this project will complement other restoration efforts within this watershed/restoration focus area and refer to a specific watershed management or restoration plan, if available. If other projects have been completed or are being proposed for Fish Passage Program funding in this watershed/restoration focus area, list the FONS numbers for each project. Does a fish passage barrier inventory exist for this watershed?]*

**Primary Native Species to Benefit**

*[Indicate native species of conservation priority which are expected to benefit.]*

**Stream Miles or Wetland Acres Reconnected**

*[Indicate # of new stream miles and/or # of new wetland acres opened above the removed barrier. Stream miles reconnected should include all miles reconnected upstream of the removed barrier, including mainstem and tributary miles (up to and including 1st order streams), until the next barrier. Please also include any intermittent tributary miles, if those intermittent habitats are important for the life history needs of the target species.]*

**Other Social Benefits**

*[Indicate other social benefits, if any e.g. removal of a dangerous dam, improved recreational opportunities, etc.]*

**Possible Negative Impacts**

*[If applicable, indicate any potential negative ecological impacts (such as aquatic invasive species, T/E species, conservation genetics and disease/parasite issues) that could result from the project and how these concerns are being addressed. If the project site is a lowermost barrier before entering the Great Lakes, describe how sea lamprey control needs are being addressed.]*

*USFWS will do ESA and NEPA (CX’s and maybe EA’s) for the project.*

**Existing Biological and Physical Monitoring Data:**

*[Indicate any biological or physical habitat monitoring data (e.g. flow, temperature, macroinvertebrates, fish community, etc.) currently being collected at or near the project site. If data is already being collected, describe your plan for analyzing pre and post project data and evaluation monitoring results.]*

**brief summary of why this project should be funded:**

*[Include a brief summary of why this project should be funded, highlighting important points made above.]*

**Appendix A- Pictures of the Project Site**

*[Attach pictures of the project site, including actual site to be remedied and views of upstream and downstream river segments. 360 degree profiles and aerial views encouraged, if possible.]*

**Appendix B- Watershed Map**

*[Attach a map of the watershed/restoration focus area with the site of the project highlighted. Also highlight sites of other barriers removed or proposed for removal in the river/stream segment or watershed. Identify completed and proposed projects with FONS numbers, if they have FONS numbers.]*

**Appendix C- Map of the State, Highlighting Location of the Watershed**

*[Attach a map of the state, indicating where the watershed/restoration focus area is*.*]*

**Monitoring Project Proposal**

Applicants should be aware that the United States Fish and Wildlife Service (Service) began using Treasury's Automated Standard Application for Payments (ASAP) system for grant and cooperative agreement payments to domestic recipients in December 2011. State and local governments, non-profits, and universities are required to register in ASAP. Individuals or sole proprietors/limited liability corporations already enrolled in ASAP with another bureau within the Department must also register in ASAP. Your current registration status in the ASAP with the Service system must be included on page one of the project proposal under “Project Partner(s) Receiving Funds:”

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* Complete NEPA, SHPO and ESA Compliance with FWS assistance.

**Project name:**

*[Insert project name here]*

**Field office:**

*USFWS Conservation Office*

**Project Coordinator:**

*USFWS Staff*

**PROJECT PARTNER(s) RECEIVING FUNDS:**

*[Partner Coordinator: Name, Title, Organization, Address, Phone and Fax number, email, DUNS number, Employer Tax Identification number, ASAP registration status (registered, waived, or unregistered)].*

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**fons number:**

*USFWS will complete this section.*

**Office Rank:**

*USFWS will complete this section.*

**funding requested:**

*Funds requested=$ Partners contribution=$ Total=$*

*[Insert the amount of on-the-ground funding requested from the Fish Passage Program and total amount of funding contributed by partners.]*

**Restoration Objectives:**

*[Monitoring projects should be designed to measure progress toward restoration objectives. Indicate restoration objective(s) here. Cite restoration or watershed plans, as appropriate.]*

**Restoration Reference EndPoint:**

*[Conditions at an un-impacted “reference stream” are often identified before monitoring begins in order to provide an example for a desired restoration endpoint. Monitoring parameters are then selected to track progress toward this endpoint. Have reference streams and/or target biological and physical endpoints been identified? If yes, please explain.]*

**Description of Proposed Project:**

**Target Parameters**

*[Monitoring parameters should be selected to measure progress toward restoration objectives. Parameters should be sensitive enough to measure progress and should be appropriate for the project budget and timeline.]*

**Methods**

*[Indicate proposed monitoring methods here. Identify plans for pre-project evaluation and post-project evaluation. How often will parameters be monitored and why?]*

**Data Analysis**

*[In order to learn the most from monitoring activities, we need to start with the end in mind. How will monitoring data be analyzed to measure progress toward objectives? What study design considerations have been taken into account to yield statistically significant results?]*

**Communicating Results**

*[How will monitoring results be communicated?]*

**Implementation Timeline**

*[Include a timeline for project implementation.]*

**Project Budget and Partner Support:**

*[Using the excel spreadsheet below, indicate partner contributions for this project. Also indicate what the requested amount of funding is. Double-click on spreadsheet to open. The column at right will automatically add total project cost as each partner’s contribution is entered.]*



*[Also list here any other partners not contributing cash or in-kind support for the project.]*

**Detailed Budget Justification (Itemized List of What Service Funds Will Be Spent On)**

*[In a narrative statement, 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 Federal Cost Principles requires the Service’s approval and estimate its cost. Insert any other specific information for applicants to detail in their budget justifications. Provide an itemized breakdown of the requested Service funding in the table below.]*



**Partner Involvement and Action Responsibilities**

*[Indicate what activities the Service will be responsible for and what activities our partners will be responsible for.]*

**brief summary of why this project should be funded:**

*[Include a brief summary of why this project should be funded, highlighting the importance of the proposed monitoring activities for the success of the project.]*