

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: _____

DESIGNATED WATERSHED AREA:

Is your project located in a designated watershed area? If yes, define the location.

If applicable to watershed, describe how your project improves the viability of and other wise benefit the fish, wildlife, and other biotic resources on public land and private land and the reduction of risk from natural disaster where public safety is threatened within the watershed.

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 how your proposal meets the broad objective of developing cooperative relationships for multijurisdictional strategic integrated invasive plant management.

Describe how these objectives support your mission and as well as the mission of the Bureau of Land Management.

TECHNICAL APPROACH:

Describe approach in prioritizing a listing of each invasive species to be controlled.

Describe the details of the project, the procedures to be used, how data will be collected, analyzed, and interpreted, specialized equipment to be used etc.

Describe expected goals and outcomes and how project effectiveness will be measured and evaluated.

Include a detailed project work plan narrative and schedule.

Describe the integrated pest management approach to be used to control or contain the targeted undesirable plant species or group of species; and

Detail the means of implementing the integrated pest management system, define the method, and establish a timeframe for the initiation and completion of the tasks specified in the integrated management system.

Describe tasks and relationships of partners, as applicable.

Describe proposed educational outreach opportunities, 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

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

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 conservation activities

QUALIFICATIONS/PAST PERFORMANCE:

Key project personnel and responsibilities, time to be dedicated to the project, and how their experience and qualifications are appropriate to the success of the project, along with their contact information.

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

Provide a list of federally funded assistance agreements (not contracts), if any, that your organization performed within the last three years (no more than 5, and preferably with the BLM), and describe how you documented, and/or reported on, progress made 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, list all past projects in conjunction with the objective of this project, etc.

Describe appropriate licenses or certifications (as necessary).

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

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.”