

2017 NFHAP Project Application and Selection Guide

Kenai Peninsula Fish Habitat Partnership (KPFHP)

Summary:

This guidance includes information for preparing and submitting a project request through the Kenai Peninsula Fish Habitat Partnership (KPFHP), a National Fish Habitat Partnership, to receive funding in support of conservation activities and priorities, identified in the Conservation Action Plan(s). The KPFHP Steering Committee is seeking project requests from all partnership organizations. Project descriptions are due via email by 5:00 PM on October 7, 2016. Projects will be ranked by the KPFHP Steering Committee during the fall, and reviewed and approved by the board of the National Fish Habitat Partnership (NFHP) in the winter. Those selected for funding will be announced after funding becomes available with the passage of the fiscal year 2016 Federal budget. We are interested in projects that address the highest rated potential threats to fish habitat identified in the Conservation Action Plans.

These plans prioritize the following potential threats, including:

- Injurious aquatic invasive species (freshwater environment)
- Warming climate (freshwater environment)
- Incompatible road development (freshwater environment)
- Residential development in riparian areas (freshwater environment)
- Oil spill prevention (marine environment)
- Incompatible shoreline development (marine environment)
- Beach alteration (marine environment)

Interested applicants need to prepare and submit project requests that describe their project and its benefits for fish habitat. A complete project request includes BOTH a project summary (Attachment 1), and a full project description (Attachment 2).

NFHP Frequently Asked Questions

Who may apply for funding?

- Project requests will be accepted from any member of the Kenai Peninsula Fish Habitat Partnership or applicants that can demonstrate project support from a KPFHP member. All applicants must have the capacity to receive federal funds and satisfy funding reporting requirements.

What types of projects may be funded?

Habitat-based, cost-shared projects that protect, maintain, restore, or enhance fish and aquatic habitats or otherwise directly support habitat-related priorities of the Kenai Peninsula Fish Habitat Partnership.

Eligible Expenditures:

- Time spent for project planning, directing project activities (e.g., earthwork, fence installation), site assessments, travel to and from the project, and project oversight.
- Equipment (e.g. monitoring equipment).
- Earthwork (e.g., contracts for earth moving, planting, structure installation, or other site preparation), materials (e.g. rock, gravel, plants and planting supplies, materials to construct habitat structures).
- Inventory and assessment projects as well as projects that develop intellectual material that supports the goal and objectives of the KPFHP strategic plan.
- Monitoring/evaluation. Funds may be used for pre-post project monitoring of Action Plan projects to evaluate biological and/or physical response to project activities.

Ineligible Expenditures:

- Actions required by existing Federal or State regulatory programs. Fish habitat expenditures shall be in addition to, not in lieu of, other expenditures authorized or required from other entities under other agreements or provisions of law.
- Realty costs (e.g. lease or purchase interests in real property, or to make rental or other land use incentive payments to landowners).
- Pre-award costs associated with preliminary design, surveys, and appraisals.
- Operation and maintenance of facilities, structures, or other construction
- Programmatic operational actions that operate in perpetuity (e.g. long term monitoring efforts with no end date)
- Research/assessment projects with no direct application to Partnership plans and cannot demonstrate linkage to current or possible future restoration or conservation projects.

Projects must comply with Federal, State, and local laws and regulations: Managers and supervisors responsible for implementing fish habitat projects must document compliance with all applicable Federal laws and regulations (e.g. National Environmental Policy Act, Endangered Species Act, Clean Water Act, National Historic Preservation Act, Rivers and Harbors Act). Fish habitat projects must also comply with any applicable State, local and tribal laws and regulations. Federal Law and regulations will default to supersede any State and or local laws.

What are the funding limits for a proposal?

There are no set minimums or maximums. The Kenai Peninsula Fish Habitat Partnership anticipates receiving between \$70,000 and \$200,000 for FY 2017 projects. Last year, the Kenai Peninsula Fish Habitat Partnership funded seven projects ranging in costs from \$7,000 to \$75,000.

Are there cost sharing requirements for a proposal?

We try to secure at least 50 percent of total project costs from partners. This applies to overall funds allocated to a Service Region (the state of Alaska in our case) and does not need to be achieved on every project. Matches may be from both Federal and non-Federal sources and can

be in-kind contributions or cash. Project partners are encouraged to increase matching contributions by broadening the scope of partners involved in individual projects.

When are project requests due?

Project submissions must be received by 5:00 PM October 7, 2016.

How do I apply for NFHAP funding?

Email an electronic project request to coordinator@kenaifishpartnership.org and “carbon copy” kyle_graham@fws.gov on or before 5:00 PM October 7, 2016. Ensure you receive confirmation of receipt of your proposal before the deadline.

When will project selections be made?

- September 2016: funding opportunity announced
- October 7, 2016: Project ideas due to KPFHP and distributed to Steering Committee members for review
- October 13, 2016: Project proponents invited to teleconference for 10-minute Question and Answer session
- November 7, 2016: Steering Committee ranks and selects projects
- November 14, 2016: KPFHP forwards selected projects to U.S. Fish and Wildlife Service (Service), and NFHP Board
- March 2017: Service-NFHP Board approve projects
- June/July 2017: funds available for project, depending on approval of the NFHP Board.

Is there a required format for a NFHAP project idea?

Yes; Use the format in Attachments 1 (Project Summary) and Attachment 2 (Project Request). Attachment 1 is a one to two-page project summary, and Attachment 2 is a three to four-page full description, including maps, photos, and drawings. The full description will be used by the Kenai Peninsula Fish Habitat Partnership Steering Committee for project ranking, and please limit your full description to 4 pages. The project summary will be used by the national review team, as they must review over 100 projects. Please develop descriptive and informative titles for your projects. Please note that maximum character counts are important for Attachment 1 to allow project summaries to be collated in a national database, so please do not exceed character counts. Budget tables, maps, drawings, and photos will be submitted as attachments and not count as part of the 2 pages of the summary. Project proponents will have an opportunity to have a 10-minute teleconference session with the Steering Committee on October 13, 2016.

What criteria are used to score proposals?

We will use the criteria in Attachment 3 (Ranking Criteria). Projects must address the highest rated potential threats to fish habitat identified in our Draft Conservation Action Plan (<http://kenaifishpartnership.org/>). These criteria may change as necessary to address National programmatic guidance.

How will proposals be selected?

After project proponents discuss their projects with the steering committee at the October 13, 2016 meeting, committee members will rank the proposed projects using the ranking criteria (Attachment 3, but subject to change as necessary to address National programmatic guidance). Scores from the ranking criteria will be used by the Steering Committee to inform project rankings, and top projects will be recommended for funding. A national panel will review proposals and provide recommendations to the National NFHAP Board and the Service's Director for funding. The Director will make the final determination for approval.

What do I need to know to get started after my project is selected for funding?

Funds for projects are processed through the US Fish and Wildlife Service, and are paid on a reimbursable basis. A Service cooperative agreement will be completed with successful applicants by the appropriate Service staff. This will include developing project timelines and milestones to enable tracking of project progress over the life of the cooperative agreement and may include development of an investigation plan that meets USFWS requirements for assessment projects.

One requirement for funding recipients is to obtain a DUNS number when completing grant paperwork before returning it to the Service for processing. Contact Dun and Bradstreet at the dedicated toll-free DUNS number request line at 1-866-705-5711 or online <http://fedgov.dnb.com/webform>.

Funding recipients must also register with the federal government's System for Award Management (SAM). Information can be found at <https://www.sam.gov/portal/public/SAM/>

Payment to award recipients will be made through the U. S. Department of the Treasury's Automated Standard Application for Payments (ASAP) system. Information can be found at <https://www.asap.gov/>

Are there any reporting requirements?

Yes, there will be an annual progress and financial status reports with each project approved. Performance milestones will also be established for all projects. Specific reporting requirements will be described in the cooperative agreement between the Service and the selected applicant. Successful project applicants are also expected to present updates on their work at Partnership events and as requested by the Steering Committee.

Attachment 1 – Project Summary

| | | |
|--|-------------------|----------------|
| Organization and Contact Person: | | |
| E-mail: | Phone Number: | |
| Project Title (95 characters maximum): | | |
| Funding Request: | Match or In-kind: | Project Total: |
| Project Location: | | |
| Proposed Accomplishment Summary (500 characters maximum): | | |
| <i>Project Description</i> | | |
| The importance to the resource (350 characters maximum): | | |
| The resource issue (problem or need) and the specific cause of the issue (350 characters maximum): | | |
| The objective of the project with reference to the issue (350 characters maximum): | | |
| The method applied to accomplish the objective (350 characters maximum): | | |
| Additional information, including outcomes/benefits to fish (1250 characters maximum): | | |
| Projects linkage to the Strategic Action Plan Conservation Strategies: | | |

Attachment 2 – Format for Kenai Peninsula Fish Habitat Partnership NFHAP Project Requests

Project description should be no more than 4 pages in its entirety, using font size 12.

Project title:

NFHAP funds requested:

Match funds or in-kind services provided:

Project point of contact: Organization, name, title, phone number(s), and e-mail address.

Project abstract (a quarter to one-half page in length)

- The project abstract should describe the performance measures and accomplishments and how they will address the highest rated potential threats to fish habitat identified in our Conservation Action Plan. Assessment, education or other non-on-the-ground projects should clearly relate to habitat conservation outcomes, and state how they address strategic priorities of the Partnership.

Project narrative

- The project narrative clearly identifies the issues the proposal will correct or help solve for the benefit of fish habitat. It must articulate the following information:
 - Goals and objectives that are clearly identified
 - Methods; clearly describe proposed methods and approach, and identify whether funds will be used for engineering/design work, for construction, or both. Projects that propose the use of potentially controversial techniques, such as bank hardening by installing rip-rap, should explain why those techniques are appropriate in the specific situation.
 - Clearly identify how the project will be monitored and evaluated to measure success
 - Proposed timeline.
 - Geographic location.
 - Species / populations benefited.
 - Other partners involved in project.
 - Applicant abilities and capacity
 - Educational-Outreach components of the project

Budget narrative and table:

The budget table should be a simple line item budget designed so that reviewers can understand how funds are proposed to be spent. The budget narrative will clearly state what entity will receive funding and implement the project, i.e. Service or a partner or a combination. It should include discussion of direct cost items such as salaries, equipment, consultant services, subcontracts and travel, as well as project matching or cost sharing information. Clearly identify whether the funds will be used for engineering/design work only, construction only, or both. Applicants may cover new administrative costs, but they cannot include administrative costs incurred before project approval. Narratives should discuss the cost of the project compared to

similar conservation activities in that area. While habitat project costs vary widely, project descriptions should at least address how the quality and quantity of habitat improved is a good investment of funds, using a quantitative approach where possible.

| Description of Service | Match Dollars | NFHAP Dollars |
|-------------------------------|----------------------|----------------------|
| | | |
| | | |
| | | |
| | | |
| Total Budget: | Match: | NFHAP Funds: |

Additional information:

Additional information might include photos, maps of project sites, design drawings, etc.

(Attachment 3)

Ranking Criteria for the Kenai Peninsula Fish Habitat Partnership

Note: These criteria may change as necessary to address National programmatic guidance

Eligibility – Must be able to answer "yes" to each of the following questions:

- Does project provide measurable benefits towards maintaining or restoring fish habitat?
- Does project provide measurable benefits towards improved fish habitat?
- Does project address one or more of the highest rated potential threats to fish habitat identified in our Conservation Action Plan?
- Is project submitted by or supported by an organizational member of the Kenai Peninsula Fish Habitat Partnership?

Scoring Criteria Project Design (50 points maximum)

- Project description has clearly identified goals and objectives
- Objectives are realistic, measurable, and obtainable
- Methods are clearly defined and appropriate to meet stated objectives
- Does the project address cause/s of habitat degradation
- Does the project propose any pre-post monitoring and or evaluation of biological and or physical response. Proponent has defined success and identified how the project will be monitored and evaluated to measure success
- Project will advance the science of aquatic habitat restoration/protection/enhancement
- Proposed project can be accomplished within 2-5 years (excluding monitoring)
- Project builds on or continues a previously funded KPFHP project

2) Project Cost (10 points maximum)

- Project budget is clearly defined and considered reasonable
- Administrative costs do not exceed 18% of total project cost
- Project demonstrates matching funds (in-kind as well as financial)

3) Applicant Abilities and Capacity (30 points maximum)

- Applicant clearly demonstrates their ability to conduct proposed project
- Applicant demonstrates their capacity to conduct proposed project

4) Education-Outreach (10 points maximum)

- Will the project provide an educational opportunity or serve as a demonstration project
- Does the proposed project increase KPFHP members capacity
- Proposal includes an education or outreach component to a defined target audience
- Proposal includes outreach to non-traditional partners (i.e. entities that don't address fish habitat as part of their normal activities)