EVOSTC FY 22-26 GENERAL RESTORATION and HABITAT PROJECT PROPOSAL FORM

**Proposals requesting FY22 - 26 funding are due to** **shiway.wang@alaska.gov** **and** **linda.kilbourne@alsaka.gov** **by March 29, 2021. Please note that the information in your proposal and budget form will be used for funding review.** **Please refer to the FY22-26 General Restoration Invitation for Proposals, posted on the EVOSTC web site (evostc.state.ak.us) for specific proposal requirements. The information requested in this form is in addition to the information requested by the General Restoration Invitation. We may make inquiries regarding the project and proposer(s), including consulting with subject matter experts, government agencies or other parties. Project proposals may be submitted in response to only one current** [**Invitation (FY 22-31 or FY 22-26)**](https://evostc.state.ak.us/publications/invitations-for-proposals/)**. A project that is submitted under both Invitations may be disqualified from consideration. Please indicate below if your proposal contains confidential information.**

Does this proposal contain confidential information? [ ] Yes [ ] No

*Segregate any confidential information on separate pages of the proposal, with each page marked “CONFIDENTIAL”.*

Project Number\* and Title

\*Number will be assigned by EVOSTC office if this is a new project.

[Insert Text]

Primary Proposer(s)/Project Manager and Affiliation(s)

[Insert Text]

Date Proposal Submitted

[Insert Text]

Brief Project Description (maximum 300 words)

The Project Description should provide a brief and concise summary of the proposal, its budgeted costs and its benefits for oil spill recovery and restoration. The Project Description should provide sufficient information for a summary review as this is the text that will be reproduced in the public work plan and may be relied upon by staff, the EVOSTC Public Advisory Committee and other reviewers.

[Insert Text] (Please note, this proposal form uses Word Styles which you can find in the Home ribbon. This style is Parag 1: EVOSTC. To apply the appropriate style when copying and pasting text from another document, select the text and then click on Parag 1: EVOSTC in the Style ribbon.)

EVOSTC Funding Requested\* (round to the nearest hundred, including 9% GA, where applicable\*):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FY22** | **FY23** | **FY24** | **FY25** | **FY26** | **FY22-26 Total** |
|  |  |  |  |  |  |

\* GA is a General Administration cost that applies to all EVOSTC projects except for purchase prices of habitat parcels. Please indicate if funds will be requested to be released on other than an annual basis. If the amount requested here does not match the amount on the budget form, the request on the budget form will considered to be correct.

Non-EVOSTC Funds to be used for this project, please include source and amount per source:

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| --- | --- | --- | --- | --- | --- |
| **FY22** | **FY23** | **FY24** | **FY25** | **FY26** | **FY22-26 Total** |
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1. EXECUTIVE SUMMARY (maximum ~1500 words, not including figures and tables)

Please provide a summary of the project including key objectives and overall goals. Describe the background and history of the problem. Include [which injured resources and services](http://www.evostc.state.ak.us/index.cfm?FA=status.injured) the project supports and describe how those resources and services will benefit from this project.

[Insert Text] (Please note, this form uses Word Styles which you can find in the Home ribbon. This style is Parag 2: EVOSTC which is indented to align with the heading numbering. To apply the appropriate style when copying and pasting text from another document, select the text and then click on Parag 2: EVOSTC in the Style ribbon).

1. PROJECT HISTORY (maximum 400 words)

Is this a new or continuing project? If continuing, please describe the history of the project and what has been accomplished to date. Please include references to any existing work products (i.e., summaries or reports of results, follow-up monitoring).

[Insert Text]

1. PROJECT DESIGN
2. Objectives

List the objectives of the proposed project and briefly state why it is important. If your proposed project builds on recent work, provide details on the need for its continuation and whether any changes are proposed. If the proposed project is for new work, explain the benefits of the new project and why it is needed to further the Council’s mission of restoring and recovering injured natural resources and services.

[Insert Text]

1. Project Location

Where will the project be undertaken and why was the area chosen? Descriptive maps, photos and figures should be included here, as applicable. Describe the project area’s most important features and characteristics as they relate to the spill restoration and recovery benefits of the proposed project.

[Insert Text]

1. Procedures and Methods

For each objective listed in A. above, identify the methods and procedures that will be followed to meet the objective and note any prior history and results utilizing the same or similar methods elsewhere. Methods may include appropriate protocols and/or staff expertise or training. Attach any applicable contractors and sub-contractor’s names, if available, engineers’ or other cost estimates, if applicable, and describe any protocols and cost controls which will be applied to the expenditure of EVOSTC funds.

[Insert Text]

**D. Project Reporting**

*For all EVOSTC-funded projects, the Project Manager shall commit to provide work progress reports annually (or more frequently, if requested by the Executive Director in writing). Reports shall include narrative and specifics on funding received and expended to date, progress made on milestones and tasks, and must explain any variations from the project plan.*

[Insert Text]

1. COORDINATION AND COLLABORATION

A. With Other EVOSTC-funded Projects (if applicable)

If applicable, please indicate if the proposed project relates to, complements, or includes any collaborative efforts with past or current projects funded by the EVOSTC. This likely does not apply to many habitat projects.

[Insert Text]

B. With Trustee or Other Management Agencies or Organizations

Please discuss if there are any aspects which may support EVOSTC trust or other agency work, or which has received EVOSTC funding previously. Describe any agency feedback or direction received, including the contact name of the agency staff.

If the proposed project requires or includes collaboration with other agencies or organizations to accomplish the work, such arrangements should be explained, and the names of agency or organization representatives involved in the project should be provided. If your proposal is in conflict with another project or program, note this and explain why.

[Insert Text]

C. With Alaska Native and Other Local Communities

Please describe efforts at outreach and to involve local and Alaska Native communities, tribes or Native corporations in the project, as appropriate, and include your plan for communication and coordination as the project advances.

[Insert Text]

1. DELIVERABLES

List and describe expected products that will come from this project. Deliverables may include but are not limited to active restoration results, habitat protection or enhancement obtained, maps, photographs, financial reports and other documentation of projects in progress and completed, and summaries of benefits achieved for spill recovery and restoration objectives. Annual written progress reports are due on March 1 immediately following the end of the EVOSTC fiscal year and a final report is due on March 1 in the year following the last fiscal year of the project. See the Council’s [Reporting Policy](https://evostc.state.ak.us/policies-procedures/reporting-procedures/) for details and forms. The Project Manager will be responsible for all deliverables unless otherwise noted below.

[Insert Text]

1. STATUS OF SCHEDULED PROJECT ACCOMPLISHMENTS

Milestones are the major steps to meet overall project objectives.

Tasks are intermediate steps to meet milestones (for example, initial project planning, design, engineering and construction phases and schedules, if applicable, due diligence and other necessary steps or stages to complete the project work).

Deliverables are products that will be produced from the project (see section 5 above).

List each project milestone, task, and deliverable in the chart (examples are shown below), and specify by each quarter of each year when these are anticipated to be accomplished. C = completed; X = planned work is underway, but not yet completed. Show project milestones and planned task progress by fiscal year and quarter, beginning February 1, 2022. Fiscal Year Quarters for each year of the project are: 1= Feb. 1-April 30; 2= May 1-July 31; 3= Aug. 1-Oct. 31; 4= Nov. 1-Jan 31.

For multi-year projects, reviewers will use this information in conjunction with project reports to assess whether the project is meeting its objectives and is suitable for continued releases of funding.

| **Milestone/Task** | **FY22** | **FY23** | **FY24** | **FY25** | **FY26** |
| --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| **Milestone:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task | C | X | X | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Milestone:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task | C |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Task |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Reporting:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Annual progress report |  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| FY work plan  |  |  |  | X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Final report/Project results |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Deliverables:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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1. PROJECT BUDGET
2. Budget Forms (Attach)

Please attach completed budget forms using Excel workbook for each EVOSTC fiscal year (Feb. 1 to Jan. 31) of the project and provide adequate financial details. Projects may be from one to five years in duration. Include 9% GA (General Administration) for each budget item, except for habitat parcel purchase proposals, which do not include GA. Include a narrative to explain the anticipated funds release schedule for multi-year projects, and indicate whether annual releases are requested or a different schedule. Summarize funding for each fiscal year in the Budget Summary Table below, and Include a screen shot of the “Summary” budget in the proposal.



1. Sources of Additional Funding

Please identify any non-EVOSTC sources of funds or in-kind contributions that would be used as cost-share for the project. List each source, the amount of funds from each source, and the purpose for which the funds will be used. Do not include funds that are not directly and specifically related to the work being proposed in this proposal. Please attach documentation from additional project funding sources which confirms and describes matching or other leveraged funds, including date(s) the non-EVOSTC funds are/will be authorized and received, and any conditions on their use.

Non-EVOSTC Funds to be used for this project, please include source(s) and amount and timing per source, and any conditions on their use:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FY22** | **FY23** | **FY24** | **FY25** | **FY26** | **FY22-26 Total** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

[Insert Text]

1. PROJECT MANAGEMENT AND PERSONNEL

**A. Project Management**

*List names of the Project Manager, the primary fiscal agent for the project and any other key partners associated with the project. List any property owners, businesses, cooperating entities (non-profit or other) and government agency personnel that will be involved and their role on the project.*

[Insert Text]

**B. Personnel Qualifications**

The Resumes of the lead proposer(s), Project Manager and other senior personnel involved in the proposal must be attached. Each resume is limited to **two** consecutively numbered pages and must include the following information:

* A list of present and past employers and affiliations, professional credentials, mailing address, and other contact information (including e-mail addresses and telephone numbers).
* A list of prior projects and persons (including their organizational affiliations) including contact information, with whom the lead proposer(s)/Project Manager has collaborated on a project within the last four years. If there have been no collaborators, this should be indicated.

*Note that we may contact the persons listed for additional information.*

[Insert Text]