

**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:**

Briefly outline the resource and management need for the project. What is the rationale and how the objectives of your project meets the BLM's multiple use mission as well as the DOI priorities described in this announcement?

**GOALS AND OBJECTIVES:**

Describe your goals and objectives, including what the project is expected to achieve.

**TECHNICAL APPROACH:**

Describe the approach, techniques, processes, and/or methodologies to be used.  
Describe how data collection, analysis, and/or means of interpretation will be accomplished.  
Describe how the proposed project will inform management actions including any trainings, tools, publications, or other products that will be produced.  
Describe the project location(s) including a rationale for why the location(s) will contribute to project success.  
Describe how you will comply with environmental requirements such as applicable state permits, licenses and NEPA, as applicable.

**DESCRIPTION OF PARTNER AND STAKEHOLDER COORDINATION AND INVOLVEMENT:**

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

Describe any coordination efforts that will be, or have been undertaken with State, Federal, and local stake holders/representatives and organizations that support the objectives of the project, as applicable.

### **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 and achieved within the proposed period of performance.

Where possible, include both outputs and the expected outcomes of a particular action or output.

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

| <b>Milestone / Task / Activity</b>                                                                                                                                                                                                                              | <b>Start Date</b> | <b>Completion Date</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------|
| Insert specific, measurable 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 proposed activities.

### **QUALIFICATIONS/PAST PERFORMANCE:**

List key project personnel and their contact information.

Describe the roles and responsibilities of key personnel and corresponding qualifications.

Describe any special skills, licenses and/or permits held.

Provide 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 e.g. continuation of an existing project.

### **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.”