

Louisiana Department of Wildlife and Fisheries
State Wildlife Grant Program
2025-2026
Funding Opportunity Announcement

Proposal Preparation Guidance and Required Proposal Format

Submission Deadline

Applications from both LDWF staff and outside applicants **MUST** be received by Thursday, **March 20, 2025** at 11:59 p.m. central time. Any applications received after this deadline will not be considered.

Description of Funding Opportunity

The State Wildlife Grant (SWG) Program was created by Congress in 2000 to help State fish and wildlife agencies implement programs for the conservation of sensitive or imperiled species, especially those not traditionally hunted or fished. Funds are apportioned based on a formula that considers each State's population and total geographical area. The SWG Program is a discretionary program, meaning it is funded through annual Congressional appropriations, and the total amount of funds given to each state may vary from year to year. In order to receive SWG funds, each state fish and wildlife agency must maintain an approved State Wildlife Action Plan (SWAP). Each SWAP identifies the State's Species of Greatest Conservation Need (SGCN), their key habitats and threats, and the actions needed to conserve them. As such, use of SWG funds must be for SGCN, or a priority habitat, and must address a priority research or conservation need in the 2015 SWAP and/or 2019 Addendum.

In certain years, the Louisiana Department of Wildlife and Fisheries (LDWF) may choose to use all of the allocated funding for internal projects and there is no assurance that SWG funding opportunities will be available for partners. In years where funding is available, a list of priority topics for the upcoming funding cycle will be included in the notice of funding opportunity. For the 2025-2026 SWG funding cycle, the priority topics list is included in Appendix A. Projects that do not address one of these priority topics will still be considered for funding, as long as they meet the requirements, but may rank lower than projects directly addressing a need from the list.

***Please note that SWG funding for FY25 has not been received and is not guaranteed. Selection of any proposals will be subject to availability of funds.**

Application Requirements

- I. Submit applications in Microsoft Word or .PDF format to: sklueh-mundy@wlf.la.gov
- II. Proposals must follow the required proposal format indicated in Appendix B. Proposals that do not include the required information or fail to adhere to the required format, may be removed from consideration for funding. Proposals that are not received prior to the deadline will not be considered for funding.
- III. Proposals must clearly address an SGCN or priority habitat from the SWAP. Proposals should provide a clear and concise description of the proposed work. Applicants should demonstrate an understanding of the 2015 SWAP, 2019 Addendum, and the SWG Program and should provide a clear connection to the SWAP in the proposal. Proposals should address a conservation or research need identified in the SWAP and provide clear benefits to one or more SGCN. Proposals may be for research projects, habitat management, data management/database development, population management, species surveys or inventories, conservation implementation, or other on-the-ground conservation projects. Proposals that do not have a clear benefit to SGCN or a priority habitat will not be considered.
- IV. Applicant must provide at least 35% match of total project costs. Additional information is in Appendix B.
- V. Proposals should be limited to no more than 12 pages. This includes all maps, tables, budget information, and explanation of the work. The page limit does not apply to a cover page, lit cited, or resume. Any proposals over 12 pages may not be considered. Proposals must be formatted to fit on 8.5" X 11" paper, with 1" margins at the top, bottom, and both sides, and page numbers at the bottom of the page. Fonts must be no less than 12 point Arial, Times New Roman, Calibri, or other commonly used font. Standard line spacing should be used.
- VI. Education and Law Enforcement activities are not eligible for SWG funding, unless such activities constitute a minor portion of the project (less than 10% of total cost), are critical to the project's success, and specifically address a threat or issue identified in the 2015 SWAP. If outreach is a component of your project it must be explicitly stated and shown that it will not exceed 10% of total project costs.
- VII. SWG funding may not be used for projects that will specifically initiate, enhance, or encourage wildlife-associated recreation.
- VIII. Note that either a stipend or tuition remission may be an allowable cost, provided that appropriate justification of how those costs are directly related to and necessary for the objectives of the project is clear.

General Applicant Information

I. Typical project duration is 1-2 years. Projects with longer duration will be considered, but may not exceed 3 years.

II. Due to the length of time involved in the grant approval and sub-recipient agreement (i.e. contract) process, new sub-award agreements might not be finalized prior to October 2025. Please be advised that work cannot be started until the agreement is in place. Start dates of January 1, 2026, or later, are acceptable and encouraged.

III. In 2024, a total of 4 proposals were selected for funding. The average federal request was \$102,347. The average total project cost was \$158,057. The highest priced project was \$211,994 total. The lowest priced project was \$15,523.

IV. Non-LDWF applicants of proposals selected for funding will be considered sub-recipients of federal funds and shall sign a sub-recipient agreement with the State of Louisiana, and be required to adhere to the rules and regulations set forth by the Louisiana Office of State Procurement, the Louisiana Department of Wildlife and Fisheries, as well as federal regulations. Agreement includes data ownership language, stipulations on publication, and travel reimbursement, among others. Sub-recipients of federal funds must comply with federal regulations and are responsible for familiarizing themselves with the requirements.

V. Travel reimbursement requests to a State agency must be paid in accordance with the Division of Administration State General Travel Regulations, within the limits established for State Employees as defined in PPM 49. Out-of-state government entities may have the authority to conduct any related travel in accordance with their published travel regulations. Sub-recipients that are not classified as a state agency are not subject to PPM 49, but must submit their established travel policies and regulations during the contracting process. If no travel policy is submitted, travel will be reimbursed according to PPM 49. A copy of PPM 49 may be found online or by request.

VI. Proposals will be ranked and evaluated by the SWG Committee in April or May 2025. Applicants may be notified of acceptance or denial between May-July 2025. Following review, the SWG Committee may request that you revise your proposal before an award is officially made. Emails will be sent to both successful and non-successful applicants informing of them of the status of their proposal. The timeframe for the review process is subject to change and may take longer than originally specified.

Requirements of Receiving Federal Funds

I. Acceptance of SWG funding from LDWF carries with it the responsibility to be aware of, and comply with, the terms and conditions applicable to a federal award.

II. As the recipient of federal funds awarded to LDWF, you are considered a 'sub-recipient', and are subject to the same terms and reporting requirements set forth by the federal government as LDWF. As a sub-recipient of federal funds, you are subject to compliance with all Federal Government auditing principles and procedures and the terms and costs principles found in 2 CFR 200. These additional federal terms and requirements are summarized in Appendix C. It is the responsibility of the sub-recipient to read and become familiar with all of the requirements in 2 CFR 200, not just those in the summary.

III. Any single equipment purchase of \$1,000, or more, or supplies purchase totaling \$1,000, or more:

- a. Must be included in the proposal for pre-approval and include a description of necessity. All purchases must be necessary and reasonable for the completion of the objectives of the grant.
- b. Must be pre-approved by the SWG Coordinator if not included in the original proposal.
- c. May not be purchased if less than 6 months are left on the grant unless given approval from the SWG Coordinator. Approval of the original proposal does not convey approval in this instance.

IV. Sub-recipients will be required to submit:

- a. Quarterly invoices, with all backup documentation, and a quarterly performance report to LDWF. Backup documentation must also be provided for match.
- b. An interim annual performance report for awards that last longer than 12 months. Interim reports should describe what progress was made towards the completion of the objectives, and the report will be submitted to USFWS for approval.
- c. A final report and all corresponding data by the end date of the grant. Final reports must detail how the objectives of the grant were met, and the report will be submitted to USFWS for approval.
- d. Interim and final reports must contain the title, federal award number, and period of performance.

V. Only work outlined in the original proposal may be conducted with the corresponding funds. If unspent funds remain at the end of the project, if the original project/approach does not go as planned, or if additional questions arise during the course of work, you are not permitted to change the approach, move budget items between categories, or conduct additional work without the explicit written permission of the SWG Coordinator. Failure to get approval could result in rejected invoices.

VI. Requests for no-cost extensions must have valid reasons and need to be submitted to the SWG Coordinator at least 3 months before the end of the grant.

Appendix A

FY 2025-2026 SWG Priority List

Invertebrates

- Conduct surveys for Texas Heelsplitter in the Toledo Bend Reservoir and in the Sabine River basin upstream to the Texas border.
- Conduct surveys for Louisiana Pigtoe in the Bayou Teche basin, particularly Bayou Boeuf.
- Conduct surveys for the Slenderwrist Burrowing Crayfish in Louisiana.

Fish

- Conduct traditional and eDNA surveys for Alabama Shad within the historic range and migratory routes with prioritization on the Pearl, Ouachita, or Atchafalaya Rivers.
- Provide basic life history and habitat association information for the Gulf Chub (*Macrhybopsis tomellerii*).

Data

- Perform a comprehensive multivariate statistical analysis of a ten-year dataset related to the floristic composition and environmental characteristics pertinent to a coastal prairie rangeland restoration initiative. For more information, contact Brian Early (bearly@wlf.la.gov).

Mammals

- Conduct surveys to determine current population status and distribution of *Sorex longirostris*, Southeastern Shrew, in southeastern Louisiana.
- Conduct surveys to determine current population status and distribution of *Chaetodipus hispidus*, Hispid Pocket Mouse, in the western portion of Louisiana.

Reptiles

- Conduct Western Chicken Turtle (*Deirochelys reticularia miaria*) trapping surveys within sites prioritized from previous SWG surveys to determine presence and abundance in Louisiana. For more information, contact Keri Lejeune (klejeune@wlf.la.gov).
- Conduct Razor-backed Musk Turtle (*Sternotherus carinatus*) catch and release surveys north of Alexandria, Louisiana. Surveys must include 8 to 10 sites, must mimic survey methods used by USGS for continuity, and include collection of tissue samples for future genetics work. Methods available upon request.

Bird and Bat

- Bird and/or bat risk assessment, including targeted data acquisition (e.g., utilizing telemetry, radar, aerial or vessel-based surveys), that directly informs offshore wind energy development within state waters.

Appendix B

Required Proposal Format

State Agency: Louisiana Department of Wildlife and Fisheries (this will always be the same).

Grant Title: The descriptive title of your grant proposal.

Grant Number: TBD (this will always be TBD for a new proposal, as there is not an identifier yet).

Grant Period: Start date - End date

Grant Costs: Federal Share: SWG funds
Applicant Share: Matching funds
Total Cost: Total cost of the proposed project

Grant Funding: State Wildlife Grants (this will always be the same).

Grant Coordinator: (this will always be the same).

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225-765-0239

Grant Description: A description of the project intended for public consumption. This section states in general or abstract terms the proposed work and the desired outcome of the proposed work. This should be a short section, 4-6 sentences maximum.

Need: Explains why the project is necessary and how it fulfills the purposes of the State Wildlife Grants Program. In 1-3 paragraphs describe the need for the project, clearly identifying the target species, habitat, or ecosystem; identify the threat or conservation issue that the project will address. Provide sufficient information to allow the SWG Committee to evaluate the stated need in relation to the SWAP and SWG program requirements.

Objectives: State the objectives, based on the described need. The objectives should state the desired outcome of the proposed project in terms that are specific and quantifiable. Objectives

must be SMART (Specific, Measurable, Attainable, Relevant, and Time-bound). Objectives should be provided as a numbered or bulleted list, rather than in paragraph form.

Example:

- Conduct surveys for Diamond-backed Terrapins at 10 sites by October 2026.
- Conduct prescribed burning on 50 acres to improve habitat for gopher tortoise by March 2026.

Expected Benefits: Describes the benefits of the proposed work to SGCN and/or the goals of the Wildlife Action Plan. Do not attempt to foresee the results of experiments or data analysis. Describe anticipated benefits to the project's target species, habitat, or ecosystem. Relate the benefits of meeting the stated objectives to the goals of the SWAP.

Approach: Describe the methods used to achieve the stated objectives. Describe the tasks required to achieve the stated objectives. This section should provide sufficient detail to allow the SWG Committee to evaluate 1) the scientific and/or technical merit of the proposal, 2) what issues may arise, and 3) degree to which SWAP goals and priorities are addressed.

Useful Life: Only to be used in the case of capital improvements over \$100,000. In practice, this will almost never be needed for SWG. If not relevant, put N/A.

Geographic Location: Location where the work will be conducted. You must list ALL Parishes where the proposed work will take place. If the project is completely lab-based, put N/A. The project location map is required for any project involving ground disturbance or prescribed fire. Provide a statement indicating that permission to work at the location(s) has been requested or obtained, as applicable.

Principal Investigator(s): Name(s) and contact information for the PI(s), including any institutional affiliation.

Program Income: Only to be completed where the grant activities will result in program income. In such cases, estimate the amount of program income the project is likely to generate. Indicate the method or methods (deductive, additive, matching) of applying program income to Federal and non-Federal outlays. This section will almost never be needed, in which case put N/A.

Budget Table and Budget Narrative: This section should include the detailed grant budget, broken down by fiscal year when applicable, as well as all supporting information provided in the Budget Justification. If pre-award expenses are anticipated, provide a justification for those expenses (note: pre-award expenses will rarely be anticipated or allowable). The grant budget should be detailed enough to indicate how requested funds will be utilized (personnel costs, equipment, supplies, travel, operating expenses, indirect costs, etc.). Any equipment purchases of \$1,000, or greater, must specifically be listed and described. The budget should provide an

equal level of detail for matching funds, including the source and amount of matching funds. Matching funds may be in the form of direct costs, in-kind expenses, value of equipment used, waived indirect costs, etc. Note that either a stipend or tuition remission may be an allowable cost, provided appropriate justification of how those costs are directly related to and necessary for the objectives of the project. **The current required match level is 35% of the total project cost. For example, if the total cost of a project is \$95,000, the Federal Share would be \$61,750 and the required match would be \$33,250.**

Travel reimbursements to a State agency must be paid in accordance with the Division of Administration State General Travel Regulations, within the limits established for State Employees as define in PPM 49. Out-of-state government entities may have the authority to conduct any related travel in accordance with their published travel regulations. Sub-recipients that are not classified as a state agency are not subject to PPM 49, but must submit their established travel policies and regulations during the contracting process. If no travel policy is submitted, travel will be reimbursed according to PPM 49. A copy of PPM 49 may be found online or by request.

Example: (You do not need to use this exact budget template, but you must have a table and a corresponding narrative with similarly detailed breakdowns.)

Federal Budget Table

	Year 1	Year 2	Total Federal
Salary			
- Principle Investigator	\$5,667.00	\$5,667.00	\$11,334.00
- Grad Student Stipend	\$10,000.00	\$10,000.00	\$20,000.00
Fringe			
- Principle Investigator	\$1,700.00	\$1,700.00	\$3,400.00
- Grad Student	\$765.00	\$765.00	\$1,530.00
Equipment	\$2,000.00		\$2,000.00
Supplies	\$5,000.00	\$3,000.00	\$8,000.00
Travel	\$5,000.00	\$8,000.00	\$13,000.00
Indirect Costs	\$7,441.83	\$7,441.83	\$14,883.66
Total	\$37,573.83	\$36,573.83	\$74,147.66

Match Budget Table

	Year 1	Year 2	Total Match
Salary			
- Principle Investigator	\$5,667.00	\$5,667.00	\$11,334.00
- Grad Student Tuition	\$10,000.00	\$10,000.00	\$20,000.00
Fringe			\$0.00
- Principle Investigator	\$1,700.00	\$1,700.00	\$3,400.00

Unrecovered Indirect	\$2,691.83	\$2,691.83	\$5,383.66
Total	\$20,058.83	\$20,058.83	\$40,117.66

	Total	
Federal	\$74,147.66	64.9%
Match	\$40,117.66	35.1%
Total	\$114,265.32	100%

Budget Narrative

Salary: Funds are requested to support the Principle Investigator for 1 month. PI will manage the project, submit progress reports, train and oversee work done by a graduate student. Funds are requested to support 1 graduate student's stipend for 10 months (\$1,000/month). Student will conduct all field work, data collection, and data analysis.

Fringe: Fringe benefits are for 1 month faculty salary at 30% (\$5,667 x 30%) and 10 months graduate student stipend at 7.65% (\$10,000 x 7.65%).

Equipment: \$1,000 is requested to purchase a Garmin GPS unit. The GPS unit will be used to capture spatial coordinates at all locations to best identify and record where individuals were observed. \$1,000 will be used to purchase a portable receiver. The receiver will be used to conduct the telemetry portion of the field work.

Supplies: Includes log books, flagging, tape, tools, transmitters, specimen jars, cover boards, digital camera, SD cards for camera, and other supplies as appropriate. Digital camera will be used to photo document specimens rather than lethal collection.

Travel: \$5,000 is requested for each year of the study for travel to and from field sites and for overnight stays. \$3,000 is requested in Year 2 for the PI and the graduate student to attend a conference and present the findings of the research. Funding will cover registration, hotel, and flights.

Indirect Costs: Indirect costs are calculated at the University's negotiated indirect cost rate of 47.5% of total salaries.

Match: Match is provided as 1 month salary and fringe of the PI, and the corresponding unrecovered indirect costs at 47.5%. The University will also cover graduate student tuition (\$10,000 per year).

Relationship with other Grants: If the proposed work, or very similar work, has been funded through the State Wildlife Grants Program in the past, provide that information here, including the grant identifier(s) for any such grants. Otherwise, put N/A.

Timeline: Describe significant milestones in completing the project and any accomplishments to date.

Literature Cited: As needed.

Key Personnel Qualifications and Experience: (Provide a list of key project personnel, their respective roles, and brief explanation of qualifications and experience. A detailed C.V. is not desired, unless requested.)

Appendix C

General Federal Award Terms and Conditions

Effective Date: December 31, 2020

Recipients of federal grant and cooperative agreement awards (hereafter referred to as ‘awards’) are subject to the terms and conditions incorporated into their Notice of Award either by direct citation or by reference to Federal regulations; program legislation or regulation; and special award terms and conditions. Award terms and conditions are applicable unless and until the Federal agency removes or revises them in written notice to the recipient. The Federal agency will make such changes by issuing a written notice that describes the change and provides the effective date.

Recipients indicate their acceptance of an award by starting work, drawing down funds, or accepting the award via electronic means. Recipient acceptance of an award carries with it the responsibility to be aware of and comply with all terms and conditions applicable to the award. Recipients are responsible for ensuring that their subrecipients and contractors are aware of and comply with applicable award statutes, regulations, and terms and conditions. Recipient failure to comply with award terms and conditions can result in the Federal agency taking one or more of the remedies and actions described in

[2 CFR](#)

[§§200.339—343.](#)

Administrative Requirements, Cost Principles, and Audit Requirements

The requirements in this section do not apply to individuals receiving an award separate from any business or organization he or she may own or operate. The Federal agency will describe all administrative and cost requirements and restrictions for awards to individuals in their Notice of Award. The requirements in this section apply to for-profit entities only when the Federal agency specifically incorporates them by reference in a Notice of Award.

The requirements in this section apply to foreign public entities and foreign organizations, unless otherwise described in this section. Foreign public entities and organizations must comply with any special considerations and requirements specific to their entity type, unless otherwise noted within this document. Foreign public entities must comply with those specific to states. Foreign higher education institutions must comply with those specific to Institutions of Higher Education.

Administrative Requirements

[2 CFR Part 200, Subparts A—D](#), as supplemented by [2 CFR Part 1402—Financial Assistance Interior Regulation](#) and including the provisions in 2 CFR §1402.112 and §1402.315. Foreign public entities must follow payment procedures in 2 CFR §200.305(b). The requirements in 2 CFR §§200.321—323 do not apply to foreign public entities or foreign organizations.

[Appendix XII to 2 CFR Part 200—Award Term and Condition for Recipient Integrity and Performance Matters](#). Applies to awards with a total Federal share of more than \$500,000, except for awards to foreign public entities.

Cost Principles

[2 CFR Part 200, Subpart E—Cost Principles](#). These cost principles apply to all domestic and foreign non-Federal entities except non-profit organizations identified as exempt in Appendix VIII to 2 CFR Part 200. The Authorized Representative's signature on a standard application form submitted to the Federal agency represents their certification that the entity's financial management system meets 2 CFR §200.302 Financial management requirements. The non-Federal entity's financial management system must be sufficient to:

- 1) Permit the preparation of required reports;
- 2) Trace funds to a level of expenditures adequate to establish that the entity has used such funds per Federal statutes, regulations, and terms and conditions of the Federal award;
- 3) Provide for the requirements in 2 CFR §200.302(b); and
- 4) Comply with §§200.334 Retention requirements for records, 200.335 Requests for transfer of records, 200.336 Methods for collection, transmission and storage of information, and 200.337 Access to records.

[48 CFR Subpart 31.2—Contracts with Commercial Organizations](#). These cost principles apply to non-profit organizations identified in Appendix VIII to 2 CFR Part 200. They also apply to for-profit entities when specified in their Notice of Award.

Indirect Cost Proposals

- Institutions of Higher Education: [Appendix III to 2 CFR Part 200](#)
- Nonprofit organizations: [Appendix IV to 2 CFR Part 200](#)
- States, local government agencies, and Indian tribes: [Appendix VII to 2 CFR Part 200](#)
- For-profit entities: Contact the [DOI National Business Center, Office of Indirect Cost Rate Services](#)

See also the DOI negotiated indirect cost rate deviation policies at [2 CFR §1402.414](#).

Audit Requirements

[2 CFR Part 200, Subpart F—Audit Requirements](#). These audit requirements apply to U.S. states, local governments, Indian tribes, institutions of higher education, and nonprofit organizations. They do not apply to foreign public entities, foreign organizations, or for-profit entities.

Statutory and National Policy Requirements

The following statutory and national policy requirements apply to all recipients, including individuals, for-profits, foreign public entities, and foreign organizations, unless otherwise described in this section. [Appendix A to 2 CFR Part 25—Universal Identifier and System for Award Management](#). Does not apply to individuals or any entity with a qualifying condition and exempted by the awarding bureau or office prior to award per 2 CFR §25.110(c)(2) and bureau or office policy.

[Appendix A to 2 CFR Part 170—Award term for reporting subaward and executive compensation](#). Does not apply to any individual receiving a Federal award as a natural person. See 2 CFR 170 for other exceptions.

[2 CFR §175.15—Award Term for Trafficking in Persons](#). Applies to private entities as defined in 2 CFR §175.25(d), and to awards to States, local governments, Indian tribes or foreign public entities, if funding could be provided under the award to a private entity as a subrecipient.

[2 CFR Part 1400—Nonprocurement Debarment and Suspension](#). Recipients are responsible for ensuring they do not enter into any covered transaction with an excluded or disqualified participant or principal. See also [2 CFR Part 180—OMB Guidelines to Agencies on Governmentwide Debarment and Suspension \(Nonprocurement\)](#). See 2 CFR §180.215 for nonprocurement transactions that are not covered transactions.

[2 CFR Part 1401—Requirements for Drug-Free Workplace \(Financial Assistance\)](#). Does not apply to foreign public entities or foreign organizations.

[43 CFR Part 18—New Restrictions on Lobbying](#). The Authorized Representative's signature on a standard application form submitted to a DOI bureau or office certifies to the statements in [Appendix A to 43 CFR Part 18—Certification Regarding Lobbying](#). These restrictions do not apply to such Indian tribe, tribal organization, or any other Indian organization expenditures specifically permitted by other Federal law.

[41 U.S.C. §6306—Prohibition on Members of Congress Making contracts with Federal Government](#)

National Policy Encouragements

[E. O. 13043—Increasing Seat Belt Use in the United States](#). Non-Federal entities are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles. Individuals are encouraged to use seat belts while driving in connection with award activities.

[E. O. 13513—Federal Leadership on Reducing Text Messaging While Driving](#). Non-Federal entities are encouraged to adopt and enforce policies that ban text messaging while driving, including conducting initiatives of the type described in section 3(a) of the order. Individuals are encouraged to not text message while driving in connection with award activities.