Florida Statewide Endangered and Threatened Plant Conservation Program (FPCP), Example of Proposal and Report Format (v. 20181205) Please ask FPCP administration for MS Word document of this example of Proposal/Final Report format, if desired.

PROJECT TITLE: Please be concise yet explicative of proposed project activities. Please consider that this program is funded only on an annual basis by US Congress and to include proposed work for only one year. Projects that are proposed for more than one year (e.g., Phase 1, 2, and 3, etc.) are prioritized in subsequent years but funding is not guaranteed. Please use “Third Person” writing style in the below Sections, and the font and format given in this document. This document can be emailed to Proposal writers upon request to use as a boilerplate for writing Proposal.

PRINCIPLE INVESTIGATOR(S): Please include name, email and street address, phone number, and all organizations and sub-organizations involved. If awarded funds, the Principle Investigator or their organization will need to be registered on MyFloridaMarketPlace and will then be the “Subrecipient” of federal funds needed to successfully conduct rare plant conservation project.

CONTRACT MANAGER(S): Whose name (and contact info) will be on the contract agreement if awarded (though they do not have to sign it), and whose name (and contact info) will be the person who administers contract agreement with FPCP. Additionally, please give name and contact of where the contract agreement should be mailed to. We will ask these to be updated in summer or fall right before we draft contract agreements.

PROBLEM AND NEED:

Here, potential Subrecipients enter the problem that the species is encountering, its status, needs of targeted rare plant populations, etc. For federally listed plants, good resources for this are USFWS Recovery Plans and 5 Year Reviews for the targeted species and their Recovery Tasks and their numbers.

OBJECTIVES: (the below is example for Proposal. In Final Report, underneath Objectives, please enter concise summary of Objectives completed. The number of objectives depends on project):

The objectives of this project are to: 1) concise summary of desired accomplishments and have these tie in with the below Results and Benefits, and then more precise Approach/Jobs; 2) concise summary of second objective; and, 3) concise summary of third objective; and so on.

EXPECTED RESULTS AND BENEFITS: (the below is example for Proposal, please write concise summary of Results and Benefits for each, in Final Report):

Within project time frame of a single year and if pertinent, each single year within proposed multiple years of project, the potential Subrecipients should accomplish: 1) summary
of results and benefits to the targeted rare plant species in accordance with above objectives; 2) second summary of results and benefits; and 3) third summary of results and benefits to the targeted rare plant species in accordance with above objectives. *FPCP asks potential Subrecipients to make EXPECTED RESULTS AND BENEFITS for each year because this program is annually funded and may or may not be funded on an annual basis.*

**APPROACH:** (the below is for Proposal. In Final Report, below each Job, please report in-depth, expansive and descriptive details of work completed by Subrecipient):

Here the Subrecipient may or may not wish to enter general summary of how project will be accomplished.

The below Jobs are highly important, as this is where the Subrecipient reports on plant conservation activities briefly in Progress Reports and in detail in Final Report. If awarded funds, these proposed Jobs will be used in the contract/FFASA between FDACS and the Subrecipient. The Jobs will be entered into a Work Plan, and attached to FFASA.

**Job 1.** These are concise but specific details of activities proposed to be taken for Subrecipient to accomplish project. Please ensure clarity and detail such as, “At least five sample areas will be created within two populations during the project year…” or “At least 10 populations will be monitored within project year…”. Subrecipients may choose to provide parameters that are less than the goal, in case unforeseen, stochastic events occur (e.g., hurricanes, heavy rain/drought conditions, etc.). These are best written so that it is clear whether the Job was accomplished by reading the Progress and Final Reports. Please enter measurable parameters, needed outcomes, and clearly defined final products.

**Job 2.** Specific activities that are different than Job 1 but written in the same, detailed (yet concise) way.

**Job 3.** Specific activities that are different than Jobs 1 and 2 but written in the same, detailed (yet concise) way. Identify as many Jobs as needed.

**GEOGRAPHIC LOCATION:**

For the Proposal and Final Report, please include names of all public/private conservation/managed areas proposed/reported as worked in, and the counties the proposed project will take place/took place in (we require this for project tracking). Please include any other geographic information important to project. Reminder, this program does not fund work exclusively on federal lands because the Sect. 6 funds are to help states/non-federal entities Recover rare species. However, if a small number of sites for proposed project occur on federal lands, that is permissible.
RELATED FEDERAL PROJECTS:

Please include all known federal projects linked to proposed work and any federal staff worked/consulted with. Federal funds from this program provided for one Job cannot be used in conjunction from a different federal funding source to accomplish the same Job.

COST SCHEDULE: Costs should be necessary and reasonable, please see below “Proposal Tips” for guidance.

The below example table shows a proposed two-year project using above Job examples from Approach. As a reminder, this grant uses a 75%:25%=100% funding ratio. Federal funds can be a maximum of 75% of needed funds and matching funds are a minimum 25% of total funds. To make sure your project meets these criteria, simple multiply total amount of proposed federal and matching funds by 0.25, and ensure matching funds are at least that amount. Please round up numbers and do not use cents. Please enter in values at year’s end into table.

Note: The total requested federal funding amount must stay the same during project duration, however, the costs for conducting Jobs are not “set in stone” and may be interchangeable for the Subrecipient. The Subrecipient is required to effectively use 100% of funding awarded and provide matching funds needed for the 75:25 funding ration. Subrecipient should notify FPCP as soon as possible if project Jobs need to be significantly altered or cancelled, or if not all funds are projected to be used/provided. There are no extensions for this annually funded program.

<table>
<thead>
<tr>
<th>Job</th>
<th>2018-2019</th>
<th>2019-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Federal</td>
<td>Match</td>
</tr>
<tr>
<td>Job 1</td>
<td>$5,000</td>
<td>$0</td>
</tr>
<tr>
<td>Job 2</td>
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</tr>
<tr>
<td>Job 3</td>
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</tr>
<tr>
<td>Total</td>
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<td>$2,334</td>
</tr>
</tbody>
</table>

REFERENCES (example below):


Proposal Need-to-Knows:

This program is funded by USFWS under the federal Endangered Species Act, so funds are aimed at conserving federally listed plants (Endangered, Threatened and Candidate species). Also, this program targets funding for species that are being federally petitioned for protection (i.e., “At-Risk” plants or “Multi-District Litigation” plants).
The font (Times New Roman 12) and spacing, tabs, etc., in the above example are used by FPCP to report to USFWS, so matching them in your Proposal/Final Report saves us time when we copy/paste your Proposal/Final Report to FPCP Proposal/Final Report and submit to USFWS. One can request a MS Word document that has the boilerplate for the Proposal and Report ready to go.

Please write Proposal/Final Report in “third-person” (i.e., use “prescribed fire was conducted” not “we applied prescribed fire”).

Please use common names throughout proposal and reports. Common name can be found in USFWS ECOS website for each species, under its 5 Year Review.

Projects that help conserve suites of plant species found in one location are highly sought after. However, if more than one species is being targeted under one single project, and the species occupy different areas, please consider making separate proposals for each species and needed Recovery activities.

Before submitting a Proposal:

1. Investigate all protocols that your organization requires for submitting Proposals, and ensure these are known months in advance of the end of January deadline. Determine who your Contract Manager will be if you are granted funds, and speak with them well in advance of submitting a Proposal. Ensure your organization allows being registered in MyFloridaMarketplace.com. This will be needed to start the contractual process if your project is awarded funding and is how the Florida Dept. of Agriculture and Consumer Services channels USFWS federal funding to Subrecipient. If your project is awarded, immediately ensure that your My Florida Market Place information is up to date!

2. Please understand these very important, non-negotiable items below and please show at the end of your Proposal the below rates your project will be using to conduct the work (please contact this program for further information, if needed):

- A maximum 10% percent Indirect Cost rate and maximum 35% Fringe Benefit rate cannot be exceeded using federal funds. A maximum 15% Indirect Cost rate and 35% Fringe Benefit cannot be exceeded using matching funds.
- Intellectual Property for findings of research funded by this program will be property of the Florida Department of Agriculture and Consumer Services. Please ensure this is permissible with Subrecipient’s organization, well in advance of starting to write Proposal.
- Volunteer hours can be charged as match at a rate that is comparable to wages earned and reasonable. For example, for doing physical work such as hand-pulling exotic plants; $10/hour could be charged as match to do that work. If volunteer work entails using professional botanical skills or doing scientific lab work, $35/hour or more could be charged as match. Hours driving to site can be used.
• FDACS has a maximum of $0.445/mile that can be charged for vehicle use. Please do not exceed that maximum.
• Subrecipients of the funding for this program must tally travel expenses to the Matching portion of their project. This program does not have administrative staff to process travel reimbursements.

3. Make sure your work does not occur on federal lands or is in violation of other grants that preclude the use of federal funds for the project. This program is aimed at assisting in federally listed or Candidate/petitioned plant conservation work, to be conducted by non-federal rare plant conservationists on state, local, or private lands.

4. For federally listed plant species, make sure you have consulted with the USFWS Lead Biologist for that species and are aware of the current research/restoration needs for that species or potential negative impacts on the species that may result from your project.

• THIS IS VERY IMPORTANT if your project includes removal of plant tissue or reintroductions/augmentations/introductions. Also, consult with USFWS Lead Biologists if your project involves manipulation of habitat (e.g., prescribed burning).

• USFWS Lead Biologist contact info may be available at the ECOS website (http://ecos.fws.gov/ecp/), when a species’ 5-Year Review or Recovery Plan is looked at. Recovery Task Numbers for Recovery actions you are proposing in your project can also be accessed in the USFWS Recovery Plan or 5-Year Review. Contacting your local USFWS Field Office will also provide contacts with the right staff.

• To coordinate best with the Endangered Species Act’s process of Recovery, a proposal is at its best when potential impacts to all known federally listed, Candidate, and “At-Risk” plant and animal species are addressed concisely, and how to minimize those potential impacts.

5. If you are submitting spatial data, determine what format/projection you plan to use and how accurate your GPS is. Include that information with your Proposal. FPCP will submit all spatial data to the Florida Natural Areas Inventory for them to put into the Florida Element Occurrence (FLEO) database. This is Florida’s database as part of the NatureServe network of natural heritage programs (BIOTICS dbase). Presently we ask for “shp files/shapefiles” or files that can easily be used in ESRI ArcMap GIS software. If you do not work in that format you may want to consider costs to have someone convert the files for you or use files that can be converted easily by yourself. Minimally for spatial attribute data, FPCP needs a spreadsheet or projected shapefile with:

• Lat./Longs., Datum, and projection used (prj file).
• Surveyor
• Date (preferably in this format: 2012-11-29)
• Species
Excellent description of location and plant data (population, phenology, etc.). If your GPS is not accurate to at least 4 meters, then an extremely detailed description of location is needed. This is a major concern for FPCP. The best way to describe habitat/site location is to describe it like you are directing someone who does not have a GPS to the site.

- Phenology of plants encountered (e.g., in flower, in fruit, vegetative, dormant, etc.) and relative abundance within area.

- Short description of how much area was surveyed (e.g., found in quantitative survey of 100% of habitat, found on short, qualitative survey of small area, etc.).

6. Ensure that you have properly pursued permits/access/landowner permission to conduct your work. As a rule of thumb, a researcher should pursue permits or permission to conduct research on public lands, at least one year to six months in advance of conducting a project.


Excellent components of a Proposal to this program are:

1. For federally listed plants, include Recovery Task Numbers you will be addressing (as per USFWS Recovery Plan or 5-Year Review).

2. Please do not submit an un-editable proposal or report (e.g., a PDF). FPCP must be able to easily copy and paste from it. Please submit proposal in the format you created it in. Subrecipients are required to use the format given on Pages 1 and 2 of this document for Proposals and Reports.

Report Requests:

1. At least one picture/image is needed for your project (at least one). This will be for our Final Report to USFWS. If you do not want to send us one, it can be in your report but please make it so we can copy and paste it to our Final Report to USFWS! We highly encourage nice pictures of plants, volunteers, etc. These will be used also in future FPCP presentations.

2. Please submit Final Report in the format requested on this document/FPCP website. We do not accept a journal article format (i.e., Abstract, Intro., Materials and Methods, Results, etc.). We understand you may be publishing the data in this format, however we ask that if you are publishing, convert it from journal article format to the format we use to submit it to USFWS, in the format found on pages 1-2 of this document.
Payment Request/Contract Tips (if Proposal is awarded funds):

1. If your organization uses Contract Managers, make sure you identify and correspond with those staff early on, to make sure you are following protocols for future Payment Requests.

2. Contact Contract Managers far in advance, at least one month before submitting Payment Requests or writing Progress or Final Reports for this project. This ensures them enough time to properly work with payrolls and our contracts, known as Federal Financial Aid Subrecipient Agreements (FFASA’s). Ask for a boilerplate of the FFASA and run it by your Contract Manager to make sure they will sign it without any changes being made.

3. Here is the basic Report summary: 4 quarterly Progress Reports and one Annual Report. The quarterly Progress Reports are done on FDACS forms and are extremely brief. They list Jobs and how much Funding was expended on each Job. The Annual Report is in USFWS format that the Proposal is written in.

4. If a project is awarded and contractual/FFASA process implemented, researchers should be very familiar with the FFASA’s Scope of Work. Here both the Principal Investigator(s) and Contract Managers will both be using it to a high degree, to conduct the needed rare plant conservation work and to ensure work is worthy of payment. The Scope of Work lists the FFASA’s Jobs (taken directly from Subrecipient’s Proposal) and those Jobs will be used in Progress Reports, and Final Report. The Scope of Work gives important timelines for 4 Quarterly Progress Reports, Final Report, and Payment Requests. The needed quarterly Progress Reports and the main Annual Report, will report how much federal and matching funding was used for each Job.

5. Ledgers and supporting documents should be kept for five years after project completion, in case of audit.

6. Payment Requests can be given to FDACS once or up to monthly. Payments are in arrears. No invoices are given. An FDACS Payment Request form is given to Subrecipients to use.