Partner Contribution Letter Template

# Instructions Page

**Purpose**: In order to help NRCS evaluate the value of non-lead partner contributions as well as the likelihood of contributions being delivered after project selection, NRCS requires each non-lead partner to submit a contribution letter as part of the lead partner’s proposal. Lead partners do not need to submit a letter.

**Portal Requirements**: To reduce the data entry burden, NRCS will request contribution deliverables in the portal be entered per partner at the activity type level. Because of this we are requesting additional details in the contribution letters to facilitate proposal reviews. It is important that the totals included in the summary table below match the proposal, otherwise points may be deducted from the contributions portion of the proposal evaluation.

Eligibility of Partner Contributions:

1) contributions must be determined eligible by NRCS, be included in the programmatic agreement, and delivered by partner after project selection and before project expiration to be included in project reports

2) the reported value of contributions shall not exceed the actual cost of delivery and should clearly identify any partner indirect expenses to ensure they do not exceed the maximums allowed by the funding opportunity.

**Template Field Definitions:**

 **Contribution Activity Types:**

**Land Management**: This includes any funds or services provided by the partner to producers, or on behalf of producers, including EQIP-like practices. This also includes restoration activities on easements within this project.

**Rental**: This includes partner rental payments paid to producers/landowners in order to support the project’s conservation goals and objectives.

**US-Held Easement**: This category may include payments to producers to support the acquisition of a US-Held Easement parcel.

**Entity-Held Easement**: This can include both payments to producers/landowners for the acquisition of an Entity-Held Easement parcel or due diligence activities completed by or paid for by the non-lead partner.

**Watershed Activities**: Payments or work performed by the partner towards watershed activities within an NRCS approved watershed plan.

**Technical Assistance**: This can include project-level support such as project management, outreach, coordination among partners, and outcomes reporting. This can also include support of specific producer/parcel contracts such as planning, design, and installation. Indirect costs cannot exceed the NICRA rate of the non-lead partner, or 10% in the absence of a NICRA.

 **Cash vs In-Kind**

**Cash**: Funds provided by the partner directly to producers/landowners or to hire a contractor to perform the work.

**In-Kind:** Estimated value of services or goods provided by the partner.

Partner

Address

Date

Project Lead

Address

RE: RCPP [**Project ID# -- Project Name**]

Dear Project Leader:

I am writing to document [**contributing partner’s name**] support of the [**Lead Project Entity name**]’s proposal to the Natural Resources Conservation Service’s Regional Conservation Partnership Program (RCPP), titled “[**name of project**]”. [**Contributing partner name**] is familiar with the proposal, understands general expectations, and supports the efforts to address the natural resource concerns identified in therein.

If this RCPP proposal is selected for funding, [**Contributing partner**] will provide contributions equal to the total amount of $\_\_\_\_\_\_\_ over \_\_\_ years to this project. Our expected contributions include:

## Financial Assistance Summary Table

|  |  |  |
| --- | --- | --- |
| Contribution Activity Type | Subtotal Per FA Activity Type ($) | FA Contribution Total ($) |
| **Financial Assistance (FA)** |  |  |
|  Land Management |  |  |
|  Rental |  |  |
|  US-Held Easements |  |  |
|  Entity-Held Easements |  |  |
|  Watershed Activities |  |  |

## Financial Assistance Contribution Table

| FA Contribution Activity Type | FA Contribution Name | Cash vs In-Kind | Amount ($) | Description (Including How the Contribution Amount was Calculated or Estimated) | Required Match\* |
| --- | --- | --- | --- | --- | --- |
| *Land Management* | *Payments to Producers* | *Cash* | *$200,000* | *Payments to HU producers for cost share, based on 10% of the funding request for Land Management Activities* | *N/A* |
| *Land Management* | *Tree Shrub Establishment* | *In-Kind* | *$500,00* | *Staff time to install NRCS practice 612 Tree-Shrub Establishment, estimated at $25/hr over 2000 hours.* | *N/A* |
| *Entity-Held Easement* | *Match for EHE Parcel Contracts* | *Cash* | *$500,000* | *Payments to landowners for acquisition of EHE parcels, estimated at 50% of NRCS funding request for Entity-Held Easements* | *Yes* |
| *Entity-Held Easement* | *Due Diligence* | *Cash* | *$100,000* | *Estimated cost to hire third-party contractor for appraisal evaluation and easement plan development* |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | *Note: Add or delete rows as needed* |  |

\*Match is only required for easements and watershed activities. See the latest NFO for specific match requirements.

## Technical Assistance Contribution Table

| TA Contribution Name | Cash vs In-Kind | Amount ($) | Description (Including How the Contribution Amount was Calculated or Estimated) |
| --- | --- | --- | --- |
| *Project Management* | *In-Kind* | *$187,500* | *Estimated fully burdened staff rate for project manager, based on salary of $75k working 50% on this project for five years.*  |
| *Outreach* | *Cash* | *$225,000* | *Estimated based on $50k each for four outreach events and $25k for mailers to all producers within the project area* |
| *Plan/Design for Land Management Producer Contracts* | *In-Kind* | *$30,000* | *Three certified conservation planners on staff, estimated at $24/hr. and a combined 1250 hours between all three staff over five years* |
|  |  |  |  |
|  |  |  | *Note: Add or delete rows as needed* |
| **Technical Assistance Total** |  |  |

[Add any additional comments relevant to the contributing partner and project]

Sincerely,

*Signature*

Title

Authorized Signatory for (Contributing Partner name)