

**Desert Tortoise Recovery Office  
Recovery Action Short Proposal  
Instructions and Guidance**

**Purpose:** The *Recovery Action Short Proposal* provides a process for initiating development, funding, and implementation of projects aimed at achieving recovery actions prioritized by the Desert Tortoise Management Oversight Group (MOG) and the Recovery Implementation Teams (RITs).

**Recovery Action Short Proposal template:** The template should be used for submitting project concept proposals, which should be a minimum of 2 pages, but no more than 4 pages (excluding attachments). Sufficient information should be provided such that agency staff and managers can determine whether the proposed project would effectively address prioritized recovery actions, can be completed within the proposed timelines and budgets, and assess the relative contribution of the proposed project to recovery of the desert tortoise.

**Instructions and Guidance**

**Header:** Replace “Recovery Implementation Team” and “Workgroup” with the specific RIT and Workgroup names to which the proposal applies. Provide the date of the proposal.

**Title:** Insert project title in space provided.

**Relationship of project proposal to Recovery Action Plan:** Check “Yes” if the proposed project concept has been identified as one of the top 5 priorities by the MOG. If not, check “No”. The MOG’s top 5 priorities include: 1) restore habitat, \*2) education (highly variable), 3) decrease human subsidies to predators, 4) targeted predator control, and 5) install and maintain tortoise barrier fencing.

Enter the RIT Priority, SDSS RA Type Rank, Rank Code, Area of Interest & Specific Actions, and Workgroup Identifier Number from the relevant Recovery Action Plan (see [https://www.fws.gov/Nevada/desert\\_tortoise/dtro/dtro\\_rits.html](https://www.fws.gov/Nevada/desert_tortoise/dtro/dtro_rits.html) ) that is most appropriate to the proposed project concept.

**I. Project Goals and Objective(s):** We suggest using a bulleted format to briefly describe specific goals and objectives that would be achieved through implementation of the proposed action or project. Briefly describe how the expected outcome from the proposed goals and objectives will benefit recovery of the desert tortoise.

**II. Project Proponent/Contact:** Name(s), respective agencies/organizations, and contact information (email & phone) for all project proponents and partners. Indicate whether all necessary cooperators have been involved in the project development.

**III. Project Location(s):** Briefly describe project location; UTM’s may be included in the location description; project area map may be attached to proposal.

**IV. Estimated Project Cost:** Provide a budget of estimated costs including NEPA, materials, labor, monitoring, data analysis, reporting, and overhead. The budget can be broken down for each year of implementation. Be sure to include costs of NEPA and other permitting. If the proposed budget is quite

**Desert Tortoise Recovery Office  
Recovery Action Short Proposal  
Instructions and Guidance**

large, you may identify how the project could be phased to accommodate potential budget constraints. A table format is recommended (see example below).

**EXAMPLE BUDGET**

<b>Item Description</b>	<b>Cost</b>
Cost of labor to complete NEPA and Section 7 Compliance Documents	\$XXXX
Administer contracts	\$XXXX
Labor for Project Implementation	\$XXXX
Materials (can be detailed as individual line items)	\$XXXX
Monitoring and Reporting	\$XXXX
Overhead ( __%)	\$XXXX
<b>Total</b>	<b>\$XXXX</b>

**V. Potential Funding Sources:** List any known potential funding sources.

**VI. Project Description and Proposed Activities:** Provide a brief, concise description of the proposed action or project.

**VII. Effectiveness Monitoring or Research:** Describe the type of monitoring or research that is proposed, include timeline, type of data to be collected, and how data will be collected, analyzed, and interpreted.

**VIII. Project Timeline:**

- **Pre-project permitting:** Check appropriate boxes to indicate whether or not NEPA is needed, has been completed or is in progress, and estimated timeline for completion.
- **Project implementation timeline:**   X   Year(s)
  - Detail stages of project implementation; include milestones for specific tasks, including associated research and monitoring, and expected completion date for the project.
  - Can the proposed project be phased to accommodate budget constraints or other issues? If so, you may provide an alternative timeline (including appropriate breakpoints and milestones) over which the project could be phased.

**IX. List of Maps and Attachments:** See examples below.

- a. **Figure 1.** Map of proposed project site
- b. **Figure 2.** Map of restoration area
- c. **Appendix A.** Literature cited
- d. **Appendix B.** List of native plants/seeds