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STATE AND TRIBAL WILDLIFE GRANT PROGRAM

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Authorization: The Department of the Interior and Related Agencies Appropriations Act, 2004, was signed into law by President Bush on November 10, 2003. This bill included \$70 million for wildlife conservation grants to States and Territories, and \$6 million was provided to Tribes.

Distribution: The bill directs the apportionment of funds on a formula basis based on land area (1/3) and population (2/3). No State may receive more than 5 percent or less than 1 percent of the available funds. The District of Columbia and the Commonwealth of Puerto Rico will receive one-half of 1 percent and Guam, American Samoa, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands will receive one-fourth of 1 percent.

Eligibility Requirements: All State fish and wildlife agencies may submit grant proposals, grant agreements and associated documents to the appropriate Regional Federal Assistance Office for review and approval. All States have committed to the development and submission of Comprehensive Wildlife Conservation Plans or Strategies by October 1, 2005.

Non-federal Match: For planning-related grant activities, the States, the District of Columbia, and the Commonwealth of Puerto Rico must provide a minimum 25 percent match and a 50 percent minimum match for all other types of eligible activities. The U.S. Virgin Islands, Guam, American Samoa, and the Northern Mariana Islands do not have to provide matching funds.

Obligation Period: The FY2004 SWG funds will be available for obligation by the State until September 30, 2005, after which any remaining unobligated funds will be reapportioned.

Program Objectives: The SWG program is designed to assist States by providing federal funds for the development and implementation of programs that benefit wildlife and their habitat, including species that are not hunted or fished. Both planning and implementation of programs are permitted.

*PUBLIC LAW 108-108***STATE AND TRIBAL WILDLIFE GRANTS**

For wildlife conservation grants to States and to the District of Columbia, Puerto Rico, Guam, the United States Virgin Islands, the Northern Mariana Islands, American Samoa, and federally recognized Indian tribes under the provisions of the Fish and Wildlife Act of 1956 and the Fish and Wildlife Coordination Act, for the development and implementation of programs for the benefit of wildlife and their habitat, including species that are not hunted or fished, \$70,000,000 to be derived from the Land and Water Conservation Fund, to remain available until expended: Provided, That of the amount provided herein, \$6,000,000 is for a competitive grant program for Indian tribes not subject to the remaining provisions of this appropriation: Provided further, That the Secretary shall, after deducting said \$6,000,000 and administrative expenses, apportion the amount provided herein in the following manner: (A) to the District of Columbia and to the Commonwealth of Puerto Rico, each a sum equal to not more than one-half of 1 percent thereof: and (B) to Guam, American Samoa, the United States Virgin Islands, and the Commonwealth of the Northern Mariana Islands, each a sum equal to not more than one-fourth of one percent thereof: Provided further, That the Secretary shall apportion the remaining amount in the following manner: (A) one-third of which is based on the ratio to which the land area of such State bears to the total land area of all such States; and (B) two-thirds of which is based on the ratio to which the population of such State bears to the total population of all such States: Provided further, That the amounts apportioned under this paragraph shall be adjusted equitably so that no State shall be apportioned a sum which is less than 1 percent of the amount available for apportionment under this paragraph for any fiscal year or more than 5 percent of such amount: Provided further, That the Federal share of planning grants shall not exceed 75 percent of the total costs of such projects and the Federal share of implementation grants shall not exceed 50 percent of the total costs of such projects: Provided further, That the non-Federal share of such projects may not

be derived from Federal grant programs: Provided further, That no State, territory, or other jurisdiction shall receive a grant unless it has developed or committed to develop by October 1, 2005, a comprehensive wildlife conservation plan, consistent with criteria established by the Secretary of the Interior, that considers the broad range of the State, territory, or other jurisdiction's wildlife and associated habitats, with appropriate priority placed on those species with the greatest conservation need and taking into consideration the relative level of funding available for the conservation of those species: Provided further, That any amount apportioned in 2004 to any State, territory, or other jurisdiction that remains unobligated as of September 30, 2005, shall be reapportioned, together with funds appropriated in 2006, in the manner provided herein: Provided further, That balances from amounts previously appropriated under the heading A "State Wildlife Grants" shall be transferred to and merged with this appropriation and shall remain available until expended.

For any further information about State Wildlife Grants Program
Contact: The Division of Federal Assistance
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FLORIDA'S WILDLIFE LEGACY INITIATIVE

FLORIDA'S STATE WILDLIFE GRANTS PROGRAM GUIDELINES



December 2004

**Florida Fish and Wildlife Conservation Commission
620 South Meridian Street
Tallahassee, Florida 32399-1600**

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INTRODUCTION

Florida's Wildlife Legacy Initiative (Initiative) is a program designed to create a strategic vision for conserving all of Florida's wildlife including fish and invertebrates. The three main components of the Initiative are: 1) to develop Florida's Comprehensive Wildlife Conservation Strategy (Strategy); 2) to create partnerships for wildlife conservation across the state of Florida; and 3) to support partnership building and use of the Strategy by making funding available through Florida's State Wildlife Grants Program (Program). These guidelines are designed to direct Florida's State Wildlife Grants Program.

State Wildlife Grants Funding

The State Wildlife Grants (SWG) Program is a federal program that provides funding to every state and territory to support cost-effective conservation aimed at preventing wildlife from becoming imperiled and keeping common species common. The U.S. Congress created the program in 2001 as part of the Conservation Trust Fund. Funds appropriated under the State Wildlife Grants program are apportioned according to a formula that takes into account each state's size and population.

The Florida Fish and Wildlife Conservation Commission (Commission) is the designated state agency that receives and manages State Wildlife Grants funds in Florida. Although the allocation comes directly to the Commission, funding is available to persons affiliated with other state agencies, local government entities, educational facilities, organizations, or persons. Funds are to be used in accordance with congressional intent and federal guidelines for the State Wildlife Grants program. A non-federal match requirement assures local ownership and leverages funds to support added conservation.

Projects supported by State Wildlife Grants are intended to benefit wildlife populations and their habitat. Comprehensive Wildlife Conservation Strategies, required by the State Wildlife Grants program, are currently being developed by each state and will help ensure that funds are spent wisely and effectively. The Commission intends to develop a strategy that will help guide how to allocate SWG funds and potentially additional funding sources.

Comprehensive Wildlife Conservation Strategy

Florida's Strategy will provide an essential foundation for the future of wildlife conservation in the state of Florida. While the Commission is leading the Strategy development process, the aim is to create a strategic vision for conserving all of Florida's wildlife, not just a plan for the agency. The Strategy will address conservation issues, management needs, and priorities. The Strategy will be a stimulus to engage conservation partners to strategically think about their individual and coordinated roles in prioritizing conservation efforts in Florida. The Commission is working to ensure the Strategy will be regularly reviewed and adaptively managed to guarantee its long term conservation success.

The Strategy will set a vision and a plan of action for wildlife conservation that will be solidified by opportunities for funding. Federal funding for Florida is already in the millions and may increase in upcoming years, and in conjunction with matching support from other sources, the funding will ensure the Strategy's implementation. Florida's State Wildlife Grants Program also will support the Strategy's implementation by providing a financial stimulus.

Grants Committee

The Grants Committee will serve an integral role in managing Florida's State Wildlife Grants funding. The Grants Committee is comprised of 14 members from the Commission's Divisions and Offices. The members are appointed by the Executive Director or their designee and represent a range of Commission Divisions and Offices comprising wildlife research and management technical knowledge and administrative expertise. Members of the Grants Committee will primarily be responsible for determining internal and external allocations of each federal fiscal year State Wildlife Grants apportionment and reviewing and recommending projects for funding (Rule 68A-2.015, F.A.C.).

FLORIDA'S STATE WILDLIFE GRANTS PROGRAM

The purpose of the Program is to provide support for conservation projects that benefit Florida's wildlife and their habitat. The Program will promote the Strategy's implementation by providing a financial impetus for conservation partners to use the Strategy to identify proposed projects. Applications will be evaluated for adherence to SWG federal guidelines and relevance to conservation needs identified in the Strategy. Identified needs likely will include data gaps, conservation actions, and conservation partner building opportunities. Additional information, including links to federal guidance, is located on the Program's website, <http://www.wildflorida.org/SWG>.

Who May Submit Applications

Applications will be accepted from persons affiliated with other state agencies, local government entities, educational facilities, organizations, or individuals. Applications may be submitted from other states and countries as long as the proposed projects involve or are germane to populations of wildlife that inhabit Florida.

When to Submit Applications

General Grants — The Program will publicize grant application dates and any other application information by publishing a notice for applications at least 30 days prior to the submission deadline. Interested applicants may contact Florida's State Wildlife Grants Program for information on current and future funding cycles. Applicants should obtain a copy of *Florida's State Wildlife Grants Program Guidelines* on the Program website, <http://www.wildflorida.org/SWG>.

Requests for Proposals and Targeted Grants — Proposals for projects specified by the Commission may be requested and awarded at any time of year through advertised Requests for Proposals (RFP) or via Targeted Grants as allowed under the Commission's Grant Issuing Authority per 372.023 Florida Statutes.

Funding Considerations

The total amount of funds available each year for new and continuing projects cannot exceed the maximum funds allotted by the Commission for the Program. The Commission's intent is to fund projects at the approved budget level, as specified in the agreements, to their scheduled termination; however, the amount of available funding cannot be guaranteed until funds have been appropriated by the Legislature. The Program will provide written notification to current projects if funding changes occur once final budget allocations have been made each fiscal year. If the obligations for ongoing projects exhaust the projected available funds for the upcoming fiscal year, the Commission may place a moratorium on the Program for new projects for the upcoming funding cycle. This information will be published on the Program's website, <http://www.wildflorida.org/SWG>.

APPLICATION PREPARATION AND SUBMISSION

Applications submitted to the Program should clearly present their value to the conservation and management of wildlife in Florida and relevance to Florida's Strategy. Applicants should carefully review their applications to be certain they are complete and all information essential for a critical evaluation of the project is included. Any omissions are the responsibility of the applicant and may not be appended to an application that has already begun the review process. Applications may be rejected if they do not adhere to these guidelines and to the additional criteria described in the application notice.

The Program Coordinator will acknowledge the receipt of each application submitted for funding consideration. If the applicant does not receive acknowledgment of the application within five (5) working days after the submission deadline, he/she should contact the Program immediately.

Preliminary review can be requested (in writing) for applications submitted by the early submission deadline. Applications will be preliminarily reviewed for completeness, correct format, and adherence to additional requirements in the notice for applications. The application will be returned to the applicant if it is found to be deficient in some manner. The applicant will have no more than ten (10) working days from the date of the request or until the final submission deadline to correct and return deficiencies. Applications may be rejected entirely if corrections are not received in the allotted time.

Applications received after the early submission deadline but by the final submission deadline likely will not be preliminarily reviewed due to time constraints. The applications will be reviewed for completeness, correct format, and adherence to additional requirements in the

notice for applications, but applicants may not have the opportunity to correct deficiencies. Applications received after the final submission deadline will be rejected without review unless the Program publishes or otherwise provides alternate written instructions.

Each application package must include the required sections listed below. Successful applications are attached to, and become a part of the grant agreement.

Preparation Instructions

All applications must carefully follow the preparation and submission instructions provided in these guidelines. Adherence to these instructions will be strictly enforced unless the Program publishes or otherwise provides alternate written instructions. Applications may be returned for failure to comply with proper preparation and submission instructions. It is recommended that prior to submission applicants review their application for completeness.

Applications must be submitted in English. An electronic copy of each application is required for each submission. Paper copies are not permitted.

Format requirements:

- Double-spaced (except the project summary);
- 1"x1"x1"x1" margins;
- Page numbers in the top right hand corner;
- ≥11 pt Times New Roman font;
- Microsoft Word®, pdf (portable document format), or text file;
- Sent via email (preferred) or mail on a computer disk of acceptable format.

Applications must include each of the following sections arranged in this order:

- Scope of Work;
- Biographical Sketches;
- Budget Narrative and Budget Sheets; and
- Other Material, including high resolution or color graphics to be considered with the application, must be attached to the application as appendices

Additional application preparation information, including forms and sample formats, may be available on the Program website, <http://www.wildflorida.org/SWG>.

Scope of Work (Project Narrative)

Project Summary

The project summary may be **single-spaced** but must be **limited to one (1) page**. The summary should include statements summarizing the project objectives, methods to be used,

and the significance or value of the proposed project to the conservation and management of Florida's wildlife. The project summary should include the following section headings: Project title, Grant period (dates), Need, Objective, Expected benefits, Approach (methods), Location, and Estimated cost (request, match, total).

Project Description

The project description is the main body of the application and should present a detailed explanation of the proposed project. The project description is **limited to five (5) pages** and should contain the following sections.

Introduction- This section should state the source and magnitude of the problem the proposed project addresses; the background and justification of the project; the project's relevance, significance, and/or value to wildlife management and conservation in Florida and relevance to Florida's Strategy; the expected results or benefits if project objectives are met; and a review of previous or similar work, including the relationship of the proposed project to such work.

Objectives- This section should state the specific objectives of the proposed project. These should include the particular questions to be addressed or answered, the measurable increases in knowledge expected, and any tangible products to be produced.

Methods- This section should describe the plan of proposed work relating to the project objectives, including the design of experiments to be undertaken, and a detailed description of methods and procedures. This section should also contain detailed descriptions of data analyses, techniques, and procedures. Description of methods and procedures must be of sufficient detail to enable Commission staff and reviewers to evaluate the project's technical merit and potential to meet the stated objectives. Special emphasis should be made with regard to including an estimate of variability, statistical power, or justification of the sample size to determine if the study will be effective. When animal handling is to be part of a project, describe what accepted humane methods will be used and, if possible, cite a reference for the standards to be followed. Also, describe potential research impacts on the species being studied and include citations of supporting literature.

Schedule- This section should provide a narrative and an illustrative table or graph specifying the timing of tasks in the proposed project such as the beginning and completion dates for project planning, study site selection, data collection, and data analyses. The schedule should detail what specific objectives will be initiated, worked on, or completed and what deliverables will be provided in each quarter. Unless different dates are specified in the grant agreement, the quarters are July 1 to September 30 (Q1), October 1 through December 31 (Q2), January 1 through March 31 (Q3), and April 1 through June 30 (Q4). The project schedule should be as detailed as possible since it will serve as a measure against which Commission staff evaluate the progress made in the ongoing project and determine whether the project is meeting its agreement objectives as required. No cost extensions may be granted to allow for final report preparation. Although funds for a given fiscal year should be available on July 1, completion of all tasks relating to agreement finalization and the subsequent release of funds may be delayed until the end of the first quarter.

Appendices- Appendices may be used to present data, reprints, or other pertinent material to be considered in the application evaluation.

Biographical Sketches

Brief biographical sketches of the project director and principal investigator (if different) and other project personnel are required [**limit to one half (1/2) page** for each individual]. They should include educational background, experience, and publications produced that relate directly to the project. The required qualifications for graduate students and/or personnel who will work on the proposed project must be stated if the individuals themselves have not already been selected. Project directors must specifically state the qualifications, experience, and available facilities that uniquely qualify them (or their institution) to conduct the proposed project.

Budget

The budget information consists of two parts: a narrative and budget sheet for the proposed project. Budget information must be submitted in U.S. dollars. The budget narrative fully describes and justifies the requested funds for salaries, equipment, travel, equipment operation and rental, materials and supplies, and indirect costs. The budget sheet summarizes requested funds in these categories for **each fiscal year (July 1 to June 30)**. A detailed line-by-line budget is required for project evaluation; but, if an agreement is awarded, payments are made in fixed sums at scheduled intervals (typically quarterly) according to the agreement. Note that sufficient time and funds must be built into the schedule and the budget to accommodate preparation of the draft final report following completion of fieldwork for the project. Each applicant is expected to submit complete budgetary needs, identifying any and all support, whether pending or current. Commission support of a project must enable the applicant to achieve all of the objectives specified in the scope of work and produce a complete final product, regardless of additional pending support.

Match- Most projects will be required to provide contributions (usually non-federal) of a specified percentage of total project costs to match awards. The matching requirements for funds requested from the Program are typically 50:50. For projects that contribute to the Strategy's development, a 75:25 (request:match) match may be obtained. Matching may be in the form of allowable costs incurred. Funds may be requested as match for an existing or pending agreement with another state agency or non-profit entity as allowed by any applicable program rules or law. Funds may not be requested as match for an existing or pending agreement with a federal agency. All sources of matching or cost sharing contributions must be stated in the budget narrative and summarized on the budget sheet for each fiscal year. The matching requirements for funds requested from the Program will be specified in the grant agreement.

Salaries and Wages- The Commission emphasizes that the primary use of project funds should be for logistic support of projects and not for salaries and wages of senior personnel. The Commission understands that salaries and wages of some researchers and other personnel directly associated with a proposed project may constitute appropriate costs in proportion to their time devoted to the project. The budget narrative must include the following for each position associated with the proposed project: position title (e.g., project director, graduate research assistant, laboratory technician); detailed description of the work requirements; time allocation of work (e.g., full time, ½ time, 10 hours/week); dates the position is to begin and end; and the total amount of funds requested. The budget sheets must include all position title(s) and details of salaries/wages for each fiscal year. The Commission considers research to be one of the normal duties of most college and university faculty. Project funds may not be used to augment the salaries or rates received by faculty members during the period covered by their faculty appointments. Summer salaries for faculty on academic-year appointments may be funded for not more than three (3) months using the previously stated rates. The budget may include funds for graduate research assistant stipends. The amount requested and time allocation (e.g., ½ time, ¼ time) for the stipend must be consistent with the regular practices of the applicant's department. Tuition fee waivers, or any other fees, must be identified in the budget narrative and be included in the stipend dollar amount in the budget.

Fringe Benefits- Fringe benefits may be treated as direct costs. The applicant must state how the amount of fringe benefits used by his/her institution is normally determined.

Equipment- Requests for equipment with a usable life expectancy over one year and costing \$1000 or more must be included in the budget narrative. The requested equipment must be essential to conduct the proposed project and not available from the applicant or the institution. General-purpose office equipment will not normally be considered for support. Equipment items only should be requested if equipment requirements are unique for the proposed project. Vehicles, boats, motors, computers, and other major equipment should be rented unless purchase of used equipment (including anticipated repairs) is documented as being less expensive. Commission staff will evaluate the need and justification for the requested equipment, the capability of the applicant and the institution to provide the requested equipment, and the useful life expectancy of the requested equipment. Properly justified equipment with usable life expectancies greater than the project duration typically will be funded on a prorated basis. The balance of the equipment costs will be the responsibility of the project director or the institution. Final disposition (retention, sale, transfer) of all equipment upon project termination will be determined on a case-by-case basis. If the applicant lists the prorated equipment costs in the budget, he/she must clearly state that he/she has done so and also indicate the new cost of the equipment.

Travel- Funds may be requested for travel that is necessary to conduct the proposed project. The state travel reimbursement rate has been established at \$0.29/mile. The daily meal rate is \$21.00 (\$3.00 breakfast, \$6.00 lunch, \$12.00 dinner). The flat rate per diem is \$50.00. The type and extent of travel and its relationship to the proposed project must be specified in the budget narrative. Normally, travel for project personnel to attend meetings and conferences is limited to two national or one international venue(s) per year. Funds for travel are not disseminated on a reimbursement-per-trip basis; they are included in the fixed sum payments made at scheduled intervals as specified in the grant agreement. It is the project

director's responsibility to coordinate the disbursement of travel funds to project personnel from these payments.

Equipment Operation- Funds may be requested for mileage; reasonable, anticipated equipment repairs; and other costs to operate equipment. Mileage and other costs must be estimated and justified for each fiscal year.

Equipment Rental- Requests for equipment rental must include the type of equipment, intended use, rental rate, and length of time needed. Equipment rental must be included on the budget sheets for each fiscal year.

Materials and Supplies- Funds may be requested for required expendable materials and supplies not available from the applicant or the institution. Costs for materials and supplies must be itemized in the budget narrative and summarized on the budget sheets for each fiscal year.

Computer/Data Processing- Funds may be requested for computer services. A justification of the need for such services and a statement of established computer service rates must be included for each fiscal year needed.

Consultant Services- Funds may be requested for consultant services, if such services are necessary to conduct the proposed work. The request must be fully justified in the budget narrative. Information must be given on the consultant's expertise, institutional affiliation, compensation rate, and expected duration of work. Travel costs for consultants must be listed separately with the other travel costs in the budget narrative. Consultant salaries will be evaluated similarly to other salary requests.

Other Costs- Funds requested for costs that cannot be placed in one of the previous categories must be listed with a brief description, and an itemized cost list must be included in the budget narrative for each fiscal year.

Indirect Costs- Funds may be requested for indirect costs **not to exceed 15% of the salary and wage** (but not including fringe benefits) request for each fiscal year. This rate was determined by the Commission in conjunction with representatives of other state agencies, universities, private research institutions, professional wildlife organizations, and private conservation organizations. If an applicant's institution normally requests a higher rate for indirect costs, costs over 15% should be changed to direct costs and listed under the appropriate areas in the budget statement. Florida Statute 216.346 specifies that in any contract between State of Florida agencies, including the public universities and community colleges, the agency receiving the contract monies shall charge no more than 5% of the total cost of the contract for overhead or indirect costs or any other costs not required for the payment of direct costs.

APPLICATION EVALUATION AND SELECTION

Applications determined to be complete through the submission process will be distributed to technical experts for review. The technical reviewers will have research or other expertise in the subject area covered by the project. Reviewers include internal and external experts; for example, representatives from state or private universities and other educational facilities, industry, research, and other for-profit and nonprofit organizations, federal, state or local governmental agencies and private individuals. Reviewers evaluate and score applications according to a standard review format for technical merit and the capabilities of the proposed project personnel and their institution to meet the project objectives. Applications are evaluated on content and format as submitted and not on potential for improvement.

The mean score for each application is calculated then tabulated to compile a ranking by score. Typically only the top 50% of the ranked applications are submitted to the Grants Committee along with reviewer evaluations and comments.

The Grants Committee members review and evaluate the top applications. The Grants Committee considers the following important criteria: the overall feasibility of project; the capability of project personnel for completing the project; the reasonableness of the requested budget; and how closely the project addresses one or more of the conservation needs identified in the Strategy.

Applications may be negatively affected by an applicant's past performance under previous Commission agreements if there is evidence that documents any deficiencies including a history of late deliverables. Poor past performance alone is not sufficient reason to reject an application from further consideration. However a new agreement cannot be executed until all prior obligations have been met. In such cases, the Grants Committee may provide a conditional recommendation for funding, but must require that all prior obligations be cleared within 90 calendar days of the Grants Committee meeting including, but not limited to the development and execution of any required settlement agreements with the Commission.

Recommended applications are ranked by the Grants Committee evaluations and then are presented to the Commission's Executive Director or their designee for approval.

AGREEMENTS, REPORTING CRITERIA AND OTHER RESPONSIBILITIES

Agreements

The Program will negotiate and execute written grant agreements with successful applicants to obligate funds pursuant to all applicable rules of the Commission and State law. Agreements may be Fixed Price/Fixed Rate Price, Cost Reimbursement or a combination thereof. Cooperative Agreements may be used if Program determines that there is a substantial amount of involvement between the Commission and a recipient.

Reports and Deliverables

Recipients of Commission funds will be required to provide periodic reports or other deliverables to assist the Program monitor the ongoing activities and progress of the project. A copy of the Program's *Report and Manuscript Guidelines* will be provided as guidance for the preparation of progress reports. The Commission expects such reports to be carefully prepared, complete, and **submitted on time** according to the schedule specified in the agreement. Invoices associated with required reports cannot be paid until the report has been properly reviewed and approved by the Commission. Invoice payments may be delayed because of untimely report submission and invoices may be returned if the required deliverable is not received within 45 days of the scheduled due date.

Unless otherwise indicated in the agreement, reports will be designated and required as follows:

Progress Reports- Typically, no more than three (3) progress reports will be required during the fiscal year and may be scheduled according to periods of performance corresponding to the following quarterly schedule:

First Quarter (Q1) = July 1 - September 30, due on or before October 15;
Second Quarter (Q2) = October 1 - December 31, due on or before January 15;
Third Quarter (Q3) = January 1 - March 31, due on or before April 15;
Fourth Quarter (Q4) = April 1 - June 30, due on or before July 15.

Annual Reports- Annual reports run on a yearly basis according to the date of the grant agreement and are submitted in lieu of one (1) quarterly progress report. The report should cover all details of the project for the preceding 12 months. Annual reports must contain a comprehensive and quantitative description of the progress made during the year as detailed in the Program's *Report and Manuscript Guidelines*.

Final Reports and Other Deliverables

Each funded project will require the submission of a final report or other product(s) that will be specified in the agreement and will vary according to type and the overall objectives of the project. Final reports are typically due within three (3) months of the end of field-work or no later than December 1 of the final year of the agreement to allow sufficient time for a final review and revisions to the final report in time to approve final invoices before the end of the fiscal year.

Final reports should be carefully prepared, complete, and submitted on time and must include a complete description of all project activities and results. Draft final reports do not receive outside review, but are reviewed by Commission staff to ensure all project objectives were achieved. In addition, final reports are reviewed for clarity, consistency, style, format, and typographical errors. If Program staff determines that a final report or other final product is not acceptable or needs revision, a copy of the edit-marked manuscript and a letter will be sent to the project director for review. Responses will be required for all requested clarifications, comments, and suggestions and where appropriate should be incorporated in a revised draft final report and resubmitted to the Commission within the timeframe specified in the agreement for the final report.

It is to the benefit of the project director to ensure that all review comments are fully addressed by providing separate additional supportive explanations or justifications of techniques, results, etc., if appropriate. No further action will be taken with regard to the project, including payment authorization for invoices, until requested actions are completed and an acceptable report is received.

Final reports generally follow the style for ***Journal of Wildlife Management*** (<http://www.wildlife.org/publications/journalguidelines.pdf>). In addition to the submission of a paper copy, an electronic copy (pdf, text, or Microsoft Word® file) is required for copy-editing purposes. As stated above, sufficient time and funds must be built into the project schedule and budget to accommodate preparation of an acceptable final report prior to agreement termination. If the proposed schedule does not have enough time for these requirements, Commission staff will add up to one more fiscal year and withhold funds accordingly.

Payments

The final determination for the disbursement of funds will be negotiated during the development of the agreement to ensure that State receives the best delivery of service and best value. If an applicant can demonstrate the lack of sufficient working capital to efficiently conduct the project, or if it is otherwise determined during the negotiation process, the program will consider alternative methods of compensation. In certain instances advance payment may be requested pursuant to the Florida Department of Financial Services' Reference Guide for State Expenditures. Fixed price/fixed rate price or a combination of cost reimbursement and fixed price/fixed rate price may be negotiated if sufficient justification is provided to complete a detailed price analysis or cost analysis of the proposed budget.

Typically an interim or final deliverable and invoice are required to complete a request for payment, and must be submitted in accordance to the schedule negotiated in the agreement.

To guarantee that the Commission receives timely and satisfactory final reports or products, a percentage (typically 25%) of the total funds may be withheld for the receipt of the final report or products.

Projects developed jointly by more than one institution must specify one institution as the primary institution. The agreement will be between the Commission and the primary institution. Progress and final reports will be expected from, and payments made to, the primary institution.

All applications submitted to the Commission may be subject to public inspection pursuant to Chapter 119, Florida Statutes, but not until at least ten (10) days after the application deadline. See F.S. 119.07(3)(o).

Visual Records

Project directors will be encouraged to submit a minimum of ten (10) digital images (preferred) with a resolution of at least 360 dpi or 35-mm color slides with the final report. Funds for film and processing to complete this requirement may be requested in the project budget. Images or slides should depict various aspects of the project, including the procedures employed and the species involved.

Recording and Reporting the Effects of Research

Scientists have an obligation to assess the impact of their research and to minimize such impacts. Scientists should always weigh potential gain in knowledge against the adverse consequences of disruption. Project directors should clearly describe the nature of their disturbance including the frequency and duration of intrusions so that others can evaluate the data and conclusions. All reports should include a summary of the disturbance and effects caused by the investigation.

Permit Requirements

It will be the responsibility of all recipients either prior to or immediately after receiving notification of a grant award, to apply for and secure any permits required to conduct the proposed work. Program staff cannot lobby for or expedite the issuance of any permit on behalf of a recipient, but upon request may provide written verification of a grant award to any permitting office or agency. Recipients should be aware that up to 90 days or longer may be required to process some State permit applications.

Data Collection

Important locality data, whether project data or general/incidental observations, should be collected in a manner that can be incorporated into databases maintained by the Commission to record wildlife and fisheries/aquatic observations. This information typically relates to the locations of important wildlife-use areas (e.g., shorebird nesting colonies, heron and egret rookeries) and notable wildlife occurrence records (e.g., of species ranked highly for survey, monitoring, research, or management needs). Because of the importance of such information, it is crucial that records of notable observations are kept. It is equally important that data collected be stored in a standardized format in a computer database to facilitate rapid, accurate retrieval (both in narrative and mapped form), and comprehensive updating. In addition to electronic data storage, field survey forms and field notes have value and need to be archived for future reference.

Wildlife observation forms provide a convenient way to record data from surveys where only minimal information is desired or from general/incidental observations. Wildlife observation forms contain the minimum amount of information that should be reported in order to fulfill the successful applicants' agreement with the Commission. The core structure of the Wildlife Occurrence Database System and an example of the fields used in the database are in the Programs' *Report and Manuscript Guidelines*.

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