

DEPARTMENT OF AGRICULTURE

AGENCY: Natural Resources Conservation Service, Commodity Credit Corporation

ACTION: NOTICE

Caribbean Area Conservation Innovation Grants Fiscal Year (FY) 2010 Announcement for Program Funding

Catalog of Federal Domestic Assistance (CFDA) Number: **10.912**

**SUMMARY:** The Natural Resources Conservation Service (NRCS) Caribbean Area is announcing the availability of Conservation Innovation Grants (CIG) to stimulate the development and adoption of innovative conservation approaches and technologies. Applications are accepted only from the Caribbean Area (Puerto Rico and the US Virgin Islands) NRCS anticipates that the amount available for support of this program in FY 2010 will be approximately \$120,000. Applications are requested from eligible governmental or non-governmental organizations or individuals for competitive consideration of grant awards for projects between 1 and 3 years in duration.

Funds will be awarded through a two-phase competitive grants process which will include a pre-proposal for all applications, and a full application package only for competitively selected pre-proposal applicants, pursuant to notification by NRCS. Both phases are described in this announcement, but only pre-proposals are being solicited at this time.

This notice identifies the objectives for CIG projects, the eligibility criteria for projects, and provides the instructions needed to apply to CIG.

Each pre-proposal will be screened for completeness and compliance with the provisions of this notice. Incomplete applications will be eliminated from competition, and notification of elimination will be mailed to the applicant. NRCS will request a full application package only from those applicants selected in the pre-proposal process.

**DATES:** Pre-proposals must be received at the NRCS Caribbean Area State Office by Close of Business Eastern Standard Time (EST). June 25, 2010.

**Full Applications:** Project pre-proposals selected for funding consideration by NRCS will be notified by July 9, 2010, and if requested, a full application must be submitted to the NRCS Caribbean Area State Office by Close of Business Eastern Standard Time August 6, 2010.

**ADDRESSES:** The address for hand-delivered, express mail or overnight courier service for pre-proposals and applications is: US Department of Agriculture, Natural Resources Conservation Service, Conservation Innovation Grants Program, 654 Muñoz Rivera Avenue Suite 604, Hato Rey P. R 00918-4129. The contact phone number for hand-delivered pre-proposals and application is: (787) 766-5206.

Pre-proposals and applications sent via the United States Postal Service must be sent to the following address: US Department of Agriculture, Natural Resources Conservation Service, Conservation Innovation Grants Program, P O. Box 364868, San Juan, PR 00936-4868.

For more information contact:

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CB CIG Program Manager  
US Department of Agriculture  
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## **I. FUNDING OPPORTUNITY DESCRIPTION**

### **A. Legislative Authority**

The Conservation Innovation Grants (CIG) was authorized as part of the Environmental Quality Incentives Program (EQIP) [16 U.S.C. 3839aa-8] under section 1240H of the Food Security Act of 1985, as added by section 2509 of the Food, Conservation, and Energy Act of 2008 (Public Law 110-246). The Secretary of Agriculture delegated the authority for the administration of EQIP and CIG to the Chief of the Natural Resources Conservation Service (NRCS), who is Vice President of the Commodity Credit Corporation (CCC). EQIP is funded and administered by NRCS under the authorities of the CCC.

### **B. Overview**

The purpose of CIG is to stimulate the development and adoption of innovative conservation approaches and technologies, while leveraging the Federal investment in environmental enhancement and protection in conjunction with agricultural production. CIG projects are expected to lead to the transfer of conservation technologies, management systems, and innovative approaches (such as market-based systems) into NRCS policy, technical manuals, guides, and references or to the private sector. CIG does not fund research projects. Projects intended to formulate hypothesis do not qualify. CIG funds cannot be used in any way to support research. CIG is to apply proven technology which has been shown to work previously. It is a vehicle to stimulate the development and adoption of conservation approaches or technologies that have been studied sufficiently to indicate a likelihood of success, and to be candidates for eventual technology transfer or institutionalization. CIG promotes sharing of skills, knowledge, technologies, and facilities among communities, governments, and other institutions to ensure that scientific and technological developments are accessible to a wider range of users. CIG funds projects targeting innovative on-the-ground conservation, including pilot projects and field demonstrations.

A two phase evaluation process will be utilized for proposals submitted under this notice. The first phase requires the applicant to submit a pre-proposal. Pre-proposals will be evaluated by NRCS staff under the sub-category identified by the applicant (see section I.D). Each pre-proposal will be screened for completeness and compliance with the provisions of this notice. Incomplete applications will be eliminated from competition, and notification of elimination will be mailed to the applicant.

NRCS will accept pre-proposals for single or multi-year projects, not to exceed 3 years, submitted to NRCS from eligible entities including federally recognized, State and local units of government, and non-governmental organizations and individuals. Pre-proposals are accepted only from the NRCS Caribbean Area - Puerto Rico and the US Virgin Islands (St. Thomas, St. John and St. Croix).

NRCS will request a full application package only from those applicants selected in the pre-proposal process. Complete applications received by applicable deadlines will be evaluated by a technical peer review panel based on the Criteria for Application Evaluation identified in the application instructions in section VI.B.

Applications with technically-based recommendations from the peer review groups will be forwarded to the Grants Review Board. The Grants Review Board will make recommendations for project approval to the Caribbean Area Director who will make the final selections.

### **C. Innovative Conservation Projects or Activities**

For the purposes of CIG, the proposed innovative project or activity must encompass the development, field observation, evaluation, implementation, and monitoring of:

- Conservation adoption approaches or incentive systems, including market-based systems;
- Promising conservation technologies, practices, systems, procedures, or approaches; and
- Environmental soundness with goals of environmental protection and natural resource enhancement.

To be given priority consideration, the innovative project or activity:

- Makes use of a proven technology or a technology that has been studied sufficiently to indicate a high probability for success;
- Demonstrates and verifies environmental (soil, water, air, plants, energy use, and animal) effectiveness, utility, affordability, and usability of conservation technology in the field;
- Adapts conservation technologies, practices, systems, procedures, approaches, and incentive systems to improve performance and encourage adoption;
- Introduces conservation systems, approaches, and procedures from another geographic area or agricultural sector; and
- Adapts conservation technology, management, or incentive systems to improve performance.

### **D. CIG State Component-Categories**

For FY 2010, CIG will offer the following **funding categories**:

- a) **Soil,**
- b) **Water,**
- c) **Air,**
- d) **Plants,**
- e) **Energy Use,** and
- f) **Animals.**

These funding categories may include applications that focus on market-based approaches to conservation, including the advancement of emerging markets for ecosystem services and the development of market-based tools. Beginning Farmers or Ranchers, Limited Resource Farmers or Ranchers, Socially Disadvantaged Farmers or Ranchers, and Indian tribes or eligible entities servicing Beginning, Limited Resource, Socially Disadvantaged Farmers or Ranchers are encouraged to submit application(s) in any of the categories. Pre-proposals must identify the most appropriate sub-category for the proposal.

#### **Sub-Categories**

Pre-proposals must demonstrate the use of innovative technologies or approaches, or both, to address the sub-categories listed below.

Only pre-proposals addressing the following sub-categories will be considered:

**Sub-Category: *Ecosystems Markets***

The objective of this subcategory is to focus on projects that advance the development of markets for ecosystem services and demonstrate their potential to provide new conservation incentives and improvements.

- Development of partnerships, market infrastructure (such as ecosystem market registries), and integrated tools that facilitate the development of ecosystem markets;
- Design and demonstration of active ecosystem markets that result in real water quality and biodiversity trades;
- Development of models and monitoring systems to analyze economic and environmental effects of ecosystem markets;
- Design and implementation of multi-credit ecosystem service trades or demonstration of stacking/bundling ecosystem services;
- Projects for technology transfer “farm to consumer” markets for traditionally underserved groups.

**Sub-Category: *Adapting Management for Improved Conservation Effects***

- Use a field-level models to generate site-based benefits of conservation, including quantifiable outcome-based metrics that fits within the NRCS field office planning structure;
- Development of innovative technologies to reduce transformation and transport of potential contaminants; and
- Modeling to link resource concerns, conservation systems/practices, and quantifiable outcome-based metrics.
- New protocols for developing and monitoring conservation area planning and action plans.

**Sub-Category: *Preservation and Enhancement of Wildlife Habitat***

- Develop planning and decision aids to assess and maximize wildlife habitat value on land used to grow bio-fuel crops, including metrics that quantify units of potential habitat provided; and
- Invasive species control.
- Invasive species and the environmental meaning.
- Biodiversity management for endangered, threatened or candidate species.

**Sub-Category: *Energy***

The objective of this sub-category is to implement new technologies and approaches to conserve energy and produce renewal energy while sustaining agricultural productivity.

- Innovative tools to estimate the energy and fossil fuel implications of cropland agronomic practices. Such tools need to be based on sound science and data, yet be useable by farmers and conservationists. Proposals may be based either on extending and validating the NRCS Cropland Energy Estimator prototype or developing a new tool;
- Innovative implementation systems to achieve greater use of energy audits including energy audits that address cropland in addition to buildings and equipment;
- Innovative on-farm energy conservation technologies;

- Innovative on-farm applications of renewable energy production technologies to displace fossil fuel energy;
- Sustainable biomass production, harvest, and handling technologies.

**Sub-Category: *Productivity and Environmental Health of Pastureland***

- Implement the use of new or novel pasture management systems that can benefit water or air quality, greenhouse gas (GHGs), or pathogen loading and runoff, and metrics to quantify measurable units of improvement gained through the use of these systems.

**Sub-Category: *Climate Change Mitigation and Adaptation***

The objective of this sub-category is to solicit proposals from individuals and organizations to demonstrate results for agriculture to address climate change adaptation and mitigation. Proposals should emphasize demonstrations of the capabilities of agricultural conservation systems to reduce GHG emissions and increase soil and vegetation carbon sequestration, and to maintain high levels of food and fiber production in the face of changing temperature and precipitation regimes.

Proposals for funding should focus on applying established field observation results to field scale situations.

- Carbon sequestration practices in a wide variety of cropping systems and assessment of how these practices impact other ecosystem services, such as water quality and biodiversity, as well as farm profitability;
- Demonstration of effective nutrient management practices including organic sources, dealing with nitrous oxide emissions;
- Emerging soil and plant management systems to maintain productivity with a changing climate;
- Management of methane emissions through improved manure storage and utilization;
- Development of technology to quickly measure CO<sub>2</sub> and N<sub>2</sub>O gases in soils;
- Development of new tools for measuring soil carbon where specialty crops are grown and on organic farms; and
- Development of efficient technologies for recycling nitrogen and/or bio-energy creating biochar soil amendments in order to enhance soil quality and carbon sequestration and/or bio-energy production.

**Sub-Category: *Promotion of Sustainable Agriculture***

- Examine methods and life cycle analysis for encouraging niche agricultural markets. These markets would focus on providing value-added agricultural products that are produced in an environmentally sustainable way.
- Demonstration of Integrated Pest Management (IPM) technologies to control detrimental organisms in secondary forest scenarios such as shade grown coffee.

**Sub-Category: *Soil Quality***

- Demonstrate benefits for farming and the environment of adoption and application of natural or organic products.
- Compare new technologies and methods (carbon fractions, enzymes, and other) for early prediction of soil quality degradation;
- Demonstrate conservation technologies to reduce soil erosion and minimize soil emissions of carbon in organic soils;

- Demonstrate technologies to restore and enhance the function and ecosystem services of degraded soils;
- Evaluate and demonstrate technologies to restore and enhance ecosystem services and benefits of subaqueous soils;
- Application of continuous no-till crop production to enhance soil resources and other ecosystem services while maintaining crop productivity.
- Validation of existing soil data based on new or emerging/more accurate technologies and climate change data.

**Sub-Category: *Priority Landscapes***

- Develop and demonstrate land-based innovative technologies to restore and enhance coral reefs.
- Develop and demonstrate innovative technologies to prevent, alleviate, and adapt to salinity in landscapes (non-irrigated cropland management, irrigation water management, and crop species);
- Demonstration projects of benefits from wetland to the environment and communities.
- Stream visual assessment tools for local conditions.

**Sub-Category: *Water Quality and Quantity***

- Tools and methods for water quality indicators.

**Sub-Category: *Nutrient Management***

- Feed management, or adoption of new or novel feedstuffs or additives, for manure nutrient reduction to reduce water and air quality problems, GHGs, or pathogen loading and runoff;
- Demonstrate active methods which improve on the capture of nitrogen in manure management systems and provide the opportunity to recycle the manure nitrogen in lieu of synthetic fertilizers;
- Demonstrate the use of water filtration or other medium as a method of reducing chemical compounds and odors from farming operations such as poultry, hogs other livestock facilities;
- Development of new strategies to fully implement existing nutrient management conservation.

**Sub-Category: *Air Quality and Atmospheric Resource***

- On-farm demonstration and development of new practice for new technologies to address agricultural air emissions;
- Demonstrate innovative approaches to decrease atmospheric concentrations of GHG by increasing carbon sequestration (e.g. increasing soil carbon);
- Implement the use of improved microorganisms for modification of GHG production (increase or decrease depending on desired result) and document the method and results;
- Identification, evaluation, demonstration, and quantification of air quality improvement techniques, practices, and activities compatible with agriculture production and the management and handling of agriculture waste and by-products;

- Demonstrate the use of water filtration or other medium as a method of reducing chemical compounds and odors from farming operations such as poultry, hogs other livestock facilities.

**Sub-Category: *Program Outreach and Conservation Technology Transfer to Targeted Groups***

- Demonstration of new or novel technology that can easily and inexpensively be adopted by small-scale producers in order to address concerns or problems of the farmers, producers, or landowners;
- Assess resource conditions and land capabilities by social groups of the traditionally underserved groups and communities;
- Emphasis on program outreach to underserved producers or landowners.

**Sub-Category: *Sustainable and Organic Agriculture***

The objective of this sub-category is to focus on natural resource concerns related to sustainable and organic agriculture including conservation technology specific to organic production systems, field data or tools for conservation planning, and evaluation of NRCS conservation practice standards for integration of sustainable and organic agricultural productions systems.

***Technology Needs***

- Rotations for pest control – need technology on which crops help to suppress specific pests and the sequencing of the crops to minimize pest (weeds, insects, diseases);
- Organic approved nutrient (timing, rates, sources, and methods) – determine the proper source, rate, timing, and method(s) of application for organically approved nutrient amendments;
- Demonstration of Beneficial Insect Habitat for Pest Control – need technology to determine the amount (acres) of habitat required to provide adequate pest control, matching plant species to attract desirable beneficial insect species, and managing habitat to provide pest control during the cropping season.

***Field Data for Conservation Planning***

- Develop a guidance document for incorporating beneficial insect and pollinator habitat into the farm landscape to implement biological pest management strategies, including outcome metrics that describe expected habitat benefits.
- Demonstration for incorporating beneficial insect and pollinator habitat into the farm landscape.

***Conservation Planning Needs***

- Develop guidance document on developing NRCS conservation plans to help organic producers meet the Organic System Plan conservation components for crop and livestock production;
- Analyze requirements to develop a Conservation Plan Supporting Organic Transition Plan to identify obstacles and limitation that discourage its use by farmers and provide recommendation to overcome obstacles and limitations.

**Sub-Category: *Specialty Crops***

The objective of this sub-category is to focus on natural resource concerns related to specialty crops, including conservation technology specific to specialty production systems,

field data or tools for conservation planning, and evaluation of NRCS conservation practice standards for integration into specialty crops production systems.

### ***Technology Needs***

- Rotations for pest control – need technology on which crops help to suppress specific pests and the sequencing of the crops to minimize pests (weeds, insects, diseases) in specialty crop systems;
- Erosion Control – demonstrate conservation systems to include crop rotations, cover crops, organic mulches, conservation tillage, etc. in lieu of plastic culture;
- Nutrient Cycling – need technology to determine the proper crops and the sequence of the crops to maximize the nutrient cycling in specialty crop production systems;
- Demonstration of Beneficial Insect Habitat for Pest Control – need technology to determine the amount (acres) of habitat required to provide adequate pest control, matching plant species to attract desirable beneficial insect species, and managing habitat to provide pest during the cropping season.

### ***Field Data for Conservation Planning***

- Develop a guidance document for incorporating beneficial insect and pollinator habitat into the farm landscape to implement biological pest management strategies.

### ***Conservation Planning Needs***

- Identify conservation needs to support specialty crop and provide recommendations to address conservation needs.

### ***Sub-Category: Pollinator Habitat***

The objective of this sub-category is to offer the opportunity for projects to help address present technology, data, management, planning, and implementation needs in regard to the enhancement of pollinator habitat.

### ***Technology Needs***

- Document the effectiveness and economy of alternate pest control methods in agricultural crops (e.g., ground application versus aerial application of pesticides, provision of habitat for “beneficial” insects) to protect pollinators and their habitats;
- Develop guidelines and management strategies for establishing and maintaining the foraging and nesting needs for specific pollinators and other beneficial insects.

### ***Field Data for Conservation Planning***

- Establish demonstration plantings of NRCS-recommended pollinator habitat seed/plant mixes to determine if these mixes are providing the expected pollinator habitat while also performing the intended conservation function;
- Document time of bloom of native plants and non-invasive, non-native plants in addition to monitoring the specific pollinators foraging upon these plants;
- Document the benefits to other wildlife species of improving pollinator habitat;
- Demonstrate effective methods of establishing and maintaining the most beneficial pollinator-friendly plant materials.

- Develop regional, crop-specific guidance specifying the vegetative species, landforms, and necessary acreage to support appropriate populations of managed and wild pollinators per unit area (e.g. acres) of pollinated crops (i.e., describe the components of the landscape).

### ***Conservation Planning Needs***

- Develop guidelines of pollinator-friendly plant species to fulfill specific pollinator needs in both natural and agricultural situations;
- Develop strategies to integrate pollinator habitat management into the agricultural working lands matrix to promote holistic, ecosystem-based conservation plans that support the full suite of ecosystem services.

### ***Sub-Category: Program Outreach***

- Nutrient management, integrated pest management, wetlands restoration for improved water quality, comprehensive nutrient management plans, confined animal feeding operations, animal feeding operations, and targeted traditionally underserved communities using on farm small scale demonstrations;
- Projects that show how to develop and implement program outreach marketing tools for farmers or producers that demonstrate the on-farm economic and environmental benefits of conservation practices.
- Projects for technology transfer of “farm to consumer” markets for individuals or communities with emphasis to traditionally underserved groups.
- Outreach marketing tools for farmers and communities that demonstrate benefits of conservation practices or measures to wetlands, coral reefs and other marine environments.

## **II. FUNDING AVAILABILITY**

### **A. State Component**

NRCS anticipates that the amount available for support of this program in FY 2010 will be approximately \$120,000

Funds will be awarded through a competitive grants process. The maximum award amount for any project will not exceed \$75,000 in FY 2010. CIG will fund single and multi year projects, not to exceed 3 years.

The intent of the State Component is to provide flexibility to the Director of the Caribbean Area to target CIG funds to individual producers and smaller organizations that may possess promising innovations, but may not compete well on the larger scale of the national grants competition.

## **III. ELIGIBILITY INFORMATION**

CIG applicants must be a federally recognized, State or local unit of government, non-governmental organization, or individual. Federal government is not eligible.

## **A. Matching Funds**

Selected applicants may receive CIG grants of up to 50 percent of the total project cost. The recipient is required to match the USDA funds awarded on dollar-for-dollar basis from non-Federal sources with cash and in-kind contributions. Only 25 percent of the required match can be contributed as in-kind. 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 Farmer or Rancher, 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.

Matching funds must be available at time of application. Additional information about matching funds can be found at 2CFR 215.

## **B. Beginning or Limited Farmers or Ranchers or Indian Tribes**

For the FY 2010 grant award process, up to 10 percent of the total funds available for CIG may be set-aside for applications from Beginning Farmer or Ranchers, Limited Resource Farmers or Ranchers, or community-based organizations comprised of or representing these entities. An exception regarding matching funds is made for projects funded out of the set-aside. Up to three-fourths of the required matching funds for such projects (up to 37.5 percent of the total project cost) may derive from in-kind contributions. This exception is intended to help Beginning Farmers or Ranchers, Limited Resource Farmers or Ranchers, and Indian tribes meet the statutory requirements for receiving a CIG.

To compete for these set-aside funds, the applicant must make a declaration in the application as described in Part V.5 in this notice. Applications that are unsuccessful in the set-aside competition will be placed automatically in the general application pool for consideration. Funds not used in the set-aside pool will revert back into the general funding pool.

***Beginning Farmer or Rancher*** - a person or legal entity who:

- Has not operated a farm or ranch, or who has operated a farm or ranch for not more than 10 consecutive years. This requirement applies to all members of an entity who will materially and substantially participate in the operation of the farm or ranch;
- In the case of a contract with an individual, individually, or with the immediate family, material and substantial participation requires that the individual provide substantial day-to-day labor and management of the farm or ranch consistent with the practices in the place where the farm is located; and
- In the case of a contract with an entity or joint operation, all members must materially and substantially participate in the operation of the farm or ranch. Material and substantial participation requires that each of the members provide some amount of the management or labor and management necessary for day-to-day activities, such that if each of the members did not provide these inputs, operation of the farm or ranch would be seriously impaired.

***Limited Resource Farmer or Rancher -***

- A person with direct or indirect gross farm sales not more than \$155,200 in each of the previous 2 years (adjusted for inflation using Prices Paid by Farmer Index as compiled by National Agricultural Statistical Service); and
- Has a total household income at or below the national poverty level for a family of four, or less than 50 percent of county median household income in each of the previous 2 years (to be determined annually using Department of Commerce data).

***Socially Disadvantaged Farmer or Rancher*** - a farmer or rancher who has been subjected to racial or ethnic prejudices because of their identity as a member of a group without regards to their individual qualities. Those groups include African Americans, American Indians or Alaska natives, Hispanics, Asians, Asians, and native Hawaiians or Pacific Islanders.

**C. EQIP Payment Limitation and Duplicate Payments**

Section 1240G of the Food Security Act of 1985, 16 U.S.C. 3839aa-7, imposes a \$300,000 limitation for all cost-share or incentive payments disbursed to individuals or entities under an EQIP contract between fiscal years 2008 and 2012. The limitation applies to CIG in the following manner:

- CIG funds are awarded through grant agreements. These grant agreements are not EQIP contracts; thus, CIG awards in and of themselves are not limited by the payment limitation.
- Direct or indirect payments made to an individual or entity using funds from a CIG award to carry out structural, vegetative, or management practices count toward each individual's or entity's EQIP payment limitation. Through project progress reports, CIG grantees are responsible for certifying that producers involved in CIG projects do not exceed the payment limitation. Further, all direct and indirect payments made to producers using CIG funds must be reported to the NRCS CIG program manager in the semi-annual report. Direct or indirect payments cannot be made for a practice for which the producer has already received funds, or is contracted to receive funds through any of the USDA programs (EQIP, Agricultural Management Assistance, Conservation Security Program, Wildlife Habitat Incentive Program, etc.) since this would be considered a duplicate payment.

**D. Project Eligibility**

To be eligible for CIG, projects must involve landowners who meet the EQIP eligibility requirements as set forth in 16 USC 3839aa-1. Further, all agricultural producers receiving direct or indirect payments through participation in a CIG project must also meet the EQIP eligibility requirements. Additional information regarding EQIP eligibility requirements can be found at: <http://www.nrcs.usda.gov/programs/eqip/>. Participating producers are not required to have an EQIP contract.

A person or legal entity will not be eligible to receive any benefit during a crop, fiscal, or program year, as appropriate, if the average adjusted gross non-farm income of the person or legal entity exceeds \$1,000,000, unless not less than 66.66 percent of the average adjusted gross income of the person or legal entity is average adjusted gross farm income.

A person who is determined ineligible for USDA program benefits under the Highly Erodible Land Compliance and Wetland Compliance provisions of the Food Security Act of 1985 will not be eligible to receive direct or indirect payments through CIG.

Technologies and approaches that are eligible for funding in a project's geographic area through EQIP are ineligible for CIG funding except where the use of those technologies and approaches demonstrates clear innovation. The burden falls on the applicant to sufficiently describe the innovative features of the proposed technology or approach (applicants should reference the appropriate State's EQIP Eligible Practices List by contacting the Caribbean Area State Office).

The grantee is responsible for providing the technical assistance required to successfully implement and complete the project. NRCS will designate a Program Contact, Administrative Contact, and Technical Contact to provide oversight for each project receiving an award.

#### **IV. PRE-PROPOSAL SUBMISSION**

##### **A. PRE-PROPOSAL**

###### **1. How to Obtain Pre-proposals Materials**

The announcement for CIG funding opportunity can be found on the following Web site: [www.grants.gov](http://www.grants.gov) and <http://www.nrcs.usda.gov/technical/cig/index.html>. Pre-proposals are required.

###### **2. Pre-proposal Content and Format**

Pre-proposals must contain the information set forth below in order to receive consideration for the full application phase. 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. If submitting pre-proposals for more than one project, submit a separate document for each project.

All non-form based submissions should be prepared in a font no smaller than 12-point, single-spaced, single-sided, with one-inch margins. Material exceeding stated page limits will not be considered.

- a. Pre-proposal Cover Sheet: Applicants must use Standard Form 424 Application for Federal Assistance as the cover sheet for each project application. Standard Form 424 can be downloaded from [Grants.gov-Forms](http://www.nrcs.usda.gov/technical/cig/index.html).
- b. Project Brief Description: Applicants must submit a brief description including the information below (limited to 3 pages in length). An optional template titled Project Summary Sheet is available on the NRCS CIG Web site at: <http://www.nrcs.usda.gov/technical/cig/index.html>.
  1. Project Title
  2. Applicant determined CIG funding category (refer to page 4)
  3. Applicant determined sub-category (refer to page 4-10 for a list and description)
  4. Project start and end dates

5. Project director name, contact information (including email)
  6. Names and affiliations of project collaborators
  7. Project purpose
  8. Project scope/area
  9. Project summary
  10. Project deliverables/products
  11. Declaration of EQIP eligible producer involvement
  12. Declaration of Beginning Farmer or Rancher, Limited Resource Farmer or Rancher, Socially Disadvantaged Farmer or Rancher, or Indian tribe
- c. Project Location Map: Applicants must submit a map indicating the location of the proposed project (limited to 1 page in length).
  - d. Budget Information (Limited to 1 page in length).
  - e. 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. Information on how to obtain a DUNS number can be found at: <http://www.grants.gov/RequestaDUNS> or by calling 1-866-705-5711. Please note that the registration may take up to 14 business days to complete.
  - f. Required Central Contractor Registry (CCR) Registration: The 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, go to: <http://www.ccr.gov>. Allow a minimum of 5 days to complete the CCR registration.

### **3. How to Submit Pre-proposals**

Applicants may submit applications electronically through Grants.gov. Applications submitted through Grants.gov must contain all of the elements of a complete pre-proposal 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. NRCS is not responsible for any technical malfunctions or Web site problems related to Grants.gov submissions. Applicants should begin the Grants.gov process in advance of the submission deadline to avoid problems.

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

US Department of Agriculture  
 Natural Resources Conservation Service  
 Conservation Innovation Grants Program  
 654 Muñoz Rivera Avenue Suite 604  
 Hato Rey, PR 00918-4129

Contact phone number for hand-delivered pre-proposals: (787) 766-5206

The address for pre-proposals sent via the United States Postal Service is:

US Department of Agriculture  
Natural Resources Conservation Service  
Conservation Innovation Grants Program  
P. O. BOX 364868  
San Juan, PR 00936-4868

**Applications submitted by email or fax will not be considered.**

#### **4. Pre-Proposal Application Due Date**

Pre-proposals must be received at the NRCS Caribbean Area State Office by Closing of Business time June 25, 2010. The applicant assumes the risk of any delays in application delivery. Applicants are strongly encouraged to submit completed pre-proposals via overnight mail or delivery service to ensure timely receipt by NRCS.

#### **5. Acknowledgement of Submission**

Pre-proposals received by the due date will be acknowledged with an electronic notification. If an applicant has not received an acknowledgement within 30 days of the submission, they must contact the NRCS program contact below. Failure to do so may result in the application not being considered for the second phase.

CIG Program Contact:

Jaime Valentin  
USDA NRCS  
Caribbean Area CIG Program Manager  
654 Muñoz Rivera Avenue Suite 604  
Hato Rey, PR 00918-4129  
Phone: (787) 766-5206 ext. 229  
Fax: (787) 766-5987  
Email: [jaime.valentin@pr.usda.gov](mailto:jaime.valentin@pr.usda.gov)

#### **6. Withdrawal of Pre-Proposal**

Pre-proposals may be withdrawn by email at any time. Pre-proposals 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 pre-proposal.

#### **7. Pre-Proposal Review**

Pre-proposals will be evaluated by NRCS staff under the category identified by the applicant. Each pre-proposal will be screened for completeness and compliance with the provisions of this notice including EQIP payment limitations. Incomplete applications

will be eliminated from competition and notification of elimination will be mailed to the applicant.

## **8. Anticipated Notification**

Applicants from both selected and not selected pre-proposals will be notified via mail. Applicants selected for funding consideration must submit a complete application as described in the following sections.

## **V. APPLICATION INFORMATION FOR FULL PROPOSALS (only for those applicants notified at the end of the pre-proposal selection process that their proposals have been identified for further evaluation)**

All Office of Management and Budget standard forms necessary for CIG submission are posted on the following Web site: Grants.gov-Forms. An application checklist is available on the CIG Web site: <http://www.nrcs.usda.gov/technical/cig/index.html>.

### **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 must submit five copies of the application in the following format:

- Applications should be typewritten or printed on 8½" x 11" white paper. The text of the application should be in a font no smaller than 12-point, single-spaced, single-sided, with one-inch margins.
- 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. Project Description:** The description must include the following information and is limited to 10 pages in length. Pages in excess of the 10-page limit will be discarded and not evaluated. Bibliography, resumes, and references will be included in the page count for the project page limit.
  - a. Project narrative: The project narrative should provide a clear description of the work to be undertaken and how it will be accomplished. It must be formatted to address each of the merit review criteria listed in Part VI.A and provide sufficient information for the reviewers to evaluate the application in accordance with these merit review criteria.
  - b. 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.
  - c. Project objectives: Be specific using qualitative and quantitative measures, if possible, to describe the project's purpose and goals. Describe how the project is innovative.

- d. **Project methods:** Describe clearly the methodology of the project and the tools or processes that will be used to implement the project.
- e. **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.
- f. **Producer participation:** Estimate the number of producers involved in the project, and describes the extent of their involvement (all producers involved in the project must be eligible for EQIP).
- g. **Project action plan and timeline:** Provide a table listing project actions, timeframes, and associated milestones through project completion.
- h. **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.
- i. **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, i.e., agricultural producers by type, region, or sector; rural communities; and municipalities. Explain how these entities will benefit. In addition, describe how results will be 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 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).
- k. **Environmental Information and Assessment of Environmental Impacts:** Describe and assess 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 full description and assessment of the potential impacts to all potentially impacted environmental resources must be disclosed. One line or short descriptions of environmental impacts are not acceptable. The length of the analysis should be commensurate with the complexity of the project proposed and the environmental impacts impacted either directly, indirectly (later in time), or cumulatively. Where possible, information on environmental impacts should be quantified, such as number of acres of wetlands impacted, amount of carbon sequestration estimated, etc. 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: [NRCS-CPA-52](#). 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 the 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 Web site: Environmental Liaison

*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.*

2. **Budget Information:** Applicants must prepare a Standard Form (SF) 424-A Budget Information Non-Construction Programs to document budget needs. The SF-424A is available at: [Grants.gov-Forms](http://Grants.gov-Forms) or can be obtained from a NRCS State office. 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 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 number 3 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 is based on total Federal funds awarded and cannot exceed 15 percent.
3. **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. Justify the project cost effectiveness and include justification for personnel salaries such as resumes. A budget narrative is also required for the matching portion.
4. **Matching:** Applications should include written verification of commitments of matching support (including both cash and in-kind contributions) from third parties.

For any third party cash contributions, a separate pledge agreement 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" 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 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 should 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.

5. **Declaration of Beginning Farmer or Rancher, Limited Resource Farmer or Rancher, or Indian Tribe:** If an applicant wishes to compete in the 10 percent set-aside funding pool, applicants must make a declaration in writing of their status as a Beginning Farmer or Rancher, Limited Resource Farmer or Rancher, or Indian tribe or a community-based organization comprised of or representing these entities. This declaration is also required in order to be eligible for the in-kind contribution exception. (Refer to Part III B that describes the provision of a set-aside pool of funding for Beginning or Limited Farmers or Ranchers and Indian tribes.)
6. **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 producers are not involved, the proposal will be considered ineligible). The declaration must describe and certify the level of involvement by EQIP eligible producers.
7. **State Conservationist Letter of Review:** Write N/A
8. **Certifications:** All applications must include a signed Standard Form (SF) 424B - Assurances, Non-construction Programs. The SF-424B may be found at: Grants.gov-Forms or by contacting the State office. Applicants, by signing and submitting an application, assure and certify that they are in compliance with the following from 7 CFR:
  - a. Part 3017, Government wide Debarment and Suspension (Non-procurement)
  - b. Part 3018, New Restrictions on Lobbying
  - c. Part 3021, Government wide Requirements for Drug Free Workplace (Financial Assistance)

## **B. How to Submittal a Written Application**

Applicants must submit one signed original copy of each project application. Applicants must submit five copies of the application.

The address for submitting hand-delivered, express mail, or overnight courier service applications is:

US Department of Agriculture  
Natural Resources Conservation Service  
Conservation Innovation Grants Program  
654 Muñoz Rivera Avenue Suite 604  
Hato Rey, PR 00918-4129

The contact phone number for hand-delivered applications is: (787) 766-5206.

The address for applications sent via the United States Postal Service is:

US Department of Agriculture  
Natural Resources Conservation Service  
Conservation Innovation Grants Program  
P.O. Box 364868  
San Juan, PR 00936-4868

Applications submitted by email or fax will not be considered.

### **C. How to Submit an Application Electronically**

Applicants may submit applications electronically through Grants.gov. Applications submitted through Grants.gov must contain all of the elements of a complete application and meet the requirements described above. Instructions for electronically submitting the required standard forms, abstract, narrative, and declarations are posted on Grants.gov. Instructions for adding attachments are available on the Web site. Applications submitted electronically are date and time stamped by Grants.gov and must be received by the identified closing date. NRCS is not responsible for any technical malfunctions or Web site problems related to Grants.gov submissions. Applicants should begin the Grants.gov process in advance of the submission deadline to avoid problems.

### **D. Application Due Date**

Full applications must be received at the Caribbean Area NRCS State Office by 4:00 p.m. EST on August 6, 2010. 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 acknowledgement within 30 days of the submission, they must contact the NRCS program contact below. Failure to do so may result in the application not being considered for funding.

**CIG Program Contact:**

Jaime Valentin  
USDA NRCS  
Caribbean Area CIG Program Manager  
654 Muñoz Rivera Avenue Suite 604  
Hato Rey, PR 00918-4129  
Phone: (787) 766-5206 ext. 229  
Fax: (787) 766-5987  
Email: [jaime.valentin@pr.usda.gov](mailto:jaime.valentin@pr.usda.gov)

**F. Funding Restrictions**

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.

**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 Council on Environmental Quality's National Environmental Policy Act (NEPA) regulations at CFR Part 1500-1508 and NRCS' regulation that implements NEPA at 7 CFR Part 650 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 to help NRCS determine the appropriate documentation required to comply with NEPA and NRCS regulations. If the application is selected for funding, the NRCS Program Contact and NRCS Environmental Liaison will coordinate with the selected applicant concerning documentation for compliance with NEPA. The selected applicant will be required to prepare and pay for the preparation of the appropriate NEPA document (e.g., Environmental Assessment 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. Other local requirements may apply. The applicant is responsible for all state and/or local requirements/permits in Puerto Rico or the US Virgin Islands.

## **I. Withdrawal of Applications**

Applications may be withdrawn by written notice at any time before selections are 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.

## **J. Deliverables**

Applications must include all of the following activities as deliverables:

1. Semi-annual reports
2. Supplemental narratives to explain and support payment requests
3. Final report
4. 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 (refer to "CIG Technical Evaluation Criteria")
5. New technology and innovative approach fact sheet
6. Presentation (showcase), to the NRCS Staff that may include project objectives, methodology, findings and benefits to NRCS and landusers, and the environment among others.

## **VI. APPLICATION REVIEW**

### **Application Review and Selection Process**

There are three steps in evaluation of complete applications from selected pre-proposal applicants. Packages will be reviewed by a Technical Peer Review Panel and will be divided among technical peer review groups. Applications will be reviewed based on the CIG Technical Evaluation Criteria listed in Part VI.B below.

The Technical Peer Review Panel will forward their recommendations and the applications to a Grants Review Board, which will certify the peer review panels' recommendations and ensure that the application evaluations are consistent with program objectives. The Technical Peer Review Panel consists of NRCS technical specialists, technical specialists from other appropriately related Federal agencies, and technical specialists from non-Federal sources. The Board is lead by the Caribbean Area Staff Resource Conservationist (SRC).

## A. Criteria for Application Evaluation

Peer review panels will use the following criteria to evaluate project applications:

<b>CIG Technical Evaluation Criteria</b>
<b>Purpose, Approach, and Goals</b> <ul style="list-style-type: none"><li>a) Design and implementation of project based on sound methodology and demonstrated technology.</li><li>b) Promotes environmental enhancement and protection in conjunction with agricultural production.</li><li>c) Project outcome is clearly measurable.</li><li>d) Potential for successful completion.</li><li>e) Both beneficial and adverse impacts are considered and an acceptably significant level of improvement will be achieved.</li></ul>
<b>Innovative Technology or Approach</b> <ul style="list-style-type: none"><li>a) Project is innovative (Commonwealth or Territory, regionally, and local in nature).</li><li>b) Project conforms to description of innovative projects or activities in proposal request announcement.</li></ul>
<b>Project Management</b> <ul style="list-style-type: none"><li>a) Timeline and milestones are clear and reasonable.</li><li>b) Project staff has technical expertise needed.</li><li>c) Budget is adequately explained and justified.</li><li>d) Experience and capacity to partner with and gain the support of other organizations, institutions and agencies.</li></ul>
<b>Transferability</b> <ul style="list-style-type: none"><li>a) Potential for producers and landowners to use the innovative technology or technologies.</li><li>b) Potential to transfer the approach or technology nationally or to a broader audience or other geographic or socio-economic areas, including limited resource, socially disadvantaged and other traditionally underserved producers and communities.</li><li>c) Potential for NRCS to successfully use the innovative approach or methods.</li><li>d) Project will result in the development of technical or related technology transfer materials (technical standards, technical notes, guide sheets, handbooks, software, etc.)</li></ul>

## B. Anticipated Announcement and Award Dates

CIG Awards are anticipated to be announced by August 20, 2010. Funds are not awarded, and work may not start until an agreement is signed by both NRCS and the grantee. All agreements are expected to be awarded by September 1, 2010

## **VII. AWARD INFORMATION AND ADMINISTRATION**

### **A. Award Notification**

Applicants who have been selected for funding will receive a letter of official notification from the Caribbean Area State Office. However, all selections are contingent upon successful completion of the environmental review process. Upon notification of selection, the applicant must contact the National NRCS Environmental Liaison in order to determine the scope and level of National Environmental Policy Act (NEPA) documentation required for the project. The environmental documentation prepared to meet NEPA requirements must be prepared prior to award of grant funds. The official notice will also indicate the need to work with the administrative contact to develop an agreement prior to starting work on the project. Applicants who are not selected will be notified by official letter.

NRCS reserves the right to have grant award(s) administered by a third party. In the event that a third party administers the grant award(s), the applicant/recipient will be notified in writing.

### **B. Environmental Review Requirements**

Project proponents that are selected to receive grant funding must work with the NRCS Program Contact and NRCS Environmental Liaison concerning what documentation will need to be prepared for compliance with NEPA and NRCS regulations. Selected applicants may be required to prepare and pay for the preparation of the appropriate NEPA document if an Environmental Assessment or Environmental Impact Statement is needed. Grant funds cannot be awarded until the environmental review requirements demonstrating compliance with NEPA are met. The Caribbean Area NRCS Environmental Liaison – Jaime Valentin, can be reached at (787) 766-5206 ext. 2 or Email: [Jaime.valentin@pr.usda.gov](mailto:Jaime.valentin@pr.usda.gov)

### **C. Grant Agreement**

The Commodity Credit Corporation, through NRCS, will use a grant agreement with selected applicants to document participation in the CIG component of EQIP. The grant agreement will include:

1. Project purpose
2. Project objectives
3. Project deliverables (refer to section V.I. – section V, letter I)
4. Final project plan listing cooperators in the project and identifying the grant applicant and project manager
5. Project timelines and expected project completion date
6. Project progress and budget reporting requirements
7. Award amount and budget information
8. Information regarding requests for advance of funds or reimbursement
9. Role of NRCS technical oversight in the project
10. Reporting requirements including attendance at NRCS CIG showcase or comparable NRCS event during the period of the grant
11. Changes in project plans

12. Other requirements and terms deemed necessary by the CCC to protect the interests of the United States

#### **D. Reporting Requirements**

Grantees receiving an advance of Federal funds of more than \$25,000 are required to submit a SF-425 (Federal Financial Report) and, when necessary, the continuation sheet, SF-425A, no later than 15 days following the end of each quarter or 90 days after project completion. These reports are used to monitor cash advanced to recipients and to obtain disbursement and outlay information for each award. The SF425 is available at: Grants Management Forms.

In addition, the grantee must submit a written performance progress report to the NRCS Program Contact and Technical Contact every 6 months. This report is distinct from the quarterly financial report described above. Each progress report must cover work performed during the previous 6-month period, including any funded or unfunded time extensions, a comparison of actual accomplishments to project goals, and a statement of work projected to be completed in the next 6-month period.

The grantee is responsible for providing the technical assistance required to successfully implement and complete the project. NRCS will designate a Program Contact, an Administrative Contact, and a Technical Contact to provide oversight for each project receiving an award. These individuals will have technical oversight responsibility for the project.

To satisfy the requirements of EQIP (7 CFR 1466) compliance measures, the grantee is required to submit as a component of the semi-annual progress report:

1. A list of producers, identified by name and social security number, of all EQIP-eligible producers or entities involved in the project.
2. The dollar amount of direct and indirect payment made to each individual producer or entity for any structural, vegetative, or management practices. Both quarterly and cumulative payment amounts must be submitted.
3. A self-certification indicating that each individual or entity receiving a direct or indirect payment through this grant is in compliance with the EQIP Payment Limitation, AGI, HEL, and Wetlands Conservation Compliance Farm Bill provisions.

A progress report template will be provided to grantees by the Program Contact. This template is available on the NRCS CIG Web site at: Information for Grantees.

The grantee must send copies of each semi-annual progress report to the NRCS contacts and comply with any requests for information from them. NRCS recommends that the grantee work closely with these subject matter experts throughout the course of the project.

Upon passage of the completion date of the project, a final report must be submitted within 90 days detailing project activities, funding received, funding expended, results, and potential for transferability of results. The final report should address completion of the project deliverables listed in the grant agreement.

NRCS will host an annual meeting for CIG grantees and NRCS technical contacts. Grantees will be required to attend at least one of these sessions at their own expense.

### VIII. AGENCY CONTACTS

CIG Program Contact:

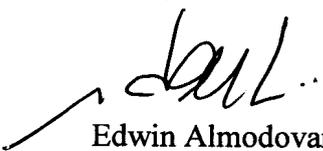
Jaime Valentin  
USDA NRCS  
Caribbean Area CIG Program Manager  
654 Muñoz Rivera Avenue Suite 604  
Hato Rey, PR 00918-4129  
Phone: (787) 766-5206 ext. 229  
Fax: (787) 766-5987  
Email: [jaime.valentin@pr.usda.gov](mailto:jaime.valentin@pr.usda.gov)

CIG Administrative Contact:

Ms. Oriel Velez  
USDA NRCS  
Contracting Officer  
654 Muñoz Rivera Avenue Suite 604  
Hato Rey, PR 00918-4129  
Phone: (787) 766-5206  
Fax: (787) 766-5987  
Email: [oriel.velez@pr.usda.gov](mailto:oriel.velez@pr.usda.gov)

Additional information about CIG, including fact sheets and frequently asked questions, is available on the CIG Web page at: <http://www.nrcs.usda.gov/technical/cig/index.html>.

Signed this 18<sup>th</sup> day of May 2010 in San Juan, Puerto Rico

  
Edwin Almodovar  
State Conservationist  
Natural Resources Conservation Service

Attachments

## IX. OTHER INFORMATION

**Important: Applications Missing Any of These Required Items Will Not Be Considered**

### CONSERVATION INNOVATION GRANTS FISCAL YEAR 2010 PRE-PROPOSAL PACKAGE CHECK LIST

- 1. Pre-proposal Cover Sheet:** Submit Standard Form 424 Application for Federal Assistance
- 2. Project Brief Description:** Submit a brief description including the information below (limited to 3 pages in length). An optional template titled Project Summary Sheet is available on the NRCS CIG Web site at:  
<http://www.nrcs.usda.gov/technical/cig/index.html>.
  - a. Project Title
  - b. Applicant determined CIG funding category (refer to page 4)
  - c. Applicant determined sub-category (refer to page 4 for a list and description)
  - d. Project Start and End Dates
  - e. Project Director name, contact information (including e-mail)
  - f. Names and Affiliations of Project Collaborators
  - g. Project Purpose
  - h. Project Scope/Area
  - i. Project Summary
  - j. Project Deliverables/Products
  - k. Declaration of EQIP eligible producer involvement
  - l. Declaration of beginning or limited farmer or rancher or Indian tribe
- 3. Project Location Map:** Submit a map indicating the location of the proposed project (limited to 1 page in length).
- 4. Budget Information** (limited to one page in length).
- 5. DUNS Number:** 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.
- 6. Required CCR Registration:** To register, visit <http://www.ccr.gov>. Allow a minimum of 5 days to complete the CCR registration.

**Important: Applications Missing Any of These Required Items Will Not Be Considered**

**CONSERVATION INNOVATION GRANTS  
FISCAL YEAR 2010 FULL APPLICATION PACKAGE CHECK LIST**

- 1. Project Description:** (10 pages maximum, single-spaced, single-sided, 12 point font)
  - a. Project narrative
  - b. Project background
  - c. Project objectives
  - d. Project methods
  - e. Location and size of project area (include a map if possible)
  - f. Producer participation
  - g. Project action plan and timeline
  - h. Project management
  - i. Benefits or results expected and transferability
  - j. Project evaluation
  - k. Environmental information and assessment of environmental impacts
- 2. Budget Information:** Submit a completed Standard Form 424A (SF-424a) Budget Information-Non-Construction Programs.
- 3. Budget Narrative:** Submit a detailed budget narrative (maximum of 9 pages).
- 4. Matching Information.**
- 5. Declaration of Beginning Farmer or Rancher, Limited Farmer or Rancher, or Indian tribe (Special Provisions):** If applicable, include a statement declaring your status as a Beginning Farmer or Rancher, Limited Resource Farmer or Rancher, or Indian tribe, or community-based organization representing these entities.
- 6. Declaration Environmental Quality Incentives Program (EQIP) Eligibility:** 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 producers are not involved, the proposal will be considered ineligible.)
- 7. State Conservationist Letter of Review:** Write: N/A
- 8. Certifications:** Complete Standard Form 424B Assurances-Non-Construction Programs.

"The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer."