

**Minimum Requirements for Future Proposal Solicitation Packages
Draft for Discussion - August 10, 1999**

A complete and signed cover sheet will include the following project information

- complete contact information
- amount requested - must match budget
- topic area
- counties where project is located
- geographic area is within ERP area
- priority species the proposal addresses are identified
- ERP strategic objectives are clearly described
- type of applicant
- type of project

10 copies of the proposal, page limits, and other formatting requirements

Notification of Local Government - copy of letter included

- Notification and coordination with local entities is important to the success of any proposal. Applicants must provide a copy of a letter notifying the appropriate county or local land use entity of their intent to submit a proposal. The intent of this notification is to provide advance notification to the county or local entity regarding potential physical actions that could occur within its jurisdiction. Failure to provide a copy of the notification letter will result in disqualification of the proposal. Projects that do not include any physical action on the ground (e.g. education or laboratory research) are not required to submit a notification letter. All applicants should indicate the level of public involvement and support for the proposed project.

Involves Only Willing Sellers or Landowners - letters included, if applicable

- Proposals that involve actions on private or public lands must provide satisfactory evidence that the landowner is a willing participant in the action. Acquisitions will occur only on a willing-seller basis and no land will be acquired through condemnation. Projects proposed on private property or which require access of private property owned by someone other than the applicant must include written permission from the property owner. Failure to include written permission from the property owner will result in disqualification of the proposal.

Contract forms (3 versions)

- 1) All State and Federal contract forms must be submitted at the time the proposal is submitted. Failure to include forms results in disqualification of the application.
- 2) State and Federal contract forms must be submitted at the time the proposal is submitted. Should the project be selected and the forms are not attached or complete, the

applicant will have 14 days to submit the proper forms. Failure to submit the forms will result in disqualification of the application.

- State or Federal forms are required for all funded projects. Forms can be submitted with the proposal or once the proposal has been recommended for funding. All forms must be complete by the time of contract development.

