

Legacy Resource Management Program How to Submit a Pre-Proposal (2016)

The Pre-Proposal

The Request for Proposals (RFP) announcement, which is posted on the Legacy Program Tracker (Tracker) at www.dodlegacy.org/Legacy/intro/guidelines.aspx and the U.S. Department of Defense (DoD) Environment, Safety, and Occupational Health Network and Information Exchange (DENIX) at www.denix.osd.mil/nr/Legacy/rfp.cfm, specifies the pre-proposal submission period and due dates. The RFP details Areas of Emphasis that describe topics that will receive priority. The Legacy Program will invite an author to submit a full proposal only if the pre-proposal meets specified criteria and fulfills a Military Service and/or DoD need. **Not all authors who submit pre-proposals will be asked to submit full proposals.** All notifications are made via the Tracker.

Eligibility

Any individual, organization (public or private), institution, or agency can apply for Legacy Program funding provided the activities and deliverables meet the following criteria, as mandated by Section 8102 of P. L. 101-511 (Defense Appropriations Act) and Section 332(a) (1) of P. L. 104-201, 10 U.S.C. 2694, *Conservation and Cultural Activities*:

1. have regional or DoD-wide significance and involve more than one Military Service;
2. be necessary to meet legal requirements or to support military operations;
3. be more effectively managed at the DoD level; and
4. not be an executive agent responsibility.¹

The Legacy Tracker

- If you are new to the Tracker, you will need to create a Tracker account at www.dodlegacy.org by selecting *Request New User Account* on the right side of the screen.
 - Complete the Tracker Registration Form.
 - Legacy Program staff will verify the account information and approve your request.
 - Within 24 hours of account approval, the Tracker will send you an automated email notification containing your login password.

Note: emails sent by the Tracker sometimes end up in spam or junk folders.
- Once you have an active account, log in to the Tracker using the information you received in the automated email, and select the *Pre-Proposals* tab on the left.
- Click the “Add New” button to open a new pre-proposal form under your name.
 - You are now the Pre-Proposal Author and owner of the entry.

Pre-Proposals Tab

- When giving the new pre-proposal a title, make sure it does not contain colons, quotation marks, or other special characters, or you will not be able to save the entry.
- **Ensure text contains no formatting** when copying and pasting it into the Tracker.
 - If you’re using Microsoft Word or other word processing software, you must copy and paste the text into the Notepad program before entering it into the Tracker. Not

¹ An executive agent is a Military Department with designated responsibility over an area. For example, the Navy is the executive agent for sonar issues. Therefore, any Legacy proposals directly relating to sonar are not eligible for funding.

- doing so will likely result in significant functionality issues, as the Tracker cannot accommodate embedded formatting.
 - To copy to Notepad, highlight all of the text in Word, choose Edit then Copy, then Paste into Notepad.
 - Next, go to the Tracker, and Paste the unformatted text from Notepad into each appropriate Tracker section.
- Abide by specified character limits.
 - Failure to remain within character limits may result in the Review Committee evaluating incomplete text.
- IMPORTANT! You must actively SAVE your inputs to the Tracker, or changes will be lost.
 - To save, click the Save button at the bottom of the page *before* proceeding to a new tab.
 - We strongly encourage you to **Save** after making changes to any portion of text.
 - Clicking the Next button without clicking the Save button may result in data loss.
 - We cannot retrieve lost text.
- You may save and exit the pre-proposal at any point by clicking the Save button and then logging out of the Tracker.
- You may return to make additional changes at a later time.

Verify Pre-Proposal Submittal

- After you have completed all required fields (described below) and submitted your pre-proposal, ensure that the pre-proposal title is listed, and that the “Status” column reads “In Review.”
- You must complete all required fields in the pre-proposal form before you will be able to submit your pre-proposal. Required fields are denoted with an asterisk(*).
- After you click the Submit tab, a “Successfully Submitted” message will appear on your screen. **Please do not click any buttons or exit the system until you see this message.**
- If you completed all fields and successfully submitted your pre-proposal but it is not listed when you re-enter the system, please contact Legacy Program staff immediately. Do not click any buttons or exit the system until you have contacted a staff member.
- Legacy staff contact: moshe.d.muller.ctr@mail.mil and DoDLegacy@bah.com.

STEP-BY-STEP GUIDE TO COMPLETING ALL FIELDS

Admin Tab

- Author and Co-Author:
 - The Author is the main point of contact for the overall scope of work, and the proposal’s lead investigator and coordinator. This individual is not necessarily the entity requesting the largest amount of funding.
 - If you want to add a Co-Author, you will need to email moshe.d.muller.ctr@mail.mil and DoDLegacy@bah.com.
 - The Co-Author is a Co-Principal Investigator, backup to the Author, or even the Principal Investigator when the primary Author is overseeing multiple components of a larger effort. The Co-Author could also be an individual from a partnering organization who will not be the main point of contact for the overall scope of work,

but who will also request funding. The Co-Author must have a Tracker account, but he or she cannot edit or submit the pre-proposal.

- Project Title: enter a title that is descriptive but not lengthy. Applicants should not change Project Titles after submission without Legacy Program coordination.
- Sponsor: use the pull-down list to select the proper sponsor for the proposed effort.
 - For pre-proposals that will implement work on one or more installations, the sponsor should be the Military Service that will help coordinate the proposed work.
 - For pre-proposals that will develop overarching methodologies or processes, DoD sponsorship may be more appropriate.
 - If you have questions about appropriate sponsorship, please contact the Legacy Program staff.
- Have you already made contact with the above-mentioned sponsor: select Yes or No.
IMPORTANT: applicants must contact the sponsor before submitting the full proposal.
- CMD Division: use the pull-down list to select the proper division or headquarters. This is the Military Service Command (CMD) responsible for project oversight. If you are unsure of what CMD applies, if any, contact the appropriate Military Service representative or Legacy Program staff for assistance. Use the *Contact Us* link on the Legacy Program website homepage to access Military Service representative contact information.
- State: enter the state in which the proposed effort will take place. If the pre-proposal will occur in multiple states or is national, then enter the state in which the majority of the work will take place or, if more appropriate, where the Principal Investigator is located.
- Country: enter the country in which the proposed effort is located.
- Continuation Project: select Yes or No. If this is a continuation effort, provide the relevant Legacy project number.
- To the best of your knowledge, is your work original and not duplicative of existing efforts: select Yes or No to indicate if the proposed work is original or not.
- Will you need to access a DoD installation, its personnel, or its resources/data: select Yes or No.
- Installation(s): enter the installation(s) at which the proposed effort will take place.
- Expected Completion Date: enter the date by which you intend to submit all FINAL deliverables for the given year's effort. Please note the Legacy Program requires Principal Investigators to submit draft deliverables for review at least 30 days prior to finalization.
- Requesting Organization #1: enter the name of the organization requesting funding.
 - If necessary, enter additional organizations requesting funding. Please note that applicants must explain why additional organizations must receive funding directly from Legacy, instead of having the applicant sub-allocate to partners. That is, Legacy discourages multiple agreements for a single project, recommending instead that a primary recipient sub-allocate resources if necessary. The organization receiving funds is responsible for all deliverables, including those completed by any partners receiving sub-allocated funds.
- Primary Theme: use the pull-down list to select the primary theme which is the dominant or unifying subject (e.g., Data Collection, Historic Buildings, Land Management).
- Secondary Theme: use the pull-down list to select the secondary theme which is the subordinate subject of the project (e.g., Interagency Collaboration, Partnerships, Sustainability).

Resources Tab

- **Resource Type:** use the pull-down list to select Natural Resources, Cultural Resources, or Integrated Resources (Cultural and Natural) to indicate which resource type best describes the proposed effort.
- **Area of Emphasis:** select the single most relevant Area of Emphasis from the list provided.

Budget Details Tab

- This section indicates how the applicant intends to allocate resources for the proposed project. (ENTER BUDGET ITEMS BY FISCAL YEAR.) Address any additional future budget items in the *Describe Follow-on* field in the Follow-on Work tab.)
NOTE: profit is not an eligible budget item, and may not be included in the proposed budget. Any fees or burdens should be incorporated into the hourly rates provided.
- Budget fields:
 - **Equipment** – equipment to be purchased for the proposed project. Include what's being purchased, the quantity, and unit cost as applicable.
NOTE: refer to DoD's grant and agreement regulations for guidance on equipment that is no longer needed after the proposed project is complete.²
 - **Materials/Supplies** – all materials and/or supplies required for the proposed project. Include a description, quantity, unit cost, and total as applicable.
NOTE: if unused supplies at the end of the proposed project exceed \$5,000 in total value, the recipient may retain these items for use on non-federal sponsored activities or sell them. In either case, the recipient must compensate the federal government for the unused supplies.³
 - **Salary** – salary, including number of hours and rate per hour for each performer. Include position, a brief summary of duties, the total number of hours, and rate per hour for each performer.
 - **Other Labor** – sub-allocated or contracted labor. Include position, a brief summary of duties, the total number of hours, and rate per hour.
 - **Overhead/Admin** – indirect or general expenses (e.g., administrative support, utility costs), and fringe benefits.
NOTE: unless your organization negotiated a special rate, Legacy's federally-approved maximum overhead is **17.5%**. Higher rates will not be honored.
 - **Travel – DoD will not fund travel associated with conferences, seminars, symposiums, meetings, etc. Applicants need to include a strong justification for any requested travel support.**
 - If the applicant feels travel is critical, all costs must be detailed and explained, including reason for trip, number of travelers, expenses (lodging, airfare, parking, car rental, etc.), and rate(s). All travel costs must comply with the Federal Acquisition Regulation (FAR).
 - **Other** – costs that don't fall under any of the other categories.

² <https://www.gpo.gov/fdsys/pkg/CFR-2011-title32-vol1/xml/CFR-2011-title32-vol1-subtitleA-chapI-subchapC.xml>), § 32.34

³ <https://www.gpo.gov/fdsys/pkg/CFR-2011-title32-vol1/xml/CFR-2011-title32-vol1-subtitleA-chapI-subchapC.xml>), § 34.24

- For example, if you need funding for in-house laboratory testing. Be sure to itemize all costs in this category.
- If an external laboratory conducts an analysis, include the lab's name, a description of the analysis being performed, per sample cost, and total.

EXAMPLE BUDGET

Item	Description	Cost
Salary	Project Manager – to oversee the project work plan and documentation, and develop report (\$80/hour for 100 hours)	\$8,000
Salary	Project Assistant for 3 months @ \$30/hour for 300 hours	\$9,000
Travel	Lodging for 2 people at the General Inn hotel, 30 days at \$50/ person per day	\$3,000
Travel	Airfare for 2 people from Someplace, VA to AnotherPlace, CA at \$500/ person	\$1,000
Equipment	1 GPS tracking receiver	\$200
Materials/ Supplies	5 tracking collars at \$20 each	\$100
Other Labor	Guide/Bear tracking expert for 2 weeks @ \$40/hour for 80 hours	\$3,200
Other	Nature Reserve access fee of \$25 (x 2 Project Assistants)	\$50
Total		\$24,550

EXAMPLE BUDGET FOR MULTI-YEAR PROJECTS

Item	Description	Cost
Salary	Project Manager – to oversee the project work plan and documentation @ \$40/hour for 100 hours (60 hours in FY17, 40 hours in FY18)	\$4,000
Salary	Biological Technician – to collect samples at installation @ \$17.50/hour for 160 hours (120 hours in FY17, 40 hours in FY18)	\$2,800
Salary	Project Assistant for 3 months @ \$30/hour for 300 hours (FY18)	\$9,000
Salary	Project Manager – to develop report @ \$40/hour for 35 hours (FY18)	\$1,400
Travel	Lodging for 2 people at the General Inn hotel, 30 days at \$50/person per day (FY17)	\$3,000
Travel	Airfare for 2 people from Someplace, VA to AnotherPlace, CA at \$500/person (FY18)	\$1,000
Equipment	1 GPS tracking receiver (FY17)	\$200
Materials/ Supplies	5 tracking collars at \$20 each (FY17)	\$100
Other Labor	Guide/Bear tracking expert for 2 weeks @ \$40/hour for 80 hours (FY17)	\$3,200
Other	Nature Reserve access fee of \$25 (x 2 Project Assistants) (FY17)	\$50
Overhead	Overhead @ 17.5% (\$1,934 in FY17, \$2,397 in FY18)	\$4,331
Total		\$29,081

Contributing Partners Tab

- The requesting organization should specify all cost sharing and/or matching contributions. Cost sharing and/or matching contributions are not required for project approval, but are considered an added benefit, and encouraged when feasible.
- For funds sub-allocated to other organizations, select the appropriate Requesting Organization at the top of the page and populate the budget for all work they will produce.
- Document the dollar value of all anticipated partner contributions, as applicable. If you add a Contributing Partner, please complete all fields. In the case of multiple Contributing Partners, you must list at least one budget item per partner. Round the Item Cost to the nearest dollar.
- The required fields are:

- New Contributing Partner: name of the Contributing Partner.
- Item: items/services being contributed (e.g., donated property, equipment, volunteer services).
- Description: description of items, services, or labor hours being contributed.
- Value: actual dollar value of items/services being contributed or, if unavailable, the government or civilian rate that most closely aligns.

NOTE: provide enough detail to allow the proposal reviewers to understand exactly how you derived the total for each budget line item, and how the contribution is being applied.

Project Details Tab

- Project Synopsis: provide 3-4 sentences, not to exceed 1,024 characters (including spaces), that succinctly describe what the proposed project will do, what the results will be, and how those results will benefit DoD and/or the Military Services.
 - **IMPORTANT**: this is generally the only explanatory information that leadership will read when they make funding determinations, so applicants should ensure the *Project Synopsis* is succinct and compelling.
- Abstract & Work Plan: enter text that is comparable to an executive summary. This field should expand and describe the *Project Synopsis*.
 - The Abstract must clearly state the need for the proposed work, and explain the work's objectives. **Cover the WHY question here**. Remember, the proposed work must address a current DoD need. Specify that need and describe how the proposed work addresses that need. Be specific when describing the expected deliverables, and how they will benefit military testing, training, and/or operational activities.
 - The Work Plan should contain a numbered list of overall planned work phases and methodology (include planning, execution, and analyses). **Cover the WHAT and WHERE here**. Include a list of all installations and states where you plan to conduct work. If this is a continuation project, briefly list products from past funding years.
- Military Mission Benefits: using a bulleted format, **concisely** articulate how this project benefits the military mission. Remember that the proposed project *must* support military readiness and/or mission-related activities, and it must correlate with natural and/or cultural resource conservation priorities. Applicants should list all known installations or specific regions that would directly benefit from the proposed work, and briefly summarize any conversations with installation contacts that help illustrate the need for and value of the proposed work. If this is a continuation project, briefly discuss the military benefit achieved in past funding years.
 - DO NOT provide an overview of the entire project or reiterate information provided in the abstract or work plan. Do not simply correlate the proposed work to federal compliance or other regulatory or policy requirements. Do not be verbose. Do use bulleted formatting.
- Will you be uploading a map or figure: select Yes or No. If you select Yes, click the Browse button to choose the file you intend to upload, enter a title, and select Upload File.
- **IMPORTANT**: be sure to populate all required fields and remain within the specified character limits.

If Funded, How Much Time Will You Have For Your Project?

- The Legacy Program funds projects each fiscal year for a period of 1-3 years. Because Legacy receives an annual Congressional appropriation, the Program cannot guarantee funding beyond the scope of an approved project. You must complete and submit all required Legacy project deliverables by your anticipated completion date as specified in the scope of work. You must submit at least one stand-alone deliverable for each funded year. ***For projects that are approved to receive funding for more than one year, please note that each year's funding is contingent upon successfully completing all requirements and submitting satisfactory deliverables for the previous year.*** That is, your project will receive follow on funding only if your annual deliverable(s) are considered satisfactory (i.e., there is a yearly go/no-go decision).
- ***IMPORTANT:*** Non-DoD federal agencies must obligate and expend (spend or sub-contract) ALL funds by the end of the fiscal year in which the award was made. Therefore, ***non-DoD federal agencies should consider carefully before requesting more than one year of funding at a time.***

Follow-on Work Tab

- The Author must select one of the following three options that best describes applicable follow-on funding requirements for the proposal:
 - Project has no foreseen need to request funding for future years.
 - Project has follow-on work necessary to complete current proposed effort. (User has explicit intention to request additional funding to complete the current proposed project)
 - Potential proposal ideas that could be submitted as new projects in the future. (User would recommend this activity for furthering the scope of the proposed project in the future)
- The Author must describe the follow-on work, if applicable, in the *Please Describe* field. This description should be in the form of a Project Synopsis, and include estimated costs for each anticipated out-year request.
- Sometimes during the period of performance, Principal Investigators identify additional efforts that will enhance overall project goals. If this happens, you are welcome to submit a request for continuation funding during the next fiscal year, even if you did not identify an anticipated need for additional funding in the Follow-on Work section. The Review Committee will assess these continuation funding requests against other submittals. Additional funding is not guaranteed.

Expected Products Tab

- List all products that you expect to deliver for the proposed work.
- The Author must complete the following fields:
 - *Product Type*: choose the most appropriate product type from the pull-down menu list.
 - *Product Description*: a single sentence describing the expected product.
 - *Date Due*: the date you intend to deliver the expected product. The date must precede the project's completion date.
- ***IMPORTANT:*** the itemized products list must include progress reports at six-month intervals, a Legacy Program fact sheet (one-page summary of the overall effort), and any other deliverable associated with the completion and implementation of the proposed work.

For the six-month progress report(s), please select 'Interim Report' from the Product Type pull-down list.

- If more than one organization is requesting funds, enter expected products separately for each organization. Click on the specific Requesting Organization at the top of the page to indicate deliverables for the correct organization.

Technical POC Tab

- This is the contact information for the person responsible for submitting the proposal and ensuring its successful completion if/once funded. This tab *must* be kept current throughout the period of performance. Contact Legacy Program staff to update the Technical POC's name, phone, fax, email, etc.
- You must enter Technical POC information for each organization requesting funding. **NOTE:** if you sub-allocate funds, you do not need to enter Technical POC information for those organizations *unless the organization is a federal agency*.

Action & Review Tab

- In the Comments field, Project Authors must indicate the type of award they hope to receive (i.e., Military Interdepartmental Purchase Request [MIPR], Project Order, Cooperative Agreement, or Interagency Agreement).
 - A **MIPR** is a type of interagency agreement used to place orders for supplies and non-personal services with a military department. The goods or services may be provided from in-house resources or may be procured from commercial sources.
 - A **Project Order** is essentially a MIPR with the ability to "carry-over" some orders from one fiscal year to the next.
 - A **Cooperative Agreement** is a legal instrument that agencies use to enter into the same kind of relationship as a grant, except that the contract Designee and recipient substantially coordinate when carrying out the funded activity. Contract Designees use Cooperative Agreements with non-federal governmental entities, such as universities, companies, state agencies, non-profit, or for-profit organizations.
 - An **Interagency Agreement** is a binding agreement between DoD Components or between a DoD Component and a non-DoD federal agency that uses a MIPR as a means of payment. DoD issues these agreements under the authority of the Economy Act or the Sikes Act. Interagency Agreements that DoD issues under the Economy Act may extend across fiscal years, but the Period of Performance cannot exceed 12 months. Interagency Agreements that DoD issues under the Sikes Act, which is the method the Legacy Program typically uses, may extend across fiscal years with a maximum Period of Performance of 18 months.
- To submit a pre-proposal, select "Submit Proposal to OSD" from the Action pull-down list at the top of the page, and then select "Submit." Submitting initiates the review process.
- **Once you've submitted your pre-proposal, you cannot change the document, so please be sure you are ready to submit before doing so.**

Letters of Support Tab

- A Letter of Support is not required at the pre-proposal stage though will be for full proposals.

- If you have already obtained a Letter of Support, please email it to moshe.d.muller.ctr@mail.mil and DoDLegacy@bah.com. Legacy Program staff will upload it to the Tracker.

NOTE: there are two types of letters that illustrate proposal support: 1) the *Electronic Letter of Support for DoD Installation Use*, which provides DoD support for installation access and use, and 2) the *Letter of Endorsement*, which supports a proposed project but does not offer permission to access and use an installation.

Generally, Successful Pre-Proposals:

- Iterate the direct benefit to the military mission, indicating Military Service benefit, direct testing and training benefits, and any DoD-wide significance.
- Present a *Project Synopsis* that clearly articulates what the work will achieve, why it's important, and how it will benefit the military's mission.
- Describe the *Work Plan* and *Project Approach* in ways that are clear and easy to understand.
- Identify any relationship between the proposed work and other related or similar work completed or currently underway.
- Detail the *Expected Products* that will result from the proposed effort.
- Provide an itemized budget as described in the *Budget Details* section.

Wrap Up

The Legacy Program funds high priority projects that address current military mission needs and emerging issues. Legacy determines which projects to fund based on the timing of the funding request in relation to many factors that include, but are not limited to, Military Service interest, DoD priorities, available funding, any related work that is underway or already funded, and how the project relates to the current Program Areas of Emphasis. Legacy does not guarantee funding.

Each Legacy project is treated as an independent, stand-alone effort. Each has an agreed upon period of performance, and an agreed upon scope of work to produce defined **expected products**. A project that does not benefit testing, training, or operational activities, and/or will not produce stand-alone results will not receive Legacy funding.