

## APPLICATION INSTRUCTIONS

### **On-line Application through Grants.gov:**

If an applicant chooses to apply on-line through Grants.gov at <http://www.grants.gov>, applicants are required to initiate and complete the steps to register with Grants.gov at <http://www.grants.gov/GetStarted>. Please note that these steps could take several days to complete, which should factor into the applicant's submission timing to avoid the rejection of an application due to potential delays. Documents should be saved as **.doc or .pdf** prior to electronic submission through grants.gov.

Registering with the Central Contractor Registry (CCR), will take some time to complete, so keep that in mind when beginning the application process. In order to register with the CCR, your organization will need a Data Universal Numbering System (DUNS ) Number . A DUNS number is a unique nine-character identification number provided by the commercial company, Registering with the Central Contractor Registry (CCR), will take some time to complete, so keep that in mind when beginning the application process. In order to register with the CCR, your organization will need a Data Universal Numbering System (DUNS ) Number . A DUNS number is a unique nine-character identification number provided by the commercial company, Dun & Bradstreet (D&B). To investigate if your organization already has a DUNS number or to obtain a DUNS number, contact Dun & Bradstreet at 1-866-705-5711. Be sure to complete the Marketing Partner ID (MPIN) and Electronic Business Primary Point of Contact fields during the CCR registration process. These are mandatory fields that are required when submitting grant applications through Grants.gov.

### **Submission Requirements/Deadline:**

**Proposals must be received in the NRCS Pacific Islands Area (PIA) State Office by 3:00 p.m., Hawaii Standard Time (HST) on March 31, 2008.** A proposal's postmark date is not a factor in whether an application is received on time. The applicant assumes the risk of any delays in proposal delivery. Applicants are strongly encouraged to submit completed applications via overnight mail or delivery service to ensure timely receipt by NRCS.

The address for hand-delivered applications or applications submitted using express mail or overnight courier service is:

USDA Natural Resources Conservation Service  
Pacific Islands Area (PIA) State Office  
Conservation Innovation Grants Program  
Michael Whitt, Resource Conservationist  
Prince Kuhio Federal Building  
300 Ala Moana Blvd., Room 4-118  
Honolulu, Hawaii 96850-0050

## **Proposal Content and Format**

Proposals must contain the information set forth below in order to receive consideration for a grant. 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. Applications must be submitted in the following format:

Proposals are to be typewritten on 8½" x 11" white paper, double spaced, and on one side only. The text of the proposal must be typewritten in a font no smaller than 12-point, with one-inch margins. If submitting proposals for more than one project, submit a separate, complete application package for each project. Proposals should be saved as Microsoft Word file onto a CD, and the electronic copy included in the application package.

**Proposals must include all required forms and narrative sections described below; incomplete applications will not be considered.**

- 1. Cover Sheet:** Applications must use **Standard Form 424** as the cover sheet for each project proposal. Standard Form 424 can be downloaded from [www.grants.gov/agencies/aapproved\\_standard\\_forms.jsp](http://www.grants.gov/agencies/aapproved_standard_forms.jsp).

Note that all applicants must provide a DUNS number in block 5. See section 9 below for information on acquiring a DUNS number. Also note that in Section 15 of the SF-424, the funding amounts listed must reflect the amounts requested and contributed for the entire duration of the project.

- 2. Project Summary Sheet:** Applicants must submit a **Project Summary Sheet** (no more than 2 pages in length) that includes the listed information. A template for the Project Summary Sheet is available on the NRCS CIG website: [www.nrcs.usda.gov/programs/cig](http://www.nrcs.usda.gov/programs/cig).

- Project Title
- Project Director name and contact information (including e-mail)
- Names and affiliations of project collaborators
- Project Purpose
- Project Deliverables/Products
- Project Scope/Area
- Project Start and End Dates
- CIG State Component Category (Natural resource concern and Technology to be addressed, taken directly from sections above);
- Proposal Review Category (water quality-livestock, water quality-non livestock, water quantity, soils, atmospheric, grazing land and forest health, market-based approach, or energy)
- Certifications – EQIP Eligibility and Request for Federal Funds
- Brief summary of project

- 3. Project Description:** Each project must be completely and accurately described in no more than 10 double-spaced pages. The description must include the following information:

- 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, if possible, to describe the project's purpose and goals. Describe how, based on 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, if possible;
- 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, 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 education or experience, 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. Benefits or results expected and transferability: Identify the results and benefits to be derived from the proposed project activities, and explain how the results will be measured. 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 how results will be communicated to others via outreach activities;
- i. 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 semi-annual report of progress, quarterly financial reports, and a final project report to NRCS. Instructions for submitting quarterly reports will be detailed in the grant agreement.); and
- j. Environmental impacts: Describe the anticipated environmental effects of the proposed project. This description will be used to determine whether an Environmental Assessment (EA) or Environmental Impact Statement (EIS) is needed for any given project, prior to the awarding of grant funds. The applicant is responsible for the cost of an EA or EIS, should one be required. This cost may be counted as part of the grantee's in-kind contribution.

4. **Budget Information:** Use Standard Form (SF) 424A to document budget needs. SF 424A can be found at [www.grants.gov/agencies/aapproved\\_standard\\_forms.jsp](http://www.grants.gov/agencies/aapproved_standard_forms.jsp) or obtained from Michael Whitt, NRCS Pacific Islands Area State Office. In addition to the SF 424A, **provide a detailed narrative in support of the budget for the project, broken down by each project year.** Itemize the costs necessary for successful completion of the proposed project. Indicate the total amount (both cash and in-kind) of non-Federal matching support that will be provided to the proposed

project. Identify and provide documentation of the source(s), the amount, and the nature (cash or in-kind) of the matching funds. An indirect cost-rate agreement from cognizant agency must be included, if the applicant is claiming indirect costs. 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.

- 5. Declaration of Beginning Farmer or Rancher or Limited Resource Farmer or Rancher, or Indian Tribe:** If an applicant wishes to compete in the 10 percent set-aside funding pool (see section III.B. that describes the provision of a set-aside pool of funding for Beginning and Limited Resource Farmers or Ranchers, and Indian Tribes) 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 or Limited Resource Farmer or Rancher, or Indian Tribe, or a community-based organization comprised of or representing these entities.
- 6. Declaration of EQIP Eligibility:** Applicants must make a declaration in writing that they, or parties involved in the project, are eligible for EQIP.
- 7. Written Request for Waiver of Local Matching funds requirement for Insular Areas:** Grant Applications from Insular Areas (Guam, American Samoa, and the Commonwealth of the Northern Marianas Islands) are required to provide a written request to waive the matching funds requirements. If this waiver is granted, federal funds can cover 100% of the total projects but still may not exceed \$75,000. The written request for waiver of the matching funds is required when applying for the CIG state component grant.
- 8. State Conservationist Letter of Review:** CIG applications are not required to include a letter of review from the NRCS State Conservationist for the State Component of CIG. A letter is required when applying for the CIG national grant.
- 9. 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/aapproved\\_standard\\_forms.jsp](http://www.grants.gov/agencies/aapproved_standard_forms.jsp) or contact Michael Whitt, NRCS PIA State Office. 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) ([http://www.access.gpo.gov/nara/cfr/waisidx\\_04/7cfr3017\\_04.html](http://www.access.gpo.gov/nara/cfr/waisidx_04/7cfr3017_04.html)); and
  - b. Part 3021, Government-wide Requirements for Drug-Free Workplace (Financial Assistance) ([http://www.access.gpo.gov/nara/cfr/waisidx\\_04/7cfr3021\\_04.html](http://www.access.gpo.gov/nara/cfr/waisidx_04/7cfr3021_04.html))
- 10. 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/RequestaDUNS> or call 1-866-705-5711. **Please note that the registration may take up to 14 business days to complete.**

- 11. 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 <http://www.ccr.gov>. Allow a minimum of 5 days to complete the CCR registration.