



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.

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. 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.

Donations Acceptance Program

Small-Scale Donation Proposal Template

I. Proposal Summary

Sponsor Name:	<i>[Please insert the name of the sponsor(s) submitting the proposal.]</i>
Port of Entry:	<i>[Please indicate the port(s) of entry to benefit from the proposal.]</i>
Proposal Background & Scope:	<i>[Please describe the border-related need and/or challenges that your proposal seeks to address and the impact of not addressing such need and/or challenges. Please also describe, in as much detail as you can reasonably provide, the scope of your donation including proposed concept of operations, proposal goals and objectives, and any other relevant information (e.g. traffic studies, letters of support, drawings/schematics) that you feel should be considered in evaluating your proposal.]</i>
Estimated Cost	<i>[Please estimate the cost of the donation(s) outlined in your proposal.]</i>

II. 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.]

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

III. Technical Implications

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

- *Financial Feasibility*
- *Legal Implications*
- *Real Estate Implications*
- *Environmental & Cultural Resource Implications*
- *Technical Feasibility*
- *Planning Implications*
- *Proposal Support*