



Cultural Resources *UPDATE*

WELCOME

The Legacy Resource Management Program

Welcome to the April edition of the *Cultural Resources UPDATE*! In response to the many questions the Legacy staff fields each day concerning pre-proposals and proposals, we joined together to create a special FY2010 Proposal edition of the program newsletters.

In this month's edition of the *UPDATE* and *Natural Selections*, readers will find answers to frequently asked questions, and tips and tricks for writing a good proposal.

This edition is timed to get the thinking-juices flowing before releasing the FY2010 Request for Proposals (RFP) at the end of April. Be on the lookout for the Legacy RFP on our website and in your inboxes sometime around the last week of April/first week of May.



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PROPOSAL ADVICE

What Now?: Your Proposal's Long Road to Funding... or Not!

JANE MALLORY, LEGACY NATURAL RESOURCES MANAGEMENT SPECIALIST

Ever wonder what happens to your proposal after you hit the "submit" button? Once your proposal has been submitted, it goes through a series of reviews. Who reviews your proposal depends on who you have designated as your proposal's Service Lead (Army, Navy Air Force, Marine Corps, DLA, or DoD). All services are encouraged to look at all the proposals.

All proposals are reviewed by DoD Legacy Resource Management Program team. In addition, proposals with an emphasis on birds are reviewed by the DoD Partners in Flight Review Committee and all invasive species proposals are reviewed by Dr. Pete Egan of the Armed Forces Pest Management Board. Cultural Resources does not delineate between certain types or categories of proposals.

In early October, the review committee, consisting of a representative from each service, DoD/PIF, the Armed Forces Pest Management Board, and the Legacy staff, meet and discuss each proposal. Many factors are considered during the review. Some of the factors weighed include: does it meet the Legacy criteria, the need for the project, the support it may have from a Service or Services, the benefit to the military mission, if all required Letters of Support have been received, how the project may complement, overlap or duplicate other projects, the total projected cost and time to complete the effort, and the utility of the proposed expected products, and if there is any cost sharing. If it is a continuation project, the progress of the project so far and the timeliness and quality of any submitted deliverables are considered.

The review committee then assigns a letter grade to each proposal. Once completed, Legacy develops a list of recommended projects. We try to fund as many A and high B graded projects as the budget will permit.

So...What grade did I get?!

The grades are confidential and for the committee's use only. Grades are based on many factors, more than just merit. For instance, a very good proposal may be ranked as a B because it is not time critical as others and could be pushed a year if funds are not available. For this reason we do not discuss them, even with the proposal submitters. *(Continues page 5)*

TRACKER TIPS, HINTS, FAQs, AND USEFUL THINGS

JANE MALLORY, LEGACY NATURAL RESOURCES MANAGEMENT SPECIALIST

If you are considering submitting a pre-proposal for Legacy funding, you should familiarize yourself with the Legacy Tracker. Located on the Legacy website (www.dodlegacy.org), the Tracker is a program by which pre-proposals and proposals are submitted and project records are maintained. You can not submit a pre-proposal or proposal without it!

The first step: Become a registered user!

Getting a Tracker User account is easy. Simply visit the website and click on "Register" on top of the page. Then fill out the requested information and hit "Submit Request". Your application will be sent to the Legacy office. Approval is done by the Legacy Staff during business hours and takes only a few minutes. You will get an email confirming your registration and a temporary password. If you don't get a confirmation in a timely manner give us a call and we will make sure you are provided an account and password.

Once you have a tracker account you can start work. Click on the pre-proposal tab on the left hand side of the screen. This will take you to the pre-proposal page for FY2010. Then click "Add New". A blank pre-proposal file will come up and you are ready to start.

Here are some handy Tracker hints!

Avoid those embarrassing Spelling errors!

To date, the Tracker does not have spell check capabilities. We therefore highly recommend that you first compose your text for each section in Word and spell check your text there. Once your text is the way you want it, copy and paste it into the appropriate pre-proposal Section.

Don't get hit by that Time out!

The tracker is updated constantly and so has a 2 hour time limit. It will give you a 2-minute warning that your time is running out, but some people still get caught by surprise. Avoid losing your hard work by hitting the Save button often. Also as stated above, write your text in Word, and then copy and paste them into the required sections.

Don't leave your Tracker issues unsolved!

If you are having troubles using the Tracker, let us know right away. The Tracker is the only way in which to submit pre-proposals and proposals. If you can't get it to work for you, you can't submit! Call the Legacy office if you have any problems or questions.

What else does this Tracker thingie do?

The Tracker also contains the project files on all projects funded by Legacy, although project information on those funded before FY2000 may not be complete. You can look at most pages of these files with some exceptions. Budget information and some contact information is confidential and can only be viewed by the project authors or by Legacy. However it is a great way to get a sense of what Legacy has funded ...and turned down in the past.

Tracker will also send you notifications such as approval notices turn down notices, reminders that progress reports or deliverables are coming due and notices that projects are overdue and need attention. If you have a project and need a no-cost extension, you submit a request for an extension through the Track on the Action and Review Page.

Tracker FAQs:

How come I can't access Tracker on my Mac?

To date, tracker does not support Safari. The Tracker is currently built to support IE 6+ users. However we are working on this and hope to have more access for Mac users in the very near future. In the meantime, borrow a PC!

Is there a word limit on what can go into the Project Details?

The only section on the Project Details page of the pre-proposal and proposal form to have a character limit is the *Project Synopsis*. This year, the limit is 1,024 characters (including spaces!): the maximum to fill an Excel Cell and still print out. If you are unsure of how many characters you have, write your synopsis in Word and then check it with the File/Properties feature. For more on the Project Synopsis, see the Article and example in this newsletter issue.

The remaining fields on this page have no limit. Which is not to say that you should put pages and pages of text! We appreciate concise economical writing. See the Hints and Pitfalls articles for more on this.

On the proposal form there are also length restrictions on the Primary Personnel and Partnering Organizations Sections at the bottom of the Project Details page. Since these are small fields, only put the bare minimum (Name and Organization).

My form has red dots on it. What's up with that?

Red dots indicate places where required information is missing. You can't submit your pre-proposal or proposal until you fill in everything required.

I have my Letters of Support but I can't upload them!

Letters of Support can only be uploaded to your file by Legacy staff. Send all Letters of support to the Legacy office. See the "Did you know" feature in this issue for more important information about Letters of Support.

What do I put in the field that says CMD Division on the Administrative Details Page of the pre-proposal?

The CMD Division stands for Command Division. If your pre-proposal has a Service Branch (such as Army) in the Service/Sponsor section, you need to pick a division for that Service from the pull down menu. The installation should be able to tell you which one to choose. If they can not help with this, call the Legacy office and we will do our best to help you figure it out.

What if I don't have a specific Service as a "sponsor"?

Then pick DoD.

Who is the Financial POC?

The Financial Point of Contact is that person in your organization who will handle the contract and money for the project.

Who is the TPOC?

The Technical Point of Contact is that person who will actually be doing or will have the lead in implementing the project.

What is a DSN number?

DSN stands for Defense Switched Network. This is an interbase, non-secure or secure C2 telecommunications system that provides end-to-end command use and dedicated telephone service, voice-band data, and dial-up VTC for C2 and non-C2 DoD authorized users in accordance with national security directives. If you are not with DoD, you may not have one and can leave this field blank.

LETTERS TO LEGACY

Dear Legacy,

I am thinking about submitting a pre-proposal but wonder if my budget is too high. What is the maximum I can apply for?

Signed
Needs a Bundle

Dear Bundle,

Officially there is no maximum or minimum. Legacy has funded projects for as low as several thousand dollars to a few (stress: a few) for hundreds of thousands. However keep in mind that each year we have a finite budget and want to fund as many good projects as our budget will support. The average budget seems to fall somewhere between \$50K and \$120K. Projects with budgets over \$200K are rare and over \$300K are even rarer. We will consider funding higher budgets but the higher the budget the more critical the project needs to be and the more support from the Services it should have. Look in the Hints and Pitfalls articles in this newsletter for ways to make your budget more palatable.

-L



Dear Legacy,
Help! I have an idea for a project on my installation that will really improve our natural resources and boost morale. It won't cost much. Can Legacy fund me?

Signed,
Desperate for Dough

Dear Desperate,

Unfortunately Legacy can not fund installation specific projects. It's the law! But don't despair. Maybe you can turn your idea into a National Public Lands Day project! Each year Legacy supplies funds for small projects on installations that will improve or conserve natural or cultural resources. This year, Legacy is putting out a special call for pollinator-related projects. NPLD occurs on the last Saturday in September (though this date can be changed on a case by case basis). The project site needs to be in those areas of the installation open (at least sometime) to the public. So, no firing ranges or other restricted areas! Legacy supplies funds (up to 6,500 bucks!) for equipment, supplies, and materials; you supply the labor in the form of volunteers. To learn more about this great program and how to apply, visit publiclandsday.org, call Claudia Kessel National Public Lands Day Program Coordinator, National Environmental Education Foundation at (202) 261-6478 (email at Kessel@neefusa.org) or contact the Legacy staff.

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Dear Legacy,

I thought I had a really good project idea but it's been rejected. Should I even bother resubmitting it? Why don't you like me?

Signed,
Always a Bridesmaid, Never a Bride

Dear Bridesmaid,

First off before you get to feeling too dejected, please know that there are lots of really good proposals that don't get funded, for lots of reasons. Many times it has to do with timing. If your project is good but not time or mission critical, other more crucial projects were funded ahead of yours. In 2009 Legacy received a record number of really good proposals along with the tightest budget we have had in a long time. Tough choices had to be made and quite a few good proposals were turned down.

The most common reasons for pre-proposals to be rejected are:

Installation Specific. By law Legacy can not fund projects that would benefit only one installation. Your idea must benefit more than one installation, Service, a region, or have DoD-wide applicability.

Doesn't Support the Mission. Your project somehow must help DoD in fulfilling its primary mission which is readiness and military training. You need to state clearly how what you propose will somehow help DoD meet these goals.

Duplicates ongoing efforts. We may have a project or projects already in the works that are doing what you propose.

Lacks detail. While we appreciate and even encourage concise pre-proposals and proposals, some go too far and provide too little detail. We need to know what you want to do, how, where and why.

Too researchy. Legacy does not fund raw research projects. It may be interesting to know the number of hairs on the back legs of a cricket, but we can't financially support that kind of work. Legacy funds on-the-ground conservation efforts.

Late with your stuff. This applies to pre-proposals for continuation projects. If you have received funding previously, we always check the progress of your project before committing more funds. If you are behind in deliverables or progress reports, we will likely not fund your effort further until you catch up.

These are the most common but other reasons may be lack of required coordination (this speaks specifically to bird or invasive species-related projects), or lack of support from the Services. Sometimes clarity is a problem. It may make sense to you, but your idea was not conveyed well.

When Legacy turns down a pre-proposal or proposal, the turn down notice will state a reason. Sometimes it is simply a matter of not enough funds available. Other reasons may be given. If you need more clarification on why you were turned down, feel free to call Legacy. We would be happy to have a frank discussion about your pre-proposal or proposal. We will give you hints as to how to improve your specific

submission. Also look in the rest of this issue for valuable dos and don'ts. And don't get discouraged!

-L



Dear Legacy,

My proposal was not funded, again! I followed Legacy staff instructions, and improved it in areas identified by staff, but still nothing. Should I give up hope? Is it me?

Signed,
Crestfallen in Camp Swampy

Dear Crestfallen,

There are many reasons why a proposal may not receive funding. Some of these are addressed in a letter responding to "Always a Bridesmaid, Never a Bride."

If you did indeed follow staff instructions by improving your proposal, the proposal may not have been funded due to the immediacy of other proposals. When it comes time to fund proposals, the Legacy staff must weigh the proposals with time constraints with those that may be solid proposals, and good ideas, but are less immediate and more "nice to have."

Proposals supporting the military mission with an immediate need receive funding priority. As each fiscal cycle brings tighter budgets, the program is able to fund fewer good proposals that fall farther down the priority list.

If you believe your proposal may deserve a higher ranking next year, talk to your Headquarters Service Representative about the project's necessity. The more information the representative has, the better argument he/she can make during the Legacy Proposal Review cycle.

-L



**IF YOU ARE INTERESTED IN POSTING
PHOTOGRAPHS, ANNOUNCEMENTS, NEWS
ARTICLES, COURSES, OR CONFERENCE
INFORMATION PLEASE SUBMIT ITEMS
TO
HILLORI.SCHENKER.CTR@OSD.MIL**

DID YOU KNOW...

That **Letters of Support** are actually **permission slips**?! Letters of Support (LOS) are required for any proposal that proposes to do work on an installation or request data from an installation. The LOS tells us that the installation or installations are aware of your proposal and that should your project get funded, that you would be allowed access to the base to do the data gathering. We require a LOS from every installation you may plan on visiting or asking for information before the final proposal due date.

LOS are not required at the pre-proposal stage. However because it can sometimes take a bit of time to obtain the LOS (installation people may have tight schedules and may not be able to provide a letter on short notice), its best to start the process early. The LOS can be from the Natural or Cultural Resources Manager or from the Base Commander. Be sure your LOS references the title of your proposal. In the past we have received letters with no indication what proposal they are supporting.

LOS should be sent to the Legacy office either as a scanned PDF attachment to an email, faxed or sent snail mail. The Legacy staff will then process the letters and make sure they are uploaded to your tracker file.

If you have additional letters from other organizations, you are welcome to send them. However, they are not strictly speaking LOS and are more properly considered Letters of Endorsement and therefore may not be uploaded to your file.

OTHER FUNDS AND IN-KIND CONTRIBUTIONS: SHOW US THE MONEY!

Although having other funds or in-kind contributions is not required, it is always a big plus in your favor to have it. If others will benefit from your project, it is nice to have some sort of contribution so DoD does not foot the entire bill. Other funds and in-kind also help stretch our annual budget further and help us fund more projects. These other funds also help illustrate to congress and others that Legacy project managers are making use of valuable partnerships and making the most of every dollar Legacy gets and gives. The numbers are impressive. In FY08 the total of other funds for Cultural Resource projects was \$120,364 and \$2,512,504.00 for Natural Resources projects, making a combined total of \$2.6M. In FY09 other funds for Cultural Resource projects totaled \$269,920.00 and other funds for Natural Resources projects reached a staggering \$4,206,052.00, making a combined total of \$4,475,972.00.

No amount of other funds or in-kind contribution is too small to report. Do your best to quantify what you expect to receive. If an installation or organization will be lending equipment or personnel, try to estimate what this would save in terms of dollars.

THE PROJECT SYNOPSIS: MAKE A GOOD FIRST IMPRESSION!

JANE MALLORY

The project synopsis is important because it serves as a snapshot of your proposal that will be used during the review process and meetings with the Front Office. Even though the Legacy team will have your full proposal handy should questions arise, the synopsis is what is often used in quickly identifying your project and its salient points. A well-crafted synopsis can make the review process move smoothly and quickly.

But space is limited. This year we have expanded the amount of space available to 1,024 characters. This includes spaces! This is the maximum characters that will fit into a single Excel cell and still print out. In crafting your synopsis, first write it in Word and make sure you are under the limit by using the File/Properties feature. Then copy and paste it into the application. A good synopsis should briefly state what you plan to do and where, and what the benefit would be. It is also helpful to state how many years you expect the project to take.

Here are two examples of good project synopses from FY 2009.

Documentary research and on-site file reviews of known rural industrial sites will create an historic context for the Sandhills Region of Georgia, South Carolina, and North Carolina which will facilitate more accurate site identification, evaluation, and management. While the focus is a regional study, these types of sites are found nationwide. This study will serve as a model for similar sites across DoD. This study will allow CRMs to streamline the compliance process by identifying resources, and addressing protocol early in the process thereby saving time and money.

*This is a **one year** project.*

This project represents the third and final phase of a collaborative partnership managing 18 species of bat at the state-wide level including 100% of all DoD lands within Utah. Past funding has resulted in the consolidation of existing data that was scattered among numerous federal, state, and private sources; creation of a comprehensive geodatabase, and completion of a draft Utah Bat Conservation Plan. This phase would result in DoD and Utah Bats Risk Assessment and Management Plan, training in conservation and management goals and data collection protocols, conducting state-wide surveys targeting known data gaps, creation of species-specific habitat models and integration of models into the standardized sampling framework to prioritize future survey efforts, and protocol refinement and geo-spatial database improvement. This phase is crucial to ensuring that achievements realized from previous years' funding become integrated into an established state-wide bat management effort that will remain self-sustaining across agencies long after this project concludes.

*This is the **final year** of a **3 year** project.*

(Continued page 1)

To the Front Office!

In early winter, the Legacy team meets with the Assistant Deputy Under Secretary of Defense (Environment, Safety and Occupational Health), the Director for Environmental Management, and the office of General Council. Each proposal on the list is presented and discussed. Because of the number of proposals involved, this often takes several meetings. At this point the Assistant Deputy Under Secretary may approve it to move forward, reject it, or have additional questions which may take more research by the Legacy team. The list of approved proposals may then be presented to the Deputy Under Secretary of Defense for Installation and Environment. Once his OK is received, the paperwork for the approved proposals is started eventually leading to the transfer of funds to the Contracting Office in Huntsville, Alabama.

Hey! What about all those other proposals?

Any proposals that were presented but for which there were some questions and are put on hold, are considered Second Round proposals. The Legacy team spends up to two weeks getting answers to questions on the hold proposals and identifying additional proposals to present for funding to take the place of any proposals the front office might have rejected during the first meeting. Once this is completed another meeting may be scheduled with the Assistant Deputy Under Secretary to discuss the Second Round proposals.

Once these have been given the OK, the paperwork is initiated to get the remaining funds sent to Huntsville.



So, why do you wait so long to tell me anything?

Once Huntsville has received the funds, we send notifications out to all proposal submitters. Because this involves several different steps and people, it can take some weeks. We must wait until funds are actually sent because at anytime before that, funds can be taken away due to unexpected budget cuts. We want to avoid telling someone that they are being funded and then have to tell them the funds were cut. Likewise, we don't send turn down notifications out until all funds have been sent in the event some funds do become available and we are able to fund another proposal or two.



TIPS TO PREPARING A PRE-PROPOSAL OR PROPOSAL:

- **Talk up your idea to your HQ Service Representative.** They will be speaking on behalf of your proposal in the review meeting. The more aware of the situation necessitating the proposal and the proposed solution, the more able the Representative is to lend the proposal judicious support. The list of Service Representatives can be found on the Legacy website (www.DoDLegacy.org) under the “Contact Us” tab in the upper right hand corner of the site.
- Proposals should **solve a problem** common to a region (geographic, cultural, migration pattern, etc.) or to all installations nationwide.
- Ensure your proposal **provides a solution for more than one Service.** The easiest way to demonstrate the broad applicability of your proposal is to specify installations with similar issues. For example, it is much better to say “*management practices developed for gopher tortoises here could also benefit Camp X, Fort Y, and Naval Station Z, all of which have this species*” instead of the more vague “*management practices developed could be applied to any DoD facility containing this building type*”.
- If your proposal is very costly, consider **proposing a “pilot test” or “demonstration project”** on one or two installations to demonstrate the effectiveness of proposed methods. (See “Letters to Legacy” in this issue for a few more budget tips).
- **Keep jargon and Service specific terms out** of the proposal. Although smart professionals review the proposals, the review team’s backgrounds are wide and varied.
- Proposals should **focus on finding results in a single study.** While subsequent projects may be proposed at a later time, each proposal is expected to be designed to produce stand-alone results.
- **Propose realistic and useful expected products.** Have a good plan as to what will be the ultimate result of your project that others can look at and use. Transition or Transfer Plans that detail step-by-step how another installation could duplicate your project is very important and useful. Reports that promise Lessons Learned and peer-reviewed articles are also highly desirable. Also keep in mind that anything you propose to produce must ultimately be delivered so don’t bite off more than you can chew. Develop a suite of expected products that you feel confident you will have the time and capability to produce.
- **Always list any other funding or in-kind contributions** that you may expect to get for your project. Although it is not required any demonstration of cost-sharing definitely works in your favor.
- **Make sure you mention any partnerships involved.** Even if no direct contributions are made by partners, perhaps other agencies or organizations are doing

similar work on their lands and sharing information would benefit all.

- If your project idea was **developed as a direct result of a DoD-sponsored conference, workshop or training session**, please state this somewhere in the project details.
- **The proposed project should be an original study.** Proposals duplicating studies performed by Legacy or another organization or institute will not be accepted.
- **Make a strong case** for how your proposed project will benefit DoD in its primary mission of military readiness and training.
- If you are unsure of your project’s applicability to other Services, who your HQ Service representative is, a portion of the pre-proposal form, or have any other issue, **remember to contact your Natural/Cultural Resources Legacy staff member.**

PROPOSAL PITFALLS:

DON’T LET THEM HAPPEN TO YOU!

JANE MALLORY

A successful pre-proposal and proposal can depend on avoiding some common mistakes that can effect the eventual disposition of your submission. Here are some common pitfalls to avoid.

DON’T ignore Legacy’s criteria. Know what we can and can’t fund.

Many unsuccessful submitters fail to really learn the Legacy criteria for funding. Legacy can not fund installation-specific projects. We also don’t fund projects that are essentially research or the development of new technology. These are the most common reasons for being turned down. Legacy is for the on-the-ground conservation of natural and cultural resources. Developing tools, demonstration projects, training, collecting information useful to conservation efforts, taking proven technology to be used in a new way or modified are just some examples of fundable efforts. Read the Legacy Guidelines posted on our website (www.DoDLegacy.org) carefully. If you are unsure if your idea meets Legacy criteria, give us a call and ask us.

DON’T bury us in text.

The Legacy application is very straightforward and simple. Some have found this actually difficult to deal with, as they are more used to lengthy grant applications, and choose to put everything they can into their submissions. While there are officially no length restrictions on most of the sections, keep in mind that we generally receive more than 200 pre-proposals and about 130 full proposals a year. Given the volume we have to review, we appreciate nice concise writing. The average pre-proposal (once printed out and including all sections) comes out to about 3 ½ to 4 pages. The majority of the text (in the Project Details section) accounts for 1 to 2 pages. The average full proposal (printed out) is about 5 to 6 pages.

In your application you can reduce the bulk by leaving out items such as “References” or “Literature Cited”. We don’t

require resumes or curriculum vitae. Information about your organization and its past accomplishments should be minimal. Background information on your topic should cover the essential points. For instance, tell us why a certain invasive organism might be deleterious to DoD but don't give us the organisms entire natural history.

A good pre-proposal sticks to the point and provides only the information that the application form requests. However, if you think you really need a dozen pages to describe your idea, then do so.

DON'T go to the extreme and leave out details.

Although we strongly encourage concise and economical writing, you should go to the extreme and leave out essential details. You should cover the whats, whys, wheres. If your pre-proposal printed out is only 1 ½ to 2 pages, take a second critical look and see if it truly gets you points across. It may just fine and if so, all the better. But chances are you may need to beef some sections up. Some applications for continuation projects include brief summaries of what they have accomplished with previous funding. This is actually very useful information for us to have.

DON'T use jargon.

Avoid jargon. Be aware that even though your pre-proposal or proposal will be reviewed by smart people with diverse backgrounds, don't assume that they will all be versed in your area of expertise. Unexplained acronyms and terminology do not help the review process or your chances for funding.

DON'T be vague about the benefits of your project.

This is an important element. We need to know how your project will specifically help the DoD fulfill its mission. Name installations that could benefit and how your project would do this.

DON'T cite old or single-Service regulations.

Citing applicable legal responsibilities and regulations supporting your proposed project's necessity is encouraged. But check each citation to ensure that the listed law, directive, or regulation is current. If the regulation is Service-specific, do a little research on the internet and include the equal (or similar) regulations from other Services.

DON'T rely on websites to make your case.

You are free to mention websites that may explain your proposal idea, but it is not guaranteed that reviewers will visit these websites. In fact, often reviewers use hard copies of your proposal for their review and so web links are not helpful. Also we can only consider what is submitted in text on you tracker form as your application. Citing a website does not make information on that site part of your application.

DON'T bite off more than you can chew.

Don't propose an unrealistic timetable or list of expected products. If you propose to produce a dozen products at the end of your project, you must deliver them. You can not decide later you lack the funds or resources to produce your products.

DON'T forget other funds or in-kind contributions.

We appreciate it when DoD does not have to foot the whole bill on an effort. If you expect to have other funds for your project or any in-kind contribution, do your best to quantify this. In-kind contributions can be listed in your budget section. There is a section for Other Funds on the Administrative Details page of the proposal form. For pre-proposals, you can make mention of other funds somewhere in your project details section. See the mini-article on Other Funds and In-Kind in this issue for more information about this important element.

DON'T gloss over the project synopsis section.

This is actually an important element of your submission. During the proposal review meeting with the front office, this is what is used to identify your project. The Legacy team will have a copy of your full proposal, but the synopsis is what is provided to the Under Secretary and provides a first impression for the higher ups. See the mini-article in this issue on the Project Synopsis for more information and a good example.

DON'T forget to coordinate.

Pre-proposals and proposals that are bird-related need to be coordinated before submitting to Legacy with the DoD/ Partners in Flight Program Coordinator, Chris Eberly. For contact information, visit www.dodpif.org. For submissions dealing with invasive species, pre-proposals and proposals should be coordinated with Dr. Peter Egan with the Armed Forces Pest Management Board. Dr. Egan can be reached at Peter.Egan@osd.mil.

DON'T ignore our questions or requests.

Submitters of pre-proposals that are moved forward will receive a notification which invites them to submit full proposals. Often in this notification will have additional questions or requests that we would like to see addressed in the full proposal. Failure to address these comments will not reflect favorably during the decision process.

DON'T fall behind and then ask for more support.

If you are asking for more funds for a continuation project, be sure you are current with your deliverables and progress reports from your previous funding. If you are delinquent, chances are that further funding might not be considered until you catch up.

DON'T forget to submit!

Your pre-proposal and proposal won't reach us if you don't hit the "Submit" button! Sounds simple, but sometimes people have missed this vital step. Once you submit your application, you should pay attention to any emails you may receive from the Tracker Program and check its status periodically to make sure you submission has not be returned or turned down during the review period. Applications need to be submitted on the due date listed in the RFP and on the Legacy website. In order to accommodate those in different time zones, submissions are due at midnight of the due date in your time zone. Barring natural disasters or major computer or internet problems, late submissions will probably not be accepted.

CALENDAR OF EVENTS

ADVANCE MULTI-PARTY NEGOTIATION OF ENVIRONMENTAL DISPUTES

PLACE: WASHINGTON, DC
DATE: 7-9 APRIL 2009

ARCHEOLOGICAL RESOURCE PROTECTION TRAINING PROGRAM (ARPTP)

PLACE: JACKSONVILLE, FLORIDA
DATE: 13-17 APRIL 2009

SOCIETY FOR AMERICAN ARCHAEOLOGY

PLACE: ATLANTA, GEORGIA
DATE: 22 – 26 APRIL 2009

INTEREST-BASED NEGOTIATION OF ENVIRONMENTAL ISSUES

PLACE: PORTLAND, OREGON
DATE: 22-23 APRIL 2009

CLEAR WRITING FOR NEPA SPECIALIST

PLACE: PORTLAND, OREGON
DATE: 5-7 MAY 2009

CURRENT ARCHAEOLOGICAL PROSPECTION ADVANCES FOR NON-DESTRUCTIVE INVESTIGATIONS IN 21ST C.

PLACE: NATCHITOCHE, LOUISIANA
DATE: 18-22 MAY 2009

ARCHEOLOGICAL RESOURCES TRAINING PROGRAM

PLACE: ACADIA NATIONAL PARK, MAINE
DATE: 27 APRIL – 1 MAY 2009

NATIVE AMERICAN ENVIRONMENTAL & CULTURAL RESOURCES TRAINING

PLACE: TULSA, OKLAHOMA & BANGOR, MAINE
DATE: 1-5 JUNE & 6-10 JULY 2009

GREEN STRATEGIES FOR HISTORIC BUILDINGS

PLACE: ROCHESTER, NEW YORK
DATE: 4 JUNE 2009

CULTURAL AND NATURAL RESOURCE MANAGEMENT OVERVIEW OF THE ENDANGERED SPECIES ACT

PLACE: SAN ANTONIO, TEXAS
DATE: 23-25 JUNE 2009

PROSPECTION IN DEPTH 2009

PLACE: SAN FRANCISCO, CALIFORNIA
DATE: 4-8 AUGUST 2009

SUSTAINING MILITARY READINESS CONFERENCE

PLACE: PHOENIX, ARIZONA
DATE: 9-14 AUGUST 2009

PRESERVATION MAINTENANCE: UNDERSTANDING AND PRESERVING HISTORIC BUILDINGS

PLACE: TOPEKA, KANSAS
DATE: 15-16 SEPTEMBER 2009

APT INTERNATIONAL ANNUAL CONFERENCE

PLACE: LOS ANGELES, CALIFORNIA
DATE: 2-6 NOVEMBER 2009

Call for Nominations

Native American Graves Protection and Repatriation Act (NAGPRA) Grants

NAGPRA grants are awarded to museums, Indian tribes, and Native Hawaiian organizations for the purposes of assisting in the consultation, documentation, and repatriation of Native American "cultural items," including human remains, funerary objects, sacred objects, and objects of cultural patrimony.

Repatriation Grants, worth up to \$15,000, are accepted on a rolling basis until **30 June 2009**.

For more information contact: Sangita Chari, Grants Coordinator at Nagpra_grants@nps.gov or (202)354-2203.

To view requirements, guidelines, and to fill out an application visit:

<http://www.nps.gov/history/nagpra/grants>.

OMNIBUS BILL SIGNED INTO LAW

President Barack Obama's signing of the Omnibus Public Land Management Act of 2009 (H.R.146/S.22) into law. The omnibus bill that incorporates the permanent legislative authorization of the Save America's Treasures and Preserve America grant programs. These two complementary programs contains numerous measures important to natural, cultural and historic resource preservation constituencies.

Save America's Treasures grants provide essential funding for restoration and preservation work on nationally significant historic structures and objects. The Preserve America grant program provides matching funding for educational, marketing, planning and related historic interpretation and heritage tourism efforts. The law authorizes up to \$50 million for Save America's Treasures and up to \$25 million for Preserve America grants annually.

The National Park Service administers both the Save America's Treasures and Preserve America grants. The National Trust for Historic Preservation is a strong non-governmental proponent of both grant programs and the principal private partner to Save America's Treasures. The Save America's Treasures grants function in coordination with the President's Committee on the Arts and the Humanities, the National Endowment for the Arts, the National Endowment for the Humanities and the Institute of Museum and Library Services. The Preserve America grant program functions in coordination with the ACHP.

For more information on Preserve America, visit www.preserveamerica.gov. For more information on Save America's Treasures, see www.nps.gov/history/hps/treasures/. For more information on the ACHP see www.achp.gov.

CAROLINE HALL JOINS ACHP...

as the new Assistant Director, Office of Federal Agency Programs. Congratulations on the new position, Caroline!

THE LAST ETHNIC MARKER TO FADE FROM A CULTURE IS THE WAY WE PREPARE FOOD. TO CELEBRATE DIVERSITY AND OUR HERITAGE A RECIPE WILL BE PUBLISHED EACH MONTH.

NEXT MONTH PLEASE SEND YOUR FAVORITE **INDIGENOUS FOOD** RECIPE TO
HILLORI.SCHENKER.CTR@OSD.MIL

NOTE: While traditionally a Puerto Rican Christmas dessert, the edition of the UPDATE finds the rich coconut dessert the perfect ending to a large spring meal.



**INDIGENOUS RECIPE:
Tembleque (Coconut Custard)**

RECIPE

½ can coconut milk
2 ½ c milk
½ c cornstarch

1 tsp vanilla
4 tbsp sugar (more or less to taste)
Garnish cinnamon and/or flaked coconut

DIRECTIONS

In a saucepan, combine all ingredients and mix very well. Over medium-high heat, stir mixture constantly until it begins to boil and thicken. Continue stirring, while mixture boils for a couple of minutes. Pour into 4-6 dessert cups or mold. Let cool in cups, then refrigerate. Cover with plastic wrap to prevent a thick skin from forming on custard surface. Refrigerate at least 1 hour, but 12 hours for best results. Garnish with ground cinnamon and/or flaked coconut.

[Previous editions of the UPDATE can be found on the web](#)

LEGACY RESOURCE MANAGEMENT PROGRAM

The Legacy program was established by Congress in 1990 to provide financial assistance to DoD to preserve our natural and cultural heritage. The program assists the DoD in protecting and enhancing resources while supporting military readiness. A Legacy project may involve regional ecosystem management initiatives, habitat preservation efforts, historic preservation projects, archaeological investigations, invasive species control, Native American consultations, and/or monitoring and predicting migratory patterns of birds and animals.

See www.dodlegacy.org for more information.

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