

## Request for Proposals

# Texas Wildlife Research Program Federal Aid in Wildlife Restoration Act (Pittman-Robertson) Grants



November 2018

### Project Scope

The Wildlife Research Program of Texas Parks and Wildlife Department (TPWD) is requesting proposals from universities and non-profit organizations/agencies interested in partnering with TPWD to investigate important wildlife conservation and/or management questions through grant funded research opportunities. **The origin of this funding is the Federal Aid in Wildlife Restoration Act (WR) program, which is a federal assistance program for state wildlife conservation agencies.** The purpose of the WR Grants program is to restore, conserve, manage, and enhance wild birds and mammals and their habitats. During this funding cycle, TPWD plans to make up to \$500,000 in funds available to support a cooperative, cost-share project specifically for the project topic listed below. **Unsolicited proposals for topics other than the one explicitly listed within this RFP will not be considered for funding.** Additionally, proposals for law enforcement, education, recreation, non-birds or mammals, and plant conservation activities are not eligible for WR Grant funding.

### Background

The WR program is a federal cost-share program that supports proactive conservation and management activities that benefit native bird and mammal species and their habitat.

Because of the federal granting requirements that are passed along to TPWD, all grants must be administered as cost-share agreements through the grant applicant's agency or institution. All grants require a non-federal (i.e. private, municipal, or state funding) match of 25% of the total grant cost (funds are available on a 75:25 cost-share ratio). The grant applicant's institution/organization must provide the matching funds (25% of the total project costs) and the source of these matching funds must be identified in the grant proposal. Grant funds will be provided to the grantee on a reimbursement basis; the grantee's institution or organization will receive reimbursement of up to 75% of their eligible invoiced expenses.

## **Statement of Work**

This solicitation calls for proposals that will implement specific conservation actions that have been identified by TPWD Wildlife Division staff as priority issues for this funding cycle. Due to the more limited nature of funding made available this funding cycle relative to previous years, only one research topic of interest is listed for funding. All proposals submitted must directly address the following topic in order to be considered for funding. TPWD reserves the right not to select a proposal due to funding limitations, insufficient proposal quality, or any other factors deemed appropriate.

Research topic of interest for this funding cycle: [Distribution and Abundance of Summer Bats in Texas PDF](#)

It is highly recommended that the PI communicate with the RFP contact listed in the above link at the beginning of the proposal writing process to insure that your proposal will address the issues of interest to TPWD using methodologies of interest to the agency. This will greatly increase the likelihood of your project being funded.

## Specifications:

### 1) Native Bird and Mammal Conservation/Management:

All proposals must be consistent with the purpose of the WR program in that they must contribute to the conservation and/or management of Texas native bird and mammal species.

### 2) Matching Requirements and Funding Limitations:

The funding awarded through this RFP originates from the WR grant program, which is described above in the Background section of this RFP. WR is a cost-share program that requires a non-federal match to the funding that is awarded. The current cost-ratio for WR grants is 75:25 meaning that all grants require non-federal matching funds that are equal to at least 25% of the grant's total cost. Funds will be made available to the grantee on a reimbursement basis.

**All funding recipients under this RFP will be required to provide the non-federal matching funds for their grant (25% of the grant's total cost).** No federal funds, including funds from other federal grant programs, can be used as matching funds for the WR grant program. Non-federal matching funds cannot have been used to match other federal grants.

We anticipate that approximately \$500,000.00 will be available to support the proposal funded through this RFP. Any requested amount must meet the 75:25 matching rate already listed.

### 3) Proposal Format and Proposal Preparation Guidance:

All proposals submitted in response to this RFP must be written in the format described in **Appendices I and II**. Proposals should contain a thorough description of the activities to be performed and the data that will be collected and provided with the project's Interim Performance Reports and Final Report.

Proposals must be submitted in Microsoft Word format, and budgets must be submitted on the provided Excel template. Complete proposals, *not* including the itemized budget, are limited in length to ten single-spaced, 8-1/2 x 11 inch pages, using 11-point font or greater with one inch margins. Proposals exceeding this length will not be considered. The project title in the separate Excel budget form should match exactly the narrative (text) title for the project. Text in the Excel budget should also be 11 point font or greater. The proposal may include up to six additional pages for needed attachments and/or appendices that may present data tables, graphs or maps that support the proposal's narrative section. Additionally, the proposal must be accompanied by a brief biographic summary for each Principal Investigator (PI) working on the project. The biographic summary should be a brief description (not more than one page) of each applicant's

experience and knowledge as it relates to the activities included in the proposal and is not expected to be a complete resume. (The biographic information does not count against the ten-page proposal page count or the six page attachment page count limits.) The attachments and biographical summaries above should also use 11-point font or greater with one inch margins. Total electronic file size for all materials submitted should not exceed 25 MB. We will send an email within 2 business days confirming receipt of your application. Application materials will not be returned following evaluations and awards.

4) Compliance with Federal and State Law:

Excise taxes on firearms, ammunition, and archery equipment are collected and appropriated from the WR account. These funds are then apportioned to the states based on a formula that takes into account the size of the state and number of licensed hunters in that state. Texas has opted to pass some of these monies on to sub-recipients for research through this RFP. Because the WR program's funds are federal dollars, all activities funded through the program must comply with all federal laws.

Successful grant recipients will be considered sub-recipients of TPWD **and will be required to comply with all applicable federal and state laws and regulations including the provisions of the National Environmental Policy Act and the Endangered Species Act.** If handling endangered species, the PI will be required to provide his or her federal scientific collecting permit number or indicate if the PI will obtain a federal scientific collecting permit before contract approval. Additionally, the grant recipient is required to obtain a state scientific collector's permit if any non-threatened or endangered species will be captured, held in possession temporarily, or collected as part of the project.

Projects that involve construction or soil-disturbing activities must be prepared to address their potential effect on archaeological and cultural resources as well as historic preservation. Projects that involve the capture or collection of any vertebrate species may require Animal Welfare compliance (e.g., Laboratory Animal Welfare Act of 1966 and Health Research Extension Act of 1985).

As a condition of accepting federal funds through the WR program, grant recipients must agree to adhere to all Federal Assistance compliance requirements including a thorough written assessment of the project's Environmental Compliance in **Section R** of the proposal (see **Appendix I** for details) and the timely submission of financial and project performance reports. The recipient's organization must have a system to track and document all expenses claimed toward the grant.

Any work to be performed on private lands in Texas using these funds requires, as a

matter of state statute (TPW 12.103) and TPWD policy, that grantees secure written permission from the private landowner(s) for the purposes of (1) access to the land, and (2) use of data collected on that land. If your project will include reporting results from specifically identified private lands, written permission from applicable private landowners will be required to be provided to TPWD before the contract can be approved. Complete and attach form [PWD 0153a Landowner Permission for Wildlife Research PDF](#) including landowner(s) signature and date to this application packet to verify that they have read, understood, and agreed to your proposal, will grant access to their land to specified individuals, and will grant permission to use data obtained from the project for scientific and/or environmental consultation purposes (e.g., reports, maps, databases). OR, if the project has not specifically identified private lands at the time of proposal submission, a form PWD 0153a Landowner Permission for Wildlife Research must be provided later before contract approval. If such action becomes necessary after the contract has been signed, then documentation, as specified above, will be required before work can begin on identified private lands study sites.

5) TPWD Wildlife Division Project Coordinator:

PIs should provide the name of the TPWD Wildlife Division employee that they would prefer to act as the Project Coordinator (PC) for their project(s) subject to the provisions below. All TPWD-funded research projects must include a TPWD employee contact who will serve as first point-of-contact and advisor on all matters related to the project. This person will serve as co-author on any publications resulting from this research and will be the point of contact for submission of all required reports. If no PC is identified by the PI, then one will be assigned. **If a PI does have a preferred PC, the PI must contact the proposed PC to inform him/her of this fact and to obtain written approval (email is sufficient) from the proposed PC's supervisor (via the PC) that he/she is approved to function as a PC on the project. This approval must be obtained prior to listing the proposed PC on the proposal. Include this approval as one of the proposal attachments. A PI's failure to verify this supervisory approval prior to proposal submission may result in a different PC being assigned to the project IF the project is selected for funding.**

6) Performance Reporting Requirements:

All successful applicants will be required to provide annual reports of their project's activities to satisfy federal project monitoring requirements.

An Interim Report will be due to TPWD within 30 days of the annual reporting period end date of the grant as listed in the contract. A Final Report will be due to TPWD within 30 days of the completion of the grant. Interim and Final reports are critically important and must be submitted on time in order to process grant invoices. Invoice payments may be delayed because of untimely report submissions and invoices may be returned if the

required reports are not received on or before their scheduled due dates. **Each Interim Report and the Final Report must be provided in Microsoft Word format; reports submitted in any other format will be rejected.** PIs are encouraged to submit digital images/photos with their reports that depict various aspects of their project including procedures employed in the field, their study site, and the species involved in the project. Performance reports must contain a comparison of the actual accomplishments during that grant segment with the objectives of the grant as written in the proposal/scope of work. If applicable, an explanation must be provided describing why the objectives were not met and any other pertinent information relevant to the project results.

7) Duration of Grants:

Grants must start September 1, 2019, or any reasonable time thereafter. Please be sure to take into account delays that result from hiring students, complying with federal or state regulations (particularly those involving ground disturbing activities), special order equipment, or other items applicable to the submitted project. Typical grant duration is expected to be two to five years in length.

8) Budget Preparation:

The necessary funding for the entire project should be included in the proposal. The budget should be prepared as a series of state fiscal year budgets (September 1 to August 31) for each year or partial year of the project. The budget also should identify the source(s) of the non-federal matching funds that will be provided by the grant recipient. **The budget shall be prepared by the institution's fiscal, budget, or grant staff, and signed by this individual.** Once the contract is developed between TPWD and the grant recipient's institution, TPWD will reimburse the grant recipient for up to 75% of its approved invoiced costs. More information about budget preparation is found below in **Appendix I, Section N and in Appendix II.**

9) Pre-Award Meeting:

Successful grant applicants and their relevant fiscal staff shall participate in a pre-award meeting with relevant TPWD program and Federal Assistance staff to discuss reporting requirements and financial aspects of the grant process.

10) Evaluation Criteria:

All of the proposals received through this RFP will be evaluated under the same set of criteria. These criteria are described in **Appendix III.**

## **Proposal Submission Deadline and Contact**

**The deadline for the submission of proposals is the close of business (5:00:00 p.m. CST) on Friday, January 18, 2019.** Proposals that are received after this date and time will not be considered for selection. **No exceptions will be allowed.**

Applicants must submit an electronic copy (Microsoft Word/Excel files) of their proposal in the format described in the attachments to TPWD by this deadline. Email proposals to [wildlife.research@tpwd.texas.gov](mailto:wildlife.research@tpwd.texas.gov).

Questions regarding the content of this RFP may be directed to [wildlife.research@tpwd.texas.gov](mailto:wildlife.research@tpwd.texas.gov).

Proposals sent in response to this solicitation will be evaluated by a review committee based upon the criteria listed in **Appendix III**. The solicitation and evaluation will follow the timeline below.

### **Approximate Timeline:**

- Early November 2018 – RFP issued.
- January 18, 2019 – Proposals due to TPWD. Copies of proposals that followed all submission instructions will be distributed for review.
- March 2019 – Wildlife Research Review Committee meets to assess, rank, and choose final proposal for award.
- On or about April 1, 2019 – Successful grant applicants will be notified, any needed revisions to the proposal will be requested of the PI, and a TPWD biologist will be assigned to the project. The TPWD lead biologist, or Project Coordinator (PC), will work with TPWD's Federal Aid office to guide the proposal through the process of becoming a federal grant (i.e. creation of the grant's project statement using the U.S. Fish and Wildlife Service's online system, creation of required environmental compliance documentations, etc.). The project is subject to final approval by the U.S. Fish and Wildlife Service. Once the federal award is received, TPWD will enter into a contractual agreement with the sub-recipient and ultimately issue a purchase order to fund the project.
- Awardees (PIs) will have until May 1, 2019, to submit back to TPWD through their PC any requested changes to their proposals as requested by the Wildlife Research Review Committee. Delays in return of these updates/edits will result in a delayed project starting date in the contract.

- Due to the time requirements needed for full processing by both the TPWD and the U.S. Fish and Wildlife Service, projects cannot have starting dates earlier than September 1, 2019.

### **Other Considerations**

At all times, grantees shall be considered cooperators and not agents or representatives of TPWD.

Grantees shall be subject to potential audit by the Texas State Auditor's Office and the U.S. Department of the Interior. Because of the origin of this funding, grantees will be considered to be sub-recipients of both TPWD and the U.S. Fish and Wildlife Service.

TPWD reserves the right to terminate a contractual agreement for failure to perform obligations under the contract.

**TPWD reserves the right not to select a proposal in the listed topic area due to funding limitations, insufficient proposal quality, or any other factors deemed appropriate.**

## **Appendix I: Proposal Format**

**Each proposal must follow this format. Proposals in older formats will be rejected. *All proposals must include all sections below to be considered.***

A. Proposal Title:

Should be clear, concise, and 12 words or less.

B. Proposal Period:

List the starting and ending dates of the proposed project. In consideration of the time required for full processing by both TPWD and the U.S. Fish and Wildlife Service, grants may have starting dates of September 1, 2019, or later.

C. Principal Investigator(s) Name and Affiliation:

Current contact information for the principal investigator (PI) and any co-investigator(s) (co-PIs): in priority order. Provide name, affiliation, work address, work telephone number, and email address. A TPWD Project Coordinator (PC) must also be identified in this section. This person will serve as co-author on any publications resulting from this research. Provide documentation of PC's written approval to function as project coordinator as an attachment to this proposal. Write "No PC identified, please assign one" at the end of this section if you have not identified a PC for the project and TPWD will assign one.

D. Description:

Essentially an executive summary or abstract of the project; should not be more than a paragraph.

E. Need:

Describe why the project is being proposed and the need that will be met or the problem solved by the project. This section should contain the necessary background information, historical perspective, and other supporting information that will help the reader understand the importance of the project. It should cite the most appropriate, relevant scientific literature and describe how the project will build upon the findings of previously published research.

F. Purpose:

State the purpose of the project based upon the need. This is a short and broad statement that describes the desired outcome of the proposed project in general terms. This section is usually one or two sentences.

G. Objective(s):

This is comprised of one or a few short, concise statements that list the things that will be accomplished through the project to address the need(s) listed above. The Objective

section is typically **one to three sentences**. The objectives of the grant should be specific, measurable, attainable, relevant, and time- and space-bounded.

H. Hypotheses:

Based on the objectives above, formulate specific research hypotheses to be tested or model predictions to be validated. These should be clear, relevant, and informative (i.e., nontrivial, not obvious, or redundant).

I. Expected Results or Benefits:

This section should describe the anticipated benefits or management implications of accomplishing the project objectives. It should explain how results will be translated into management recommendations. It should explain the limits to which results are applicable over space and time. It should define what would constitute project success. In most cases, this includes the expected benefits to the public, species, and/or habitat. It should include a clear and complete description of the data that will be collected during the project and the data that will be provided in the Interim and Final Reports for the project. Anticipated publications may also be noted.

J. Approach:

This section describes the activities, methods, or procedures that will be used to accomplish the objective(s) of the project. The activities, methods and procedures should be described in a logical sequence of events and should describe the data that will be collected and provided in each Report. The level of detail should be commensurate with the nature and complexity of the project and the level of funding requested. Provide specific references to support the activities, methods, or procedures proposed. **Note:** A detailed approach describes all field activities (e.g., habitat manipulation, ground disturbance, off-road vehicle use, etc.) and identifies the majority of information needed to document environmental compliance.

*This section must also clearly describe the data analysis methods to be used. Identify any assumptions made; the sampling or experimental units; minimum sample size; and any controls, treatments, and replication. Include a detailed description of the experimental design and statistics to be used.*

K. Useful Life:

Any grant that involves a capital improvement that has a cost or value of \$10,000 or more must include a statement of the anticipated useful life of that capital improvement. If this section is not applicable, provide a statement such as “No capital improvements will be made using grant funds.”

A capital improvement, per 50 CFR 80.2, means:

(i) A structure that costs at least \$10,000 to build; or

(ii) The alteration, renovation, or repair of a structure if it increases the structure's useful life or its market value by at least \$10,000.

L. Geographic Location:

Identify as explicitly as possible the bounds of the study area including amount and number of public and private properties (e.g., Site or ranch name or street address if you have written landowner permission to disclose; county; region, municipality, or township; other description or information related to location). Include GPS Coordinates in degrees, minutes, and seconds, if available. If administrative/office activities are proposed, provide the address(s) where the work will occur. Provide a map of all field location(s) as an attachment. If ground disturbing activities will be conducted, provide a 7.5 minute USGS topographic map with the specific location of these activities, and include photos of the site.

M. Program Income:

In one or two sentences, state whether the proposed project will generate any outside income as a result of the grant's activities. In nearly all cases, we expect that program income will not be generated. If this section is not applicable, make a statement indicating as such.

N. Budget Narrative:

The narrative for this section may be included on the second sheet of the Excel Budget Template (in "TPWD Budget Justification"). If the budget narrative is placed in the second sheet of the Excel Budget, state here that "The budget narrative is located in the attached Excel Budget template."

A detailed, itemized budget should be prepared using the budget template provided that describes how the project's funding will be used/allocated. The budget should be prepared as a series of annual budgets that follow the state fiscal year (**e.g. September 1 through August 31**). Funds not spent in a fiscal year may roll to the following year within the contract grant period. Any request to roll funds will require a budget amendment.

The budget also should identify the source(s) of the 25% non-federal matching funds that will be provided by the grant recipient. Please note that for multi-year proposals, the budget for the total project must have at least 25% non-federal match.

The itemized budget must include estimated costs (rounded to the nearest whole dollar) for salary and wages, fringe benefits, travel costs (tips or gratuities and purchase of

alcohol are not reimbursable expenses), supplies, miscellaneous, and indirect costs. Also include contractual services if applicable to the project. Modified Total Direct cost (MTDC) must be calculated on the provided budget template, to which indirect costs should be applied. Typically, MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission (stipend), scholarships and fellowships, participant support costs, and the portion of each sub-award and subcontract in excess of \$25,000 over the life of the project. Please review your entity's currently approved NICRA for the base to which to apply your indirect cost rate as it may differ. **An example budget table and an example budget narrative are provided in Appendix II.**

O. Equipment:

Federal regulation (2 CFR 200.33) identifies equipment as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. Any equipment that is anticipated to be purchased using federal grant funds must be identified in this section for pre-approval of the expenditure, along with a projection of the equipment's useful life and a source supporting the useful life determination. Any item purchased using federal funds, which meets the federal definition of **equipment**, shall become the property of TPWD for tracking and auditing purposes. If the PI does not plan to purchase any equipment meeting the above definition, then a simple statement such as "No equipment will be purchased using grant funds." may be written in this Section.

P. Relationship with Other Grants:

Describe any relationship between this project and other related work funded by Federal grants that is planned, anticipated, or underway by the applicant's entity. Please note that this is not a criterion upon which the proposal will be evaluated. Whether or not related work is being funded under other federal grant programs will not affect whether a proposal is selected for funding. This is simply an information item that federal agencies require when preparing grant awards.

Q. Timeline:

Provide a brief outline or approximate timeline for the activities that will be carried out under the grant. Where applicable, please include project milestones or significant dates/deadlines in the timeline.

Example:

January 1, 2020: Official project start date

January 2020 to April 2020: hire and enroll MS student to complete the project, purchase supplies

April to August 2020: perform fieldwork as per Approach  
September to December 2020: analyze data, prepare interim report  
February 10, 2021: Interim Performance Report due to TPWD  
April to August 2021: perform fieldwork as per Approach  
September to December 2021: data analysis and preparation of Final Report  
December 31, 2021: Official project end date  
January 31, 2022: Final Report due to TPWD

R. Environmental Compliance:

If selected, the PI will be required to provide compliance documents based on the proposed work. This will typically include an informal Section 7 to comply with the Endangered Species Act. Provide a statement if federally threatened or endangered species may be impacted by this project. For information regarding potential impacts on federally threatened and endangered species in your proposed project area, please refer to the U.S. Fish and Wildlife Service's Information, Planning and Conservation System (IPaC) for the most current range maps and other information. The link can be found at: <http://ecos.fws.gov/ipac>.

If there will be ground disturbing activities as part of the project, then the applicant must comply with Section 106 of the National Historical Preservation Act. Applicants should also provide statements that explain whether or not the proposed grant activities are likely to affect water quality or wetlands (Clean Water Act), or air quality (Clean Air Act).

S. Literature Cited:

A list of the citations and relevant, recent literature used to develop the proposal.

T. Biographical Sketch:

A brief biographical sketch must be prepared for each Principal Investigator and Co-Investigator. Each biographical sketch is limited to one page for each individual. The biographical sketch is not intended to be a full Curriculum Vitae or Resume; it only needs to provide an overview of his or her educational background, relevant experience, and relevant publications. It may also include any relevant professional affiliations and collaborating entities (e.g. museums, biological field stations, research labs). This information does not count against the ten-page proposal page count or the six-page attachment page count limits.

U. Checklist:

Please include the follow documents/information (1 page) at the end of the proposal text to ensure a complete RFP application package. These items will not count against the ten-page proposal page count limit:

- 1) Are all sections listed in the proposal format guidelines (items A through U) included?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
  
- 2) Does the budget format follow the state fiscal year (Sept 1 through Aug 31) and have you had your grants or financial office review and sign off on the budget? Is the federal reimbursement request of your total project cost 75.00% or less?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
  
- 3) Please list the name, mailing address, phone number, and e-mail address of the likely point of contact for this project in your grants or financial office (the person with whom we would coordinate on the development of the Contractual Agreement and grant purchase order):  
Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_
  
- 4) If the project budget includes the use of an indirect cost rate (F&A), please attach a copy of (or a link to) your current Negotiated Indirect Cost Rate Agreement (NICRA). Note that, if selected, it is up to the sub-recipient to submit their entity's updated NICRA to TPWD as they are approved on an annual basis for the duration of the contract.
  
- 5) Include the DUNS number, SAM expiration date, and Texas Identification Number (TIN) for your organization (your grants or financial office should have these):  
DUNS: \_\_\_\_\_  
SAM expiration date: \_\_\_\_\_  
TIN: \_\_\_\_\_
  
- 6) Do you anticipate that any soil-disturbing activities will be required as a part of this project? If so, this may trigger the need for TPWD and the U.S. Fish and Wildlife Service to consider the potential impact to cultural resources under Section 106 of the National Historic Preservation Act or potential Tribal Consultation:  
\_\_\_\_\_ Yes \_\_\_\_\_ No

## Appendix II:

**Example Budget Table and Budget Narrative** *Note: WSFR verifies the cost share ratio to two decimals.*

Cost Categories	Federal Share (Please select one)	Applicant Share (Non-federal Match)	Total
<b>YEAR 1 - FY2020</b>			
<b>Personnel</b>			
PI/Grad Student Salaries	\$5,950	\$1,972	\$7,922
Temp Asst Salaries	\$3,510	\$0	\$3,510
Fringe Benefits	\$483	\$651	\$1,134
Travel	\$2,000	\$0	\$2,000
Equipment	\$0	\$0	\$0
Supplies	\$3,100	\$0	\$3,100
Contractual	\$0	\$0	\$0
Miscellaneous	\$2,142	\$0	\$2,142
<b>Total Direct Cost</b>	<b>\$17,185</b>	<b>\$2,623</b>	<b>\$19,808</b>
<b>Modified Total Direct Cost (MTDC)</b>	<b>\$15,043</b>	<b>\$2,623</b>	<b>\$17,666</b>
<b>Indirect Cost Rate as applied to MTDC</b>	<b>\$7,822</b>	<b>\$1,364</b>	<b>\$9,186</b>
<b>Unrecovered indirect as match</b>	<b>-\$3,300</b>	<b>\$3,300</b>	<b>\$0</b>
<b>Total IDC</b>	<b>\$4,522</b>	<b>\$4,664</b>	<b>\$9,186</b>
<b>Total (Yr 1)</b>	<b>\$21,707</b>	<b>\$7,287</b>	<b>\$28,994</b>
Total year 1 (%)	74.87%	25.13%	100.00%
Nonfederal Match (\$)		\$7,287	\$7,287
Nonfederal Match (%)		25.13%	25.13%
<b>YEAR 2 - FY2021</b>			
<b>Personnel</b>			
PI/Grad Student Salaries	\$11,900	\$3,944	\$15,844
Temp Asst Salaries	\$7,020	\$0	\$7,020
Fringe Benefits	\$965	\$1,301	\$2,266
Travel	\$4,000	\$0	\$4,000
Equipment	\$0	\$0	\$0
Supplies	\$3,500	\$0	\$3,500
Contractual	\$0	\$0	\$0
Miscellaneous	\$4,284	\$0	\$4,284
<b>Total Direct Cost</b>	<b>\$31,669</b>	<b>\$5,245</b>	<b>\$36,914</b>
<b>Modified Total Direct Cost (MTDC)</b>	<b>\$27,385</b>	<b>\$5,245</b>	<b>\$32,630</b>
<b>Indirect Cost Rate as applied to MTDC</b>	<b>\$14,240</b>	<b>\$2,727</b>	<b>\$16,967</b>
<b>Unrecovered indirect as match</b>	<b>-\$5,600</b>	<b>\$5,600</b>	<b>\$0</b>
<b>Total IDC</b>	<b>\$8,640</b>	<b>\$8,327</b>	<b>\$16,967</b>
<b>Total (Yr 2)</b>	<b>\$40,309</b>	<b>\$13,572</b>	<b>\$53,881</b>
Total year 2 (%)	74.81%	25.19%	100.00%
Nonfederal Match (\$)		\$13,572	\$13,572
Nonfederal Match (%)		25.19%	25.19%
<b>YEAR 3 - FY2022</b>			
<b>Personnel</b>			
PI/Grad Student Salaries	\$11,900	\$3,944	\$15,844
Temp Asst Salaries	\$7,020	\$0	\$7,020
Fringe Benefits	\$965	\$1,301	\$2,266
Travel	\$4,000	\$0	\$4,000
Equipment	\$0	\$0	\$0
Supplies	\$2,500	\$0	\$2,500
Contractual	\$0	\$0	\$0
Miscellaneous	\$4,284	\$0	\$4,284
<b>Total Direct Cost</b>	<b>\$30,669</b>	<b>\$5,245</b>	<b>\$35,914</b>
<b>Modified Total Direct Cost (MTDC)</b>	<b>\$26,385</b>	<b>\$5,245</b>	<b>\$31,630</b>
<b>Indirect Cost Rate as applied to MTDC</b>	<b>\$13,720</b>	<b>\$2,727</b>	<b>\$16,448</b>
<b>Unrecovered indirect as match</b>	<b>-\$5,400</b>	<b>\$5,400</b>	<b>\$0</b>
<b>Total IDC</b>	<b>\$8,320</b>	<b>\$8,127</b>	<b>\$16,448</b>
<b>Total (Yr 3)</b>	<b>\$38,989</b>	<b>\$13,372</b>	<b>\$52,362</b>
Total year 3 (%)	74.46%	25.54%	100.00%
Nonfederal Match (\$)		\$13,372	\$13,372
Nonfederal Match (%)		25.54%	25.54%
<b>GRAND TOTAL (\$)</b>	<b>\$101,005</b>	<b>\$34,231</b>	<b>\$135,237</b>
<b>GrandTotal (%)</b>	<b>74.69%</b>	<b>25.31%</b>	<b>100.00%</b>
Nonfederal Match (\$)		\$34,231	\$135,237
Nonfederal Match (%)		25.31%	100.00%

Enter full negotiated IDC rate:	52.00%
---------------------------------	--------

Cost Categories	Justification
<b>PI/Grad Student Salaries</b>	The PI has a 12-month position with the university. A prorated portion of salary (5%) will be used as part of the match. Graduate Research Assistant: The student will conduct a literature review, collect field data, conduct analyses and write report. 7 months (summer plus one semester) x 3 calendar years = 21 months @\$1,700/month = \$29,750, spread across fiscal years as indicated.
<b>Temp Asst Salaries</b>	Undergraduate Assistant: The student will help with field work and help process lab samples. Fulltime for 3 months of the year (40 hrs/week x 12 weeks = 480 hours), plus 6 hrs/week during the rest of the year (6 hrs/week X 40 weeks = 240 hours) = 720 hours/year @ \$9.50/hour = \$6,840 each calendar year (\$17,100 total), spread across fiscal years as indicated.
<b>Fringe Benefits</b>	Faculty: 33.0%; Graduate Research Assistants: 7.7%; Undergraduate Students: 0.7%
<b>Travel</b>	Travel rates will be reimbursed at the official rate authorized by the State of Texas. University vehicle use: 75 days @ \$25/day = \$1,875 University Mileage: 8,500 miles @ \$0.19/mile = \$1,615 Lodging: 30 nights @ \$93/night = \$2,790 Camping: 45 nights @ \$15/night= \$675 Per diem: 75 days @ \$51/day - \$3,825
<b>Equipment</b>	
<b>Supplies</b>	Purchase of a tent because many nights will be spent in campgrounds, collecting and lab materials (soil moisture loggers, plastic snap-cap bottles @\$175/case, closable plastic bags, etc).
<b>Contractual</b>	
<b>Miscellaneous</b>	Tuition remission: 36% of the GRA salary charged to the grant for reimbursement
<b>Indirect Costs</b>	The modified total direct cost excludes tuition reimbursement for each year. The university negotiated indirect cost rate is 52%. \$21,118.00 of the negotiated IDC rate will be used as unrecovered indirect match over the life of the project.

<b>Modified Total Direct Cost (MTDC)</b>	<i>MTDC</i> means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward/subcontract. <i>MTDC</i> excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward/subcontract in excess of \$25,000. * <i>MTDC</i> is included in most, but not all, <i>NICRA</i> 's. Please refer to your institution's <i>NICRA</i> to determine the base to which the <i>IDC</i> rate should be applied.
<b>Indirect Cost</b> (F&A; unrecovered indirect costs may be used to meet match requirements.)	Include currently approved Indirect Cost rate for your organization; In order to claim indirect costs you must attach a copy of the valid Indirect Cost rate agreement for your organization that was negotiated with the appropriate cognizant federal agency.
* If you choose to use part of your <i>IDC</i> as match, please fill out the following information: The recipient , XYZ College, chooses to use part of their <i>IDC</i> as match on project, A Research Project. \$21,842.00 of the total <i>IDC</i> for the project will be requested for reimbursement, and \$21,118.00 of the total <i>IDC</i> for the project will be used to meet the match requirements, in part or whole, for the project's federal funding source.	

NOTE: This budget **MUST** be reviewed and approved by the pass-thru entity's designated Contract Point-of-Contact, such as a grant coordinator, a budget coordinator, or a reviewer from the Office of Sponsored Research. *If the budget indicates that part of your IDC will be waived to use as match, then the budget must be signed by the institution's official having the authority to negotiate indirect cost rates for your organization.* Please include approver's printed name, job title, email, and phone number under 'Details' button when signing.

X

Contract Point-of-Contact

### **Appendix III: Evaluation Criteria**

**All proposals must meet each of the following four minimum thresholds in order to be considered for funding. Submitted proposals that do not meet all of these requirements will not be considered.**

#### **Minimum Thresholds:**

- 1) The project must address the research topic listed as a priority issue for this funding cycle of the Texas Wildlife Research Program Federal Aid in Wildlife Restoration Act (Pittman-Robertson) Grants - Request for Proposals (RFP). Proposals for law enforcement, education, recreation, non-birds or mammals, and plant conservation activities are not eligible for funding.
- 2) The proposal must follow all guidelines provided in the Specifications and Appendices of this RFP and include a budget that provides for a cost share of 75:25 (no more than 75.00% of budget requested from TPWD and at minimum 25.00% of budget provided as match by the grant recipient).
- 3) The grant recipient's institution must provide the required 25.00% non-federal matching funds for the project.
- 4) The grant recipient must have or be able to acquire prior to the beginning of all field activities all relevant state and federal permits needed to carry out the project. These permits/consultations include but may not be limited to: 1) State Scientific Collector's Permit, 2) Endangered Species Act clearance via an ESA Section 7 and ESA Section 10 permit (if applicable), and 3) National Historic Preservation Act Section 106 review among others.

#### **Evaluation Criteria:**

- 1) Proposals will be evaluated on how completely they address one (or more) of the research priorities listed in this RFP. How well does the proposal address the need? Are expected benefits that are stated realistic and reasonable? Does the proposal account for the latest relevant science or research?
- 2) The proposal and its budget will be evaluated on their thoroughness and clarity. Are all sections that are requested in the proposal format guidelines (Appendix I) and budget (Appendix II) addressed? Proposals should be detailed in terms of what activities will be conducted and where they will be conducted. The proposal should identify the nature of the data that will be collected and specify what data will be provided in the Interim and Final reports for the project. Experimental design and data analysis methods/statistics to be used should be rigorous and appropriate but also clearly and thoroughly explained and understandable. Proposals for projects conducted on privately owned lands will be expected to provide copies of landowner permission forms to the TPWD PC prior to beginning their work – [Landowner Permission for Wildlife Research and Investigation Form](#). The budget should use the template provided and be itemized, detailed, and outlined in a 75:25 match ratio.

- 3) Cost effectiveness of the proposal: How well does the proposed budget reflect the costs needed to carry out the proposal and how much of the funding will be directed toward field activities and data collection (proposals that direct more funding toward field or data collection activities will be ranked above proposals that use grant funding for administrative costs, salaries, and equipment/supplies). Low risk match, i.e., cash, will be valued higher in the ranking criteria.
- 4) Proposals will be evaluated on their likelihood of success.
- 5) Qualifications of the Principal Investigator(s): What is the relevant experience of the applicant(s)? What is the history of success of the applicant in similar work?