

Please include the following in your proposal package:

1. Activity Narrative

This is a very important part of the proposal and should provide a very clear picture of the scope of the activity and how it is to be accomplished. The narrative should:

- Discuss background and location of your organization, and identify your activity and why financial assistance is needed. Describe the desired outcome of the proposed activity.
- Identify any past working relationships with Reclamation. This should include the date(s) description of prior relationship, and a description of the activity(s).
- Describe – in detail – the work to be carried out. If at all possible, break out the proposed work into major tasks, and discuss the approach and evaluation techniques that will be used to accomplish the proposed work. This discussion shall be in sufficient detail to permit a comprehensive evaluation of the proposal and its outcomes. If applicable, include engineering plans, designs and analyses as part of the proposal. Recipients are strongly encouraged to have engineering plans, designs and analyses certified by a registered professional engineer. These plans should be in the Appendix of the proposal.
- Identify the anticipated start and ending dates of all major stages/tasks of the proposed activity.
- Identify sources and support of non-Federal funding.

2. Budget Narrative

The proposed activity budget narrative shall include detailed information for the categories listed below, as applicable to the activity.

- Personnel costs: Define each position that will be working on this activity by title, salary or wage, amount of time estimated on the activity, 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 activity.
- 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.
- Travel costs: Include purpose of trip, destination, number traveling, length of stay and all travel. If costs for travel are identified, be sure the purpose/need for travel is discussed in the narrative. List costs including airfare (basis for rate used), per diem, lodging, and miscellaneous travel expenses. For local travel, include mileage and rate of compensation.
- Contingencies: Funding for contingencies will only be considered in association with construction activities: **however, 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. No profit or fee will be allowed.

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/forms_repository_information.jsp

SF Forms to Submit	SF Form Information
Application	SF 424 - Application for Federal Assistance. Please include Funding Opportunity No. 11SS10002 on the SF-424.
Budget Information	SF 424A – Budget Information for Non-Construction Programs
Assurances	SF-424B – Assurances for Non-Construction Programs

5. Other

As applicable, please include environmental/regulatory compliance information, partner cost-share information, and current year indirect cost rates