

COLORADO
CONSERVATION INNOVATION GRANTS
Fiscal Year 2011 CIG Application and Submission Information

All Office of Management and Budget standard forms necessary for CIG submission are posted on the following web site: [Grants.gov-Forms](http://www.grants.gov-Forms).

A. Application Content and Format

Applications are required to contain the content, format, and information set forth below in order to receive consideration for funding. Applicants should not assume prior knowledge on the part of NRCS or others as to the relative merits of the project described in the application. Applicants are encouraged to submit electronic applications and must submit one copy of the application in the following format:

- Applications are to be typewritten on 8½” x 11” white paper, double spaced, and on one side only. The text of the application should be in a font no smaller than 12-point, with one-inch margins. If submitting applications for more than one project, submit a separate, complete application package for each project.
- Applications that fail to comply with the required content and format will not be considered for funding.

Applications must include all required forms and narrative sections described below. Incomplete applications will not be considered.

- 1. Application Cover Sheet:** Applicants must use Standard Form 424 Applications for Federal Assistance as the cover sheet for each project application. Standard Form 424 can be downloaded from the following website:
www.grants.gov/agencies/approved_standard_forms.jsp
- 2. Project Summary Sheet:** Applicants must contain a summary of (no more than two pages in length) that includes the listed information. A template for the Project Summary Sheet can be found in Section VIII. of this announcement and is also available on the Colorado NRCS CIG website:
<http://www.co.nrcs.usda.gov/programs/CIG/cig.htm>
 - a. CIG Natural Resource Concerns;
 - b. Project title;
 - c. Project duration (beginning and ending dates);
 - d. Name, address, telephone, e-mail, and other contact information for the project director (please provide a mailing address, not a P.O. Box);
 - e. Names and affiliations of project collaborators;
 - f. Estimated number of EQIP-eligible producers involved in the project;
 - g. Technology or innovation to be addressed;
 - h. List of deliverables/products of project activities;
 - i. Summary of the work to be performed;
 - j. Total project cost; and,

- k. Total Federal funds requested.
3. **One-Page Abstract:** A one-page, single-sided, non-confidential technical summary that clearly and concisely describes the proposed project and discusses the expected outcomes as well as benefits. The abstract should provide a clear description of the work to be undertaken, how it will be accomplished and detail the amount of money applied for and matching dollars provided. The technical summary should also take into account the priorities and evaluation factors described in this solicitation. Pages in excess of one-page limit will be discarded.
4. **Project Description:** Each project must be completely and accurately described in no more than 10 typewritten, double-spaced pages, which must include the following:
- a. Project background: Describe the history of, and need for, the proposed innovation. Provide evidence that the proposed innovation has been studied sufficiently to indicate a good probability for success of the project;
 - b. Project objectives: Be specific, using qualitative and quantitative measures to describe the project's purpose and goals. Describe how, based upon the description of innovative conservation projects and activities provided in section I.C., the project is innovative;
 - c. Project methods: Describe clearly the methodology of the project and the tools or processes that will be used to implement the project;
 - d. Location and size of project or project area: Describe the location of the project and the relative size and scope (e.g., acres, farm types and demographics, etc.) of the project area. Provide a map;
 - e. Producer participation: Estimate the number of producers involved in the project, and describe the extent of their involvement (all producers involved in the project must be eligible for EQIP);
 - f. Project action plan and timeline: Provide a table listing project actions, project deliverables associated with the budget, timeframes, and associated milestones through project completion;
 - g. Project management: Give a detailed description of how the project will be organized and managed. Include a list of key project personnel, their relevant educations or experiences, and their anticipated contributions to the project. Explain the level of participation required in the project by government and non-government entities. Identify who will participate in monitoring and evaluating the project;
 - h. Project deliverables/products: Provide a list of specific deliverables and products that will allow NRCS to monitor project progress and payment. In addition to specific deliverables, application must include the following activities as deliverables (refer to Section VI.D):
 - 1. Biannual reports
 - 2. Quarterly financial reports;
 - 3. Supplemental narratives to explain and support payment requests
 - 4. Final report

5. Performance items specific to the project that indicate progress (a thorough list and explanation of measurable performance items specific to the project will be used in the technical evaluation outlined in Section VI.B).
 6. New technology and innovative approach fact sheet; and
 7. Participation in at least one NRCS CIG Showcase, State Technical Committee Meeting or comparable NRCS event during the period of the grant.
- i. Benefits or results expected and transferability: Identify the results and benefits to be derived from the proposed project activities. Identify project beneficiaries—for example, agricultural producers by type or region or sector; rural communities; municipalities. Explain how these entities will benefit. In addition, describe specifically how results will be documented and communicated to others via outreach activities;
 - j. Project evaluation: Describe the methodology or procedures to be followed to evaluate the project, determine technical feasibility, and quantify the results of the project for the final report. Grant recipients will be required to provide a written biannual report of progress, quarterly financial reports, and a final project report to NRCS. All reports will discuss project deliverables and associated budget expenditures. Instructions for submitting reports will be detailed in the grant agreement; and,
 - k. Environmental Information and Assessment of Environmental Impacts: Describe the anticipated environmental effects of the proposed project. The description of the potential environmental and social impacts must address all potential beneficial and adverse impacts of the proposed action. A description of the potential impacts to all environmental resources must be disclosed. Environmental resources include soil, water, air, plants, and animals, as well as other specific resources protected by law, Executive Order, and Agency policy. These resources are outlined in the NRCS Environmental Evaluation Worksheet, form NRCS-CPA-52, which is available at http://efotg.sc.egov.usda.gov/references/public/CO/NRCS-CPA-52_5-19-2010_entire_packet.pdf. The CPA 52 form can be used as a guide for the scope of environmental information that should be prepared for this section of the application. In addition to describing impacts, applicants are required to assess the significance or degree of potential environmental impact of the proposed project on environmental resources. Applicants may consult with NRCS Environmental Liaison concerning the scope of what should be addressed in this section of the application. A list of the Environmental Liaisons can be found on the following website: <http://www.nrcs.usda.gov/technical/ECS/environment/liaison.doc>
Note: Please be aware that applications for projects with potentially adverse impacts may need to be modified in order to achieve acceptable and beneficial levels of environmental impact. If projects cannot be modified, then there is a potential during the screening process that the application may not be selected.

- 5. Budget Information:** Applicants must use Standard Form (SF) 424A Budget Information Non-Construction Programs to identify budget needs. SF 424A is available at www.grants.gov/agencies/approved_standard_forms.jsp. For standard grant applications, a budget form is required for each year of requested support. **In addition, a cumulative budget is required detailing the requested total support for each year and for the overall project period.** The budget form may be reproduced as needed by applicants. Funds may be requested under any of the categories listed on the form, provided that the item or service for which support is requested is allowable under the authorizing legislation, the applicable statutes, regulations, Federal cost principles, and NRCS program guidelines and can be justified, as necessary, for the successful conduct of the proposed project. Applicants must also include a budget narrative to justify their budget requests (see “e” below). If claiming indirect costs, the applicant must provide an indirect cost rate agreement or indirect cost rate proposal as justification for the rate of indirect costs being claimed. Indirect costs are based on total Federal funds awarded and cannot exceed 15 percent.
- 6. Budget Narrative (maximum 9 pages):** In addition to the SF 424A, all applicants must provide a detailed narrative in support of the budget for the project, broken down by each project year. All budget categories for which support is requested must be individually listed (with costs) in the same order as the budget and justified on a separate sheet of paper and placed immediately behind the Budget Form (SF 424A). Discuss how the budget specifically supports the proposed activities. Explain how budget items such as personnel, travel, equipment, etc. are essential to achieving project objectives. List all position titles and salaries, description of fringe, travel, supplies, list equipment and cost, and list other cost items. Justify the project cost effectiveness and include justification for personnel and consultant salaries, such as resumes and description of duties. In addition to the information above, the subcontractors and consultants must also submit a statement of work. An indirect cost-rate agreement must be included if the applicant is claiming indirect costs. Indirect costs cannot exceed 15 percent. A budget narrative is also required for the matching portion. In-kind costs of equipment or project personnel cannot exceed 50 percent of the applicant’s match (except in the case of projects carried out by either a Beginning or Limited Resource Farmer or Rancher, or Indian Tribe, or a community-based organization comprised of or representing these entities). The remainder of the match must be provided in cash.
- 7. Matching:** Applications must include written verification of commitments of matching support (including both cash and in-kind contributions) from third, non-federal parties.
- Cash Match
For any third party cash contributions, a separate pledge agreement is required for each donation, signed by the authorized organizational representative of the donor organization and the applicant organization, which must include: (1) the name, address, and telephone number of the donor, (2) the name of the applicant

organization, (3) the title of the project for which the donation is made, (4) the dollar amount of the cash donation, and (5) a statement that the donor will pay the cash contribution during the grant period.

In-Kind Match

"In-kind" refers to non-cash contributions of goods or services made by third party individuals or organizations to support projects. Examples of in-kind include work done by unpaid volunteers and donations of supplies, facilities, or equipment. In-kind contributions must be necessary to accomplish program activities and are verifiable.

For any third party in-kind contributions, a separate pledge agreement is required for each contribution, signed by the authorized organizational representatives of the donor organization and the applicant organization, which must include: (1) the name, address, and telephone number of the donor, (2) the name of the applicant's organization, (3) the title of the project for which the donation is made, (4) a good faith estimate of the current fair market value of the third party in-kind contribution, and (5) a statement that the donor will make the contribution during the grant period.

The sources and amounts of all matching support from outside the applicant institution must be summarized on a separate page and placed in the application immediately following the summary of matching support (matching support means a budget narrative broken down by year).

The value of applicant contributions to the project will be established in accordance with the applicable cost principles. Applicants should refer to OMB Circulars, Cost Principles that apply to their entity for additional guidance, and other requirements relating to matching and allowable costs.

- 8. Declaration of Previous CIG Projects Involvement:** Identify any previously awarded CIG projects involvement related to this proposal and any of its principal investigators. Detail the purpose, outcomes to date, and how this new proposal relates to the previous award.

- 9. Declaration of Beginning or Limited Farmers or Ranchers or Indian Tribes:** If an applicant wishes to compete in the 10 percent set-aside funding pool (see Part III B) that describes the provision of a set-aside pool of funding for beginning farmer or rancher, socially disadvantaged farmer or rancher and avail themselves of the in-kind contribution exception, applicants must make a declaration in writing of their status as a Beginning Farmer or Rancher, Socially Disadvantage Farmer or Rancher, or a community-based organization comprised of or representing these entities.

- 10. Declaration of EQIP Eligibility:** Applicants must include a statement indicating that the proposed project will involve EQIP-eligible producers. Applicants must make a declaration in writing that they, or parties involved in the project, are eligible for EQIP (if EQIP eligible producer are not involved, the application will be considered ineligible). The declaration must describe the level of involvement by EQIP eligible producers.

11. Certifications: All applications must include a signed Standard Form (SF) 424B - Assurances, Non-construction Programs. SF 424B may be found at:

www.grants.gov/agencies/approved_standard_forms.jsp

Applicants, by signing and submitting an application, assure and certify that they are in compliance with the following from 7 Code of Federal Register (CFR):

- a. Part 3017, Government-wide Debarment and Suspension (Non-procurement)
- b. Part 3018, New Restrictions on Lobbying; and
- c. Part 3021, Government-wide Requirements for Drug-Free Workplace (Financial Assistance)

12. DUNS Number: A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 70 million businesses worldwide. A Federal Register Notice of final policy issuance (68 FR 38402) requires a DUNS number in every application (i.e., hard copy and electronic) for a grant or cooperative agreement (except applications from individuals) submitted on or after October 1, 2003. Therefore, potential applicants should verify that they have a DUNS number or take the steps needed to obtain one. For information about how to obtain a DUNS number go to http://www.grants.gov/applicants/request_duns_number.jsp or call 1-866-705-5711 please note that the registration may take up to 14 business days to complete.

13. Required CCR Registration: The Central Contractor Registry (CCR) is a database that serves as the primary Government repository for contractor information required for the conduct of business with the Government. This database will also be used as a central location for maintaining organizational information for organizations seeking and receiving grants from the Government. CIG applicants must register with the CCR. To register, visit www.ccr.gov. Allow a minimum of 5 days to complete the CCR registration.

B. How to Submit an Application Electronically

Applicants may submit applications electronically through Grants.gov or to the email address listed below. Applications submitted through Grants.gov or e-mail must contain all of the elements of a complete package and meet the requirements described above. Instructions for electronically submitting the required standard forms, and instructions for adding attachments are posted on Grants.gov. Applications submitted electronically are date and time stamped by Grants.gov and must be received by the identified closing date of **April 01, 2011**. Emailed applications must be received by NRCS before the submission deadline and must be consolidate into **one** single Acrobat (pdf) file.

Note: NRCS is not responsible for any technical malfunctions or web site problems related to Grants.gov or emailed submissions. Applicants should begin the Grants.gov

process in advance of the submission deadline to avoid problems. Due to system constraints, applicants using Grants.gov are encouraged to also send an electronic copy to the email address below.

Email address: colakewood.nrcsprogram@co.usda.gov

C. How to Submit a Written Application

Applicants must submit one signed original application of each proposed project. The application must be stapled securely in the upper left-hand corner and must be accompanied by an electronic copy on a compact disc (CD). Electronic files must be consolidated into **one** single Acrobat (pdf) file. Applications submitted via facsimile will not be accepted.

Submit written Applications to:

Jodi Hastings
Natural Resources Conservation Service
Denver Federal Center
Building 56, Room 2604
PO Box 25426
Denver, CO 80225

D. Application Due Date

Applications must be received in the Colorado NRCS State Office by 4:30 p.m., Mountain Standard Time (MST) on April 01, 2011. An application postmark date is not a factor in whether an application is received on time. The applicant assumes the risk of any delays in application delivery. Applicants are strongly encouraged to submit completed applications via overnight mail or delivery service to ensure timely receipt by NRCS.

E. Acknowledgement of Submission

Applications received by the due date will be acknowledged with an official letter. If an applicant has not received an acknowledgment within 30 days of the submission, the applicant must contact the administrative contact (see “Agency Contacts” below) immediately. Failure to do so may result in the application not being considered for funding by the peer review panel.

F. Funding Restrictions

The indirect costs (F&A) for CIG awards may not exceed 15 percent of the total Federal funds provided under each award. Awardees may not use unrecovered indirect costs as part of their matching funds.

CIG funds may not be used to pay any of the following costs unless otherwise permitted by law, or approved in writing by the Authorized Departmental Officer in advance of incurring such costs:

- a. Costs above the amount of funds authorized for the project;
- b. Costs incurred prior to the effective date of the grant;
- c. Costs which lie outside the scope of the approved project and any amendments thereto;
- d. Entertainment costs, regardless of their apparent relationship to project objectives;
- e. Compensation for injuries to persons, or damage to property arising out of project activities;
- f. Consulting services performed by a Federal employee during official duty hours when such consulting services result in the payment of additional compensation to the employee; and,
- g. Renovation or refurbishment of research or related spaces; the purchase or installation of fixed equipment in such spaces; and the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.

This list is not exhaustive. Questions regarding the allowances of particular items of cost should be directed to the administrative contact person listed below.

G. Patents and Inventions

Allocation of rights to patents and inventions shall be in accordance with USDA regulation 7 CFR 3019.36. This regulation provides that small businesses normally may retain the principal worldwide patent rights to any invention developed with USDA support. In accordance with 7 CFR 3019.2, this provision will also apply to commercial organizations for the purposes of CIG. USDA receives a royalty-free license for Federal Government use, reserves the right to require the patentee to license others in certain circumstances, and requires that anyone exclusively licensed to sell the invention in the United States must normally manufacture it domestically.

H. Environmental Review Requirements

The National Environmental Policy Act (NEPA) and NRCS regulations that implement NEPA require that an environmental review be prepared for actions where the Agency has discretion and control. Accordingly, NRCS' financial assistance under the CIG program requires compliance with these regulations. As part of the application packet, applicants are required to provide environmental information pertaining to their project (described further under Part IV B.4.k) to help NRCS determine the appropriate documentation required to comply with NEPA and NRCS regulations. If the application is selected, the NRCS Program Contact and the NRCS Environmental Liaison will coordinate with the selected applicant concerning documentation for compliance with NEPA. The selected applicant will be required to prepare and/or pay for the preparation of the appropriate NEPA document (e.g., Environmental Assessment and/or Environmental Impact Statement if required for NEPA compliance). Grant funding cannot be approved until the environmental review requirements demonstrating compliance with NEPA are met.

I. Withdrawal of Applications

Application may be withdrawn by written notice at any time before an award is made. Applications may be withdrawn by the applicant, or by an authorized representative thereof, if the representative's identity is made known and the representative signs a receipt for the application.