



## Donations Acceptance Program Small-Scale Donation Proposal Process Guide

### Purpose and Key Process Highlights

This document informs and educates stakeholders regarding the CBP Donation Acceptance Program’s (DAP) process for accepting and evaluating proposals that are expected to **cost \$3 million or less** and are of minimal size, scope and complexity. The small-scale donation proposal process is a new offering and avenue for stakeholders to invest in and expedite smaller-scale/high impact border infrastructure, technology and other related improvements. Proposals that qualify as small-scale (see checklist below), **may be submitted year-round** and in turn, **evaluated 60 to 70 percent faster** than proposals submitted during the DAP’s annual cycle for mid to large-scale proposals.

### Small-Scale Applicability Checklist

In addition to costing an estimated \$3 million or less, proposals must meet each of the following checklist criteria to qualify under the small-scale donation proposal process. Please note that a final decision regarding the applicability of your proposal will be coordinated and approved by the DAP.

Criteria	Threshold	Applicable?
Environmental Compliance	No more than a CATEX or minimal state-level environmental assessment, or both, required.	<input type="checkbox"/>
Real Estate & Right-of-Way Acquisition	No additional real estate or right-of-way acquisition required on behalf of the sponsor.	<input type="checkbox"/>
Upfront Funding & Financing	Upfront funding is available or easily attainable. No new tolling mechanism required.	<input type="checkbox"/>
CBP Cost Impact	No, or minimal cost impact to CBP.	<input type="checkbox"/>
CBP Staffing Impact	No additional staffing required.	<input type="checkbox"/>
International & Interagency Coordination	International and/or interagency coordination is minimal, or is not required.	<input type="checkbox"/>
Legal Implications	Proposal meets Section 559 legal requirements, no major legal concerns identified, as determine by the federal government.	<input type="checkbox"/>

### Proposal Development and Submission Guidance

**Q:** How should I develop and format my proposal and where should I submit it?

**A:** Please develop and format your proposal according to the template provided on the following page. Electronic proposals may be submitted year-round to [559donationsacceptance@cbp.dhs.gov](mailto:559donationsacceptance@cbp.dhs.gov).

**Q:** How will my proposal be evaluated and when can I expect a determination?

**A:** Your proposal will be evaluated in keeping with the procedures and criteria located on [cbp.gov/dap](http://cbp.gov/dap). The DAP will notify you of CBP’s determination within 6-8 weeks of receiving your proposal.

**Q:** Who should I contact for assistance determining the applicability of my proposal or for other program or process-related questions?

**A:** Please contact the DAP directly at [559donationsacceptance@cbp.dhs.gov](mailto:559donationsacceptance@cbp.dhs.gov).

# Donations Acceptance Program

## Small-Scale Donation Proposal Template

### Proposal Summary

<b>Sponsor Name:</b>	<i>[Please insert the name of the sponsor(s) submitting the proposal.]</i>
<b>Port of Entry:</b>	<i>[Please indicate the port(s) of entry to benefit from the proposal.]</i>
<b>Proposal Scope:</b>	<i>[Please summarize the scope of your proposal.]</i>
<b>Estimated Cost:</b>	<i>[Please estimate the cost of the donation(s) outlined in your proposal.]</i>

### Operational Implications

*[Please reference the following Donations Acceptance Program Framework criteria, as applicable, to summarize the operational implications of your proposal. These criteria including example evaluation factors are located on [cbp.gov/dap](http://cbp.gov/dap).]*

- *Operational Impact*
- *Operational Benefits*
- *Funding Strategy*
- *Health & Safety Requirements*
- *Economic & Community Benefits*
- *Community Support*
- *Other Agency Support for Operations*
- *Project Duration & Timelines*

### Technical Implications

*[Please reference the following Donations Acceptance Program Framework criteria, as applicable, to summarize the operational implications of your proposal. These criteria including example evaluation factors are located on [cbp.gov/dap](http://cbp.gov/dap).]*

- *Operational Impact*
- *Operational Benefits*
- *Funding Strategy*
- *Health & Safety Requirements*
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