

# Pennsylvania Fish & Boat Commission State Wildlife Grants Program 2022 Call-for-Projects



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**NOTE: This application applies to Pennsylvania Fish & Boat Commission (PFBC) topic(s) specifically identified in the [PFBC 2022 SWG Project Priority](#).**

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## 1. ABBREVIATIONS & DEFINITIONS

### Abbreviations

2015-2025 PA WAP	2015-2025 Pennsylvania Wildlife Action Plan
OMB	Office of Management and Budget
PFBC	Pennsylvania Fish and Boat Commission
SGCN	Species of Greatest Conservation Need
SWG	State & Tribal Wildlife Grants Program
USFWS	U.S. Fish and Wildlife Service

### Definition

Conservation Partner	Any agency, organization, or entity desiring to participate in the planning or implementation of a State's Strategy. Partners can include, but are not limited to, federal agencies, state agencies, local agencies, native American tribes, nonprofit organizations, academic institutions, industry groups, and private individuals.
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## 2. OVERVIEW

**REQUEST FOR APPLICATIONS:** The Pennsylvania Fish and Boat Commission (PFBC) is seeking applications from conservation partners (see definition above) for funding under the State Wildlife Grants (SWG) program. Information on this grant program can be found on the [PFBC](#) website.

A SWG Program grant application must clearly indicate how the proposed grant objectives address one or more of the conservation needs identified in a state's Wildlife Action Plan. Therefore, projects must identify and address goals, objectives, and strategies in the [2015-2025 Pennsylvania Wildlife Action Plan](#) (hereafter 2015-2025 PA WAP).

**PROJECT ELIGIBILITY:** Use of funds for educational, recreational, and law enforcement activities will not be considered for PFBC SWG grants. Specific information on activities eligible/ineligible for funding is available in **Sections 10.13 and 10.14** of the [federal guidelines](#).

## 3. SELECTION CRITERIA & BACKGROUND

This 2022 PFBC SWG Call-for-Projects seeks to allocate funding for activities that meet conservation needs identified in the 2015-2025 PA WAP.

### A. Need

Projects should express the need for the work identified in the 2022 PFBC Project Priority and relevancy to the 2015-2025 PA WAP including one or more of the following:

1. Information necessary and relevant to goals, objectives, strategies, or conservation action items identified in the 2015-2025 PA WAP.
2. How the work will keep Pennsylvania's Species of Greatest Conservation Need (SGCN) from becoming endangered or threatened, or recover them if already listed as endangered or threatened.

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3. Support for requirements of SGCN & their habitats identified in the 2015-2025 PA WAP.
4. Information necessary to recover and manage species or guilds of SGCN.
5. Species for which Pennsylvania has a high responsibility regionally, globally or nationally.
6. Work to identify and/or conserve areas of high biodiversity.
7. Clear, realistic, and measurable goals and objectives (i.e., performance measures).

### B. Scope

Projects should:

1. Address objectives and strategies identified in the PFBC 2022 SWG Project Priority topic and the 2015-2025 PA WAP.
2. Provide information and/or initiate conservation actions to manage and conserve SGCN or guilds of SGCN, as identified in the 2015-2025 PA WAP, where relevant.
3. Promote a landscape or ecosystem approach, where relevant.

### C. Impact and Timelines

1. **Impact:** Projects must address the PFBC 2022 SWG Project Priority topic and should produce tangible benefits of conservation actions and/or visibility and resource management.  
Example: Achieving multiple resource management objectives such as habitat protection or management for both terrestrial and aquatic SGCN, is a benefit.
2. **Timeline:**
  - a. Projects should be ready, or near-ready, to implement.
  - b. SWG projects are typically of 1.5 to 2-year duration, but with sufficient justification, a longer duration may be allowed (up to 5 years).
  - c. Applicants must provide an anticipated start date for the work, however the PFBC cannot guarantee that an approved project will start on the proposed date.
3. **Partnerships/Coordination:** Applicants are encouraged to include multiple conservation partners (see definition above).
4. **Cost/Benefit:** Project costs must be commensurate with the project activities and outcomes. All costs must be reasonable and necessary.
5. **Public Involvement:** When appropriate, projects should incorporate public involvement in the planning and implementation process.

### D. Funding

1. The State Wildlife Grants Program (SWG) is administered by the U.S. Fish and Wildlife Service, Wildlife and Sportfish Restoration Program and all applicable [federal guidelines](#) must be followed.
2. Selected projects will be funded on a reimbursement basis depending upon the type of project (Planning up to 75% Federal: 25% Non-federal and Implementation up to 65% Federal: 35% Non-federal). Typically, planning grants support the updating, modification or revision of the Wildlife Action Plan. All other projects are considered "implementation" (**Section 10.16** of the [federal guidelines](#)). When unclear, designation of project as planning or implementation will be determined by the USFWS.
3. Project conservation partners must have adequate operating funds to support the project's work prior to reimbursement.
4. After selection by the PFBC, approval by the U.S. Fish and Wildlife Service (USFWS) and a fully executed cooperative agreement will be required prior to expenditure of any project funds. Final project approval is subject to the availability of federal funds and the applicants ability to meet all federal, state and PFBC requirements.

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## E. Accounting & Reporting

1. Federal funds **cannot** be used to match SWG funds.
2. Indirect costs **must be calculated** using a federally approved rate and **may not exceed** 15 percent (15%). The indirect rate is a factor in rating applications.
3. Projects must track and document all expenses. Following project close-out, project records must be kept by the project partner and sub-grantees for four (4) years.
4. Only approved costs incurred during the approved award period will be eligible for reimbursement using the agreed upon match rate.
5. Detailed invoices must be submitted in accordance with any legally binding agreement between the PFBC and the award recipient. Reimbursement of costs will occur only after progress reports have been reviewed and approved by the PFBC project leader and the USFWS.
6. Progress reports must describe work conducted to accomplish project objectives and explain deviations from the stated objective or deliverables.

## F. Federal Guidelines

By accepting federal funds, the applicant agrees to adhere to all applicable federal regulations and compliance requirements, including timely submission of financial and project performance reports. PFBC staff will offer guidance to applicants in completing any paperwork necessary to meet federal compliance standards. Specifically, projects must comply with:

- [43 CFR Part 12](#)
- [OMB Circulars](#), specifically ([A-87](#), [A-102](#), and [A-133](#)+ [2020 Supplement](#))
- [National Environmental Policy Act](#)
- [Section 7](#) of the Endangered Species Act
- [§200.430](#) Compensation-personal services
- Other applicable federal laws and regulations

## G. Application Scoring Criteria

Applications will be rated on the following general criteria. Does the application:

- ✓ address the accompanying PFBC 2022 SWG Project Priority?
- ✓ identify one or more SGCN to be addressed?
- ✓ state the objective(s) and need(s)?
- ✓ describe the approach, methods and justification?
- ✓ identify relevant 2015-2025 PA WAP goals, objectives and strategies?
- ✓ clearly identify the expected results and benefits, deliverable(s) and outcome(s) based on the PFBC 2022 SWG Project Priority and how they will be addressed?
- ✓ provide tangible information to support management of the species and their habitats?
- ✓ provide a complete budget and justification, explaining why expenses are relevant, necessary and reasonable?
- ✓ thoroughly explain the applicants qualifications and experience, including completing similar projects, to fully perform the work identified in the PFBC 2022 SWG Project Priority?

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## H. Pennsylvania Wildlife Action Plan

1. The 2015-2025 PA WAP is a statewide, comprehensive conservation blueprint that includes activities necessary to protect imperiled and declining species, and their habitats.

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<a href="#">EXECUTIVE SUMMARY</a>	Overview of the 2015-2025 PA WAP
<a href="#">INTRODUCTION</a>	Table of Contents, Acknowledgments, Executive Summary, Foreword, Agency Authorities, Review of 2005 Plan
<a href="#">SPECIES (1)</a>	Species of Greatest Conservation Need selection, prioritization, threats and conservation action summary
<a href="#">Appendices 1.1 &amp; 1.2</a>	Species conservation status assessment reports; flowchart and guidance
<a href="#">Appendix 1.3</a>	Species of Greatest Conservation Need list and prioritization

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Appendix 1.4	Species Accounts - detailed summaries of species' status, conservation profile, threats, actions, surveys, monitoring and research	
<a href="#">Birds</a>	<a href="#">Amphibians</a>	<a href="#">Fishes</a>
<a href="#">Mammals</a>	<a href="#">Reptiles</a>	<a href="#">Mussels</a> ( <i>Federal or state listed only</i> )

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<a href="#">HABITATS (2)</a>	Habitat extent and condition
<a href="#">Appendices 2.1 &amp; 2.2</a>	Habitat descriptions and condition, and species associations
<a href="#">THREATS (3)</a>	Environmental threats to species and habitats
<a href="#">CONSERVATION ACTIONS (4)</a>	Conservation actions for addressing threats
<a href="#">MONITORING (5)</a>	Approaches for monitoring species, habitats, and Plan implementation
<a href="#">REVISION (6)</a>	Process for review and revision of the PA WAP in the next 10 years
<a href="#">PARTNERSHIPS (7)</a>	Agencies and organizations involved in the PA WAP revision
<a href="#">PUBLIC PARTICIPATION (8)</a>	Review of public involvement in PA WAP Plan revision and implementation
<a href="#">LITERATURE CITED (9)</a>	Referenced literature

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# Grant Application (2022)-Background State Wildlife Grants Program



## APPLICATION DEADLINE

- Application forms must be **received** no later than **4:00 p.m. (Eastern), Friday, April 22, 2022.**

## APPLICATION SUBMISSION

- Applications must be submitted in their entirety.
- Grant applications must be **signed and dated**.
- Applications **may be submitted by e-mail** to [diday@pa.gov](mailto:diday@pa.gov).
  - **IMPORTANT:** The PFBC is not responsible for undelivered applications. It is the applicants responsibility to ensure the materials are received by the PFBC prior to the application deadline.
- Optionally, applicants may submit the grant application, budget file, and additional attachments, in **hard-copy** (one copy) and **digitally** on a CD/DVD or data stick (i.e., jump drive) in Microsoft® WORD .docx (Grant Application) or Microsoft® Excel .xlsx (Budget). Supporting documents may be in MS-Word, MS-Excel or Adobe® pdf. Send to:

<b>Mailing Address</b>	<b>Physical Address</b>
PA Fish and Boat Commission c/o Diana M. Day Bureau of Fisheries P.O. Box 67000 Harrisburg, PA 17106-7000 (717) 346-8137	PA Fish and Boat Commission c/o Diana M. Day Bureau of Fisheries 1601 Elmerton Avenue Harrisburg, PA 17110 (717) 346-8137

**IMPORTANT:** All deliveries are processed through a Commonwealth central receiving facility and delivery to PFBC may be delayed an estimated 3-5 days. Example: Overnight delivery scheduled for a Thursday, may not arrive until the following Monday or Tuesday. It is the applicant's responsibility to ensure materials arrive by the due date/time.

## Instructions

1. **SAVE** the application file [PART-B APPLICATION 2022-PFBC SWG.docx](#) to your computer (as a Microsoft® WORD.docx) file.
2. **Text boxes will expand as text is entered.**  
If more space is needed, attachments are acceptable.
3. **Complete all fields, as appropriate.**
4. **Use Function Key <F1> for help.**

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