The Director of the U.S. Fish and Wildlife Service recently issued revised guidance to Service programs, including NFHP, on expectations for project narratives for financial assistance awards.  Please see specifics below on what is to be included in project narratives for financial assistance awards starting in **FY2021.** Adherence to this guidance will help satisfy regulatory and policy requirements and reduce the need for additional review.  ​As in the past, project narratives should clearly describe the project’s purpose, objectives, activities, and anticipated outcomes.

**Project Title;**

**Description of entity undertaking the project;**

**Statement of Need** – Explain why the project is necessary and how it fulfills the purposes of the relevant program.

  -    A need statement will identify the conservation issue, problem or opportunity to be addressed.

  -    A need statement will provide evidence such as results from surveys, research or other data to demonstrate that the need is real and not perceived.

  -    A need statement will identify the negative result of taking no action;

**Purpose** – Describe the desired future state that addresses the need in whole or part.

**Objectives** – Objectives state the desired outcome of the proposed project in terms that are specific and quantified.

  -    Objectives are meant to be realistic targets or benchmarks that, if achieved, will resolve the project need.

  -    Objectives are written in an active tense and use action verbs such as construct, survey, train, research, establish, repair, conduct, provide, acquire.

**Methods/Approach** – Describes the methods used to achieve the stated objectives. For cooperative agreements, please specify the tasks/deliverables where the Service will be substantially involved in carrying out the objectives of the award.

  -    Approach describes the specific conservation actions or efforts necessary to accomplish project objectives.

  -    Approach answers the question of “how” the objectives will be accomplished by describing the actual work that will be done.

  -    Approach will demonstrate that the agency will use sound design, appropriate procedures, and accepted fish and wildlife conservation, management, or research principles.

  -   Any deliverables resulting from the funding should be noted in this section

**Timetable or milestones** – Describe significant milestones in completing the project and any accomplishments to date.

**Information to support environmental compliance review** requirements – the Service has the responsibility for making sure the final determination complies with Federal laws - National Environmental Policy Act (NEPA);  Endangered Species Act (ESA); National Historic Preservation Act (NHPA); and other applicable laws or permits.

**Budget Narrative**

  -    Describe and justify requested budget items and costs identified on the SF424 budget form.

  -    Provide sufficient information to show that the project is cost effective.

  -    Describe any item that requires the Service’s approval

**Information on key project personnel –**Principal investigator (Research) and/or lead