

The proposal package shall consist of a project narrative, budget narrative, **AND** the Standard Forms shown below. The project and budget narratives should include the following information:

## 1. Project Narrative

### a. General Background Information

- Discuss background of the project
- Discuss the issues and why this project necessary
- Discuss why federal assistance is needed
- List contact information for person(s) who will coordinate and/or administer your request for funding
- List any other pertinent information regarding your request for funding

### b. Scope of Project and Project Plan

- Describe – in detail –the work to be carried out. Discuss the approach and equipment, labor, materials and other resources needed to accomplish the proposed work
- Identify the anticipated start and ending dates of all major stages/tasks of the project proposal
- Attach a map of area and projects, if applicable

### c. Identify Benefits

- Identify anticipated benefits for accomplishing this project

## 2. Budget Narrative

The budget narrative shall support the application/proposal and should show both the applicant and Federal share of total costs for each cost element. The budget narrative must support the information listed on the SF-424C and should consist of:

- Personnel costs: Define each position that will be working on this project by title, salary or wage, amount of time estimated on the project, and any fringe benefit costs.
- Equipment description and hourly rate: Discuss whether the equipment is already owned, will be leased, or purchased. If equipment purchase is recommended, discuss why purchase is preferred to lease or rental. Itemize costs of all equipment purchased having a value of over \$500.
- Material and supplies: List the major types of material and supplies (office, construction, etc.) that are to be purchased and used on this project.
- Environmental and Regulatory Compliance Costs: “Environmental compliance costs” refer to costs incurred by Reclamation or the applicant in complying with environmental regulations. Discuss what costs have been included, why they are needed, and how the costs were determined.
- Contingencies: Funding for contingencies will only be considered in association with construction projects. Proposals for construction contingency funding at a rate greater than 10% will not be found acceptable.
- Other: Any other expenses, such as those for reporting, not included in the above categories shall be listed in this category, along with a description of the item and what it will be used for.
- Indirect rate: Provide a copy of the approved 2010 indirect rate if you will be showing this as a portion of project costs.

## 3. Required Standard Forms

The Standard Forms (SF forms) listed below must be signed by a person legally authorized to commit your organization to performance of the project. The signed-originals of the SF forms must be included along with the project and budget narrative in the proposal package. The SF forms are available on the internet at:

[http://www.grants.gov/agencies/approved\\_standard\\_forms.jsp#1](http://www.grants.gov/agencies/approved_standard_forms.jsp#1).

SF Forms to Submit	SF Form Information
Application	Form SF-424, Application for Federal Assistance. <b>Please include Funding Opportunity No. 10SS1S0030 on the SF-424.</b>
Budget Information	Form SF-424C, Budget Information – Construction Programs
Assurances	Form SF-424D, Assurances – Construction Programs