

SOUTH FLORIDA NATURAL RESOURCES CENTER



NATIONAL PARK SERVICE
SFNRC TECHNICAL REPORT 97-003

Guidelines for Proposal Submissions; Appendix A of Restoring Wetlands on Abandoned Agricultural Lands in Everglades National Park, a Strategic Plan for guiding the Research, Monitoring, and Management of the “Hole-in-the-Donut” Restoration

GUIDELINES FOR PROPOSAL SUBMISSIONS



APPENDIX A

OF

RESTORING WETLANDS ON ABANDONED AGRICULTURAL LANDS IN EVERGLADES NATIONAL PARK

**A Strategic Plan for Guiding the Research, Monitoring, and
Management of the “Hole-in-the-Donut” Restoration Program**



**SOUTH FLORIDA NATURAL RESOURCES CENTER
EVERGLADES NATIONAL PARK**

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OVERVIEW

This research solicitation relates to the continuation of a restoration program being implemented in Everglades National Park, by the South Florida Natural Resources Center (SFNRC). The program involves the restoration of wetlands from abandoned agricultural lands, also known as the Hole-in-the-Donut (HID). A comprehensive research and monitoring program is being implemented in conjunction with the restoration activities. The objective of the program is to aid the restoration and long-term management of the restored site.

This solicitation is for proposals that compliment the ongoing restoration program and lead to knowledge that enhances the capability of Everglades National Park to restore and manage the HID area. Detailed information regarding the project background, program objectives, information presently available, critical research topics and questions, program scope, and purpose, may be found in the document titled "Restoring Wetlands on Abandoned Agricultural Lands in Everglades National Park; A Strategic Plan for Guiding the Research, Monitoring, and Management of the "Hole-in-the-Donut (HID)" Restoration Program" (Strategic Plan). All scientists submitting a proposal for this restoration program should carefully read the Strategic Plan to understand the intent of the restoration program and the requisite focus of the research.

This document, the Strategic Plan, and other information relating to the HID Restoration Program may be accessed on the Everglades Information Network and Digital Library's World Wide Web site. The Uniform Resource Locator (URL) is: <http://everglades.fiu.edu/>

Keywords: Restoration, Abandoned Farmland, Everglades National Park, Research Proposal Guidelines, Hole-in-the-Donut, Wetlands, Research Solicitation

PURPOSE

This document contains the guidelines for submitting a research proposal for the HID restoration program. These guidelines identify the requirements and format for research proposals, and outline the two-step process for proposal submittal, review, and integration of individual projects into the larger research program.

PARTICIPATION

Scientists at accredited Universities or other non-profit research institutions may apply. Investigators that are new to or unfamiliar with the Everglades, the South Florida Ecosystem Restoration Program, or the HID Restoration Program are encouraged to

collaborate with scientists familiar with the area. University sponsorship, at least as cost-sharing or in-kind services, is strongly encouraged. Proposals that integrate several key research topics or questions, and objectives (detailed in the Strategic Plan), and are collaborative across disciplines will be more competitive. Scientists may submit no more than two research proposals in any combination of being a Principal Investigator or Associate Investigator. All work will be funded only through Cooperative Agreements with Everglades National Park.

STUDENT PARTICIPATION

Full time students at accredited Universities are encouraged to apply for research support. Only students from institutions who have been awarded funding (previously or through this solicitation) for research projects related to this program may apply. Student project funding is limited as follows: 1) undergraduate student projects are limited to one year and may not exceed a total of \$2,000.00, 2) Master's Degree projects are limited to two years and may not exceed a total of \$8,000.00, and 3) Doctoral projects are limited to three years and may not exceed a total of \$18,000.00. Student projects may not include salary or capital equipment. However, a summer stipend will be considered, if sufficiently justified. Funding will be obligated one year at a time. Upon satisfactory completion and acceptance of the first year's work, the following year's funding will be obligated. No indirect costs are allowed for student grants. Student proposals must be submitted with 2 letters of recommendation from faculty members familiar with the student's planned study. Applications and award for a student project do not preclude student collaboration as a co-investigator in other unrelated proposals.

Student Proposals are to follow the same format as described on page 7, INSTRUCTIONS FOR PROPOSALS, and are limited to a maximum of 7 pages, inclusive of parts 2-8. Review and acceptance of student proposals will be completed by SFNRC staff and collaborators.

SIZE OF AWARD

Project funding is expected to range from about \$15,000 to \$75,000 per year for a maximum of 5 years. Proposal and indirect costs will be carefully reviewed. We will consider proposals that make a substantial case for greater funding or for longer project duration. Justification for larger budgets or longer duration should include: (a) a multi-investigator/campus component, or (b) the integration of several inter-related, inter-disciplinary research project proposals into a greater whole through collaboration. (For example, if an investigator(s) proposes to evaluate vegetation patterns in relationship to nutrients, hydrology, and soils, that investigator(s) would enhance his/her proposal's competitiveness through collaboration with other scientists specializing in hydrology, nutrients, or soil dynamics. Elimination of duplicate data collection, where unnecessary,

is the goal.) However, if a number of scientists submit proposals as an integrated package, individual proposals should stand on their own merits.

Only the first two years of a project's funds will be obligated irrespective of project duration. This will allow us to carefully review the first two years research prior to further financial obligations. If the project duration is less than three years only one-half the funding will be obligated initially. Upon project completion, those that receive positive reviews and recommendations for continuation, may, at the Park's discretion, be extended.

INDIRECT COSTS

Indirect costs must be clearly delineated in the budget. Everglades National Park will only pay existing negotiated rates of indirect costs to institutions with existing master agreements, or HID project specific cooperative agreements. For, institutions that currently have no cooperative agreement with the Park, the Park will not fund any proposals where indirect costs exceed 20%. Institutions are encouraged to seriously consider indirect cost below 20%, either by reducing indirect costs requested, or through cost-share.

INSTRUCTIONS FOR PROPOSALS

Preparation of the Proposal - Phase One

Phase one includes the preparation and submission of the research proposal itself. The details of proposal preparation are outlined in this document. A pre-proposal meeting (attendance advised but not required) will be held where we will provide a review of the current HID restoration program, the Strategic Plan, and proposal guidelines. This will provide an opportunity for potential proposers to visit the restoration site and ask questions regarding any aspect of the project or of proposal preparation.

No unsolicited additions or amendments to the proposal will be accepted after submission. The Strategic Plan should be used as a format guide for headings, indentations, capitalization, etc.

The sum and substance of the proposal (inclusive of elements 2-8 below) may not exceed 15 pages. However, all of the following items should be included in the submittal package, in the order listed:

Proposals not meeting the following instructions may be returned to the PI without review.

- 1) Cover Page - form provided.
- 2) Proposal Title Page and Abstract with Key Words - the title should be informative, concise, typed in all caps and centered. The title should accurately describe the project. A maximum one-page abstract should appear below the title. It should clearly and succinctly define the research problem, expected objectives, contribution, methodology, and relevance to the restoration program. Keywords should be placed just after the abstract (see the Strategic Plan for an example).
- 3) Introduction - This section should describe the problem that requires your research and provide relevant background information. Only pertinent literature should be cited.
- 4) Objectives/Hypotheses/Questions - This sections should contain a clear and feasible outline of research objectives which are achievable within the duration of the project. Objectives/hypotheses/questions and their relationship to the HID restoration program should be stated clearly.
- 5) Methods and Approach to Accomplish Objectives - This section may not exceed five pages and must include the following elements: methodology, plan of work with a time schedule, and responsibility of each collaborator.
- 6) Expected Results and Anticipated Benefits - Include the technical and applied contributions to the restoration program from the proposed research. The potential management applications of your project should be explicit.
- 7) Relationship to program goals - The proposal should have clear objectives and relate directly to the program's critical questions and topics.
- 8) List of Deliverables - Provide a listing of the anticipated products that will be produced as part of your project. Products may include such things as: reports, publications, management recommendations, restoration alternatives, cost savings, cost-benefit analysis, plans, collections, etc.
- 9) Literature Cited - See the Strategic Plan for format.
- 10) Budget Tables. - A form required for budget preparation is provided. Incomplete budget tables will result in proposals being returned without review.
- 11) Budget Justification - Investigators are expected to justify all major budget items for each year of the study. List and identify the duties of personnel. List purpose of each piece of capital equipment and purpose of each major cost category. Provide justification for travel expenses.
- 12) Investigator's Curriculum Vitae - Include a brief (no more than two pages per investigator) professional biography which provides academic background, previous research experience, and a short list of recent publications relevant to the proposed research and HID Restoration Program.

13) List of Recommended Reviewers - Full names and addresses (including phone, fax, and e-mail) of three recommended reviewers. You should contact these individuals prior to submittal, to be certain they are agreeable to review your proposal. No reviewers will be accepted who are also part of any proposal submissions for this program (This element is NOT required for student proposals).

14) Completed and signed copies of OPM forms SF-424 and SF-424A - Application for Federal Assistance. Institutions that already have a master agreement in place with the National Park Service or Everglades National Park do not need to complete this form). If you are not certain of your need to prepare and submit this form please contact Ruth Franklin at 305-242-7800, fax, 305-242-7836 e-mail, Ruth_Franklin@NPS.GOV.

Preparation of the Proposal - Phase Two

Phase two occurs after the proposals are reviewed and accepted for funding. It involves the review, by each project proposer, of all other funded project proposals and reports. This step is a key element of the overall process. It will ensure that all researchers are aware of all other research projects being implemented. The greatest level of collaboration, integration, and shared understanding of the collective research enterprise is the goal.

After project award, all PI's will be required to attend a review meeting (collaborators are encouraged to attend). Each PI will be expected to make a 10 -15 minute presentation regarding their proposed research and describe where and how their work integrates with other projects, and to which projects. Attendees also will evaluate the collective research enterprise for errors of omission or commission.

As a final element of the proposal, each PI must prepare a "Statement of Integration" (limited to a maximum of three pages, excluding figures), describing how their proposal relates to other proposals. This is a key element of the process. Use the "Statement of Integration" to describe the relevance of your work to other individual projects and to the overall Restoration Program. Indicate which Major Research Topic areas and Central Research Questions your work proposes to answer and how it addresses one or more of the Primary Goals.

Five paper copies of the proposal (and questions on content, or budget) should be submitted to:

Michael Norland, Ph.D., Project Manager
Hole-in-the-Donut Restoration Program
South Florida Natural Resources Center
Everglades National Park
40001 State Road 9336
Homestead, Florida 33034
Phone: 305-242-7800
Fax: 305-242-7836
e-mail: Mike_Norland@NPS.GOV

FORMAT

Format shall be as follows:

1. Proposals should be single-spaced with double spacing between paragraphs and section headings. Follow the Strategic Plan as a format example.
2. Margins should be one inch all around, except for the title and abstract page.
3. Titles and section headings should be formatted as in the Strategic Plan.
5. Use Times New Roman, 12 point font. For paper copies, use laser printer for original copy. Photocopies should be clear and crisp, and only one sided.

After acceptance, PI's will be notified and asked to submit a final version in electronic form. All proposals must be submitted in final electronic form (including figures and tables) after approval and incorporation of the "Statement of Integration" (which is the principal element of phase two). Final electronic copies must **exclude** budget and reviewer information and required government forms and permits. The final electronic copy is to be provided on High Density, 3.5 inch floppy diskette. Electronic copies must be provided in Microsoft Word version 6.0c or higher, or WordPerfect version 6.0 or higher in PC operating system. Preparation of electronic documents in MAC operating system must be approved prior to submission. Electronic versions must also follow the same formatting requirements as noted in these guidelines. All proposals will be placed on the Everglades Information Network and Digital Library.

Ancillary Documentation

The following documents are available for your information:

Everglades National Park Data Management Policy. It is recommended that all proposers read and understand this policy.

Data Request Form. This form is intended to help us provide you the information you may need for your research.

Guidelines for data and meta-data. You will be required to follow these guidelines when submitting data associated with your research.

OPM forms SF-424 and SF-424A - Application for Federal Assistance (with instructions).

National Park Service Form 10-741, Collections Permit Application (with instructions).

To obtain copies of any of these documents please contact Mike Norland.

PRIORITY RESEARCH OBJECTIVES, QUESTIONS, AND TOPICS

The Strategic Plan identifies several critical project elements. Each proposal should address the applicable project elements in detail. It is important that each proposal speak to how the work will address the goals and objectives in the Strategic Plan that are germane to your research, and how it will answer one or more major research question(s). Proposals that do not clearly address research pertaining to the priorities, goals, objectives, and topics as detailed in the Strategic Plan will not be competitive for funding. Where critical research areas receive no proposals, the Park may, at its sole discretion, request specific proposals, either through a more detailed solicitation, or from specific individuals or institutions.

CRITERIA FOR PROPOSAL EVALUATION

Proposers should speak to how their research will address the key elements detailed in the Strategic Plan using the following criteria. Proposals will be rated on these criteria:

Phase One

1) Rationale

The degree to which the proposed research addresses one or more important issue(s), problem(s), or management concern(s) pertaining to the restoration (detailed in the Strategic Plan).

2) *Relationship to Program Priorities*

The degree to which the proposed research relates to priorities and main objectives in the Strategic Plan.

3) *Scientific Merit*

The degree to which the proposed research will advance the state of the science or discipline of restoration ecology.

4) *User Relationships*

The degree to which the Park, as the principal user of the results, has been brought into the planning activity, will be involved in the execution of the research, and will be kept apprised of progress and results.

5) *Adaptive Management*

The degree to which the research proposal addresses the application of the scientific findings of the research to follow-on research, restoration methods, or management (short- or long-term) of the restoration effort.

6) *Qualifications and Past Record of Investigators*

The degree to which investigators qualifications and past record of research relate to and enhance their probable success in achieving the stated goals and answering any of the questions discussed in the strategic plan.

Phase Two

1) *Programmatic Justification*

The degree to which the proposed research will contribute, as an essential or complementary unit, to other research projects/proposals that are part of the restoration program, and the degree to which it addresses broader restoration or management questions.

ELEMENTS OF STRONG PROPOSALS

The following ten items are included to provide PI's an understanding of what the Park considers important elements for proposals to be competitive. Focus of research on the fundamental restoration questions cannot be overemphasized.

Phase One

- 1) Proposal clearly and succinctly relates the purpose, scope and pertinence of the research to the restoration program.
- 2) Project idea builds on Strategic Plan priorities and goals, rationale is quantitative and informative.
- 3) Strong scientific merit is apparent; qualified and experienced investigators.
- 4) Hypothesis or scientific objective is clearly stated and testable.
- 5) Objectives are measurable.
- 6) Realistic time-frame and budget.
- 7) Deliverables clearly identified.
- 8) Involvement of the Park as user clearly defined.
- 9) May be part of an integrated set of inter-related proposals, yet can stand alone.
- 10) Research has vision and applicability beyond the immediate restoration program.

Phase Two

- 1) "Statement of Integration" explicitly describes how investigator's project links to, integrates, and collaborates with, other projects.
- 2) "Statement of Integration" clearly describes project's relevance to an integrated restoration program.

REVIEW PROCESS AND ANNOUNCEMENT OF AWARDS

Proposals will be reviewed by peer reviewers who are not being considered for funding from this program for two consecutive solicitations. Only one solicitation per year is currently planned. Two reviews will be completed for each proposal using the review rating sheet. If the reviews are conflicting a third review will be completed in an attempt to resolve the conflicts. After reviews are received they will be examined for overall relevance to the project, ratings and budget. Once final decisions are made on the group of proposals to be funded announcements of award or rejection will be made. Budget review will be made solely by Everglades National Park and project awards will be prioritized based on reviews and total funding available. Dates for submissions, phase-one review, phase-two amendments, meeting dates and times, and announcement of awards will be made by official letter of request for solicitation from the Park.

PROPOSAL CHECK LIST

- Cover Page
- Proposal Title Page and Abstract (1 page limit) with Keywords
- Introduction (description and background of the problem)
- Objectives
- Methods and Approach to Accomplish Objectives
- Expected Results and Anticipated Benefits
- Relationship to goals, objectives, critical questions
- List of Deliverables
- Literature Cited
- Budget Forms
- Budget Justification
- Investigator's Curriculum Vitae (limit 2 pages per investigator).
- List of full names and addresses (including phone, fax, and email) of three recommended reviewers. You should contact these individuals prior to submission to be certain they are agreeable to review your proposal. No reviewers will be accepted who are also part of any proposal submissions for this program (**This element is NOT required for student proposals**).
- OPM forms SF-424 and SF-424A - *Application for Federal Assistance*.

PROPOSAL COVER PAGE

ABANDONED FARMLAND -- HOLE-IN-THE-DONUT (HID) --
RESTORATION PROGRAM

IS THIS A STUDENT PROPOSAL? (CIRCLE ONE) NO YES

IF YES: UNDERGRADUATE MASTERS DOCTORAL

TITLE OF PROPOSAL:

NAME OF PRINCIPAL INVESTIGATOR WHO WILL ALSO BE POINT OF CONTACT FOR THE PARK (IF MORE THAN ONE INVESTIGATOR WILL PARTICIPATE PLEASE PROVIDE NAMES AND ADDRESSES USING ADDITIONAL COVER PAGES FOR NAME AND ADDRESS INFORMATION):

TITLE OF PI:

ADDRESS OF PI:

ORGANIZATIONAL AFFILIATION OF PI:

TELEPHONE NUMBER:

FAX NUMBER:

EMAIL:

TOTAL AMOUNT OF FUNDING REQUESTED:

DURATION OF PROPOSED RESEARCH IN YEARS:

SIGNATURE OF PRINCIPAL INVESTIGATOR:

Budget table for project proposals

	FTE	YEAR 1 COSTS	YEAR 2 COSTS	YEAR 3 COSTS	YEAR 4 COSTS
SALARIES AND WAGES Individually list ALL personnel (including PI's, Research Assiistants, students, etc.) who will be funded from this project, even if only partial year funding is requested. All personnel should also have Full Time Equivalentents (FTE) by tenths (for example, if someone will be paid for only 3 months of any year for this project their FTE will be 0.25. Benefits must be included for each person indentified, and percent for each position noted (%).					
Prinicpal Investigator					
Benefits (%)					
Co-principal Investigator					
Benefits (%)					
TOTAL BENEFITS (%)					
TOTAL SALARIES AND WAGES					

Budget table for project proposals

		YEAR 1 COSTS	YEAR 2 COSTS	YEAR 3 COSTS	YEAR 4 COSTS
SUPPLIES AND MATERIALS					
<p>All individual items more that \$500.00 must be itemized , otherwise general item categories must be listed (for example; 1) 250 enlargements from 1993 CIR air photos at \$150 each, \$37,500; 2) tapes, film development, photo enlargements, fuel, diskettes, plotter paper, \$450; 3) measuring tapes and rebar, \$600; 4) film 100 rolls at \$10 per roll \$1000.00; etc.) <u>No category of items should be listed that is under \$1000, any such category should be included as item type within a larger group.</u></p>					
	TOTAL SUPPLIES & MATERIALS				

Budget table for project proposals

		YEAR 1 COSTS	YEAR 2 COSTS	YEAR 3 COSTS	YEAR 4 COSTS
EQUIPMENT					
All individual piece of equipment costing more than \$500 must be itemized, otherwise categories of equipment may be used.					
Equipment includes but is not limited to the following kinds of items; computer hardware and software, microscopes, binoculars, cameras, GPS equipment, SCUBA, autosamplers, laboratory analyzers, recording rain gauges, radios, etc. <u>No indirect costs are permitted on equipment.</u>					
TOTAL EQUIPMENT					

INSTRUCTIONS FOR THE SF 424

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

- | Item: | Entry: | Item: | Entry: |
|-------|--|-------|--|
| 1. | Self-explanatory. | 12. | List only the largest political entities affected (e.g., State, counties, cities). |
| 2. | Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable). | 13. | Self-explanatory. |
| 3. | State use only (if applicable). | 14. | List the applicant's Congressional District and any District(s) affected by the program or project. |
| 4. | If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank. | 15. | Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate <u>only</u> the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. |
| 5. | Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application. | 16. | Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. |
| 6. | Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service. | 17. | This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. |
| 7. | Enter the appropriate letter in the space provided. | 18. | To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.) |
| 8. | Check appropriate box and enter appropriate letter(s) in the space(s) provided:
— "New" means a new assistance award.
— "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.
— "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. | | |
| 9. | Name of Federal agency from which assistance is being requested with this application. | | |
| 10. | Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested. | | |
| 11. | Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project. | | |

INSTRUCTIONS FOR THE SF- 424A

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A,B,C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A,B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines ark of Section B.

Section A. Budget Summary

Lines 1-4, Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the catalog program title and the catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the catalog program title on each line in *Column* (a) and the respective catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require a* breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g.)

For new applications, leave Columns (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

Lines 1-4, Columns (c) through (g.) (continued)

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5--Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Lines 6a-i—Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the total of indirect costs.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

INSTRUCTIONS FOR THE SF-424A (continued)

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal-Resources

Lines 8-11- Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12—Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the total amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16 - 19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object-class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

BUDGET INFORMATION — Non-Construction Programs

SECTION A — BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. TOTALS		\$	\$	\$	\$	\$

SECTION B — BUDGET CATEGORIES

6 Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a - 6h)					
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTALS (sum of lines 8 and 11)	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS

13. Federal	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	\$	\$	\$	\$	\$
14. NonFederal					
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTALS (sum of lines 16 -19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

(Attach additional Sheets if Necessary)

21. Direct Charges:

22. Indirect Charges:

23. Remarks

ASSURANCES—NON--CONSTRUCTION PROGRAMS

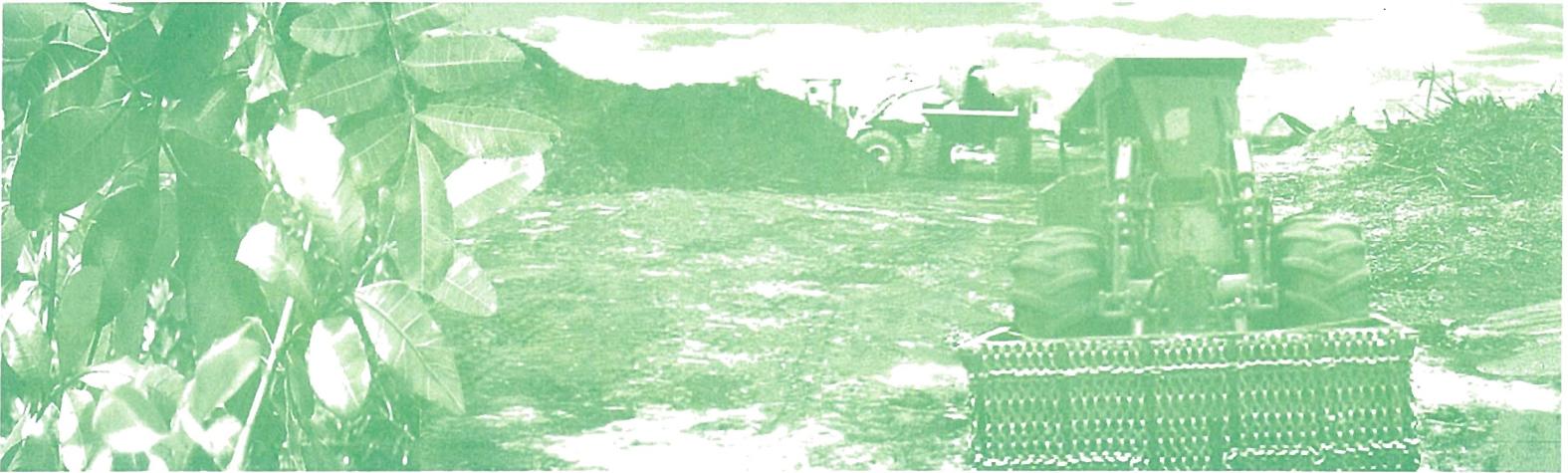
Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C §§ 6101-6107), which prohibits discrimination on the basis of age;
- (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 eeas amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a- the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF ATUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED



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REDUCING AMERICA'S DEPENDENCY ON FOREIGN OIL