

FY22 CPC Request for Proposal Template

Project Data Page

Submitting Organization:

Address1

Address2

City, State

Zip Code

Unique Entity Identifier (UEI)/DUNS Number (9 digit):

Proposal Primary Contact Name: Contact Title:

Contact Phone:

Contact email:

Project Title (same as SF-424):

Federal Funds Requested:

Matching Funds/In-kind:

Project Duration (mm/dd/yy - mm/dd/yy): to

DIRECTIONS: This is a fillable form with character limitations within each section. Complete this form as directed. Use care to include the requested information in the appropriate section. Information included in the wrong section may not be used in reviewing and scoring the proposal.

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I. Project Summary: (1/2 page maximum.) A good summary will provide a frame of reference for the reviewer as they begin the review process. It should be clear, concise, and interesting. The summary should be one to three paragraphs long. Include one or two sentences about each of the following: the applicant organization, the need motivating the request, the project start and end dates, measurable outcomes and methodology, other organizations that will be involved, and the project total cost, funds already obtained, and the amount requested in this proposal.

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II. Introduction: (One (1) page narrative maximum.) This section should introduce your organization to the reviewer and lend credibility to your organization's ability to successfully manage a federal agreement. The response should be succinct and offer a good balance between quantitative and qualitative information.

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III. Needs Assessment: (One (1)-page maximum.) Your Needs Assessment should demonstrate the tie-in to the organizational mission and goals, describe the issue, and the history of, and need for, the proposed innovation, provide statistical and authoritarian evidence that supports the need identified in the proposal, supports a high probability for success, and makes a compelling case for the project funding based demonstrated client needs.

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IV. Program Goals and Objectives: (One and one-half (1.5)-page maximum.) This section of the proposal should demonstrate project outcomes, not project activities. Each goal reflects the purpose toward which an endeavor is directed. Each objective must be specific, measurable, achievable, realistic, and contain a time-line for completion. See Below.

EXAMPLE: Goal 1: Leverage NRCS and partner resources to build soil health on coffee plantations in Central Region of PR including providing conservation planning, community outreach, and follow-up of project

Objective 1: Hire a Project Manager by July 1, 2023 to identify, oversee, and implement the project, outcomes.

Objective 2: Demonstrate the benefits of Soil Health practices by presenting 3 Soil Health field days in Utuado, Adjuntas and Ciales by September 30, 2023. Surveys will be completed before and after the event to assess knowledge gained at the events.

Objective 3: Increase installation of multistory cropping, conservation cover, cover crops and contour farming conservation practices by completing steps 1-7 of the NRCS planning process for 25 producers by September 30, 2023.

Objective 4 : Follow-up of conservation planning will include contacting each producer to document planning steps completed by NRCS staff and plans for implementation of planned practices and provide documentation to NRCS by September 30, 2023.

IV. Program Goals and Objectives: Continued (Use as Needed)

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V. Project Management Methodology: (Three (3)-page maximum.) Provide a narrative with a strictly defined combination of logically related practices, methods and processes that describes how you will plan, develop, control, and deliver the project until successful completion and termination. Include a list of key project personnel, their relevant education/experience, and their anticipated contributions to the project. This section **MUST** include a timeline with milestones that include, but are not limited to: project initiation, planning and design of each deliverable, execution of each critical task and deliverable, and close-out project tasks, including project evaluation.

NOTE: All projects providing conservation planning assistance MUST document which steps of the NRCS 9-step planning process will be included in the planning process, who has responsibility for each step, and document how each step will be executed.

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V. Project Management Methodology (Continued): Page 2 of Methodology - Use as needed.

V. Project Management Methodology (Continued): Page 3 of Methodology - Use as needed.

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VI. Deliverables Template: Use this section to document tasks, deliverables, and costs associated with this project. The first line is an example of how each line should be completed for each task and associated deliverables.

Agreement Task		Deliverables to NRCS	Units	Participant Cost	NRCS Cost
<i>EX. 1. Increase awareness of extended crop rotation by hosting annual public and/or partner field days.</i>	<i>Provide copy of agenda, sign-in sheet, and photos of event.</i>	4	\$XXXXX.00	\$XXXXX.00	
INDIRECT Costs					
TOTAL					

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VII. Evaluation: (One (1) page maximum.) This section should clarify your objectives, define the ease with which they can be measured, and clearly state the criteria for how success will be measured using quantifiable methods. Your evaluation should determine whether the delivered program was consistent with the initial plan and identify which program activities individually contributed to the effectiveness of the program.

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VIII. Budget Narrative: Using the format on the next three pages, provide a detailed budget and budget narrative in support of the proposed project. Within the Budget Narrative, discuss how the budget specifically supports the proposed activities. All activities must be itemized. Note: tangible personal property over \$5,000 per unit is considered an Equipment. Items less than \$5,000 are supplies. Contractual items should provide specific names/organizations if known at the time of application.

BUDGET NARRATIVE

Total Estimated Project Budget:

Total Federal Project Budget:

Total Non-Federal Project Budget:

<i>Federal Budget Breakdown</i>	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5	
Personnel:						
Fringe Benefits:						
Contractual:						
Travel:						
Equipment:						
Supplies:						
Other:						
Indirect:						

<i>Non-Federal Budget Breakdown</i>	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5	
Personnel:						
Fringe Benefits:						
Contractual:						
Travel:						
Equipment:						
Supplies:						
Other:						
Indirect:						

A Budget Narrative should talk about the details of the entire budget. It needs to include both federal and non-federal of the budget in equal detail for each category. It should have clear and concise language. Because these narratives need to be entered in to the ezFedGrant system they cannot contain tables or spreadsheets copied into the narrative. Only use words and numbers and no tabs to form columns and rows. Verify that all calculations on the budget narrative are correct and match EXACTLY the values on the FPC, the SF424A, and the SF424.

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Federal Budget Narrative

Personnel: \$

Fringe: \$

Contractual: \$

Travel: \$

Equipment: \$

Supplies: \$

Other: \$

Indirect: \$

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Non-Federal Budget Narrative

Personnel: \$

Fringe: \$

Contractual: \$

Travel: \$

Equipment: \$

Supplies: \$

Other: \$

Indirect: \$

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IX. Cost Benefit Analysis: (Two (2)-page maximum.) Compile a comprehensive list of all the costs and benefits associated with developing and delivering the project deliverables. Evaluate all costs and provide a detailed analysis of the cost benefits of your proposal. Assign a realistic dollar value on tangible and intangible proposal deliverables and benefits.

IX. Cost Benefit Analysis (Continued): - page 2 - Use as needed.

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X. Key Project Contacts: Complete the information below for the individuals who will be working directly on development and implementation of this project. Be specific regarding their Project Role and the experience they bring to the project. **Do not include administrative personnel or signatories in this section.**

Contact 1 Project Role:

Name:

Title:

Phone Number:

email

Organization Affiliation:

Experience:

Contact 2 Project Role:

Name:

Title:

Phone Number:

email:

Organization Affiliation:

Experience:

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X. Key Project Contacts: (Continued) Complete the information below for the individuals who will be working directly on development and implementation of this project. Be specific regarding their Project Role and the experience they bring to the project. **Do not include administrative personnel or signatories in this section.**

Contact 3 Project Role:

Name:

Title:

Phone Number:

email

Organization Affiliation:

Experience:

Contact 4 Project Role:

Name:

Title:

Phone Number:

email:

Organization Affiliation:

Experience:

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XI. Agreement Contacts: Should your proposal be awarded funding, the following information will be forwarded as part of the agreement package. **Complete ALL the information below** for the individuals who will be affiliated with the agreement. Use the definitions provided to determine the correct role for each individual.

Definition:

Note: One person may be designated for multiple roles.

Recipient Contact: Responsible for day-to-day technical oversight of the project. This person generally will complete and submit progress reports and is the primary technical contact.

Recipient Program Director: Responsible for overall responsibility for the project but may or may not be personally involved with the day-to-day oversight of the project. This person often holds a Department Chair or upper leadership position.

Recipient Program Manager: Often provides direct supervision to the Technical Contact but may or may not be personally involved with the day-to-day oversight of the project. This position sometimes will submit the reporting that the Technical Contact completes.

Recipient Administrative Contact: Usually submits the financial reporting for the project. This position is often filled by someone with an accounting position or background.

Recipient Signatory Official: Often has no or little personal contact with the project. They are usually in a senior advisory capacity such as an agency director, executive director, senior accountant, etc. This person **must** have legal authority to commit the organization to financial and other responsibilities.

Agreement Role	Name	Title	Phone	Email
Technical Contact:				
Program Director:				
Program Manager:				
Administrative Contact:				
Signatory Official:				