



North Atlantic Landscape Conservation Cooperative Science Delivery Program

REQUEST FOR PROPOSALS

The North Atlantic Landscape Conservation Cooperative (NALCC) is pleased to announce a Request for Proposals (RFP) for grants under the 2013 NALCC Science Delivery Program. The Wildlife Management Institute (WMI) coordinates and administers the NALCC Priority Science Program on behalf of the NALCC.

**Please Read This Entire RFP, Including the Frequently-Asked-Questions Section,
Before Submitting An Application for NALCC Grant Funds.**

Background

The Department of the Interior and the U.S. Fish and Wildlife Service have developed a coordinated network of landscape conservation cooperatives to provide the science necessary to undertake strategic conservation efforts across large geographic areas, in part to address major environmental and human-related factors that limit fish and wildlife populations at the broadest of scales.

To protect the natural and cultural resources of the Northeast, natural resource managers and partners have formed the North Atlantic Landscape Conservation Cooperative. The North Atlantic LCC partnership includes: States, Tribes, Federal agencies, non-governmental organizations, and other species-specific partnerships like migratory bird joint ventures and fish habitat partnerships.

The North Atlantic LCC partners work together to identify common science needs, shared scientific capacity and information and coordinate natural resource conservation actions across the region. The NALCC addresses landscape-scale conservation issues by combining resources,

leveraging funds, and prioritizing conservation actions identified by the best available science. The objective of the Science Delivery Program is to advance the best-available science by establishing a knowledge base in the conservation community and facilitating a network of partners to apply landscape science products to conservation at multiple scales across the NALCC region.

2013 North Atlantic LCC Science Delivery

Science Delivery Partner Support Grants and Demonstration Projects

In the Northeast, NALCC and our partners have been actively investing in landscape conservation science. The NALCC is now initiating a Science Delivery Program to ensure that information and tools from LCC and partner science investments are available in the scales and formats needed by various partners in the Northeast conservation community and that they are adopted and applied by the intended users successfully. At this time, the NALCC is seeking proposals in two categories for Science Delivery Partner Support and/or Demonstration Projects:

- The purpose of Science Delivery Partner Support is to promote the use and adoption of our landscape conservation science investments by **teaching and providing assistance to others**;
- The purpose of Demonstration Projects to promote the use and adoption of our landscape science investments by **creating examples of on-the-ground applications** of landscape conservation science.

Applicants may apply for one or both categories of funding, but the total request may not exceed \$100,000, as specified below. Applicants applying for both categories must address all screening criteria. A section titled “Guidance on NALCC Science Products for Science Delivery Grants” is included below. Please review that section and referenced Science Products—the products described are what Science Delivery Grants are intended to deliver.

A. Science Delivery Partner Support Grants:

The purpose of Science Delivery Partner Support Grants is to provide funding to NALCC partners to help deliver, disseminate, and communicate science products that the partners and partnership have invested in—to ensure science investments are available, understood, used and adopted. The current phase of the NALCC science delivery program is the development of a foundational network of partners with the skill and capacity to facilitate the dissemination of landscape science to users at the scale and in the formats that they need it. We are seeking grant proposals that will contribute to the development of a network of partner organizations to “train the trainers” and support technical assistance on the use and application of landscape conservation science.

Our vision of the outcome of Science Delivery Partner Support Grants is that state, NGO, university, and federal partners and partnerships will become adept at the use and applications of science products produced by the NALCC and our partners, and then strategically provide training and technical assistance on these products to appropriate audiences. We expect the influence of technical assistance to cross multiple scales of conservation; however, our initial priority is to reach individuals working at the state, multi-state, or major watershed scale. Key audiences for technical assistance include land trusts, communities, states, and local agencies.

We are also seeking proposals to further develop the practice of Science Delivery by creating resources to

support technical assistance providers, or conducting research to improve the rate of adoption of science products. For example, projects may focus on advanced development of specific resources to support technical assistance providers, such as developing high quality learning media, collaborative tools, tools to identify target audiences, or research to evaluate use and adoption of “delivered” science.

Grantees will be provided with introductory training by the NALCC—and/or partners who developed the products— on the use and application of specific landscape science products. Proposals may reference one or more science products (see below “Guidance on NALCC Science Products for Science Delivery Grants”) to be the focus of technical assistance.

In order to be considered for funding Science Delivery Support Projects must:

1. Describe **project staff experience of in conservation planning** and communicating with conservation practitioners about how to apply, interpret, and adapt landscape conservation science to prioritize or inform conservation actions;
2. Demonstrate **GIS proficiency and capacity** sufficient to teach mid-level natural resource professionals about interpreting landscape science products and to provide assistance as needed on basic GIS to access and apply landscape data layers to specific problems—our intention is for grantees provide assistance on using landscape science, which often requires use of GIS, but not to provide a general GIS training service (GIS may not be required for some forms of technical assistance and some products, proposals should indicate if that is the case);
3. Demonstrate a **track record and continuing commitment** to advancing landscape conservation science as part of the NALCC and/or other Northeast partnership;
4. Identify a **well-defined target audience** of mid-level natural resource professionals, land use planners, and/or other technical assistance providers to be the recipients of training on landscape science applications, focusing on State and Federal employees and other organizations who are positioned to further extend assistance, deliver, and teach landscape science to multiple towns, land trusts, and NGOs implementing conservation action (the audience need not be dedicated technical assistance providers, but does need to be able to disseminate information to conservation practitioners); alternatively, the applicant may describe a novel process to identify, organize, network, and engage an audience of adopters or technical assistance providers;
5. Describe a well-defined approach to a “**training the trainers**” **curriculum** teaching a stepwise technical process that project staff (and other technical assistance providers) may use to help others better understand and translate landscape science or data layers (see below “Guidance on NALCC Science Products for Science Delivery Grants”) into useful conservation applications for towns, states, or conservation partnerships, including the method, resources, and media the applicant will use to provide training; alternatively, the applicant may focus on advanced research and development of innovative resources to support technical assistance providers, such as developing high quality learning media, collaborative tools, tools to identify target audiences, or tools to evaluate use and adoption of “delivered” science;
6. Specify **modes of delivering training** to the target audience, such as large multi-day workshops, webinars, targeted workshops to small groups, and person-to-person transfer;
7. Specify the **expected number of training events**, technical assistance providers and/or conservation practitioners that will be trained, and discuss the feasibility of achieving that goal;
8. Describe a project scope large enough to **provide technical assistance to multiple partners, jurisdictions, and organizations** across a multi-state area or large-landscape geography—our emphasis is on the number of partners and organizations science is delivered to rather than the size of the project geography.

Tasks and Deliverables for Science Delivery Support Projects:

- a. Grantees will be provided with **introductory training** as needed by NALCC on the use and application of specific landscape science products as needed by NALCC or project PIs (see below “Guidance on NALCC Science Products for Science Delivery Grants”);
- b. Grantees will **coordinate with NALCC staff** on grant implementation;
- c. Grantees will **participate on a Science Delivery project coordination team** (quarterly phone conferences) to ensure that projects are complementary and to promote a collaborative network of Science Delivery partners;
- d. Grantee will deliver an **instructional document** or manual describing a training program for specific science products, OR training on applications of advanced research or newly developed resources;
- e. Grantee will deliver a **summary report** documenting training events and recipients of training and recommending next steps, OR report on the methods, results, and applications of research and development activity;
- f. Grantee will **deliver all media**, derived data, and other resources developed in course of providing training, research, or development;
- g. Grantee will **provide a project summary page** according to NALCC specifications and publish deliverables on NALCC web services;
- h. Grantee will **deliver training to the expected number of recipients** of training (and/or justify a shortfall).

B. Demonstration Projects

The purpose of Demonstration Project Grants is to create highly relevant examples of specific applications of landscape science by encouraging partners/partnerships to use, test, or develop applications of NALCC and partner science products. Examples of ongoing demonstration projects are available (see section below on “Guidance on NALCC Science Products for Science Delivery Grants”) — we are now emphasizing that methods used in demonstration projects need to be transferrable to others in their conservation community. Demonstration Projects are intended to show a process by which conservation practitioners may apply new landscape science to realize greater on-the-ground-success.

Our vision of Demonstration Projects is that they will serve as examples to help show others how to use the latest information and tools, or that they will develop new applications for specific decision-making contexts, such as cultural resources, environmental review, and refuge planning.

Grantees will be provided with introductory training by NALCC—or partners who developed the products—on the use and application of specific landscape science products. Proposals may reference one or more of the example products (see below “Guidance on NALCC Science Products for Science Delivery Grants”).

In order to be considered for funding Demonstration Projects must:

1. Ensure that the project is relevant within the proposed geography by cooperating with a multi-state or large **landscape conservation partnership** involving multiple natural resource agencies and other partners;
2. Explicitly state a relevant conservation objective or problem, **explain how the demonstration project will address the objective/problem**, and relate the result to the conservation mission of the cooperating partnership; letters of support from partnership members or the coordinating entity should explicitly confirm the expected benefit;

3. Apply or translate landscape science **products developed/identified by NALCC or its partners** (see below “Guidance on NALCC Science Products for Science Delivery Grants”), or provide a strong case for the relevance of an alternative science product;
4. Clearly articulate the process that will be used to **apply or translate landscape science to improve ongoing conservation**; improvements in conservation may be achieved, for example, by translating science products or specific landscape data layers to result in prioritized conservation actions, improved efficiency of implementation, or improved likelihood of success;
5. Describe **measures of success** that clearly link landscape science and project results to changes or improvements in on-the-ground conservation implementation;
6. Explain how the methods, results, tools or approaches used in the demonstration **project will be transferrable** to other kinds of data, landscapes, conservation problems, and/or conservation practitioners across the NALCC;
7. Describe the approach the project will use to **communicate and deliver the knowledge**, lessons learned, tools and derived data to the relevant conservation practitioners, including a method to verify that transfer occurred.

Tasks and Deliverables for Demonstration Projects:

- a. Grantees will be provided with **introductory training** as needed by NALCC on the use and application of specific landscape science products as needed by NALCC or project PIs (see below “Guidance on NALCC Science Products for Science Delivery Grants”);
- b. Grantees will **coordinate with NALCC staff** on grant implementation;
- c. Grantees will **participate on a Science Delivery project coordination team** (quarterly phone conferences) to ensure that projects are complementary and to promote a collaborative network of Science Delivery partners;
- d. Grantee will implement the proposed demonstration, **including proposed communications and knowledge transfer** activities.
- e. Grantee will deliver an **instructional document** or manual describing tools developed to demonstrate landscape science or replicate the translation/application of data to other scenarios;
- f. Grantee will deliver a **summary report** documenting the results of the demonstration project and its impact on the implementation of conservation actions, and summarizing the findings of efforts to verify knowledge transfer;
- g. Grantee will **deliver all media**, derived data, tools, and other resources developed in course of implementing the demonstration project;
- h. Grantee will **provide a project summary page** according to NALCC specifications and publish deliverables on NALCC web services.

Funding:

A maximum of \$100,000 is available (in total) to fund projects in response to this RFP. There is no minimum funding request.

Proposal Deadline:

March 7, 2014

Proposals received after this deadline will not be considered.

Guidance on NALCC Partner Science Products for Science Delivery Grants

1. NALCC and its partners have developed online tools to publish and archive science products and Northeast landscape data. Expanding awareness of the data library available on the NALCC Conservation Planning Atlas (link below) is a priority, but not the primary focus of Science Delivery Grants. We request that grantees be familiar with these tools and help foster access and awareness of NALCC landscape conservation science web support services within the conservation community:
 - NALCC website: <http://www.northatlanticlcc.org>
 - NALCC Conservation Planning Atlas: <http://nalcc.databasin.org/>

2. NALCC and its partners maintain information about collaborative regional projects. Grantees will be expected to be sufficiently familiar with the breadth and diversity of these projects to help steer conservation practitioners to projects they may benefit from, to explain the benefits of our partnership to wildlife, natural resources, and climate adaptation, and to foster general awareness of NALCC:
 - NALCC Projects webpage: <http://www.northatlanticlcc.org/projects>
 - Regional Conservation Needs Program: <http://rcngrants.org/project-final-reports>
 - The Nature Conservancy Northeast Habitat Guides: <https://www.conservationgateway.org/ConservationByGeography/NorthAmerica/UnitedStates/edc/reportsdata/hg/Pages/default.aspx>
 - University of Massachusetts Designing Sustainable Landscapes: <http://www.umass.edu/landeco/research/dsl/dsl.html>

3. NALCC its partners have funded the creation and compilation of a library of spatial data for the Northeast Region, for the purpose of supporting analysis of natural resources and development of landscape conservation designs. The broadest collection of natural resource data is available on the NALCC Conservation Planning Atlas (note that spatial data is regularly being uploaded to this site). Certain data products are foundational to conservation planning in the Northeast. Grantees will be encouraged to use and/or deliver Northeast foundational data in conjunction with other projects and data layers in the course of providing technical assistance and/or demonstrating specific applications to the practice of landscape conservation. The following foundational data layers may be found at one or more of the links below:
 - a. RSGCN Species Models (forthcoming from NALCC)
 - b. Representative Species Habitat Capability Models (forthcoming from UMass)
 - c. Northeast Terrestrial Resilience 90m (TNC)
 - d. Permeability (TNC)
 - e. Terrestrial Habitat Map (TNC)
 - f. Secured Lands (TNC)
 - g. Simplified Aquatic Habitat Classification (TNC)
 - h. Geospatial Condition Analysis (TNC)
 - i. Ecological Integrity Grids (forthcoming from UMass)
 - j. Downscaled climate data for the Northeast Region (forthcoming from UMass)
 - k. Urban Growth models for the Northeast Region (forthcoming from UMass)

Data Download links:

- NALCC Conservation Planning Atlas Data Download: <http://nalcc.databasin.org/datasets/>
- NALCC website SWAP Synthesis Data Download: <http://www.northatlanticlcc.org/groups/SWAPs-team/swap-synthesis-data>
- The Nature Conservancy Eastern Division Science and Data:

<https://www.conservationgateway.org/ConservationByGeography/NorthAmerica/UnitedStates/edc/reportsdata/mapsdata/Pages/default.aspx>

- The Nature Conservancy Northeast Habitat Guides:
<https://www.conservationgateway.org/ConservationByGeography/NorthAmerica/UnitedStates/edc/reportsdata/hg/Pages/default.aspx>
- University of Massachusetts Designing Sustainable Landscapes Products:
http://www.umass.edu/landeco/research/dsl/products/dsl_products.html

Instructions on Submittal of Proposals

Please read carefully and follow all of the guidance listed in the below instructions. You can also access these instructions on the NALCC [website](#).

1. Proposals must be submitted as email attachments in MS Word to [Scot Williamson](#) (wmisw@together.net) no later than September 20, 2013 at 5:00 PM Eastern Standard Time.
2. The proposal is limited to a total of 8 pages:
 - Page 1 is a single cover page with contact information (see details in section #3 below) and a concise description of the proposed project.
 - Pages 2-7 are six pages of text about the proposed project, including budget (see details in section #4).
 - Page 8 is a single page outlining the qualifications of the individuals and organizations involved.
3. The cover page should provide the following information:
 - Title of Project
 - Name of Project Director and Job Title
 - Name of Institution
 - Email Address
 - Physical Mailing Address
 - Telephone and Fax Numbers
 - Other Principal Investigators Involved (name, title, institution, email address)
 - NALCC Funds Requested
 - A Concise Description of the Proposed Project. The description should not exceed 250 words and include primary objectives, a brief summary of methods, expected outcomes and a timeline. **This abstract will be widely distributed so please follow the instructions provided on content carefully.**
4. Six pages of explanatory text are the principal components of the proposal and should be written as clearly and concisely as possible, address the criteria above and the following questions, (note that tables, graphs and photos can be included in the proposal but they must be contained

within the six pages of text):

- What is the geographic scope of your project?
- What is the start date of the project and the projected end date?
- What is the goal of your project and what major objectives or tasks will you undertake to achieve that goal?
- What are the methods by which you propose to carry out your work?
- What measurable products or outcomes will result from your project?
- What is the schedule for key events and tasks?
- What is the proposed total budget of your project? Separate the budget into the following categories: Personnel Service, Fringe Benefits, Indirect Overhead, Supplies and Materials, Travel, Contractual Service, and In-kind Services. **Please note that indirect overhead (F&A) cannot exceed 15% of direct costs.** Clearly indicate which activities will be supported by NALCC grant funds and which will be supported by other funds. For any matching funds or contributed partner funds committed to the project, specify whether those funds are direct or indirect and clearly designate the source of the funds.

Frequently Asked Questions

How does the grant proposal process work?

The NALCC Steering Committee annually establishes priority science and science delivery needs within the NALCC region. Proposals are solicited for projects that deliver science delivery products that contribute to the understanding of, resolution of, or advancement of conservation actions addressing highest priority conservation science needs.

Who developed the Priority Project Topics?

Priority Science Delivery needs were developed by federal, state and NGO partners within NALCC Technical Committees.

Who may apply?

Eligible applicants include individuals, non-governmental organizations, state and federal agency employees, members of academia, and for-profit corporations.

What is the schedule of review and approval of proposals?

Proposals are due by March 7, 2014. Proposals will be reviewed by WMI for scientific merit, clarity and completeness. WMI may contact applicants for clarification or to allow for amendments to remove disqualifying elements. Eligible applications will be forwarded to Technical Review Committees by March 14, 2014. Highest ranking proposals will be submitted by the Technical Committee to the NALCC Steering Committee. Funding decisions will be made by the NALCC Steering Committee at their April meeting and funds will be available no earlier than May 1, 2014.

What is the duration of a project?

Projects must be completed within two years of the award date. Significant

milestones/deliverables must be achieved within 12 months of the award date.

How will applications be evaluated?

All applications received by the due date will be reviewed by WMI for scientific merit, completeness and eligibility. All projects that are deemed complete and eligible by WMI will be forwarded to the NALCC science staff who will coordinate evaluation by a NALCC Technical Review Team, using the following criteria:

1. Degree to which the project addresses the criteria and products described previously.
2. Scientific and technical merit.
3. Programmatic capability and feasibility. Are project objectives/goals clearly defined, measurable, and connected to specific milestones/deliverables and timelines? Will/can proposed methods accomplish/produce the project's objectives/goals, deliverables, and timelines?
4. Engagement of partners.
5. Demonstration that products will be accessible and useful in conservation and resource management decision-making.
6. Degree to which project builds upon, rather than duplicates, existing efforts.
7. Geographic scope.
8. Leveraging of other resources (not required but encouraged).

What is the source of funding for NALCC grants?

The primary source of funding for NALCC grants is from federal funds apportioned to the U.S. Fish and Wildlife Service. Other partner funds may be pooled in the grant award.

Are matching funds required?

No, but matching funds are encouraged. In-kind match is allowed.

How will I receive payments?

The NALCC Grants Program is a reimbursement program. Applicants must be prepared to fully fund their projects in the first instance and submit payment requests to WMI for reimbursement. Grant recipients will be required to enter into a grant agreement with WMI in order to receive payment. Payment requests may be submitted to WMI on a quarterly basis. No advance payments will be provided. WMI will retain 20% of the grant amount pending receipt of all grant agreement deliverables. Upon the NALCC's approval of said deliverables, the final 20% retainage will be released to the grantee.

Where should proposals be submitted?

Proposals should be emailed in MS Word format to **Scot Williamson** (wmisw@together.net).

Are partnerships encouraged?

Yes, partnerships in funding and/or delivery of project products are encouraged.

What are some applicant responsibilities?

Grantees must meet federal eligibility requirements under this grant program. All funds awarded through this RFP are contingent upon the applicant meeting all federal permitting requirements. The NALCC reserves the right to reallocate grant awards in the event that the project applicant cannot meet the federal or state grant and/or permitting requirements. Applicants selected to receive a grant may also have their proposed budgets revised pending federal review of eligibility of costs and matching funds. It is the applicant's responsibility to investigate the permits that may be required to carry out their proposal, and obtain all applicable federal or state permits, data use agreements, or similar permissions.

What are eligible costs?

Grant reimbursement payments will be based on actual expenditures incurred by the grantee that are necessary and reasonable to the accomplishment of the work. Grantees will be required to provide documentation of project-related costs, including submission of copies of invoices and cancelled checks, with each payment request. Applicant budgets may include billable expenses related to the project in the following categories:

- **Personal services:** includes salary of project staff employed by the applicant organization.
- **Fringe Benefits:** The fringe benefits such as health care and retirement provided to permanent employees of the applicant organization. State employees must use the approved federal rates for their agency. Fringe benefits are normally calculated as a percentage of an employee's salary.
- **Indirect/Overhead:** The costs of maintaining the offices for project personnel such as utilities, support services, rent, etc. This is normally calculated as a percentage added to the salary and fringe benefits of an employee. Indirect/Overhead cannot exceed 15% of direct costs.
- **Travel and Equipment Usage:** Vehicle mileage at the federal rate, fuel costs, commercial carrier costs, and other similar expenses. Equipment usage covers the equivalent cost of the use of equipment such as tractors, brush clearing equipment, research vessels, etc.
- **Supplies and Materials:** Office supplies, consumable field gear such as flagging tape and stakes, non-retrievable animal tags, nets, software, etc.
- **Contractual Services:** If you are a not-for-profit organization and you subcontract out for services such as data entry or laboratory analysis, you must be able to provide proof that those costs are necessary and reasonable to the accomplishment of the work.

What are some ineligible costs?

Costs related to the preparation of this application or any other costs incurred prior to notification from the NALCC acknowledging final approval of the grant award, are NOT eligible for reimbursement and cannot be used as match. Costs related to land acquisition, purchase of development rights, and purchases of easements are not eligible for reimbursement under this program. These costs are not eligible as matching costs, either. Generally speaking, education and law enforcement activities are not eligible for funding or match under this program. Funds cannot be used to support political lobbying or capacity building of organizations. Indirect costs in excess of 15% of direct costs are ineligible.

How will I be notified of an award?

Applications that score high enough to be selected to receive an award will receive written notification from WMI.

When may I start work?

You may begin work once federal compliance is met, and you have received written notification from WMI of your final grant award. However, WMI advises grantees NOT to begin work until all required and necessary permits are obtained for the activities identified in their project proposal. Please note that grantees may not request or receive any reimbursement payments prior to completion of federal compliance.

What are the requirements for sharing and managing data related to this project?

The NALCC is committed to distributing information needed by managers and scientists to make informed decisions and of interest to a wide variety of partners. Raw data, derived data products, and other supporting information created or gathered in the course of LCC-sponsored projects will be made available to the NALCC, and data are expected to be made publicly available except where protected by state or federal laws. Principal investigators must preserve and transfer data according to commonly accepted standards, including standards for metadata.

To Apply, Submit Proposals via Email to:

Scot Williamson

Wildlife Management Institute
wmisw@together.net

For Technical Questions, Contact:

Steven Fuller

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