

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:

Project description/what the funding will be used for (less than 150 words).

How the project will further current administration and/or DOI priorities (less than 200 words)

Specific BLM management actions the project could help inform (less than 200 words)

Expected outcomes and how the outcomes will benefit the public (less than 200 words)

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.

STATEMENT OF NEED:

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

Describe how the objectives of your project meets the BLM's multiple use mission as well as the DOI priorities described in this announcement.

TECHNICAL APPROACH:

Describe the techniques, processes, methodologies to be used.

Describe how data collection, analysis, and means of interpretation will be accomplished.

Describe how the proposed objectives will be achieved within the proposed period of performance (POP).

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

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.

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:

List key project personnel and responsibilities, along with their contact information.

Description of stakeholder coordination or involvement.

Describe the time to be dedicated to the project, and how their experience and qualifications are appropriate to success of the project.

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 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.”