

**TRIBAL LANDOWNER INCENTIVE PROGRAM  
GRANT APPLICATION KIT  
U.S. FISH AND WILDLIFE SERVICE  
FY 2004**

This package includes excerpts from the ARequest for Grant Proposals and Final Policy and Implementation Guidelines@ published in the *Federal Register* [INSERT DATE]. Prior to preparing a project proposal, we encourage Tribes to read the entire *Federal Register* notice available on the Service=s Internet site at <http://grants.fws.gov/tribal.html>.

Interested Tribes need to prepare and submit project proposals that provide for the protection, management, or restoration of federally listed, proposed, or candidate, or other at-risk species and their habitat. The Tribal Landowner Incentive Program (TLIP) project proposal includes a cover letter, program summary, program narrative, budget narrative, and resolution of support, and one completed federal form - Standard Form-424 Application for Federal Assistance (SF-424). Copies of SF-424 and detailed instructions for completing it are included in this grant application kit.

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## **Tribal Landowner Incentive Program Summary**

### **Who Can Apply for TLIP Grants?**

The TLIP is a competitive grants program for federally recognized Tribes. Federally recognized Tribes are listed in the *Federal Register* (68 FR 68180; December 5, 2003). State recognized Tribes, tribal organizations, and other non-tribal entities are not eligible to apply. Tribal organizations and other entities may participate as subgrantees or contractors to federally recognized Tribes.

### **Summary of What to Submit:**

Tribes must submit one signed original and two signed copies of the complete project proposal (including supporting information). We will not accept facsimile project proposals.

### **When are Project Proposals Due:**

Project proposals must be submitted to the appropriate Regional Office listed in Table 1 with a postmark of no later than sixty days after publication in the *Federal Register*.

### **A TLIP Project Proposal Includes the Following:**

- (1) Narrative Project Description
  - \$ Cover Letter
  - \$ Program Summary
  - \$ Program Narrative
  - \$ Budget Narrative
  - \$ Resolution of Support
- (2) SF-424

### **When Will Project Selections Be Made?**

We anticipate that we will announce project selections in Summer 2004. However, we recommend that Tribes check our Internet site <http://grants.fws.gov/tribal.html> regularly for updates concerning the implementation of the TLIP.

### **Additional Information:**

Contact the Service's Regional Native American Liaison that has the responsibility for the state in which the proposed project would occur. The contact information for each Regional Native American Liaison is listed in Table 1. Information on the TLIP is also available from the Office of the Native American Liaison, U.S. Fish and Wildlife Service, 1849 C Street, Mail Stop 3012 MIB, Washington, DC 20240 or at <http://grants.fws.gov/tribal.html>.

### **Who Can Help Plan and Implement a Project?**

The Service can assist Tribes in planning or implementing projects. Through a number of programs, we offer a variety of expertise to assist Tribes in planning and implementing projects. For information on how the Service may be able to assist, contact the Native American Liaison in the appropriate Regional Office identified in Table 1. Information is also available from the Service's Internet site at [www.fws.gov](http://www.fws.gov). In addition, many other federal, state, or tribal agencies, as well as conservation organizations, work closely with Tribes and may be able to assist with planning and implementing a project.

For general guidance on developing and writing grant proposals, see the Catalog of Federal Domestic Assistance's Internet site at <http://www.cfda.gov/public/cat-writing.htm>.

### **What Types of Projects May Be Funded?**

Eligible projects include those by Indian Tribes to improve, preserve, or maintain habitat for endangered, threatened, candidate, or other at-risk species including species designated by tribes to be at-risk. Examples of the types of projects the Service might fund include prescribed burning to restore grasslands that support imperiled species, fencing to exclude animals from sensitive habitats, or planting native vegetation to restore degraded habitat. A project that proposes a land purchase must clearly justify the necessity and long-term conservation benefit of the acquisition (permanent easement will be required).

TLIP funds can be used for environmental review, habitat evaluation, permit review (e.g., Section 404), and other environmental compliance activities provided they are directly related to the TLIP project and are discussed in the budget narrative. TLIP funds cannot be used to conduct activities to comply with a Biological Opinion or with a permit (e.g., mitigation responsibilities) for another program or project. However, TLIP funds can be used to implement conservation recommendations.

### **How Does the TLIP Work?**

Interested Tribes prepare proposals that describe their project and its benefits for the target species. See [The TLIP Project Proposal](#) section for additional information.

The Service will award grants for actions and activities that protect or restore habitats that benefit federally listed, proposed, or candidate species, or other at-risk species including species designated by tribes to be at-risk on tribal lands. Additionally, the Service, in cooperation with the grantees, must address federal compliance issues, such as the National Environmental Policy Act, the National Historic Preservation Act, the Clean Water Act, and the Endangered Species Act. For the proposals that are selected to receive funding, additional requirements will be coordinated through the Service Regional Native American Liaison.

The final exact amount of funds, the scope of work, and the terms and conditions of a successful

award will be determined in negotiations between the prospective recipient and Service representatives. The prospective recipient must sign a Grant Agreement (Form 3-1552) and specify the project requirements, such as the cost share, the project design, the time commitment for maintaining the project=s benefits, and the reporting requirements, and that provides for Service access to the project area in order to check on project progress. In order to receive funding, prospective recipient will also need to provide assurances and certifications of compliance with other federal requirements. The recipient is reimbursed based on the cost-sharing formula in the agreement.

**How to Apply for a TLIP Grant**

Tribes must follow the instructions in this document in order to apply for financial assistance under the TLIP. For a description of the information that must be included in a project proposal, please see the AThe TLIP Project Proposal@ section. Tribes must submit one signed original and two signed copies of the project proposal (including supporting information). The project proposal must be received by the appropriate Regional Office listed in Table 1 with a postmark of no later than sixty days after publication in the *Federal Register*. Prior to submitting a project proposal, we encourage Tribes to contact the appropriate Regional Native American Liaison listed in Table 1 with any questions regarding what information must be submitted with the project proposal. **An incomplete proposal will not be considered for funding.**

| <b>Table 1. Where to Send TLIP Project Proposals and Regional Contacts</b> |   |   |  |
|--|---|---|--|
| <b>Service Region</b>  | <b>States where the project will occur</b>                | <b>Where to send your TLIP project proposal</b>   | <b>Regional Native American Liaison and Phone Number</b> |
| Region 1 (Pacific)   | Hawaii, Idaho, Oregon, Washington, Nevada, and California | Regional Director<br>Attn: Scott Aikin<br>U.S. Fish and Wildlife Service<br>Eastside Federal Complex<br>911 N.E. 11th Avenue<br>Portland, OR 97232-4181 | Scott Aikin<br>(503/231-6123)                            |
| Region 2 (Southwest)   | Arizona, New Mexico, Oklahoma, and Texas                  | Regional Director<br>Attn: John Antonio<br>U.S. Fish and Wildlife Service<br>500 Gold Avenue, S.W.<br>P.O. Box 1306                                     | John Antonio<br>(505/248-6810)                           |

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|  |   | Albuquerque, NM 87103-1306  |  |
| Region 3<br>(Great Lakes -Big Rivers)                                      | Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin | Regional Director<br>Attn: John Leonard<br>U.S. Fish and Wildlife Service<br>1Federal Drive<br>Fort Snelling, MN 55111 – 4080 | John Leonard<br>(612/713-5108)                           |

|                          |  |  |                                 |
|--------------------------|--|--|---------------------------------|
| Region 4<br>(Southeast)  | Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee   | Regional Director<br>Attn: Jim Brown<br>U.S. Fish and Wildlife Service<br>1875 Century Boulevard, Room 410 Atlanta, GA 30345     | Jim Brown<br>(404/679-7125)     |
| Region 5<br>(Northeast ) | Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, and West Virginia | Regional Director<br>Attn: D. J. Monette<br>U.S. Fish and Wildlife Service<br>300 Westgate Center Drive<br>Hadley, MA 01035-9589 | D. J. Monette<br>(413/253-8662) |
| Region 6                 | Colorado, Kansas,  | Regional Director  | David Redhorse                  |

|                     |  |  |                                |
|---------------------|--|--|--------------------------------|
| (Mountain -Prairie) | Montana, Nebraska, North Dakota, South Dakota, Utah, and Wyoming | Attn: David Redhorse<br>U.S. Fish and Wildlife Service<br>P.O. Box 25486<br>Denver Federal Center<br>Denver, CO 80225-0486     | (303/236-4575)                 |
| Region 7 (Alaska)   | Alaska   | Regional Director<br>Attn: Tony DeGange<br>U.S. Fish and Wildlife Service<br>1011 East Tudor Road,<br>Anchorage, AK 99503-6199 | Tony DeGange<br>(907/786-3492) |

**How Many Grant Proposals Can Be Submitted?**

Tribes are encouraged to submit a single comprehensive grant proposal.

**Total Funds Available**

The Congress appropriated \$29,630,000 of FY 2004 funds for a Landowner Incentive Program for states and Tribes. The Service identified \$2,963,000 of those funds for the TLIP.

**Funding Limits**

The Service will award grants up to a maximum of \$150,000 for a single project. If multiple projects are funded for a single tribe, total funding to that tribe will be limited to \$150,000. There is no grant award minimum.

**Matching Funds and Partnerships**

The Service requires a minimum of 25 percent non-Federal matching funds for participation in this program. No more than 75 percent of the total project cost may be Federal funds. Any partners providing funds or in-kind services must be listed in the grant proposal with a letter of commitment from each.

**Duration of Grants**

Grant Agreements should be written for the shortest duration needed to accomplish project objectives and may be extended if necessary.

**The TLIP Project Proposal**

The project proposal is a narrative description of the project and a completed SF-424. Tribes will also need to submit an original proposal and two copies.

The project proposal should also indicate the duration of the project and whether partial funding of the project is practicable, and, if so, what specific portion(s) of the project could be implemented with what level of funding. A project proposal that is a part of a longer-term

initiative will be considered; however, the proposed project's objectives, benefits, and tasks must stand on their own, as there are no assurances that additional funding would be awarded in future years for associated or complementary projects.

The Service, the Department of the Interior, and the Office of Management and Budget have established requirements concerning federal financial assistance. This includes established principles for determining which costs are allowable or eligible based on the type of applicant (see Administrative Requirements@ section). Project proposals must comply with these requirements.

The narrative description of the project proposal should specifically address each of the ranking factors. Proposals must include a cover letter, program summary, program narrative, budget narrative, and tribal resolution of support as described herein.

*A cover letter* transmits the proposal and briefly states its main features.

*A program summary* describes, in one-half page, the type and duration of activity that will take place if the service funds the program.

*A program narrative* clearly identifies the problems that the proposal will correct or help solve for the protection and management of habitats to benefit federally listed, proposed, or candidate, or other at-risk species on tribal lands. It must contain a needs assessment, objectives, time line, methodology, geographic location (with maps), approximate number of impacted acres and/or miles of stream or shore line, monitoring plan, and identification of clear, obtainable, and quantifiable goals and performance measures that will help achieve the management goals and objectives of the TLIP and relevant Service and tribal performance goals. The relevant Service goals are (in no order of priority) Goal 1 Sustainability of Fish and Wildlife Populations including: Migratory Bird Conservation (Goal 1.1), Imperiled Species (Goal 1.2), Interjurisdictional Fish (Goal 1.3), Marine Mammal Management (Goal 1.4), Species of International Concern (Goal 1.5), Invasive Species (Goal 1.6); Goal 2 Habitat Conservation; Habitat Conservation off Service Lands (Goal 2.3); and Mission Goal 4 Partnerships in Natural Resources, Tribal Governments (Goal (4.1), which can be found in the Service's Long Term Strategic Plan for 2000 to 2005 at <http://planning.fws.gov/USFWStrategicPlanv3.pdf>. Related Service planning and results can be found at <http://planning.fws.gov/>.

*A budget narrative* clearly justifies all proposed costs and indicates that the grantee will provide adequate management systems for fiscal and contractual accountability, including annual monitoring and evaluation of progress toward desired project objectives, goals, and performance measures. 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. Applicants may cover new administrative costs, but they cannot include administrative costs incurred before project approval. Any partners providing funds or in-kind services must be listed in the proposal with a letter of commitment from each.

*A resolution of support* from the appropriate tribal governing body or a letter from an individual with delegated tribal authority is required which acknowledges support for the proposal.

An SF-424, must also be completed and submitted with the project narrative description. Detailed instructions for filling out this form are included in this grant application kit or on our internet site at: <http://grants.fws.gov/tribal.html>. This form is available on the Internet at <http://www.gsa.gov/forms/>, at <http://training.fws.gov/fedaid/toolkit/formsfil.pdf> or from the appropriate Regional Native American Liaison.

### **Ranking Criteria**

The Service has developed the following ranking criteria and weight factors for proposals being considered for funding. The Service will use these criteria to evaluate and rank each proposal on a scale of 0-100. Tribes should address as many of these criteria in their proposals as possible.

*Benefit:* What are the probable significant outcomes to protect and restore habitats that benefit federally listed, proposed, or candidate species, or other at-risk species on tribal lands. The Service requires that Tribes address how their proposals help complement Service Performance Goals. (Maximum points - 30).

#### **Criteria Components**

- a. Extent to which the project will reduce or restore losses to at-risk fish, wildlife, and plant species of tribal significance.
- b. Extent to which the project will reduce losses or restore habitats that support at-risk fish and wildlife of tribal significance.
- c. Extent to which the project addresses a fish and wildlife resource priority (for at-risk species) identified by a tribe or other entity in a management plan or recovery plan.
- d. Duration for which the project protects or manages habitats that benefit at-risk species.

*Performance Measures:* To what extent does the proposal provide obtainable and quantifiable performance measures and a means to monitor, evaluate, and report on these measures compared to an initial baseline? The measures should be specific, clear and provide demonstrable benefits to the target species of the action. These actions should



support the goals of the TLIP. (Maximum points - 20).

**Criteria Components**

- a. The extent to which the project identifies a baseline and provides measurable post-project accomplishments.
- b. The extent to which the project will produce measurable results for habitat and/or at-risk species.
- c. The extent to which the project implements high priority items and is part of comprehensive management approach.

*Work Plan:* Are the program activities and objectives well-designed and achievable? (Maximum points - 15).

**Criteria Components**

- a. Extent to which project tasks and deliverables (work products) are clearly established and support tribal goals/objectives.
- b. Extent to which the project schedule is achievable.
- c. Extent to which proposal clearly defines and establishes accountability to the applicant.

*Budget:* Are all major budget items justified in relation to the program objectives and clearly explained in the narrative description? (Maximum points - 10).

**Criteria Components**

- a. The extent to which all parts of the budget narrative is clear, concise, and complete.
- b. The extent to which all subcontractor costs are defined and appear to be reasonable.
- c. The extent to which the budget narrative and associated budget table(s) accurately reflect all costs, including indirect costs.
  
- d. The extent to which all in-kind matches are clearly defined, allowable, and adequately described.

*Capacity Building:* To what extent does the program increase the grantee's capacity to implement actions and activities that protect and restore habitats that benefit federally listed, proposed, or candidate, or other at-risk species on tribal lands? (Maximum points - 15).

**Criteria Components**

- a. Extent to which the project contributes to tribal self sufficiency in fish and

wildlife resource management.

- b. Extent to which the project results in identifiable benefits toward development or updating of management/recovery plan(s) for at-risk species.
- c. Extent to which the project results in the creation or improvement of tribal wildlife ordinances and/or enforcement for at-risk species.
- d. Extent to which the project improves fish and wildlife management capabilities for at-risk species through infrastructure development and training.

*Contributions and Partnerships:* To what extent does the applicant display commitment to the project through in-kind contributions or matching funds and to what extent does it involve other non-federal partners? (Maximum points - 10).

**Criteria Components**

- a. Extent to which the project clearly builds partnership alliances with other Tribes, organizations, or agencies.
- b. Extent to which the project leverages technical support and/or financial resources provided through a partnership.

**How Will Proposals Be Selected?**

The Service's Regional Native American Liaisons will screen proposals for eligibility and will coordinate a regional ranking process according to the nationally uniform ranking criteria. Top regionally ranked proposals will be recommended for funding. A national panel will review and rank remaining proposals and provide recommendations to the Service's Director for funding. The Native American Liaisons will serve as advisors throughout the ranking process. The Director will make the final determination for grant approval.

**Administrative Requirements**

The administrative requirements that will apply to projects funded through the TLIP are listed in Table 2. The documents listed in Table 2 establish principles for determining which costs are allowable or eligible (Acost principles@) and describe other requirements that apply to all Tribes receiving TLIP funding. These requirements apply to and must be met by grantees and subgrantees of TLIP funding. The Code of Federal Regulations (CFR) can be found at <http://www.gpo.gov/nara/about-cfr.html#page1> (click on ASearch your choice of CFR titles and/or volumes@). Office of Management and Budget (OMB) circulars can be found at <http://www.whitehouse.gov/omb/circulars/index.html>. For projects that are selected for funding, we will also offer additional technical assistance to facilitate the prospective grantee's understanding of the financial requirements.

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|--|
| <p><b>Table 2. Administrative Requirements for TLIP Funding Awards</b></p> |
|--|

| Category:     | Specific Requirements:  |
|---------------|---|
| Indian Tribes | <ul style="list-style-type: none"> <li>* 43 CFR 12 (Administrative and Audit Requirements and Cost Principles for Assistance Programs)</li> <li>* 43 CFR 18 (New Restrictions on Lobbying)</li> <li>* OMB Circular No. A-87 (Cost Principles)</li> <li>* OMB Circular No. A-102 (Grants and Cooperative Agreements)</li> <li>* OMB Circular No. A-133 (Audits)</li> </ul> |

**Standard Form 424 (APPLICATION FOR FEDERAL ASSISTANCE)  
Supplemental Instructions for Use when Completing a SF 424  
for submission to Tribal Landowner Incentive Program**

You may print out this form and complete "by hand" or access and complete the form electronically at <http://www.gsa.gov/forms/> or <http://training.fws.gov/fedaids/toolkit/sf424-f.pdf>. Instructions for completing the Standard Form 424 to accompany a TLIP proposal follow.

| BLOCK NUMBER & TITLE ON SF 424      | SUPPLEMENTAL INSTRUCTIONS  |
|-------------------------------------|--|
| 1 - Type of Submission              | Check "Application Construction", or "Application Non-Construction" or both. This program does not accept pre-applications.                        |
| 2 - Date Submitted                  | Enter date proposal submitted to the Service.  |
| 3 - Date Received by State          | Leave blank.   |
| 4 - Date Received by Federal Agency | Leave blank.   |
| 5 - Applicant Information           | Enter legal name of applicant (Tribe), complete address of applicant, and name and telephone number of contact person. Also, provide tribe's DUNS. |
| 6 - Employer Identification         | Provide the number assigned by Internal Revenue Service as Tribe's tax identification  |

|  |   |
|--|---|
|  | number.   |
| 7 - Type of Applicant  | Enter Indian Tribe in space provided.   |
| 8 - Type of Application  | Enter only "New."   |
| 9 - Name of Federal Agency                                       | Enter "U.S. Fish and Wildlife Service."   |
| 10 - Catalog of Federal Domestic Assistance Number & Title       | Enter "15.638" and "Tribal Landowner Incentive Program."  |
| 11 - Descriptive Title of Applicant's Project                    | Enter title used on the title page of your project proposal.  |
| 12 - Areas Affected by Project                                   | Self explanatory.   |
| 13 - Proposed Project Start Date/End Date                        | Self explanatory.   |
| 14 - Congressional Districts of Applicant/Project                | List applicant=s (Tribe=s) Congressional District and any Congressional Districts affected by the project.  |
| 15 - Estimated Funding   | Show all funding needed for the proposal. Include Federal agency and TLIP grant dollars in "a". Leave "f" blank.  |
| 16 - Is Application Subject to Review by State EO 12372 Process? | Check No (Project not covered by E.O. 12372).   |
| 17 - Is Applicant Delinquent on any Federal Debt?                | This question applies to the applicant (Tribe). Categories of debt include delinquent audit disallowances, loans, and taxes.  |
| 18 - a through e   | Enter information for proposal Project Officer. Must be signed by legal applicant (authorizing signature of organization performing work or responsible for performance of work). Blocks 18 a.-e. must be completed. If approved, the award will be addressed to this person. |