



DEPARTMENT OF DEFENSE  
LEGACY RESOURCE MANAGEMENT PROGRAM

# CULTURAL RESOURCES *UPDATE*

June 2010

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This edition focuses on the Legacy Program proposal submission and general Program processes. It is meant to accompany the fiscal year 2011 Request for Proposals.

The programmatic information presented in this edition is taken from the June 2010 version of the *Legacy Program Guidelines*, to be posted on [www.dodlegacy.org](http://www.dodlegacy.org) in a matter of days.

In 1990, Congress passed legislation establishing the Legacy Program to provide financial assistance to preserve the Department's natural and cultural heritage. The National Defense Authorization Act (Public Law 104-201, Section 2694) established the current Program mandate in fiscal year 1997. Under its current mandate, the Legacy Program is tasked with managing, in a coordinated approach, our nation's natural and cultural resources. Legacy funds natural and cultural resources projects with national, regional or other wide-scale DoD applications to support overall DoD conservation goals and military readiness.

## Legacy is Currently Accepting Funding Requests

The Request for Proposals has been released for fiscal year 2011. Any individual, organization (public or private), institution or other entity can apply for Legacy Program funding, if requirements are met. A pre-proposal initiates the funding request, and as noted below, must reach the Legacy Program by 16 July 2010 (after going through the appropriate Military Service channels).

### Legacy Proposal Cycle FY 2011

*Schedule for project submissions and approval.*

**May 19:** Request for Proposals (RFP) sent to appropriate parties and posted on Web.

**July 16:** Pre-proposals due to the Legacy office.

**July 19-August 13:** Internal pre-proposal review. Proposals requiring immediate funding identified.

**August 16-20:** Review with Military Services.

**August 25:** Notification to submit full proposal

**October 15:** Full proposals due to Legacy office.

**October 18-November 15:** Internal review of full proposals.

**November 16-November 19:** Meetings with Military Services.

**November 22-December 3:** Additional refinement of proposals; other follow up as needed.

**December 13:** Final list ready for front office review.

**January 7, 2011:** Funds released.

The completion and submittal of a pre-proposal initiates an applicant's request for Legacy Program funds. Filling out the pre-proposal is a straightforward task, as the applicant accesses the form online via the Legacy Tracker and fills in the blank fields. The Legacy Program Tracker (Tracker), available at [www.dodlegacy.org](http://www.dodlegacy.org), is an online system designed to collect all Legacy Program proposal submissions and track project progress. Only registered users may submit pre-proposals and proposals for consideration via the Legacy Tracker, but registration takes only a few moments. Visit [www.dodlegacy.org](http://www.dodlegacy.org) to register.

## Proposing Work—Who & What Can be Funded?

Activities and projects eligible for Legacy Program funding must meet the following four criteria, as mandated by Public Law 104-201, Section 2694.

**Each project must:**

- Have regional or DoD-wide significance and involve more than one Military Department;
- Be necessary to meet legal requirements or to support military operations;
- Be more effectively managed at the DoD level; and
- Not be an Executive Agent responsibility. (An executive agent is a branch of a Military Service with designated responsibility over an area. For example, the Navy is the executive agent for sonar issues. Therefore, any Legacy proposals directly relating directly to sonar are not fundable.)

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**Using the above criteria, examples of projects ineligible for Legacy Program funding include:**

- Projects with no benefit to natural or cultural resources and their management.
- Installation-specific projects that are not a pilot project, or that lack regional, Service-wide or DoD-wide applicability.
- Compliance-type projects and recurring requirement-type projects that are mandated under existing regulations and statutes (i.e. routine operation, repair, and maintenance of buildings, grounds, sites and landscaping, static displays, the standard restoration and rehabilitation of buildings, structures, or objects, or projects whose primary purpose is to promote fish or game management).
- Projects that would correct existing legal deficiencies.
- Those more suitably funded through other sources, such as non-appropriated funds, military construction, or environmental clean-up.
- Inventories and protective measures required to complete satisfactory National Environmental Policy Act (NEPA) documents or other actions required by Base Realignment and Closure (BRAC) if other funding sources are available. In general, Legacy-type projects on operational bases listed for closure should be funded by BRAC. However, projects on operational bases listed for closure may be eligible for Legacy funds if they meet other Legacy funding criteria.
- Basic research projects – Legacy may fund applied research when in support of Program objectives and themes. For basic and applied environmental research relevant to DoD and its training mission, explore funding through the Strategic Environmental Research and Development Program (SERDP – <http://www.serdp.org>). For demonstration and validation projects, explore funding through the Environmental Security Technology Certification Program (ESTCP – <http://www.estcp.org>).

## “The Rules”

### The following must be considered before applying for Legacy Program funds :

- All project expected products/ deliverables are the copyright and intellectual property of the Office of the Secretary of Defense.
- Legacy Program funding is conditional on the agreed-upon project completion dates, periods of performance and delivery of expected products that must be satisfactorily met.
- Proposal Reviewers do not make the final funding determinations. Funding decisions are made by senior DoD policy makers.
- The Legacy Program must approve any changes to the project after funds are disbursed.
- It is the responsibility of the Project Author to meet project completion deadlines. A project must not become overdue.
- The Legacy Program will not accept any expected product submitted as “final” that has not received prior Legacy Program review and approval. A draft of each deliverable must be supplied to the Legacy Program for review, comments and final approval.
- Project Authors and Project Investigators may only distribute “public” versions of expected products to those outside of DoD, and may only disseminate Legacy-approved final products.
- Biannual Progress Reports are required for all projects and must be submitted using the “Progress Report” tab on the Tracker. Failure to submit progress reports by the due date will be considered if future funding is requested.
- The Legacy Program only funds original work. Legacy will not supply monies to projects that have already been completed or are currently being undertaken.
- All deliverables that Project Authors agree to create as a part of the project must be created during the project’s period of performance.
- The Project Author must notify Legacy staff whenever telephone numbers, fax numbers, and e-mail address change for all project points of contact.

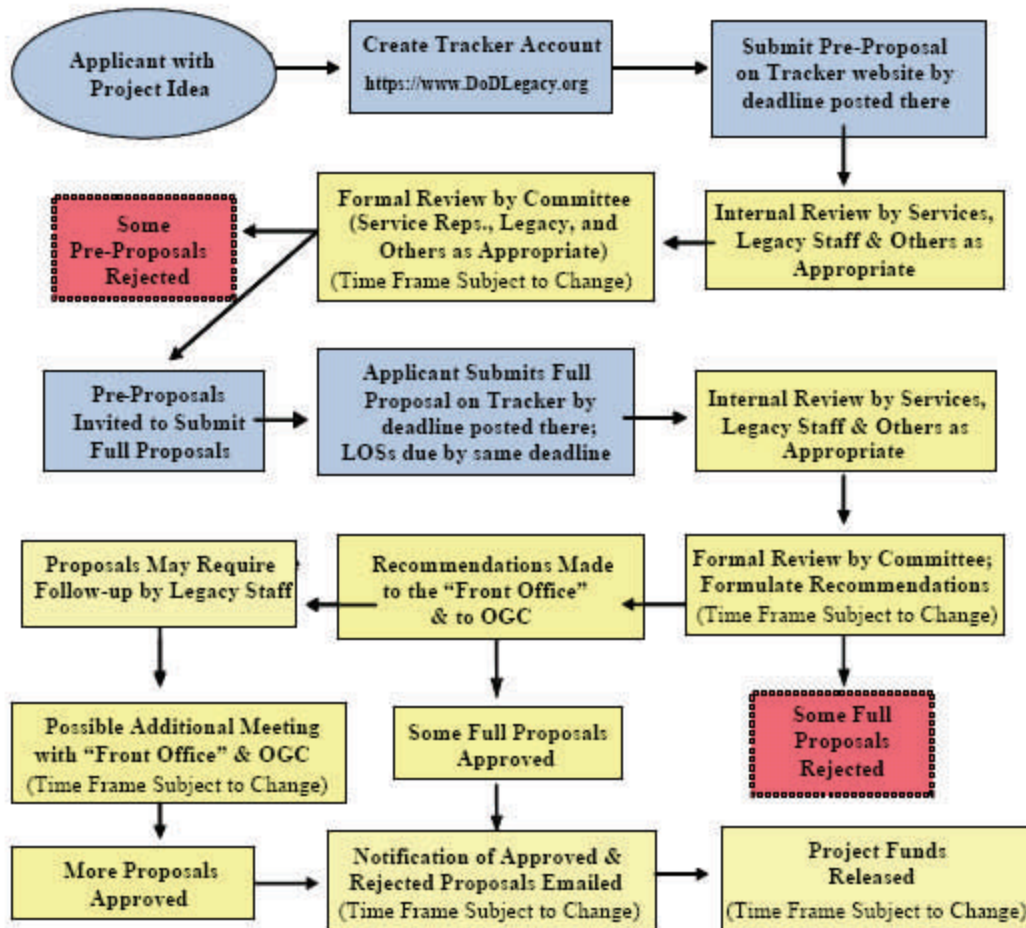
## Know the Criteria—Make it Applicable

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 for the development of new technology. These are the most common reasons for being turned down. The Program needs to know how your project will specifically help DoD fulfill its mission. There must be a clear military benefit, a clear benefit to DoD.

Also, the project must focus on Legacy’s’ Area of Emphases. These Emphases relate to legal requirements. Correlating project scope with applicable federal or DoD regulations is highly encouraged. If the regulation is Service-specific, do a little research and include the equal (or similar) regulations from other Services.

## Proposing Work—An Overview

The following flow chart outlines the general Legacy Program proposal submission, review and funding process. What is shown in blue is undertaken by the applicant.



The chart above ends with the release of funds for approved projects, **but the end result of all Legacy Program-funded projects is the creation of deliverables, or expected products.** The products will be disseminated (and posted on the Department of Defense Environmental, Safety, and Occupational Health Network and Information Exchange at [www.Denix.osd.mil](http://www.Denix.osd.mil)) for resource management professionals so that those products can be used to facilitate the protection and enhancement of resources under DoD management, while supporting the Department's mission. Recipients of funds are obligated to supply specific deliverables. Funds have expiration dates and projects have set periods of performance, with the end result being the submittal to the Legacy Program of project deliverables.

## Tips to Preparing a Pre-Proposal or Proposal

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.

- Talk up your idea to your Service headquarters' 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 at <https://www.dodlegacy.org/Legacy/intro/about.aspx> at the bottom of the page.
- 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 Range 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”. Keep in mind that your proposal can have broad applicability if it will work to solve a problem present across regions or Services. So too will it have broad applicability if it produces deliverables that can be used across regions or Services.
- 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.
- Keep jargon and Service-specific terms out of the proposal. Also, avoid using acronyms.
- 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 guidance so that other installations could duplicate your project or methodology are very desirable. 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.
- 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 mission of military readiness and training.

## The Project Synopsis: Make a Good First Impression!

All fields are important on the pre-proposal document and all fields will be looked at when reviewed, but special attention should be paid to the “Project Synopsis” section. What the applicant writes in the pre-proposal document functions as a snap-shot of the total proposed project's endeavors, and the Project Synopsis write-up acts as the main description of the entire document. Project authors are asked to cover the WHATs, WHEREs, and WHYs in about one paragraph. Reviewers will look to the Project Synopsis for a clear and concise purpose and objective of the work for the overall proposed project. The Project Synopsis is generally the only explanatory information that is sent up the DoD chain for final approval, so applicants are highly encouraged to spend the appropriate amount of time in writing up the Project Synopsis.