

BUREAU OF LAND MANAGEMENT
Financial Assistance (Cooperative Agreements)



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): _____

If project is to be awarded under a
CESU please identify the appropriate
CESU: _____

PROJECT ABSTRACT (4,000 Character Limit):

Award purpose

Activities to be performed

Expected deliverables or outcomes

Intended beneficiaries

Subrecipient activities (if known)

STATEMENT OF NEED:

Describe your mission and objectives, including what the project is expected to achieve and how it relates to Cultural and Paleontological Resource Management

Describe how your objectives of your project meets one or more of the DOI priorities described in this announcement.

TECHNICAL APPROACH:

Detail the development and management plan for your project.

Describe how the proposed objectives will be achieved in accordance with the project plan.

Describe the techniques, processes, methodologies to be used for specific projects in support of the project plan.

Describe stabilization or protection plans for at-risk heritage resources.

Describe plans to promote public engagement, learning opportunities and archaeological and/or paleontological education and outreach programs, events and products.

Describe how the training of future Historians, Archaeologists and Paleontologists will occur, using BLM heritage resources, as applicable.

Describe any resource data sharing plans with cultural resources data managers.

Detail how any planned studies will assist with determining the impacts to cultural resources caused by activities such as prescribed fire, vegetation treatments, ecological restoration, or any ground disturbing activity.

Describe what tasks will be performed by partners organizations, sub awards, contractors, consultants, if applicable.

Information to support environmental compliance review requirements,

Project monitoring and evaluation plan, including how you will measure project performance and assessment tools to be used. Should include monitoring of sub-recipients, contractors, consultants, volunteers, etc.

PROJECT MONITORING AND EVALUTION PLAN:

Describe how you will measure project performance and assessment tools to be used and how you will evaluate performance of subawards, subrecipients, contractors etc.

TIMETABLE OR MILESTONES TO COMPLETE EXPECTED OUTCOMES:

[Suggested table below]:

Describe significant outputs and expected outcomes of the project with a clear set of milestones and 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. Some examples of measurable outcomes include:

- Number of archaeological sites and/or standing historic structures identified, monitored, stabilized or protected;
- Number of artifacts recovered, analyzed and curated;
- Number of museum collections accessioned, inventoried,
- Number of paleontological specimens collected and analyzed;
- Number of educational and research programs or materials created and/or presented; and
- Number interpretive opportunities created.

Milestone / Task / Activity	Start Date	Completion Date
Insert specific, measureable outcomes (milestone, task, and/or activity, i.e., # of acres surveyed in x county, # 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:

Describe how this project benefits the public.

Describe how BLM receives the indirect benefit of project activities

Describe how project expands knowledge of paleontological, cultural and/or historical resources.

QUALIFICATIONS/PAST PERFORMANCE:

List key project personnel with their contact information.

Describe key personnel responsibilities, time to be dedicated to the project and their archaeological, paleontological and educational experience and qualifications that are appropriate to the success of the project.

Describe any previous studies performed, including inventory, excavation, intensive recordation or evaluation and collections-based studies.

Describe any previous engagements or partnerships with tribal communities, tribal governments and programs.

Describe any previous experience in preservation of existing collections at recognized curation facilities.

Describe any BLM permits currently or previously held.

Describe any unique qualifications, which support being awarded assistance for this project, such as continuation of the proposed project, technical expertise, cost-sharing ability, etc.

List contractors, sub awards, consultants, if known, and their qualifications.

A list of federally funded assistance agreements (not contracts) that your organization performed within the last three years (no more than 5, and preferably BLM agreements), 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.)

LEVERAGING OF RESOURCES

Demonstrate how you leverage funds or resources with other federal and/or non-federal sources of funds or resources to carry out the proposed project.

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.”