

Request for proposals for the 2012 State Wildlife Grants program

The Pennsylvania Game Commission is soliciting proposals for the 2012 federal cycle of the State Wildlife Grants (SWG) Program

Before submitting a proposal for State Wildlife Grants, please carefully review all the information and instructions associated with this request, including:

- 2012 SWG Project Priorities
- Project Application Deadline
- General Project Guidance
- Project Funding Constraints
- Proposal Submission Requirements

2012 SWG Project Priorities – see separate document on PGC SWG web page

- Data collection and analysis related to [Species of Greatest Conservation Need \(SGCN\)](#) distribution and abundance
- Research into threats affecting SGCN populations

Project Application Deadline

For consideration, a complete project proposal must be received via email or USPS no later than noon 8 June 2012. Proposals received after the deadline will not be considered.

Please submit applications by e-mail to PGC-SWG@pa.gov, with “SWG12 Proposal” in the subject line. This account will be deactivated after the deadline. If unable to submit electronically, 10 copies (double-sided acceptable) of each application must be received at the address given below. Projects will be ranked on merit against other projects submitted for consideration.

All hard copies should be sent to:

SWG12 Proposal
Attn: Nate Zalik
Bureau of Wildlife Management
PA Game Commission
2001 Elmerton Ave
Harrisburg, PA 17110-9797

Project proposals will be reviewed by PGC staff, who will select the most competitive submissions. Applicants will be notified in July whether or not their project was selected.

If you have any questions, contact Nate Zalik (PGC State Wildlife Grants Coordinator): e-mail nzalik@pa.gov, phone: 717-461-0927.

General Project Guidance

Projects must demonstrate a critical conservation need by addressing goals, strategic objectives, operational objectives and/or action items identified in Pennsylvania's [Wildlife Action Plan](#) and will likely:

1. Provide information necessary to *recover and manage species or guilds of conservation concern*, especially those identified as high priority in the Wildlife Action Plan (WAP), formerly the Comprehensive Wildlife Conservation Strategy (CWCS);
 2. Focus on species for which Pennsylvania plays a globally, regionally, or nationally-important role, i.e. Pennsylvania Responsibility Species;
 3. Identify or conserve an area of unique biodiversity;
 4. Keep common species common and rare species from becoming endangered
- **Project Scope.** Projects with multiple benefits are preferred
 1. Promote a landscape/ecosystem approach;
 2. Provide needed information and/or initiate management practices to conserve guilds of conservation concern, or;
 3. Achieve multiple resource management objectives (such as habitat protection efforts with multi-species, multi-habitat benefits, etc.). All projects must demonstrate tangible benefits to resource management.
 - **Project Impact and Timeliness.**

Impact: Projects that produce tangible “on-the-ground” benefits in terms of conservation effectiveness and/or in terms of visibility are preferred.

Timeliness: Projects must be ready or near ready to implement - most State Wildlife Grants projects are typically of a 1.5- to 2-year duration. Projects should represent a critical and timely conservation opportunity.
 - **Leveraging Funds.** The SWG program requires that federal funds be matched 65:35 by state or private funds for projects. Preferred projects are those in which federal funds will be highly leveraged against non-federal funds (e.g., cash, contributed goods and services).
 - **Total indirect and/or overhead costs.** Projects may include a federally-approved indirect cost rate not to exceed 15 percent of the total project budget.

For specific information on the criteria used to rank project proposals, see the SWG Project Evaluation Criteria document on the PGC SWG web page.

Project Funding Constraints

- ◆ [SWG](#) is a federal program and all applicable federal guidelines must be followed
- ◆ Selected projects are funded on a reimbursement basis only. Up to 65 percent of eligible project expenses can be reimbursed. Project partner organizations must have adequate operating funds to support the project's work prior to reimbursement.
- ◆ Project partners are required to identify appropriate matching funds/in-kind contributions to complete the total cost of projects, using non-federal funds. Total indirect and/or overhead costs should not exceed 15% of the project budget.
- ◆ Project partners must have systems in place to track and document all expenses (actual, cash, in-kind, etc.) being claimed toward reimbursement. Project records must be kept by the cooperator after project close-out for a period specified by the Game Commission (often 5 years).
- ◆ Federal funds cannot be used to match federal SWG funds or other federal funds.
- ◆ The State Wildlife Grants Program defines wildlife as “any species of wild, free-ranging fauna including fish.” Therefore, plant projects will generally be considered ineligible for these funds, although invertebrates are eligible. The Pennsylvania Fish and Boat Commission administers a SWG program for projects focusing on aquatic species.
- ◆ Projects must primarily focus on conservation activities. Projects focused on public education, outdoor recreation, or law enforcement are ineligible for SWG funding.
- ◆ Conservation partners are required to comply with applicable federal laws and regulations. Approval by U.S. Fish and Wildlife Service Federal Assistance must be secured prior to expenditure of any project funds.
- ◆ As a condition of accepting federal funds, organizations agree to adhere to all Federal Assistance compliance issues, including timely submission of financial and project performance reports. Specifically, projects must comply with:
 - [43 CFR Part 12, 2 CFR 225](#),
 - OMB Circulars ([A-87](#), [A-102](#), and [A-133](#)),
 - [National Environmental Policy Act](#),
 - [Section 7](#) of the Endangered Species Act,and other applicable federal laws and regulations in the use of these funds.
- ◆ Grant periods will run on the Commonwealth's fiscal year (July 1 – June 30). Only those costs and in-kind contributions accrued during the grant period will be considered reimbursable.
- ◆ Quarterly progress reports will be required. Reports will state how the objectives were accomplished, explain any changes to budgets and/or deliverables, and must include a detailed invoice accompanied by documentation of matching funds. Reimbursements will occur only after progress reports have been reviewed and approved by PGC and U.S. Fish and Wildlife Service.
- ◆ Projects must acknowledge funding received through the U.S. Fish and Wildlife Service State Wildlife Grant Program, administered by the Pennsylvania Game Commission

PROPOSAL SUBMISSION REQUIREMENTS

2012 Project Summary Form (pages 5 – 6 in this packet)

Project Narrative: must include the information in the following format

1. **Need.** Why is the project being undertaken?
 - a. Identify WAP goals, strategic objectives, operational objectives, and/or action item(s) addressed by this project. (See WAP section 9 for goals and objectives; sections 12 through 22 for action items associated with particular habitats.)
 - b. What are the implications if this project is not funded?
2. **Objectives.** What will be accomplished during the project period pursuant to the stated need?
Project objectives must:
 - a. specify fully what is to be accomplished within the time, money and staffing requested;
 - b. specify a recognizable end point;
 - c. be quantifiable or verifiable.
3. **Expected Results or Benefits.** What will be the results or benefits of accomplishing this project? For example, how will the project impact wildlife resources or benefit the public? What specific measures will be used to evaluate project success/effectiveness?
4. **Approach.** How will the objectives be attained? Include specific procedures, schedules, and when required, key project personnel and cooperators. If trapping or otherwise handling species of special concern, include a statement relevant to expected mortalities and/or impacts on species populations. Indicate if impact is expected to be minimal and provide an explanation why this is anticipated. Also, provide information on what may be required for maintenance of effort and identify project partners who are willing to provide long-term support.
 - a. A project schedule must be provided by fiscal year and/or requested reimbursement period (quarterly, semi-annual, annual).
 - b. Project deliverables must be identified by fiscal year and/or requested reimbursement period (quarterly, semi-annual, annual).
5. **Location.** For all projects other than statewide, provide the county, township, and, if applicable, geographic coordinates (NAD 83, decimal degrees) of all study sites. If statewide, specify as such.
6. **Estimated Costs.** Include as much detail as possible (see pages 7 - 9) to provide a basis for pursuing a grant agreement and evaluating eligible costs and the funding required. Make sure the budget is clearly tied to project tasks, deliverables and schedule. Describe the financial, labor, or maintenance costs that your organization or partners can contribute to the effort. Reimbursable project costs and matching funds can be accrued only during the grant period.
7. **Qualifications** (1 page). Include a brief statement of relevant qualifications of the Primary Investigator, partner organizations, and most important team members.

2012 PROJECT SUMMARY FORM – STATE WILDLIFE GRANTS (SWG)

E-mailed applications are preferred and should be sent to PGC-SWG@pa.gov, with “**SWG12 Proposal**” in the subject line. This account will be deactivated after the deadline. If unable to submit electronically, send **10 hard copies** (double-sided acceptable) to: SWG12 Proposal, Attn: Nate Zalik, Bureau of Wildlife Management, PA Game Commission, 2001 Elmerton Ave, Harrisburg, PA 17110-9797. Projects will be reviewed and ranked according to 2012 priorities, project guidance and funding constraints as described. **Submit complete proposal by noon 8 June 2012.** *Fax submissions are not acceptable.* For questions, contact Nate Zalik, SWG Coordinator: phone – 717-461-0927; Email – nzalik@pa.gov

SWG PROJECT SUMMARY AND CONTACT INFORMATION

1. **Project Title:** _____

2. **Contact Information:**

Applying Organization: _____

Federal ID Number of organization: _____ (required information)

Address: _____

Contact Name: _____

Title: _____

Phone: _____ Fax: _____

E-mail: _____

3. **Project Duration:** _____

4. **Project Cost Summary:**

SWG Funds Requested	Amount of Match	Total Project Cost	Indirect Rate

5. **Will your project implement/address Pennsylvania Wildlife Action Plan goals, strategic objectives, operational objectives and/or action items? If yes, identify them:**

6. **PROJECT SUMMARY (5 line maximum):**

7. What relevant question or information need is this research effort addressing? Check all *uses of information that apply*:

- Inform habitat acquisition
- Inform habitat management
- Inform status of habitat quality
- Track habitat status
- Inform species and habitat interactions
- Track species population status or distribution
- Inform species management
- Inform species vulnerability assessment
- Inform species relocation
- Inform efforts to mitigate a threat and/or stressor
- Adding new SGCN species
- Removing SGCN species
- Support environmental review
- Inform new state or federal legislation or policy
- Inform species or habitat recovery plan
- Assess effectiveness of previously applied conservation actions
- Other (please describe: _____)

PROJECT BUDGET

Note: Two budget tables are required to satisfy the distinct budgetary reporting requirements of the Commonwealth and Federal Aid: 1.Total Project Budget and 2. Fiscal Year Budget.

1. Total Project Budget (for Federal Aid submission)

Budget Category	SWG Funds Requested	Non-Federal Partners In-Kind Contributions ^a	Non-Federal Partners Cash Contributions	Total
Personnel (to include salaries and wages)				
Fringe Benefits				
Travel				
Materials and Supplies				
Contracted Services ^b				
Other (specify)				
Indirect Costs federally approved and not to exceed 15% of budget				
Total				

- Please round all amounts above to nearest hundred
- SWG requires 35% match of total project expenses

^aIn-kind contribution detail

1. Specifics of in-kind contributions.

Examples: # volunteers X # hours/volunteer X rate/hour = Volunteer Time Contribution
 Staff position X # hours X wage/hour = Staff Time Contribution
 Organization’s vehicle X # miles = Mileage Contribution
 # pieces equipment X equipment value (or pro-rated value) = Equipment

2. Justification of in-kind contribution.

^bExplanation of contractual services. What will be done, who will do it, justification, etc.

Partner Income Table (totals)

(Please include all state, local, federal, and non-governmental partners; when summed these funds should match the grand total on the table for Federal Aid submission)

Name of Anticipated Partners	Total Contributed “In-kind” Goods, Services, Labor ^a	Total Funds (cash) Pledged	Total Funds in Hand	Total SWG Funds Requested

^aIn-kind contribution detail

Specifics of in-kind contributions.

Justification of in-kind contribution.

Comments/Notes/Special Conditions on Partner Agreements.

2. Fiscal Year Budget Table (for PA Game Commission use)

Collapse SWG costs from Budget Table 1 into three budget categories and split by fiscal year. (The grand total for this table should equal the SWG funds column total in the table for Federal Aid submission).

Budget Category	FY 12 (July '12-June '13)	FY 13 (July '13-June '14)	FY 14 (if needed) (July '14-June '15)	Total
Personnel (salaries, wages, fringe benefits)				
Operating Costs (contractual services, equipment., materials & supplies, communications)				
Travel (travel, lodging)				
Total				

Federal budget example

Estimated Costs

Budget Category	SWG Funds	Non-Federal In-Kind Contributions ^a	Non-Federal Cash Contributions	Total
Personnel	43400	25700		69100
Fringe Benefits	3500			3500
Travel	3700	6000		9700
Equipment		1400		1400
Materials and Supplies	1000	1300		2300
Contracted Services ^b	7500	24200		31700
Construction				0
Other (specify) Printing/mailing		500		500
Indirect Costs				0
Total	59100	59100	0	118200

• Please round all amounts above to nearest hundred

SWG funds requested detail

Personnel Pls A (1.5 weeks/year) = \$2708/year x 2 years = \$5416
 B (2.4 weeks/year) = \$2700/year x 2 years = \$5400
 C (0.5 weeks/year) = \$1300/year x 2 years = \$2600
 technician salary, 1 year @ \$22,000 + 2200 (10% overhead) + 5808 (26.4% fringe) = \$30,008

Fringe PI (26.4%)(13,416) = \$3542

^aIn-kind contribution detail

1. Specifics of in-kind contributions.

Personnel

intern; 140 hours/summer x \$8/hr x 2 summers)=\$2200
 Volunteer A (1 week/year) = \$1800 x 2 years = \$3600
 Volunteer B (1 week/year) = \$1125 x 2 years = \$2200
 Volunteer C (1 week/year) = \$1925 x 2 years = \$3800
 Volunteer D (1 week/year) = \$2644 x 2 = \$5300
 biological aid ; 500 hours x \$10/hour= \$5000
 summer technician stipends = \$3600

Travel

University = \$3500
 PGC = \$2500

Equipment, Materials and Supplies

laptop for field use = \$500
 telemetry collars and receiver = \$900
 field equipment, handling equipment, digital camera, collecting vials = \$300
 camping equipment for field assistants = \$500
 traps - 20 traps x \$25 = \$500

^bContracted services

Argos satellite 242 hours x \$100/hour = \$24200

Other

printing/mailing = \$500