



**ATTACHMENT A**  
**PROJECT PROPOSAL**  
(Suggested Format)

**Instructions:** A Project Proposal must be submitted with the Standard Form (SF) 424 Application for Federal Assistance, for all BLM Assistance Agreements. Complete each section below. Use additional sheets as needed.

Person Submitting Proposal: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

NOFO No.: \_\_\_\_\_

Applicant Project Title (not the  
NOFO Title): \_\_\_\_\_

Estimated Period of Performance: \_\_\_\_\_

Proposed Project Location (include  
BLM District/Field Office and BLM  
POC as applicable): \_\_\_\_\_

**STATEMENT OF NEED:**

Describe your organization's mission, objectives, and youth programming. Illustrate how they support the proposed project and how they relate to DOI priorities.

**RECRUITING PLAN/STRATEGIES:**

Describe your organization's knowledge and experience recruiting youth and veterans age 16-35. Describe any particular organizational focus, such as types of individuals (ages/skills/abilities/other demographics) targeted for recruitment. Describe geographic area covered by your organization's services.

As applicable, specifically address the following:

- Does your organization have knowledge and experience marketing and recruiting for internship opportunities to youth and veterans within the geographic project area, or within the state where the project resides? How long does the recruitment process typically take? In regards to participant screening and eligibility reviews, attach a copy of any related recruitment questionnaire(s) and application form(s). What print and web resources do you use to support your marketing plans and recruitment strategies?
- How does your organization recruit, train and maintain team leaders for conservation work crews? How does your organization recruit, train, and maintain crewmembers for conservation work crews?
- How does your organization recruit to all eligible communities?
- Does your organization have knowledge and experience recruiting youth and veterans within the geographic project area, or within the state where the project resides?
- How does your organization assess marketing and recruiting successes? How does it apply the results of the assessments and adjust its strategies? How often are the assessments performed?
- How does your organization coordinate the application, interviewing and hiring process for internship and conservation work crew opportunities? What timeframes and processes are used?

**TECHNICAL APPROACH:**

Describe your organization's technical approach to implementing the proposed project.

As applicable, specifically address the following:

- What are your organization's policies and established protocols to ensure that team leaders and work crews report safety incidents/accidents, work site concerns, etc?
- What is your organization's policy and procedures for on boarding e.g. background checks?
- What is your organization's policy and procedures for off boarding when project is complete e.g., return federal issued ID card, return government issued equipment?
- How does your organization oversee, direct, and take corrective measures for issues of conduct for both crewmembers and team leaders?
- What is your organization's experience and/or policy to provide conservation work crews with food, camping equipment, and all educational, first, aid and general supplies needed for crew projects?
- What work-related and safety training does your organization provide team leaders and crewmembers?
- How will your organization provide supervision, in coordination with agency staff, to interns or work crews?
- How will your organization track hours of service and provide stipends to interns or conservation crewmembers?
- How will your organization provide education and training opportunities to interns or conservation crewmembers, including information on the Public Lands Corps hiring authority?
- Does your organization track crewmembers and interns placed within the Federal government?

***Describe the human capital, technical resources and skills of your organization to accomplish the listed recruiting needs. Include an estimate of the amount of personnel time your organization would devote to this task.***

- Identify staff with appropriate technical expertise and their qualifications e.g. special skills, licenses or permits held. This should be the supervisor overseeing the crew or individual participant.

#### **PROJECT MONITORING AND EVALUATION PLAN:**

How will your organization measure interns/crews performance and describe the assessment tools used. Include monitoring of sub-recipients, contractors, consultants, volunteers, etc.

#### **TIMETABLE OR MILESTONES TO COMPLETE EXPECTED OUTCOMES:**

Describe significant outputs and expected outcomes of the project with a clear set of milestones of how they will be measured

Proposals must have measurable outcomes. The success of the projects funded under this announcement shall be validated and tracked by BLM Program Officers

**[Suggested table below (*Contact POC for more specific information*)]:**

Milestone / Task / Activity	Start Date	Completion Date
Insert specific, measurable outcomes (milestone, task, and/or activity, i.e., # of interns/crewmember recruited with POP project date, recruitment announcement advertised, # of acres surveyed in x county, miles of trail to be completed, # of artifacts curated at x museum/facility, draft or final report of x, or # of public outreach events (identify types of events) as applicable		

**PUBLIC BENEFIT AND PROGRAM INTEREST OF THE BLM**

How does your mission and outcomes of the project benefit the public directly?  
Describe how BLM receives the indirect benefit of conservation activities by supporting your organization’s mission and goals?

**QUALIFICATIONS/PAST PERFORMANCE:**

Describe any previous experience your organization has in delivering youth-based programs for the Federal government.

Describe your organization’s experience in governance of youth initiative internship projects.

Describe your organization’s experience in governance of youth initiative conservation work crew projects.

List all federally funded assistance agreements (not contracts) that your organization performed within the last three years (no more than 5, and preferably BLM agreements) specific to the project you are applying under, and describe how you documented and/or reported on whether you were making progress toward achieving the expected results (e.g., outputs and outcomes) under those agreements. Describe similar successful projects completed in the past and any unique qualifications your organization may possess.

Describe the experience of your crew leaders or supervisors, list names and qualifications.

**OVERLAP OR DUPLICATION OF EFFORT STATEMENT**

Provide a statement indicating if there is any overlap between this Federal application and any other Federal application, or funded project, in regards to activities, costs, or time commitment of key personnel. If any such overlap exists, provide a complete description of overlaps or duplications between this proposal and any other federally funded project or application in regards to activities, costs, and time commitment of key personnel, as applicable. Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and identify when that proposal was submitted, to whom (entity name and program), and when you anticipate being notified of their funding decision.

If no such overlap or duplication exists, state:

*“There is no overlap or duplication between this application and any of our other Federal applications or funded projects, including activities, costs, or time commitment of key personnel”.*

When overlap exists, your statement must end with:

*“We understand that if at any time we receive funding from another source that is duplicative of the funding we are requesting from the Bureau of Land Management in this application, we will immediately notify the Bureau of Land Management point of contact identified in this NOFO in writing.”*