

Consent Agenda Item 6
68-1.003 Non-Traditional Section 6, and State Wildlife Grants Document (joint rule
amendments by Boating and Waterways)
November 20-21, 2014

FLORIDA'S NONTRADITIONAL SECTION 6 GRANTS PROGRAM GUIDELINES



November 2014

**Florida Fish and Wildlife Conservation Commission
620 South Meridian Street
Tallahassee, Florida 32399-1600**

DRAFT

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Florida’s Nontraditional Section 6 Grants Program Guidelines

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INTRODUCTION

In accordance with Section 6 of the Endangered Species Act, the U.S. Fish and Wildlife Service provides federal funding to States and Territories to assist with species and habitat conservation on non-Federal lands. Under Section 6, grant programs are divided into two categories: Traditional and Nontraditional. These guidelines will deal exclusively with the Nontraditional category.

Federal Nontraditional Section 6 funds are designed to help the State implement conservation actions that will benefit federally listed species. The three Nontraditional Section 6 grants are:

Habitat Conservation Planning Assistance

Habitat Conservation Planning Assistance grants provide funding for document preparation, outreach, baseline surveys, and inventories associated with the development of a Habitat Conservation Plan (HCP). The purpose of the habitat conservation planning process and subsequent issuance of incidental take permits is to authorize the incidental take of threatened or endangered species, not to authorize the underlying activities that result in take. This process ensures that the effects of the authorized incidental take will be adequately minimized and mitigated to the maximum extent practicable.

Habitat Conservation Plan Land Acquisitions

HCP Land Acquisition grants provide funding for land acquisitions associated with an existing HCP. These grants cannot be used to aid with mitigation requirements of an HCP. In accordance with [Title 49 Code of Federal Regulation Part 24](#) (49 CFR 24), Federal regulations for land acquisitions must be followed.

Recovery Land Acquisitions

Recovery Land Acquisition (RLA) grants provide funding for land acquisitions that support the goals of existing or drafted species recovery plans. In accordance with [49 CFR 24](#), Federal regulations for land acquisitions must be followed.

GRANTS PROGRAM

The purpose of these programs is to support projects that enhance conservation efforts for federal and state listed species in Florida and their habitat.

Grants Committee

A Grants Committee will be comprised of a minimum of three (3) members of Florida Fish and Wildlife Conservation Commission (FWC), including the Program Coordinator who will be appointed by the Executive Director or his/her designee ([Rule 68-1.003 F.A.C.](#)). Members of the Grants Committee will be responsible for evaluating and selecting projects to be submitted to the USFWS for consideration.

Who May Submit Applications

Applications will be accepted from any non-federal entities, including other state agencies, local governments, non-governmental organizations, or individuals. Local governments that wish to collaborate on a multi-county or multi-city project should submit a combined proposal.

When to Submit Applications

A Request for Proposals (RFP) is announced annually on the USFWS website (www.fws.gov). The timing of the announcement varies from year to year; however, FWC will also publicize the RFP through its official website (www.myfwc.com), social media outlets (e.g. Facebook and Twitter) and in the Florida Administrative Register.

Applications for general grants are due 30 days after the RFP is advertised in the Florida Administrative Record. The Grants Committee will have twenty-one (21) days to evaluate the proposals. Proposals will be either accepted, denied, or accepted with minor revisions. If a proposal is accepted with minor revisions, the application will be returned, and the applicant will have fourteen (14) days to make corrections and resubmit. Once the proposal is reviewed a second time it will either be accepted or denied.

Funding Considerations

A minimum of twenty-five percent (25%) match must be provided by the applicant. Match may be in the form of cost-sharing, in-kind goods and services, or a combination of those. For multi-state projects the match requirement is ten percent (10%) of the total project cost.

[Florida Statute 216.346](#) specifies that in any contract between state agencies, including any contract involving the State University System or the Florida Community College System, the agency receiving the contract or grant moneys shall charge no more than a

reasonable percentage of the total cost of the contract or grant for overhead or indirect costs or any other costs not required for the payment of direct costs. The grant funding request should also include direct costs for FWC's administration of the grant. The rates for both indirect and direct cost are pre-determined and can vary annually. These rates will be provided to the applicant either through the RFP or FWC's website.

The Federal Nontraditional Section 6 Grants program is a competitive program, with a budget that varies from year to year. As such, the USFWS may elect to partially fund a project, in which case FWC will work with the applicant to adjust the budget and scope of the project accordingly. Furthermore, project funding is contingent upon legislative approval of spending authority.

All Nontraditional Section 6 grants are awarded on a cost reimbursement basis.

It is important to note that acceptance of a grant proposal by FWC means that the proposal is accepted for consideration for submission to the USFWS. Submission of a proposal to the USFWS does not mean that the project will be funded.

APPLICATION PREPARATION AND SUBMISSION

The Program Coordinator will acknowledge via electronic mail the receipt of each application submitted for consideration. If the applicant does not receive acknowledgement of the application within three (3) working days after the submission deadline, he/she should contact the Program Coordinator immediately. The Program Coordinator's contact information will be provided in the FWC RFP.

Preparation Instructions

Each application package must include the required sections listed below. Successful applications are attached to, and become part of the grant agreement. Applications must be submitted in English via electronic email to the Program Coordinator, preferably in pdf format.

- Florida's Nontraditional Section 6 Application Form (see template)
- Project Statement including
 - Need
 - Objective
 - Expected Results or Benefits
 - Approach
 - Location
 - Estimated Size of Project
 - Estimated Cost Table

- Budget Narrative
- Task schedule and timeline (see template)
- Maps
- Budget Form (see template)
- Letter of organizational support
- For land acquisitions: willing seller letter(s)

Project Statement

Need – Why is the project being undertaken?

Objective – What is to be accomplished during the period of the project pursuant to the stated need? (Specify fully what is to be accomplished within the time, money, and staffing allocated, and specify end point.)

Expected Results or Benefits – How will the project benefit fish and wildlife resources or benefit the public? Try to provide quantifiable or verifiable resource benefits.

Approach – How will the objective be attained? Include specific procedures, schedule, key cooperators and respective roles.

Location – Where will the work be done? Describe the habitat type(s) to be affected, and relevant ecosystem/watershed characterization.

Estimated Cost – Provide a detailed breakdown of what it will cost to attain the objective. This should reflect tasks in the Scope of Work.

Budget Narrative – Provide a narrative that outlines and justifies the requested funding and the expected sources of match. In-kind match may include, but are not limited to, staff time, volunteer time, and meeting space. Information provided in the budget narrative should be consistent with that in the budget form.

Budget Form

The budget form is submitted separately from the project statement. The budget form summarizes requested funds and matching contributions in specified budget categories for each state fiscal year (July 1 to June 30).

Task Schedule and Timeline

In accordance with [Florida Statute 287.058\(1\)\(e\)](#), all agreements with the state must clearly establish quantifiable, measurable and verifiable deliverables in order for the Department of Financial Services to approve payment. A template will be provided for this information, and should include deliverables for each task.

Maps

For HCP proposals, provide at least two maps, including one aerial photo, with clearly delineated project boundaries.

For HCP Land Acquisition and Recovery Land Acquisition proposals, provide at least two maps, including one map with identified ownership of all parcels in the project area.

Willing Seller Letter

For HCP Land Acquisition and Recovery Land Acquisition grants, a willing seller letter must be provided for all parcels within in the project area.

APPLICATION EVALUATION AND SELECTION

Applications deemed to be complete through the submission process will be reviewed by the Grants Committee. Members of the Grants Committee will determine whether projects meet federal criteria outlined in the federal RFP.

If there is evidence that documents any deficiencies by an applicant's past performance under previous Commission agreements including a history of late deliverables, the application evaluation will be impacted as follows. Poor past performance alone is not sufficient reason to reject an application from further consideration. However a new agreement cannot be executed until all prior obligations have been met. In such cases, the Grants Committee will review and if sufficient submit the proposal to USFWS, but will require that all prior obligations be cleared within ninety (90) calendar days of the Grants Committee meeting including, but not limited to the development and execution of any required settlement agreements with the Commission.

All applications submitted to the Commission are subject to public inspection pursuant to [119.07, Florida Statutes](#), except as provided in 119.071(1)(b).

AGREEMENTS, REPORTING AND OTHER RESPONSIBILITIES

Agreements

The Program will negotiate and execute written grant agreements with successful applicants to obligate funds pursuant to all applicable rules of the Commission, State Law, and Federal Law. Agreements will be cost-reimbursement only.

Reports and Deliverables

Recipients of Commission funds will be required to provide periodic reports or other deliverables to assist the Program in monitoring the ongoing activities and progress of the project. Three progress reports and one annual or final report – depending on the length of the agreement – will be required each year. Reports must be submitted on time according to the schedule in the agreement. Invoice payments may be withheld until reports and deliverables are submitted.

Unless otherwise noted in the agreement, reports will be designated and required as follows:

Progress Reports – Informal quarterly progress reports will be required via electronic mail to the Program Director and may be scheduled according to periods of performance according to the following schedule:

First (Q1)	January 1 – March 31	April 15
Second (Q2)	April 1 – June 30	July 15
Third (Q3)	July 1 – September 30	October 15
Annual	January 1 – December 31	January 15

Annual Reports – Annual reports are required in lieu of final reports when a grant is awarded for longer than one year. Annual reports run on a yearly basis according to the date of the grant agreement. The report should cover all details of the project for the preceding twelve (12) months.

Final Reports and Other Deliverables – Draft final reports will be due thirty (30) days prior to the end of the grant agreement to allow sufficient time for review and revisions. Final reports will need to be submitted with the final invoice, no later than fifteen (15) days after the end of the grant agreement.

All reports should be submitted in electronic format (Microsoft Word or pdf) and should be provided via electronic mail to the Program Coordinator. They should document the progress of each task identified in the Scope of Work.

Invoicing and Payments

An interim or final deliverable and invoice are required to complete a request for payment, and must be submitted in accordance to the schedule negotiated in the agreement. Any match met during the reporting period should be submitted with the invoice. The ratio of match to invoice amount should correspond with the overall ratio (percentage) of match/funding as outlined in the grant agreement. For example, if the grant agreement stipulates a twenty-five percent (25%) match to seventy-five percent (75%) funding ratio, then each invoice should include documentation of match that is at least twenty-five percent (25%) of that invoice amount.

All invoices should include the following information:

- FWC agreement #
- Title of Project
- Point of contact and contact information
- Total agreement amount
- Dates the invoice covers
- Vendor ID (FEID)
- Invoice amount
 - Salary and wages, Travel, Computer and data processing, Consultant services (with copy of paid invoice), appraisal invoice, bill of sale (for land acquisitions)
 - Pay stubs
- Match documentation
 - Volunteer hours/rates, meeting rooms, copies of pay stubs (with SSN blacked out), paid travel receipts
- Deliverables as outlined in the Tasks and Deliverables Worksheet
- Copy of subcontractor agreement, if any

*This agency does not allow
discrimination by race, nationality, sex, or handicap.
If you believe you have been discriminated against in any
program, activity, or facility of this agency, write to:
Florida Fish and Wildlife Conservation,
620 South Meridian Street,
Tallahassee, Florida 32399-1600, or to
Office of Human Relations,
USFWS, Department of Interior,
Washington, D.C. 20240*