



Regional Conservation Partnership Program



Fiscal Year (FY) 2022

RCPP CCA Grants for Nutrient Management

Notice of Funding Opportunity (NFO)

No. USDA-NRCS-NHQ-RCPPNM-22-NOFO0001221

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NOTICE OF FUNDING OPPORTUNITY (NFO)

Federal Awarding Agency Name: U.S. Department of Agriculture (USDA), Natural Resources Conservation Service (NRCS), Commodity Credit Corporation

Notice of Funding Opportunity Title: USDA-NRCS Regional Conservation Partnership Program Critical Conservation Area Nutrient Management Grants for Federal fiscal year (FY) 2022

Notice of Funding Opportunity Number: USDA-NRCS-NHQ-RCPPNM-22-NOFO0001221

Assistance Listing: This program is listed on [Sam.gov](https://www.sam.gov) under 10.932, Regional Conservation Partnership Program

The System for Award Management (SAM) is an official U.S. Government website application that collects, validates, stores, and disseminates non-Federal entity information so that non-Federal entities can register to conduct business with the Federal Government and participate in competitions for contracts, grants, and electronic payment processes. Each entity receives a Unique Entity Identifier (UEI) that must be used to apply for all Federal awards on Grants.gov.

Notice of Funding Opportunity Summary

NRCS is announcing the availability of Regional Conservation Partnership Program (RCPP) Grants funding for NRCS to eligible applicants to co-invest in impactful and innovative solutions to on-farm, watershed, and regional natural resource concerns. For the 2022 application period, applications will be accepted from eligible entities for projects impacting nutrient management in NRCS RCPP Critical Conservation Areas (CCAs). Applications will not be accepted in the Prairie Grasslands CCA under this NFO. Only land management and rental activities are eligible under this NFO.

The Federal funding agency expects to award up to \$40 million through this opportunity. NRCS expects to make up to seven awards under this announcement. Funding will be obligated using grant agreements. Projects may be up to five years in duration, however in special circumstances the U.S. Secretary of Agriculture may approve shorter or longer projects.

Key Dates

Applicants must submit their applications through Grants.gov by 11:59 pm Eastern Time on October 31, 2022. For technical issues with Grants.gov, contact Grants.gov Applicant Support at 1-800-518-4726 or support@grants.gov. Awarding agency staff cannot support applicants regarding Grants.gov accounts.

For inquiries about the NFO requirements, contact the Federal awarding agency (Section G of this NFO). Please limit questions to clarifying specific information contained in this NFO (such as

dates, page numbers, discrepancies, etc.). Questions related to eligibility or the merits of a specific proposal will not be addressed.

A webinar for RCPP grant applicants is scheduled for August 30th from 3-4 p.m. Eastern Time. Access to the Microsoft Teams webinar can be obtained through the following link and/or phone number:

Join on your computer or mobile app

[Click here to join the meeting](#)

Or join by entering a meeting ID

Meeting ID: 224 373 254 99

Passcode: znoZaD

Or call in (audio only)

[+1 202-650-0123,364189035#](tel:+12026500123364189035) United States, Washington DC

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The agency anticipates making proposal selections by January 2023 and completion of project negotiation and awards by June 1, 2023. These dates are projected and are subject to change.

Federal Funding Floor and Ceiling Amounts

The estimated funding floor for this opportunity is \$250,000, and the estimated funding ceiling is \$10 million. The funding floor is the minimum agreement funding amount for the Federal share per awarded agreement. The ceiling is the maximum agreement funding amount for the Federal share per awarded agreement. These numbers refer to the total agreement amount, not a specific budget period.

Federal Financial Assistance Training

The funding available through this NFO is Federal financial assistance. Grants 101 Training is highly recommended for additional education on Federal financial assistance. The training is free and available to the public via <https://www.cfo.gov/grants-training/>. The course consists of five modules covering each of the following topics: (1) laws, regulations, and guidance; (2) financial assistance mechanisms; (3) uniform guidance administrative requirements; (4) cost principles; and (5) risk management and single audit. FPAC agencies also apply Federal financial assistance regulations to certain non-assistance awards (e.g., non-assistance cooperative agreements).

A. PROGRAM DESCRIPTION

The Regional Conservation Partnership Program (RCPP) is authorized by Subtitle I of Title XII of the Food Security Act of 1985 (the 1985 Farm Bill), as amended by Sections 2701 through 2707 of the Agricultural Improvement Act of 2018 (the 2018 Farm Bill); 16 U.S.C. 3871 et seq. The U.S. Secretary of Agriculture has delegated the authority to administer RCPP to the Chief of the Natural Resources Conservation Service (NRCS). NRCS is an agency of the U.S. Department of Agriculture (USDA). NRCS has promulgated regulations for RCPP implementation at 7 C.F.R. Part 1464. All actions funded under this announcement are subject to RCPP statute and regulations.

1. Overview

The Regional Conservation Partnership Program (RCPP) promotes coordination of NRCS conservation activities with partners that offer value-added contributions that expand our collective ability to address on-farm, watershed, and regional natural resource concerns. NRCS seeks to coinvest with RCPP partners to implement projects that demonstrate innovative solutions to conservation challenges and provide measurable improvements and outcomes tied to the resource concerns they seek to address.

Through RCPP, partners propose projects—using guidance contained in this NFO—that generate conservation benefits by addressing specific natural resource objectives within a critical conservation area (CCA) for the benefit of eligible agricultural producers and landowners. NRCS and partners design, implement and evaluate RCPP projects on agricultural and non-industrial private forest land. NRCS coinvests in RCPP projects selected through a competitive application process that evaluates applications based on four criteria: impact, partner contributions, innovation, and partnerships and management (see Section E(2) of this NFO).

This RCPP Grants opportunity is intended to support project structures and approaches that cannot be carried out as effectively through RCPP Classic projects. RCPP Grants applicants must describe the innovative nature of the conservation approach they are proposing to justify potential funding through RCPP Grants rather than previously awarded RCPP Classic projects. Additionally, applicants should consider the additional administrative and technical assistance responsibilities that accompany receipt of an RCPP Grants award. Under RCPP Grants agreements, funding flows directly from NRCS to a lead partner, which in turn works with producers and landowners to implement conservation activities. This is distinct from previously awarded RCPP Classic projects, the program component in which most technical and financial assistance funds were provided directly from NRCS to producers and landowners through contracts and conservation easements.

For the purposes of this RCPP announcement, the term Lead Partner means the entity that receives the award directly from NRCS, and is equivalent to the terms: applicant, awardee

and recipient. The terms applicant, awardee, and recipient do not include subrecipients or individuals that are beneficiaries of the award.

The Agriculture Improvement Act of 2018 (2018 Farm Bill) amendments to RCPP provides examples of project types that might be implemented through RCPP Grants:

- Projects that use innovative approaches to leverage the Federal investment in conservation;
- Projects that deploy a pay-for-performance conservation approach;
- Projects that seek large-scale infrastructure investments that generate conservation benefits for agricultural producers and nonindustrial private forest owners.

For the grant agreements funded under this NFO, the applicant and its partners, subawardees and contractors must be able to provide a majority of the technical assistance (TA) and financial assistance (FA) to producers and landowners. NRCS will provide non-delegable technical assistance for each project to help fulfill Federal requirements under the National Environmental Protection Act (NEPA), National Historic Preservation Act (NHPA), and Endangered Species Act (ESA) section 7, and to ensure that participating producers receiving RCPP funding comply with the 1985 Farm Bill's (as amended) adjusted gross income (AGI), highly erodible lands (HEL) and wetlands conservation (WC) provisions.

2. Priorities

Critical Conservation Areas

Proposals must focus on water quality and nutrient management within an RCPP CCA, excepting the Prairie Grasslands CCA. The U.S. Secretary of Agriculture has designated eight CCAs and their priority resource concerns. A list of priority resource concerns and CCA maps can be found on the RCPP website [here](#). The proposal must describe how project activities will address one or more priority resource concern within a specific CCA. Proposals cannot include more than one CCA and the project area must only include counties that are partially or fully within the CCA boundary. Applications will not be accepted for projects in the Prairie Grasslands CCA under this NFO.

Nutrient Management

NRCS seeks RCPP applications that help producers achieve conservation benefits through more efficient nutrient management. Nutrient management activities are eligible under CCA water quality priority resource concerns. It is anticipated that successful project proposals will demonstrate familiarity with the NRCS 590 Nutrient Management practice standard and associated practice standards that impact nutrient management. If partners propose alternative nutrient management approaches, the proposal must address any deviations from NRCS practices and methods and address the relative benefits in the

project area. See Section F.2. of this notice for guidance on NEPA compliance for project activities that do not follow NRCS conservation practice standards.

3. Historically Underserved Farmers and Ranchers

The RCPP authorizing language requires USDA and RCPP partners to conduct outreach to Historically Underserved (HU) farmers and ranchers to encourage participation in RCPP projects. NRCS is committed to the success of our nation’s HU producers, businesses, and partners. HU producers play a vital role in securing a healthy agricultural economy for our country and are often leaders in protecting, enhancing, and sustaining our valuable natural resources.

NRCS gives priority consideration to RCPP proposals that propose meaningful and measurable engagement with and benefit to HU farmers, ranchers, and landowners. HU producers may be eligible for special incentives to encourage their participation in RCPP projects.

NRCS intends to award a significant amount of the available RCPP funding to projects that benefit HU producers.

The HU producer definition includes beginning, limited resource, socially disadvantaged, and veteran producers. The definitions for these terms are available at <https://www.nrcs.usda.gov/wps/portal/nrcs/main/national/people/outreach/slbfr/>. The narrative question section of the proposal in the RCPP portal provides an opportunity for applicants to explain how their project will substantively engage and benefit HU producers.

During the proposal evaluation process, each proposal receives an HU index rating that reflects the extent to which the proposed project engages and benefits HU producers. The index ratings are:

- A—partnership targets a majority of project conservation funding to HU producers.
- B—proposal includes clear plan for HU producer participation and includes partner(s) with history of trusted relationships with HU producers.
- C—proposal indicates a substantive plan for HU producer outreach.
- D—proposal does not include explicit HU producer engagement.

4. RCPP Proposal Evaluations

RCPP is an innovative program that has as its critical feature a co-investment approach through which NRCS and partners collaborate to implement natural resource conservation activities. Following are four key principles of RCPP which will be used to evaluate proposals.

- **Impact**— RCPP applications must describe a compelling natural resource need for which effective conservation solutions are proposed. Applicants must describe an approach to measure and report on environmental outcomes (economic and social outcomes are optional).
- **Partner Contributions**— Partners are responsible for identifying any combination of cash and in-kind value-added contributions to leverage NRCS’s investment. Partners are encouraged to provide substantial contributions and the magnitude and quality of contributions are considered in the RCPP application evaluation criteria.
- **Innovation**— NRCS seeks projects that integrate multiple conservation approaches, implement innovative conservation approaches or technologies, build new partnerships, or effectively take advantage of program flexibilities to deliver conservation solutions.
- **Partnerships and Management**— Partners must have experience, expertise, and capacity to manage the partnership and project, provide outreach and technical assistance to producers, and quantify the outcomes of an RCPP Grants project. NRCS gives preference to partnerships that engage historically underserved farmers and ranchers.

Successful RCPP applicants will bring an array of financial and technical capabilities to projects, will demonstrate experience working effectively and collaboratively with agricultural producers and nonindustrial private forest landowners across the landscape, and will present innovative and measurable approaches to achieving important conservation goals.

Proposals must include a method for evaluating the environmental outcomes of the project. Social and economic outcomes are encouraged but not required. [Outcomes guidance for applicants is available on the national RCPP How to Apply page](#). Outcomes should focus on measurable changes in resource concerns, not merely track the activities or practices that will be implemented during the life of the project. For example, rather than track the number of acres on which a nutrient management practice is applied, reporting on environmental outcome would result from monitoring or modeling, or perhaps using a best scientific estimate, of the water quality improvements in the project area.

Applicants must describe their capability and capacity for carrying out RCPP projects including the delivery of required technical assistance and tracking the delivery of all partner contributions. The proposal budget should clearly describe the budgets for financial assistance activities (both contracts with producers and work performed by project partners) and technical assistance activities.

B. FEDERAL AWARD INFORMATION

1. Available Funding

The Federal funding agency expects to award up to \$40 Million through this opportunity. However, the agency retains the discretion to award a larger or lesser amount.

2. Start Dates and Performance Periods

Projects may be up to five years in duration. Per the 2018 Farm Bill, RCPP recipients may receive a single no-cost extension of up to one year. Applicants should plan their projects based on an estimated project start date of June 1st, 2023.

3. Type of Award

The agency plans to award grant agreements pursuant to this opportunity.

4. Number of Awards

The agency expects to make up to seven award(s).

5. Procurement Contracts

The agency does not expect to award procurement contracts associated with this NFO.

6. Eligibility of Renewal or Supplemental Project Applications

Applications for renewal or supplementation of existing projects are not eligible to compete with applications for new Federal awards. An application for renewal means an application submitted to continue an existing agreement. An application for supplementation of an existing project means an application to add components or additional funding for existing components to an existing agreement.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

Applicants and applications must meet eligibility criteria by the application deadline to be considered for award. Eligible applicant type is determined by the implementing program statute. Eligibility for this opportunity is limited to the following entity types:

- a. An agricultural or silvicultural producer association or other group of producers;
- b. A State or unit of local government, including a conservation district;
- c. An Indian Tribe;
- d. A farmer cooperative;
- e. An institution of higher education;

- f. A water district, irrigation district, acequia, rural water district or association, or other organization with specific water delivery authority to producers on agricultural land;
- g. A municipal water or wastewater treatment entity;
- h. An organization or entity with an established history of working cooperatively with producers on agricultural land, as determined by the Secretary, to address -
 - i. Local conservation priorities related to agricultural production, wildlife habitat development, and NIPF management; or
 - ii. Critical watershed-scale soil erosion, water quality, sediment reduction, or other natural resource concerns; or
- i. An eligible entity as identified by NRCS pursuant to [7 C.F.R. part 1468](#).

Individuals are not eligible applicants.

Eligible entities must have the ability to secure participation of a sufficient number of producers to meet project goals and objectives.

NRCS encourages applications from partners working in urban agriculture settings and those with experience working with HU producers.

Any award made pursuant to this NFO will be made to a single entity, the lead partner. With appropriate NRCS prior approval, lead partners may be able to make subawards to other partners under the terms and conditions of the grant agreement.

An applicant organization may submit more than one application for different projects or that propose different approaches. In the case of applications submitted as revisions or corrections to a previously submitted application under this NFO, the agency will consider the last application submitted prior to the established deadline.

2. Producer Eligibility

Agricultural producers or private landowners receiving funding and/or program benefits as part of RCPP Grants projects must—

- Provide a tax identification number. Where applicable, American Indians, Alaska Natives, and Pacific Islanders may use another unique identification number for each individual eligible for payment;
- Where applicable, provide the percent interest share in a payment consistent with operation or ownership shares;
- Comply with the HEL and WC provisions found in 7 C.F.R. Part 12; and
- Comply with the AGI provision or receive a waiver as described in section II.B of this announcement.

Given that RCPP Grants projects are designed to use alternative implementation approaches, NRCS anticipates that awardees of RCPP Grants will have access to producer and landowner networks to identify prospective project participants. Proposals must describe how RCPP Grants awardees plan to identify and engage with producers and landowners.

RCPP Grants awardees are responsible for working with NRCS to ensure that any producer or landowner receiving RCPP funding through a Grant agreement is in compliance with HEL and WC provisions and the AGI limitation. These checks of producer or landowner eligibility must be completed prior to executing individual enrollment contracts or agreements and prior to issuing payments. Lead partners must furnish the data required for NRCS to complete compliance checks.

The RCPP statute explicitly states that the 1985 Act's adjusted gross income (AGI) limitation does not apply to RCPP grant awardees. The AGI limitation does apply, however, to producers and landowners participating in RCPP projects. During negotiations following the announcement of project awards, a grant awardee may request a waiver of the applicability of the AGI provisions for the entire RCPP project. A project-level AGI applicability waiver eliminates the requirement for a producer or landowner to obtain an individual AGI determination or to meet the AGI limitation requirements.

If the RCPP grant awardee does not request or receive a project-level waiver of the applicability of AGI, a participating producer or landowner must obtain an individual AGI determination and those who exceed the AGI limitation may individually seek a waiver of the AGI limitation. A waiver of the AGI limitation on an individual basis may only be granted if NRCS determines that the waiver would result in the protection of environmentally sensitive land of special significance (see 7 C.F.R. part 1400).

Section 1240B of the Food Security Act of 1985, [16 U.S.C. 3839aa-2\(d\)\(2\)](#), prohibits duplicative payments. Entities receiving an RCPP award are responsible for ensuring that payments are not provided to a producer for a conservation practice, system, or approach for which the producer has already received, or is contracted to receive, funding through another NRCS or USDA program.

3. Land Eligibility

RCPP funded project activities must be carried out on eligible agricultural or nonindustrial private forest land or on associated land on which NRCS determines an eligible activity would help achieve conservation benefits. Partner contributions must occur within the project area, have a demonstrable positive impact on eligible lands, and be necessary and reasonable for accomplishments of project's goals and objectives. Generally, eligible land must be shown in Farm Service Agency records as private or Tribal and be used for

agricultural or forestry purposes.

“Associated land” is defined as land associated with farms and ranches that is not purposefully managed for food, forage, or fiber and is typically associated with nearby production or conservation lands. Associated land, such as wetlands, riparian areas, grasslands, or floodplains, may comprise the entirety of an enrolled area or may be incidental areas on an enrollment that includes agricultural or nonindustrial private forest land, by including areas such as idle center pivot corners, odd areas, ditches and watercourses, riparian areas, field edges, seasonal and permanent wetlands, and other similar areas. In all cases, to be included in an enrolled area, RCPP funded activities implemented on associated lands must be functionally related to and address resource concerns on agricultural or nonindustrial private forest lands in the project area.

Public lands may be eligible to be part of an RCPP project in limited instances when a producer who has demonstrated control of a patchwork of private and public lands seeks to apply a land management activity on public lands as part of a system of improvements to address resource concerns on both public and private lands in the producer’s operation.

When atypical land eligibility scenarios are proposed, NRCS may consider information provided by a grant awardee in determining eligibility. Land eligibility is discussed in more detail in the RCPP regulations at 7 C.F.R. Part 1464.

4. Eligible Activities

Proposals submitted under this NFO can include only RCPP land management and rental activities related to nutrient management activities—easement and watershed/public works activities are not eligible. RCPP Grant projects must directly benefit one or more eligible producers and their eligible lands. Grantees must work with NRCS to ensure that participating producers and lands are eligible.

Submitted proposals may be structured in one of two ways:

- 1) Awardee as contractor/service provider—the awardee (along with any other partner, subawardee and contractor) can fully implement the project’s conservation activities on eligible lands to benefit eligible producers or landowners. Under this approach, no funding would be provided directly to a producer or landowner.
- 2) Awardee as contract manager—the awardee (along with any other project partner) can contract directly with a producer or landowner, who will implement the conservation activities using any necessary technical and financial assistance provided by the partnership.

Proposals must describe how much project funding would be expended using either of the two project structures. Partners may also propose that a project include a combination of the project structures described above.

Selected awardees must follow the procurement standards in 2 C.F.R. 200.317 through 2 C.F.R. 200.327.

Under this funding announcement, NRCS will not provide any RCPP direct technical nor financial assistance to producers or landowners. If a producer does not qualify as a program beneficiary (for example, due to lack of an HEL plan), NRCS may help partners and producers complete missing steps for eligibility. Where such eligibility issues are known, parties should anticipate delays in contracting unless partners are able to directly assist producers without the need for NRCS direct involvement.

5. Cost Share/Match

Partner Contributions

While cost share is not required, partner contributions, in the form of cash, services, materials, equipment, or third-party in-kind contributions, are a critical component of any RCPP project. NRCS strongly recommends that partners propose value-added contributions that enhance the overall impact and efficacy of an RCPP project. While many types of contributions are eligible, particularly valuable contributions offer funding or services that complement the activities supported by NRCS's investment and elevate the overall impact of the project. Examples of such contributions are incentive payments to producers that complement payments made from NRCS funding, conservation planning assistance to producers, water quality monitoring to evaluate project outcomes, and outreach efforts to connect producers to environmental markets opportunities.

There is no specific amount of partner contributions required for proposals submitted under this announcement. The amount and value-added nature of contributions are part of the evaluation criteria listed in E.2.

The magnitude and significance of partner contributions factors into the project evaluation criteria listed in section E.2. NRCS may approve proportional reductions in proposed contributions if a project is funded at less than the proposed amount.

To count as partner contributions, partner expenditures must be:

- expended between the award selection announcement and the expiration of the project's grant agreement. Note that any costs incurred prior to the fully executed award are at the awardees risk. For example, NRCS is not required to allow pre-award contributions if, for any reason, the awardee does not receive the anticipated Federal award or if the Federal award is less than anticipated

and inadequate to cover the costs. Any contributions counted as a contribution will be reviewed to determine if the costs are within the approved award costs. If the costs are determined allowable, the costs can be counted as an awardee contribution towards the required contribution.

- expended within the project’s geographic boundary;
- necessary and reasonable for accomplishments of the project’s goals and objectives to benefit eligible lands and eligible producers.
- allocable for the performance of this award under 2 C.F.R. Part 200.
- verifiable from the awardee’s records.
- consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the awardee.
- be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
- be determined in accordance with generally accepted accounting principles (GAAP), except, for state and local governments and Indian tribes only, as otherwise provided for in 2 C.F.R. 200.

Funding from non-USDA Federal agencies may be counted as partner contribution, provided such funding meets the requirements above. In addition, producer provided “cost share” associated with the implementation of conservation practices will not be considered as partner contribution.

The table below includes examples of partner contributions based on common contributions from recent program history. Any costs paid to the awardee through the grant agreement by NRCS may not be used as a partner contribution.

Common Partner Contributions
Project management.
Other RCPP project-related outreach and education, including inventories, analyses, and tools needed to inform outreach.
Inventories and data to support environmental evaluations.
Providing information or tools needed by NRCS to support agency eligibility determinations, evaluation, and ranking.
Develop and enter into FA contracts or agreements to implement RCPP-eligible activities using non-NRCS funds.
TA to producers or landowners for planning directly related to installation or management of eligible conservation activities.

TA to support delivery of eligible FA or resource assessment services (e.g., securing and managing contracts for third-party services like engineering studies, surveys, appraisals to satisfy NRCS requirements for U.S.-held easements or watershed projects).
Project-related communications and coordination activities.
Due diligence activities for Entity-held easements.
Development and calculation of quantifiable project outcomes.
Development of innovative conservation approaches.
Project management and partnership development to accomplish project goals.
Staff development/training/capacity building.
Developing/maintaining connections to related conservation efforts.
Administrative costs (see Section IV.D. for limits on eligible administrative costs) and any unrecovered indirect costs

If a proposal is selected for an award, NRCS will further evaluate contribution eligibility and acceptable contribution valuation methods during grant agreement negotiations. Contribution valuations must demonstrate actual costs incurred by partners during the project life. Where NRCS determines that proposed contributions, valuation methods, or quantities delivered do not satisfy negotiated requirements, the lead partner will be responsible for identifying replacement contributors acceptable to NRCS. If replacements cannot be agreed to NRCS may reduce award amounts, require grant agreement amendments and additional oversight, or even recommend termination of the project.

To use indirect costs as a contribution, the applicant must either:

- Have a current negotiated indirect cost rate agreement (NICRA) with a Federal agency that has not expired. Applicants with a current NICRA must calculate indirect costs using the rate and base specified in their NICRA. An applicant may voluntarily reduce or waive recovery of indirect costs at its sole discretion and must not be encouraged or coerced in any way to do so by the agency; or
- Qualify for use of the de minimis rate authorized by 2 C.F.R. 200.414(f). Any non-Federal entity (except State and local governments that receive more than \$35 million per year in Federal funding) that does not have a current negotiated (including provisional) rate may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC) which may be used indefinitely. No documentation is required to justify the 10 percent de minimis indirect cost rate. As described in [2 C.F.R. 200.403](#), costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time. *Modified Total Direct Cost (MTDC)* means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment,

capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

To determine the amount of indirect costs and/or administrative costs that may be counted as partner contribution for RCPP, the NICRA rate or the de minimis rate may only be counted as a contribution against the same partner's proposed (and ultimately agreed upon) TA contributions.

Award Recipients are prohibited from shifting unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.

A copy of the applicant's current NICRA must be provided with the application and identified as a line item in the budget narrative attached to the proposal. Indirect costs may not be used as a contribution under an expired NICRA.

6. Technical Assistance

a. NRCS Responsibilities

Successful RCPP projects require collaboration between awarded entities and NRCS. The lead state NRCS Office will assign a Federal contact to support the project.

NRCS is required to ensure that participating producers are eligible and in compliance with the Farm Bill's AGI, highly erodible lands, and wetlands conservation provisions. In addition, only NRCS staff with delegated authority can accept some legally required delegations (e.g., National Environmental Policy Act and other Federal, state, and local laws and regulations).

Five percent of the total funding available under the announcement is reserved for NRCS staff to carry out the project responsibilities described above. Lead partners do not need to include this funding in their proposed project budget.

b. Partner Responsibilities

Technical assistance activities may not exceed 25% of the total Federal funding requested in the proposal budget.

RCPP applicants must include in the project budget the portion of the proposed award amount that will be used for technical assistance. Technical assistance refers to all activities required to implement innovative NRCS approved conservation approaches on eligible land. For Grants projects awarded through this announcement, technical assistance activities include project management, producer outreach, outcomes reporting, conservation planning, including all environmental inventories and draft environmental analyses, design and engineering, and quality assurance and verification.

With prior NRCS approval, Lead partners may provide subaward(s) or contract with a third party to deliver the required technical assistance. Lead partners are encouraged, but not required, to use Soil and Water Conservation District staff or certified Technical Service Providers (TSPs) for this purpose.

If the entity(ies) delivering technical assistance for the project are known at the time of proposal submission, the proposal should identify the individuals or entities providing technical assistance services and describe their qualifications. If these individuals or entities are not certified Technical Service Providers or NRCS-certified conservation planners for the specific activities they are expected to complete, lead partners must provide sufficient evidence that the individuals and entities are qualified to carry out expected actions.

If the technical assistance providers are to be identified following awarding of a project, lead partners will need to work with the project's lead NRCS State office to ensure that the entity(ies) or individual(s) are qualified to carry out project activities to the requisite standard. This should be done prior to engaging with the technical assistance providers to ensure that NRCS will be able to reimburse for the work.

Selected awardees must follow the procurement standards in 2 C.F.R. 200.317 through 2 C.F.R. 200.327.

7. SAM.gov Exclusion Database

Applicant entities identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted, or excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits will not be considered for Federal funding, as applicable to the funding being requested under this Federal program ([2 C.F.R. 200.205\(d\)](#)).

D. APPLICATION AND SUBMISSION INFORMATION

1. Information for Using SAM.gov and Grants.gov

a. Overview

While a Grants.gov account is not required to download an NFO and related documents, your organization is required to have a Grants.gov account to apply. If your organization has never applied through Grants.gov, please be aware that there are several steps you must take before you can apply on Grants.gov. **Completing the following steps can take a significant amount of time, so plan accordingly.**

For more information about the Grants.gov pre-award phase of the grant lifecycle visit <https://www.grants.gov/web/grants/learn-grants/grants-101/pre-award-phase.html>.

b. Register for a SAM account and obtain a SAM number

Check your SAM account registration to make sure it is active. If you do not have an active SAM account and number, follow the steps in Section D.1.d. to obtain the account and number.

SAM registrations may take several weeks. Therefore, organizations should begin the process early to ensure they have sufficient time to complete registration and meet required application submission deadlines.

For more information on SAM, see the item in D.4. entitled “UEI/DUNS and SAM.”

c. Register to Apply through Grants.gov

Carefully review the registration steps and gather information requested prior to beginning the registration process. For assistance with the registration process, contact Grants.gov Applicant Support at 1-800-518-4726 or support@grants.gov.

Organizations must complete all steps in D.1.d to register. Complete organization instructions are included on Grants.gov:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>.

Please allow for sufficient time to register for a Grants.gov account in case of scheduled or unscheduled system outages, though registration for a Grants.gov account may typically be completed in 1 day.

d. Steps to Register for Grant Systems Prior to Application Submission

- **SAM:** Register with SAM. All organizations must register with SAM to apply online through Grants.gov, and SAM registration must be renewed annually. Part of the SAM registration process includes designating an Electronic Business (EBiz) Point of Contact (POC). **The EBiz POC plays an integral part in the organization’s Grants.gov registration and application process.** The individual in that role must authorize all other roles in Grants.gov. For more detailed instructions for registering with SAM, refer to <https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>.
- **Grants.gov:** Create a Grants.gov account. From the Grants.gov webpage (<https://www.grants.gov/>), click “Register” in the top right-hand corner and follow the on-screen instructions, or refer to the detailed instructions about registration at <https://www.grants.gov/web/grants/applicants/registration.html>.
- **Organization Applicant Profile:** Add an Organization Applicant Profile to a Grants.gov account. A profile in Grants.gov corresponds to a single applicant organization that the user represents or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log into one Grants.gov account to access all your grant applications. To add an organizational profile to your Grants.gov account, enter the DUNS Number/UEI for the organization in the UEI field while

adding a profile. For more detailed instructions about creating a profile on Grants.gov, refer to <https://www.grants.gov/web/grants/applicants/registration/add-profile.html>.

- **EBiz POC Authorized Profile Roles:** After you register with Grants.gov and create an Organization Applicant Profile, you must establish roles for individuals in the organization. The Authorized Organizational Representative (AOR) role is critical; it gives an individual permission to complete and submit applications on behalf of the organization. Without this role, the organization cannot submit any applications. The request for role assignment will be routed to the organization's EBiz POC for approval. Once approved, the AOR can apply online. For more detailed instructions about creating an EBiz POC authorized profile on Grants.gov, refer to <https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>.
- **Track Role Status:** To track your role request, refer to <https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>.

e. Electronic Signature

When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize a person who is able to make legally binding commitments on behalf of the organization as a user with the AOR role. **This step is often missed, and it is crucial for valid and timely submissions.**

f. Workspace.

Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each NFO, you can create individual instances of a workspace. An applicant can start an application in Workspace and return to work on it later within Workspace.

g. Apply for an Opportunity

The following is an overview for applying on Grants.gov. For complete instructions on how to apply for opportunities, refer to <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

- **Create a Workspace:** Creating a workspace allows you to complete an application online and route it through your organization for review before submitting.
- **Complete a Workspace:** Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the status of your application process as you apply. As you apply

using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

- i. **Adobe Reader:** If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive, or external drive, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

- ii. **Mandatory Fields in Forms:** In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.
- iii. **Complete SF-424 Fields First:** The forms are designed to fill in common required fields across other forms, such as the applicant's name, address, UEI. Once completed, the information will transfer (i.e., prepopulate) to the other forms.

- **Submit a Workspace:** An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab.
- **Track a Workspace Submission:** After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to <https://www.grants.gov/web/grants/applicants/applicant-training.html>

2. Electronic Application Package

Applicants interested in applying to this NFO must submit their application through Grants.gov; the agency will not accept applications submitted by email or any other method. **Applicants are urged to submit the application package prior to the closing date of the opportunity** to provide time to correct any potential technical issues that may disrupt the application submission.

For technical issues with Grants.gov, contact Grants.gov Applicant Support at 1-800-518-4726 or support@grants.gov. Awarding agency staff cannot support applicants regarding Grants.gov accounts.

All information necessary to apply for this opportunity is included in the [Grants.gov](#) opportunity announcement.

3. Content and Form of Application Submission

The agency may choose not to consider applications that are incomplete or that fail to comply with the required content, format, and page limits.

To be considered for funding under this opportunity, an application must contain the documents described in the following (D.3.a through D.3.k).

a. Cover Page

Applications that fail to provide a cover page will be rejected in the first stage of screening.

The cover page must not exceed one page. In a document file titled Cover Page, provide the following information:

- Applicant entity name.
- Project title.
- Project duration in years (generally five years unless a shorter or longer term is sufficiently justified).
- RCPP (Federal) funding amount requested.
- Amount of partner contributions committed.
- Applicant's technical contact name, phone number, and email (usually the project manager or similar).
- Applicant's administrative contact name, phone number, and email (usually the person responsible for invoicing and other administrative actions).
- Geographic location of the project. List state(s) with the lead state listed first. Note—if a project is selected for funding, NRCS will work with the partner to develop a project map based on NRCS requirements.
- Critical Conservation Area (CCA) the project will support.
- CCA priority resource concern(s) the project will address.
- Whether the project directly or indirectly protects source (drinking) water.
- Whether the lead partner has submitted this proposal to any other active funding opportunities. If yes, please list.
- Estimated number of participating producers that will 1) receive producer contracts from the lead partner or 2) benefit from work performed by a project partner.

- Estimated number of HU producers that will 1) receive producer contracts from the lead partner or 2) benefit from work performed by a project partner.

b. Project Abstract

The project abstract must not exceed one page. In a document file titled “Project Abstract,” provide a concise narrative describing the following in non-technical language:

- Summary of project objectives.
- Description of the innovative conservation approach or approaches that are the focus of the project.
- Estimated number of participating producers that will 1) receive producer contracts from the lead partner or 2) benefit from work performed by a project partner.
- Summary of project methods (e.g., the conservation activities carried out by the partnership alongside eligible producers/landowners).
- Project deliverables.
- Anticipated project outcomes.
- A summary of how the partnership intends to report on project outcomes.

c. Project Narrative

The project narrative **must not exceed 15 pages**. Each page must be numbered and have one-inch margins. The text of the project narrative must be single spaced and typed in a standard typeface (e.g., Times New Roman, Arial, Courier) with no smaller than 12-point font. This page limitation applies to the project narrative only. In a document file titled Project Narrative, provide the project narrative consisting of the following sections in this order:

- **Purpose and Goals:** Describe the compelling need for the project, and the project’s purpose and overarching goal(s).
- **Objectives:** Describe the project’s objectives and how it supports achieving the project goal using specific, measurable, and time-dependent targets.
- **Eligible Activities:** Describe the conservation activities carried out during the life of the project. Identify which NRCS conservation practice standards will be used. Describe whether project partners will carry out conservation activities on producers land on behalf of producers, or whether partners will contract with producers who will carry out the activities (See Section C.4. Eligible Activities).
- **Outcomes:** Describe the environmental, economic (optional), and social (optional) outcomes that will be measured as part of the project. Include the

outputs used to achieve the outcome, the methodology for measuring results, and the metric(s) that will be used to determine success.

- **Producer Involvement:** Describe whether participating producers have already been identified, and if not, describe the process that will be used to recruit producers to participate in the project.
- **Historically Underserved Producers:** Describe the extent to which HU producers will be involved in this project. In particular:
 - i. State which of the following HU communities will be served by the proposed project and describe how these groups and/or producers will be included.
 - Beginning Farmer or Rancher
 - Limited Resource Farmer or Rancher
 - Veteran Farmer or Rancher
 - Socially Disadvantaged Farmer or Rancher
 - ii. Describe how HU community groups or producers will benefit from the project.
 - iii. Describe the potential for project results to impact the broader HU producer community.
 - iv. Describe the lead partner or other project partners' previous experience working with HU groups or producers.
- **Project Deliverables and Timeline:** Provide a list of specific deliverables that can be measured and reported. Provide a timeline for the project highlighting major milestones and when deliverables are estimated to be completed. For example, for each project year, provide the number of producer contracts, acres of specific nutrient management practices implemented, reporting of outcomes, etc.

In addition to project-specific deliverables, the lead partner is responsible for:

- i. Submitting annual reports on the progress of the project, including:
 - a. Number of producers benefiting from the project, including a list of HU producers by category
 - b. Progress on delivering partner contributions
 - c. Progress on measuring project outcomes
- ii. Submitting a final project report that includes:
 - a. Total number of producers benefitting from the project.
 - b. Total number of HU producers benefitting from the project, by category.
 - c. Total number of acres treated.
 - d. Contributions delivered.

e. Evaluation of outcomes measured.

- **Communications:** Describe plans for communicating project results to producers and stakeholders.
- **Geographic Location and Size of Project Area:** Identify the geographic location and the estimated size and scope (e.g., acres, farm types, demographics) of the project area. Maps are recommended and can be attached in the Attachments tab at the end of the application. If project activities are carried out in multiple states, describe which project elements will take place in each state.
- **Project Management:** Describe how the project will be organized and managed. List the project partners and describe their roles. Provide brief descriptions of key technical and administrative personnel qualifications, their experience managing Federal awards, and their anticipated contributions to the project. Do not include resumes or curriculum vitae.
- **Assessment of Environmental Impact:** Describe any physical, chemical, or biological impacts to the environment from the activities of this project. Beneficial and adverse impacts are to be considered, highlighting and quantifying the natural environmental resources affected directly, indirectly, or cumulatively. See section F.2. for more instruction.
- **Declaration of previous and/or ongoing RCPP project(s), and other active proposals (if applicable):** If the lead partner/applicant has previously received and managed a RCPP award, list for each award the RCPP agreement number; the project title; award funding amount; and the year of expiration. Give a short summary of the completed project's results and impact. If the project is ongoing, provide the anticipated results. Note if this RCPP proposal builds on a prior RCPP award. For applicants with multiple previous awards, list all awards and describe the most recent awards as space allows.

d. **Application Form**

Use SF-424 Application for Federal Assistance. See Instructions for Completing SF-424 located at the end of this document.

e. **SF-424A, Budget Information – Non-Construction Programs**

Fill in all spaces on SF-424A, as appropriate. Section B, item 6, column 1 should reflect the agency funds, and column 2 should reflect the applicant's partner contributions. This form is the summary budget for the project and should include the full project totals on pages 1 and 2. See Instructions for Completing SF-424A located at the end of this document.

f. **Budget Table**

Applicants must support the SF-424A information by completing a budget table

using the template provided in Appendix E. RCPP Grants under this opportunity must include at least 75% for financial assistance (funding used to implement conservation activities, pay producers/landowners, etc.) and up to 25% for technical assistance (the activities required to expend the FA, such as conservation planning, producer outreach, practice design, project management, etc.). TA costs cannot exceed 25% of the total Federal funding request.

Label the Excel file “Budget Table” and upload the Budget Table under Other Attachments (listed as an Optional Form) in the Grants.gov Opportunity Application Package.

g. Budget Narrative

In a document file titled “Budget Narrative,” justify the Budget Table line item totals broken down by year and sorted by the budget categories listed in SF-424A (refer to Appendix C, Budget Narrative Guidance, and Appendix D, Sample Budget Table and Narrative). Detail how the totals for each budget category were determined and demonstrate a clear connection between costs and the proposed project activities. The budget narrative should be broken down into two sections: one section for the Federal portion of the project budget, and one section for the non-Federal (partner contribution) portion of the budget. Partner contributions must be identified as either cash or in-kind. See Appendix D for a sample budget narrative.

A budget narrative must include sufficient detail to allow reviewers to evaluate the integrity of the proposed spending and should clarify project intent. Please upload the Budget Narrative as part of the application package.

Administrative Expenses

Per 16 U.S.C. § 3871d(e), none of the funds made available or reserved for the program may be used to pay for the administrative expenses of any project partner, including subawardees. Administrative costs includes but is not limited to indirect costs. See Section D.7. for more information about administrative costs and prohibited expenses.

Rates

Details of how individual expenses will be tracked and managed to support RCPP payment requests will be established for selected proposals during grant negotiations. During grant negotiations, NRCS will work with selected awardees to develop a defensible valuation method for all RCPP-funded payments. TA payments are limited to actual costs to partners (either directly or through subawards) that provide TA services. This typically requires partners to document tasks preformed,

time spent by each individual supporting a task, and the rate and qualifications of individual(s) performing the tasks.

Payments for FA activities will be similarly capped at 100% of actual cost and require NRCS determination of defensibility. FA payments to producers/landowners (or to partners undertaking FA activities on behalf of producers/landowners) are typically based on either: 1) NRCS cost list rates for a given activity and the most technically similar payment scenario (i.e., similar to RCPP Classic Land Management payments) or 2) negotiated based on partner-provided budget details, and NRCS cost list amounts for similar work. If negotiations between NRCS and partner are unable to identify a mutually acceptable rate structure and valuation methods, NRCS may decline to fund the specific activity in question.

h. Partner Letters of Commitment (if applicable)

Partner contributions must be committed at the time the application is submitted. Lead partner contributions are considered committed with submission of the proposal. For all other partner contributions, a letter is required for each contribution, signed by the authorized organizational representative of the contributing organization. The Letter must include: (1) the name, address, and telephone number of the contributor, (2) the name of the applicant organization, (3) the title of the project for which the contribution is made, (4) the dollar amount of the contribution, and (5) a statement that the contributor will pay the contribution no later than the end of the award period. The agency may conduct reference checks to ensure that the organizations identified are supportive and involved with the project. Partner contribution letters must be addressed to the Federal Awarding Agency Contact in Section G of this NFO and uploaded under Other Attachments (listed separately under Optional Forms) on Grants.gov. The file name should include the term “partner contribution letter” and the name of the contributing organization.

i. Grants.gov Lobbying Form, Certification and Disclosure of Lobbying Activities

Under 31 U.S.C. § 1352, an applicant or recipient must not use any Federally appropriated funds (either annually appropriated and continuing appropriations) or matching funds under a grant or cooperative agreement award to pay any person for lobbying in connection with the award. Lobbying is defined as influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress connected with the award. Submitting an application also represents the applicant’s certification of the statements in 2 C.F.R. § 418, Appendix A-Certification Regarding Lobbying. If an applicant or organization has made or agrees to make any

payment using non-appropriated funds for lobbying, the applicant or organization must also complete and submit the SF-LLL, Disclosure of Lobbying Activities located at 2 C.F.R. § 418, Appendix B. See 2 C.F.R. § 418.110 for more information on when submission of this form is required.

j. Negotiated Indirect Cost Rate Agreement (NICRA) if applicable

If using indirect costs as a contribution, upload the NICRA under Other Attachments (listed as an Optional Form) in the Grants.gov Opportunity Application Package.

k. Disclosure of Potential Conflict of Interest, If Applicable

Applicants must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees in the selection, award, and administration of Federal awards. No employee, officer, or agent may participate in the selection, award, or administration of a Federal award if there is a real or apparent conflict of interest. A conflict of interest would arise if the employee, officer, or agent, any immediate family member or domestic partner, or any organization which employs or is about to employ any of the parties referenced, has a financial or other interest in or a tangible personal benefit from an applicant being considered for a Federal award. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the applicant.

If the applicant has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the applicant must also maintain written standards of conduct covering organizational conflicts of interest. An organizational conflict of interest means that because of the relationships with a parent company, affiliate, or subsidiary organization, the applicant is unable or appears to be unable to be impartial in conducting a Federal award action involving the related organization.

4. UEI and SAM

Each applicant (unless the applicant has an exception approved by the Federal awarding agency under 2 C.F.R. 25.110(d)) is required to: (1) be registered in SAM before submitting its application; (2) provide a valid UEI in the application; and (3) continue to maintain an active SAM registration with current information at all times during an active Federal award or when an application or plan is under consideration by a Federal awarding agency. The agency may not make a Federal award to an applicant until the applicant has complied with all applicable UEI and SAM requirements. If an applicant has not fully complied with the requirements by the time the agency is ready to make an award, the agency may determine that the applicant is not qualified to receive a

Federal award and may use that determination as a basis for making a Federal award to another applicant.

Applicants must obtain a UEI and register in SAM prior to registering with Grants.gov. Applicants are strongly encouraged to apply early for their SAM registration. To register, go to: <https://www.sam.gov>. The Federal Service Desk is available for registration assistance and can be contacted via the Help tab at the previously cited website. Awarding agency staff cannot support applicants regarding UEI or SAM issues.

5. Submission Dates and Times

Applicants must apply through Grants.gov. Applications must be received by 11:59 pm Eastern Time (ET) on October 31, 2022. An application submitted or resubmitted after the deadline will not be reviewed or considered (an application is considered on time at 11:59.59 pm ET, but it is late at 12:00 am ET).

Grants.gov will provide either an error or a successfully received transmission message in the form of an email sent to the applicant with the AOR role who is attempting to submit the application. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process; be patient and give the system time to process the application.

If you have trouble applying through Grants.gov, you should FIRST contact the Grants.gov Help Desk to resolve any issues. Keep a record of any such correspondence. See Section D. 2. for Grants.gov contact information.

For applications successfully transmitted to Grants.gov before the deadline, the applicant with the AOR role who submitted the application will receive:

- An acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov
- An email with the official date/time stamp (this stamp is used to determine if the application was received prior to the deadline) and Grants.gov

When the agency successfully retrieves the application from Grants.gov and acknowledges the download of submissions, Grants.gov will also provide an electronic acknowledgment of receipt of the application to the applicant.

6. Intergovernmental Review

This funding opportunity is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs."

7. Funding Restrictions

RCPN funds may not be used to pay any of the following costs unless otherwise permitted by law and approved in writing by the agency in advance of incurring such costs:

- a. Per 16 U.S.C. § 3871d(e), none of the funds made available or reserved for the program may be used to pay for the administrative expenses of awardees. This includes any costs as described in section k. below. Administrative costs includes but is not limited to indirect costs.
- b. Costs above the amount of funds authorized for the project.
- c. Costs incurred prior to the effective date of the award, including time spent applying for this opportunity.
- d. Costs that lie outside the scope of the approved project and amendments thereto.
- e. Entertainment costs, regardless of their apparent relationship to project objectives.
- f. Compensation for injuries to persons or damage to property arising out of project activities.
- g. 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.
- h. Capital expenditures for general purpose equipment, buildings, and land or for improvements to land, buildings, or equipment which materially increase their value or useful life. See 2 C.F.R. § 200.439 for additional information.
- i. Management fees and profit. Any funds awarded to for-profit entities must be used for reimbursement of award-related direct and indirect costs only.
- j. Meals may be charged to an award only if they are necessary for the performance of the project. For instance, meals (normally only lunch) that are a necessary part of the cost of meetings and conferences (i.e., required attendance and for the continuity of a meeting, the primary purpose of which is the dissemination of information), are allowable, as are costs of transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences. Note: Meals consumed while in official travel status do not fall in this category. They are considered per diem expenses and should be reimbursed in accordance with the organization's established travel policies, which are subject to statutory limitations or in accordance with Federal travel policies.
- k. Costs normally charged as [indirect costs](#) may not be charged as [direct costs](#). Examples of such costs include rent, utilities, depreciation on buildings and equipment, the costs of operating and maintaining facilities, and general administration and general expenses, such as the salaries and expenses of executive officers, personnel administration, and accounting.
- l. Salaries (or other costs, including but not limited to sub-contracts) that are not commensurate with level of work. All costs must be reasonable to be allowable (2

C.F.R. § 200.403), and 2 C.F.R. § 200.404 defines a reasonable cost as a cost that, in its nature and amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. Costs determined not to be reasonable compared to the level of work will be unallowable.

This list is not exhaustive. For additional information please refer to 2 C.F.R. § 200 E, Cost Principals.

E. APPLICATION REVIEW INFORMATION

1. Review and Selection Process

Applications will be screened for completeness and compliance with the provisions of this notice. Incomplete or noncompliant applications, or applications not meeting the formatting criteria or not including required materials may be eliminated from competition. In that event, the agency will send notification of elimination to the applicant. The agency intends to select and award without conducting any discussions or allowing applicants to correct deficiencies or omissions in their applications. Consequently, applicants must ensure their applications are complete and accurate by the application deadline. However, while the agency intends to select without contacting applicants, it reserves the right to request that applicants revise their applications to correct deficiencies or omissions it identifies. If this occurs, the agency will conduct discussions with all applicants, identify deficiencies and omissions for all, and give applicants an opportunity to submit a revised application by a common cut-off date. The agency may also contact individual applicants to clarify certain components of their applications.

Applications that pass the initial screening are then evaluated using a three-part process:

- a. A National Review Team composed of subject matter experts evaluate the applications against the RCPP Proposal Evaluation Criteria in E.2.
- b. NRCS State Conservationists in the states where RCPP work is proposed provide feedback on proposals.
- c. The NRCS Chief makes the final award selections.

2. Merit and Technical Criteria

RCPP technical peer review panels use the following criteria, on a 100-point scale, to evaluate applications:

a. Impact (25 points)

- Does the proposal describe a compelling conservation need and clear project goals and objectives?
- Does the lead partner propose to generate substantial conservation benefits, and are those benefits likely to be achieved based on proposed project methods and approaches?
- Is the project area the appropriate scale for the resource concern(s) and goals identified?
- Does the proposal describe an approach to measure and report on achievable environmental project outcomes? What about economic and social outcomes?

b. Partner Contributions (25 points)

- To what extent are partner contributions value-added and bringing unique and qualified expertise or resources to the project to enhance project outcomes?
- Do proposed contribution deliverables, contribution commitment letters, and valuation methods demonstrate a clear and compelling relationship to project deliverables and outcomes?
- Are contribution deliverables and valuation methods clearly documented?

c. Innovation (25 points):

- Does the project propose innovative methods or approaches for conservation planning, implementation, or assessment, or propose the use of promising new technologies that have a demonstrated likelihood of success?
- Does the lead partner propose an innovative approach that is better suited for RCPP Grants than RCPP Classic? Does the project take advantage of the programmatic and implementation flexibilities afforded by RCPP Grants?
- Is the innovative approach likely to be successful and transferable to other partnerships or geographies?

d. Partnerships and Management (25 points):

- Is the proposal supported by a robust partnership that includes a diversity of entities and organizations? Is the partnership of a size and composition required to achieve the proposed conservation benefits?
- Is the project timeline realistic, reflecting the time, tasks, and expenses needed to carry out project planning, implementation, and evaluation needs?
- Does the lead partner demonstrate experience managing similar conservation projects, executing deliverables, and successfully getting conservation on the ground?

- For multistate projects, is the number of States included in the project a reasonable number to facilitate effective project management?
- Do the partners have a history of collaboration and engagement with agricultural producers and private landowners to ensure high levels of participation? Does the proposal include a strategy for partner-led outreach and education to agricultural producers and private landowners?
- Does the proposal meaningfully encourage or include the participation of historically underserved producers and landowners, including socially disadvantaged, beginning, limited resource and veteran farmers and ranchers?
- Does the partnership include an organization(s) that has a history of collaborating with or representing HU producers?

3. Administrative and Risk Criteria

Notice of selection after technical evaluation does not guarantee that an applicant will receive an award. Following notification of selection for funding (see Section F), staff from the FPAC Business Center, Grants and Agreements Division, conduct a final administrative and risk review of selected applications. The administrative review includes, but is not limited to, a check to ensure that NFO requirements were met (e.g., application was submitted through Grants.gov by the established deadline, etc.), and proposed costs are allowable, allocable, and necessary. During this process, it may be necessary to request further documentation from the applicant (e.g., organizational information as part of the risk assessment, more detail regarding proposed costs, etc.).

In addition, to comply with the requirements at 2 C.F.R. § 200.206, the agency will follow this risk review process, at a minimum (additional steps may be taken): the awarding agency will check SAM to ensure that the applicant is not suspended or debarred, which would preclude receiving an award. In addition, prior to making a Federal award with a total Federal share greater than the simplified acquisition threshold (\$250,000), the agency must review and consider any information about the applicant that is in the designated integrity and performance system accessible through the Federal Awardee Performance Integrity Information System (FAPIIS) in SAM (see 41 U.S.C. § 2313 and 2 C.F.R. § 200.206(a)).

An applicant must meet the following standards to be considered for award:

a. Financial Stability

The applicant maintains adequate financial resources or cash flow to meet its financial obligations on a routine basis in order to successfully complete any agreement it may be awarded.

b. Quality of Management Systems and Ability to meet Management Standards prescribed in 2 C.F.R. § 200

The applicant has a financial management system that is adequate to segregate and track Federal funds and has adequate systems in place for: (1) proper agreement administration; (2) compliance with the standards outlined in 2 C.F.R. § 200 D for procurement, property, and records management; and (3) required financial and performance reporting.

c. History of Performance

If the applicant has previously obtained a Federal financial assistance award, the applicant must never have failed to materially comply with the Federal award terms and conditions and, furthermore, must have never had an award terminated on that basis.

Submission of an application constitutes certification that an applicant meets these standards (items E.3.a. through E.3.c.). The agency may request documentation to substantiate the certification. Based on risk assessment, the agency may impose specific award conditions in accordance with 2 C.F.R. § 200.208.

4. Awards Over the Simplified Acquisition Threshold

- a.** Prior to making a Federal award with a total Federal share greater than the simplified acquisition threshold (\$250,000), the agency must review and consider any information about the applicant that is in FAPIIS, the designated integrity and performance system accessible through SAM. FAPIIS is a Federal database intended to serve as a Governmentwide source of information about the prior performance and compliance of Federal procurement contractors, grantees, and cooperative agreement holders (see 41 U.S.C. § 2313 and 2 C.F.R § 200.206(a)).
- b.** An applicant may review information in FAPIIS and comment on any information that a Federal awarding agency previously entered.
- c.** The agency will consider any comments provided by the applicant in addition to the other information in FAPIIS when making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. 200.206, Federal awarding agency review of risk posed by applicants.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The agency will provide notice that an application has been selected before it makes the Federal award. As such, the selection notification is not an authorization to begin work. Any pre-award costs incurred by the awardee will not be reimbursed. The Notice of Grant and Agreement Award (ADS-093) signed by the authorized agency official is the

only authorizing document and will be provided electronically to the awardee's authorized official for signature.

Both successful and unsuccessful applicants will be notified of the award decision by email.

2. Administrative and National Policy Requirements

All project funds will be used in accordance with 2 C.F.R. § 200 and the General Terms and Conditions, which are available at the following website:

<https://www.fpacbc.usda.gov/about/grants-and-agreements/award-terms-and-conditions/index.html>.

Projects performed pursuant to this opportunity are subject to the National Environmental Policy Act (NEPA). Land management conservation activities carried out under this announcement should be implemented consistent with NRCS's [590 Nutrient Management Conservation Practice Standard](#) and any other practice standards necessary to carry out the goals and objectives of a project. Adherence to the 590 standard and other Practice Standards will help ensure that the environmental impacts of conservation activities are minimized. Adhering to Practice Standards means project- and site-specific Environmental Evaluations (EEs) can tier from the Programmatic EA for RCPP and/or can utilize an applicable NRCS Categorical Exclusion to document impacts under NEPA. Lead partners must collaborate with the relevant NRCS State, Area, or Field office(s) to complete an EE related to work at each individual construction site.

If lead partners do not intend to follow the NRCS 590 Nutrient Management Conservation Practice Standard, proposals must include the funding and time needed to complete a project-wide NEPA analysis. Project-wide NEPA analysis is typically documented in an Environmental Assessment (EA) but could require a more comprehensive Environmental Impact Statement (EIS) if environmental impacts are uncertain and/or if determined necessary by NRCS. If the project EA is prepared to fully address impacts at all individual sites in a project, and results in a finding of no significant impact (FONSI), then additional site-specific environmental analysis may be unnecessary. More commonly however, a project EA would assess the general impacts of new project activities (e.g., a new nutrient management strategy) and may not address all the potential farm-specific impacts of project activities. In such cases, site-specific supplementation of the EA could be necessary to ensure activities do not trigger any significant environmental issues not already analyzed at the project level.

In addition, a National Historic Preservation Act (NHPA) Section 106 review and consultation by an NRCS state or area office with consulting parties (such as the pertinent State Historic Preservation Officer and Federally recognized Indian tribes) may be required prior to the implementation of project activities that have the potential to impact cultural resources. NHPA Section 106, its implementing regulations (36 C.F.R. §

800), and other related authorities require Federal agencies to determine if a project has the potential to affect historic properties and, if so, how any negative impact might be addressed. The NHPA review and compliance, in accordance with Section 106 of NHPA and implementing regulations at 36 C.F.R. § 800, must be completed by NRCS, and applicants may be required to pay for any cultural resource surveys needed for NRCS to assess the project. More information on the applicant's role in the NHPA Section 106 process can be found on the Advisory Council on Historic Preservation website at

<https://www.achp.gov/digital-library-section-106-landing/section-106-applicant-toolkit>.

Consultation with the U.S. Fish & Wildlife Service or the National Marine Fisheries Service under the Section 7 of the Endangered Species Act (ESA) and implementing regulations at 50 C.F.R. § 402 is also required for projects that may affect listed or proposed species or destroy or modify critical habitat. The ESA consultation must be completed by NRCS prior to implementation of project activities that have the potential to impact species or habitat protected under the ESA. More information on the Section 7 consultation process can be found at

<https://www.fws.gov/endangered/what-we-do/consultations-overview.html>.

Allocation of rights to patents, inventions, and copyrights shall be in accordance with [2 C.F.R. § 200](#). This regulation states that small businesses may normally retain the principal worldwide patent rights to any invention developed with USDA support. In accordance with 2 C.F.R. § 200, this provision will also apply to commercial organizations for the purposes of RCPP. USDA receives a royalty-free license for Federal 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. Regarding copyright, the grant recipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired under an award. USDA reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes and to authorize others to do so.

All tools produced must meet the accessibility of Electronic and Information Technology (EIT) requirements as specified in Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794d) as amended by the Workforce Investment Act of 1998 (Pub.L. 105-220). Specifically, subsection 508(a)(1) requires that when the Federal Government procures EIT, it must allow individuals with disabilities comparable access to and use of information and data that is provided to individuals without disabilities. All EIT that is subject to the 36 C.F.R. § 1194 standards will have a Section 508 acceptance test and will be validated upon acceptance. All maintenance for EIT that requires upgrades, modifications, installations, and purchases will adhere to the Section 508 standards and 36 C.F.R. § 1194. [Email the address in Section G](#) with specific questions regarding the applicability of this section.

3. Reporting

Reporting will follow the guidelines included in the agency's General Terms and Conditions, which are available at the following website:

<https://www.fpacbc.usda.gov/about/grants-and-agreements/award-terms-and-conditions/index.html>

As stated elsewhere in this announcement, lead partners are responsible for submitting an annual progress report that includes project outcomes information. In addition, financial reporting (including delivery of partner contributions) is required. A final report detailing project results is also required.

If the Federal share of any agreement awarded under this opportunity notice may include more than \$500,000 over the period of performance, recipients must also comply with the post award reporting requirements reflected in Appendix XII of 2 C.F.R. § 200, Award Term and Condition for Recipient Integrity and Performance Matters.

Applicants that receive awards pursuant to this opportunity and any subawardees must comply with the reporting requirements described at 2 C.F.R. § 170 unless an exception applies. Applicants must ensure they have the necessary processes and systems in place to comply with those requirements. A list of exceptions can be found at 2 C.F.R. § 170.110(b).

G. FEDERAL AWARDING AGENCY POINT OF CONTACT

Partners with questions are encouraged to contact the appropriate NRCS State RCPP coordinator with proposal-related questions. State Coordinators are often the person best suited to answer partner questions about the RCPP program and this NFO. The [RCPP website](#) maintains a list of NRCS State RCPP Coordinators updated for each funding opportunity. Potential applicants may also contact national RCPP staff by email at rcpp@usda.gov.

H. OTHER INFORMATION

1. Questions regarding this opportunity must be submitted to the Federal Awarding Agency Contact identified in section G providing the NFO number in the subject line.
2. For technical issues with Grants.gov, please contact Grants.gov Applicant Support at 1-800-518-4726 or support@grants.gov. Awarding agency staff cannot support applicants regarding Grants.gov accounts.

3. NRCS may waive non-statutory provisions of this NFO, if the Agency determines such a waiver is necessary for the success of a RCPP project. Waiver requests may be included in an applicant's proposal but selection for award does not constitute approval of any waiver requests. Waiver request will be considered by NRCS during negotiation of a grant agreement.

4. Freedom of Information Act

Applications are considered confidential information. Applications are not shared with individuals or entities seeking public disclosure through FOIA without the consent of the applicant. More specifically, Executive Order 12600 and USDA FOIA regulation 7 C.F.R. § 1A requires the awarding agency to provide notice to applicants that a third party has requested copies of their business information and requires the awarding agency to consult with applicants regarding releasing their records.

5. Government Obligation

The Federal Government is not obligated to award Federal funds as a result of this opportunity. Only authorized Federal officials can bind the Federal Government to the expenditure of funds.

6. As required in 2 C.F.R. Part 200, Subpart F Audit Requirements, all U.S. states, local governments, Federally recognized Indian tribal governments, and non-profit organizations expending \$750,000 or more in Federal award funds in a fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System.
7. Any award made pursuant to this NFO may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

8. USDA Non-Discrimination Statement

In accordance with Federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. In addition, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer> or at any USDA office, or write a letter addressed to USDA providing all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA at:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

fax: (202) 690-7442
email: program.intake@usda.gov

USDA is an equal opportunity provider, employer, and lender.

LIST OF ABBREVIATIONS

AOR	Authorized Organizational Representative
C.F.R.	Code of Federal Regulations
RCPP	Conservation Innovation Grants
DUNS	Data Universal Numbering System
EBiz	Electronic Business
EIT	Electronic and Information Technology
EQIP	Environmental Quality Incentives Program
FAPIS	Federal Awardee Performance Integrity Information System
FOIA	Freedom of Information Act
FY	Fiscal Year
HU	Historically Underserved
MTDC	modified total direct costs
NFO	Notice of Funding Opportunity
NICRA	Negotiated Indirect Cost Rate Agreement
NRCS	Natural Resources Conservation Service
POC	Point of Contact
SAM	System for Award Management
SF	Standard Form
SHD	Soil Health Demonstration
SHMS	Soil Health Management Systems
SIDMA	Social Indicators Data Management and Analysis
UEI	Unique Entity Identifier
U.S.C.	United States Code
USDA	United States Department of Agriculture

APPENDIX A - Instructions for Completing SF-424

If applying to an opportunity on Grants.gov, complete the forms in the opportunity package. For all other applications, use the forms available on Grants.gov: <https://www.grants.gov/web/grants/forms/sf-424-family.html>

FBAC-BC GRANTS AND AGREEMENTS WEBSITE

<https://www.fpacbc.usda.gov/about/grants-and-agreements/apply-to-a-funding-opportunity/index.html>

1. SF-424 PREPARATION

Instructions for new agreement applications only. Separate instructions apply to amendments.

Applicants must review these instructions to ensure that the form is completed correctly. This will reduce the likelihood that the form will need to be returned for correction and potentially delay execution of any resultant agreement.

Columns one and two below correlate to the blocks on the Form SF-425. Column 3 includes the Office of Management and Budget (OMB) Standard Form instructions, and the final column includes FPAC Agency specific guidance to be used to complete the form.

Block	Field Name	SF-424 Instructions (V4.0)	FPAC Agency Guidance
1	Type of Submission	Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none">• Pre-application• Application• Changed/Corrected Application - Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date. Required.	Select "Application" if this is the first application submitted. If updating an application recently submitted, choose Changed/Corrected Application.
2	Type of Application	Select one type of application in accordance with agency instructions.	Applicants should generally select "New". If, however, the applicable Notice of Funding Opportunity (NFO) allows the

		<ul style="list-style-type: none"> • New - An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the federal government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. <ul style="list-style-type: none"> A: Increase Award B: Decrease Award C: Increase Duration D: Decrease Duration E: Other (specify) AC: Increase Award, Increase Duration AD: Increase Award, Decrease Duration BC: Decrease Award, Increase Duration BD: Decrease Award, Decrease Duration <p>Required.</p>	<p>submission of renewals or supplements (see section B of the NFO) and the application meets the NFO description of one of these categories, then choose "Continuation or Revision" and the appropriate letter(s).</p>
3	Date Received	<p>Enter date if form is submitted through other means as instructed by the Federal agency. The date received is completed electronically if submitted via Grants.gov.</p> <p>Required.</p>	<p>Not completed by applicant. This is a required field and will be populated automatically by Grants.gov.</p>
4	Applicant Identifier	<p>Enter the entity identifier assigned by the Federal agency, if any, or the applicant's control number if applicable.</p> <p>Optional.</p>	<p>Optional/not required.</p>
5a	Federal Entity Identifier	<p>Enter the number assigned to your organization by the federal agency, if any.</p> <p>Optional.</p>	<p>Leave blank.</p>
5b	Federal Award Identifier	<p>For new applications, leave blank. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.</p>	<p>Leave blank if you are submitting a new application (item 2). If submitting another type (e.g., renewal or supplement), enter the assigned Award Identifying Number (block 1 on the Notice of Grant and Agreement Award). If submitting a changed/corrected application in Grants.gov, include the Grants.gov tracking number for previously submitted</p>

		Optional.	application.
6	Date Received by State	Leave this field blank. This date will be assigned by the state, if applicable. Optional.	Leave blank.
7	State Application Identifier	Leave this field blank. This identifier will be assigned by the state, if applicable. Optional.	Leave blank.
8a	Applicant Legal Name	Enter the legal name of the applicant that will undertake the assistance activity. This is the organization that has registered with the System for Award Management (SAM). Information on registering with SAM may be obtained by visiting SAM.gov. Required.	This name must be consistent with the name as registered in the System for Award Management (SAM). If the name in SAM is not correct, update it accordingly. If you are applying as an individual, use your legal name as in the Social Security system.
8b	Applicant Employer/Taxpayer Identification Number (EIN/TIN)	Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444. Required.	This number must be consistent with the number in the applicant's SAM registration. If you are applying as an individual, use your Social Security number.
8c	Unique Entity Identifier (UEI)	Enter the organization's UEI received from SAM. The UEI is a unique 12-character organization identifier. Information on registering with System for Award Management (SAM.gov) may be obtained by visiting the Grants.gov website. Required.	As of April 2022, the SAM-assigned UEI replaces the DUNS. If you are applying as an individual, this field must be 00000000INDV.
8d	Applicant Address	Enter address: Street 1 (required); City (required); County/Parish, State (required if country is US); Province; Country (required); 9-digit ZIP/Postal Code (required if country is US). If +4 does not exist for the address, enter "0000". Required.	This address must be consistent with the address in the applicant's SAM registration.
8e	Applicant Organizational Unit	Enter the name of the primary organizational unit, department, or division that will undertake the assistance activity. Optional.	Not required.
8f	Applicant Contact Information	Enter the first and last name (required), prefix, middle name, suffix, and title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone	This does not necessarily need to be the person with authority to sign the application. It is a point of contact for agency staff to contact regarding the application.

		number and email (required); fax number. Required.	
9	Type of Applicant 1	<p>Select a minimum of one applicant type or select up to three applicant types in accordance with agency instructions. If "Other" is selected, then specify Other Type of Applicant in text box.</p> <ul style="list-style-type: none"> A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing M. Nonprofit N. Private Institution of Higher Education O. Individual P. For-Profit Organization (Other than Small Business) Q. Small Business R. Hispanic-serving Institution S. Historically Black Colleges and Universities (HBCUs) T. Tribally Controlled Colleges and Universities (TCCUs) U. Alaska Native and Native Hawaiian Serving Institutions V. Non-US Entity W. Other (specify) <p>Required.</p>	The selection must be consistent with the entity type listed in the applicant's SAM registration.

10	Name of Federal Agency	Enter the name of the federal agency from which assistance is being requested with this application. This information is pre-populated if submitting through Grants.gov. Required.	Enter the applicable agency if not automatically populated: <ul style="list-style-type: none"> • FSA-Farm Service Agency • RMA-Risk Management Agency • NRCS-Natural Resource Conservation Service • FBC-Farm Production and Conservation Business Center
11	Catalog of Federal Domestic Assistance Number/Federal Assistance Listing and Title a.k.a. Federal Assistance Listing	Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable. This information is pre-populated if using Grants.gov. Required.	If not automatically populated, leave blank.
12	Funding Opportunity Number and Title	Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested as found in the program announcement. This information is pre-populated if using Grants.gov. Required.	If not automatically populated, enter the opportunity number and title. If unknown leave blank.
13	Competition Identification Number and Title	Enter the competition identification number and title of the competition under which assistance is requested, if applicable. These fields are pre-populated by Grants.gov if provided by the federal agency. Optional.	Leave blank.
14	Areas Affected by Project (Cities, Counties, States, etc.)	This data element is intended for use only by programs for which the area(s) affected are likely to be different from the place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Add attachment to enter additional areas, if needed. Optional.	Leave blank.
15	Descriptive Title of Applicant's Project	Enter a brief descriptive title of the project. Supporting documents may be attached if specified in agency instructions. Optional.	Enter a concise but informative title for the project (maximum of 200 characters).
16a	Congressional District of Applicant	16a. Enter the applicant's congressional district. Required.	Enter the Congressional district based on the physical address of the applicant as listed in the applicant's SAM registration. District numbers can be found at

			http://www.house.gov/representatives/find/ .
16b	Congressional District(s) of Program/Project	16b. Enter the primary district affected by the program or project. Enter in the following format: 2-character state abbreviation – 3 characters district number, e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina’s 103rd district. If all congressional districts in a state are affected, enter “all” for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e., all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00.000. This optional data element is intended for use only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Project/Performance Site Location(s) form. Attach an additional list of program/project congressional districts, if needed. Required.	District numbers can be found at http://www.house.gov/representatives/find/ . If an additional list of program/project congressional districts is to be attached to a Grants.gov opportunity, upload it under Other Attachments (listed as an Optional Form) in the Grants.gov Opportunity Package.
17a	Proposed Project Start Date	Enter the proposed start date of the project. Required.	If applying in response to a Grants.gov opportunity, refer to section B of the NFO.
17b	Proposed Project End Date	Enter the proposed end date of the project. Required.	If applying in response to a Grants.gov opportunity, refer to section B of the NFO.
18a-g	Estimated Funding	Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. For zero funding, enter 0. Required.	Enter the project’s total amount of funding for each category below. These values must be consistent with the values on the SF-424A and the Budget Narrative. Only include amounts for items b. through f. to meet the required cost-share/match, if any, identified in the NFO. a. <u>Federal</u> : enter the amount of Federal funds being requested. b. <u>Applicant</u> : enter cost share/match being provided by the applicant itself. Do not include cost share/match being provided by commitments from other sources; those amounts are to be included in items c., d., and e, as applicable. c. <u>State</u> : enter the amount of any cost share/match

			<p>being provided by a State government entity.</p> <p>d. <u>Local</u>: enter the amount of any cost share/match being provided by a Local government entity.</p> <p>e. <u>Other</u>: enter the amount of any cost share/match being provided by a source other than those listed above.</p> <p>f. <u>Program Income</u>: enter the amount of program income (if any) used for meeting cost share/match requirements (see 2 CFR 200.80 and 200.307).</p> <p>g. <u>Total</u>: This field is automatically calculated. It is the sum of all amounts in the categories (items a. through f.) above.</p>
19	Executive Order 12372	<p>Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "A." is selected, enter the date the application was submitted to the State.</p> <p>Required.</p>	<p>Select the applicable response as to whether or not the application is subject to State review under state laws or procedures. Executive Order 12372 can be found at https://www.archives.gov/federal-register/codification/executive-order/12372.html.</p> <p>The Intergovernmental Review Single Point of Contact list can be found at https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf.</p>
20	Federal Debt Delinquency	<p>Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include but may not be limited to delinquent audit disallowances, loans, and taxes. If yes, include an explanation in an attachment.</p> <p>Required.</p>	No additional instructions
21	Certification and Signature	<p>To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (required), prefix, middle name, and suffix. Enter title, telephone number, fax number, and email. Fax number is not required. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.) If the application is submitted via Grants.gov, the</p>	<p>If not submitted through Grants.gov, the authorized representative must click the box. and provide either an ink signature or digital signature/digital certificate (cannot be a script font).</p>

		signature of the authorized representative and the date signed are completed upon submission. Required.	
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APPENDIX B - Instructions for Completing SF-424A

2. SF-424A PREPARATION

Applicants must review these instructions to ensure the form is completed correctly. This will reduce the likelihood that the form will need to be returned for correction and potentially delay execution of any resultant agreement.

SECTION A – BUDGET SUMMARY			
Column	Field Name	Form SF-424A Instructions (V1.0)	FPAC Agency Guidance
1(a)	Grant Program Function or Activity	Enter the name of the activity or function. At least one is required.	FPAC agencies do not require the project budget be broken down into separate programs, functions, or activities on this form. That level of detail, if desired, is reserved for the Budget Narrative which is a related, but separate document. Enter “Federal” in 1(a) and, if cost-share/match is required, enter “Non-Federal” in 2(a). Leave the remaining rows blank.
1(b)	Catalog of Federal Domestic Assistance Number	Enter the Catalog of Federal Domestic Assistance Number. At least one is required.	If not automatically populated, leave blank. Leave the remaining rows blank.
1(c-d)	Estimated Unobligated Funds: Federal and Non-Federal	For new applications, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year). For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of the amounts in Columns (e) and (f). For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or	Leave all rows of columns (c) and (d) blank.

		<p>decrease of federal funds and enter in Column (f) the amount of the increase or decrease of non-federal funds. In Column (g) enter the new total budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of the amounts in Columns (e) and (f). Conditionally required.</p>	
1(e)	New or Revised Budget: Federal	<p>For new applications, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year). For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of the amounts in Columns (e) and (f). For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of federal funds and enter in Column (f) the amount of the increase or decrease of non-federal funds. In Column (g) enter the new total budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of the amounts in Columns (e) and (f). Conditionally required.</p>	<p>Enter the total amount of the Federal funds requested in Row 1, column (e). Leave the remaining rows column (e) blank. This amount must be consistent with the amount in Block 18a of the SF-424.</p>
1(f)	New or Revised Budget: Non-Federal	<p>For new applications, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).</p>	<p>Enter the total amount of the required Non-Federal cost share/match, if applicable, in Row 2, column (f) and leave the remaining rows of column (f) blank. This amount must be consistent with the total amount of Blocks 18b through 18f of the SF-424.</p>

		<p>For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of the amounts in Columns (e) and (f).</p> <p>For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of federal funds and enter in Column (f) the amount of the increase or decrease of non-federal funds. In Column (g) enter the new total budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (go) should not equal the sum of the amounts in Columns (e) and (f). Conditionally required.</p>	
1(g)	Total	Total for Row 1(a) – 1(f). If using electronic form, these numbers are auto calculated. Required.	This auto-calculates and must be consistent with the total amount in Block 18(a) of the SF424.
5	Totals	Total for each column. IF using electronic form, these numbers are auto calculated. Required.	This auto-calculates. Block 5(g) is the total proposed application budget.
SECTION B – BUDGET CATEGORIES			
6(1-2)	Grant Program Function or Activity 1 - 2	In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each Grant Program, Function or Activity, fill in the total requirements for funds (both federal and non-federal) by object class categories. If using the Budget Information form through Grants.gov, the Grant Program, Function,	<p>The form will auto-populate “Federal” in the heading of Column 1. See the Budget Narrative Guidance https://www.fpacbc.usda.gov/about/grants-and-agreements/apply-to-a-funding-opportunity/index.html for guidance on what types of costs to include in each category.</p> <p>The form will auto-populate “Non-Federal” in the heading of Column 2. See the Budget Narrative Guidance https://www.fpacbc.usda.gov/about/grants-and-</p>

		or Activity is pre-populated by the Grant Program Function or Activity from column (A) in Section A – Budget Summary. Required.	agreements/apply-to-a-funding-opportunity/index.html for guidance on what types of costs to include in each category.
6(3-4)	Grant Program Function or Activity 3 - 4	In the column headings (3) through (4), enter the titles of the same programs, functions, and activities shown on Lines 3-4, column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each Grant Program, Function or Activity, fill in the total requirements for funds (both federal and non-federal) by object class categories. If using the Budget Information form through Grants.gov, the Grant Program, Function, or Activity is pre-populated by the Grant Program Function or Activity from column (A) in Section A – Budget Summary. Required.	Leave all rows of this entire column blank.
6(a)	Personnel	Enter funds required for purpose/column heading from the selected program. If not applicable, leave blank. Optional.	Refer to Budget Narrative Guidance. This is an attachment to the NFO or is available at https://www.fpacbc.usda.gov/about/grants-and-agreements/apply-to-a-funding-opportunity/index.html .
6(b)	Fringe Benefits		
6(c)	Travel		
6(d)	Equipment		
6(e)	Supplies		
6(f)	Contractual		
6(g)	Construction		
6(h)	Other		
6(i)	Total Direct Charges (sum of 6(a) thru 6(h))	Sum of 6(a) thru 6(h). If using electronic form, these numbers are auto calculated. Required.	This auto-calculates.
6(j)	Indirect Charges	Enter the amount of indirect costs. If not applicable, leave blank. Optional.	Refer to Budget Narrative Guidance, which is included as an attachment to the NFO or is available at https://www.fpacbc.usda.gov/about/grants-and-agreements/apply-to-a-funding-opportunity/index.html .

6(k)	TOTALS (sum of 6(i) thru 6(j))	Enter the total of amounts on Lines 6i and 6j. (This amount is auto calculated if using Grants.gov.) For all applications for new grants and continuation grants, the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5. If using electronic form, these numbers are auto calculated. Required.	Row 6(k) of Columns (1) and (2) will auto-populate; all other columns should be blank. The total must be consistent with the Federal total in Section A (row 5 columns (e) and (f)). All costs must comply with the cost principles of 2 CFR Part 200 , Subpart E – Cost Principles. All costs must be allowable (2 CFR 200.403), allocable to the agreement (2 CFR 200.405), and reasonable in amount (2 CFR 200.404).
7	Program Income	Enter the estimated amount of total income, if any, expected to be generated from this project. If not applicable, leave blank. Optional.	If your project does not expect program income to be generated, leave this blank. Program income (see 2 CFR 200.1) means gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance except as provided in § 200.307(f). Program income includes but is not limited to income from fees for services performed, the use or rental or real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. This is the amount expected but may not necessarily be what is achievable under a resultant agreement.
SECTION C – NON-FEDERAL RESOURCES			
8(a)	Grant Program Function or Activity 1	Name of the grant program from which funds will be derived. Defaults to the corresponding program name in section A; but may be overwritten if called for by the instructions for this funding opportunity. Required.	This will auto-populate.
8(b-d)	Grant Program Function or Activity 2 - 4	Enter resources provided by the applicant for the selected program. If not applicable, leave blank. Optional.	Leave blank.

8(e)	(e) Total of Non-Federal Resources for Grant Program sum of line (a) through (d)	Total Sum of 8(b) thru 8(d). Required.	Leave blank.
12(b) thru 12(e)	Total (sum of lines 8-11)	Total for each column. If using electronic form, these numbers are auto calculated. Required.	
SECTION D – FORECASTED CASH NEEDS			
13	Federal Total for 1 st Year	Sum of Federal 1st Quarter – 4th Quarter Forecasted Cash Needs. If using electronic form, these numbers are auto calculated. Required.	Per agency guidance leave blank.
	Federal Forecasted Cash Needs for 1 st Quarter – 4 th Quarter	Enter the forecasted cash needs from federal sources for each quarter of the first program year. If not applicable, leave blank. Optional.	Leave blank.
14	Non-Federal for 1 st Year	Sum of Non-Federal 1st Quarter – 4th Quarter Forecasted Cash Needs. If using electronic form, these numbers are auto calculated. Required.	Per agency guidance leave blank.
	Non-Federal Forecasted Cash Needs for 1 st Quarter – 4 th Quarter	Enter the forecasted cash needs from non-federal sources for each quarter of the first program year. If not applicable, leave blank. Optional.	Leave blank.
15	TOTAL (sum of lines 13 and 14)	Total for each column. If using electronic form, these numbers are auto calculated. Required.	Per agency guidance leave blank.
	Total Forecasted 1st Year	Total Sum of 1st Year Federal and Non-Federal Forecasted Cash Needs. If using electronic form, these numbers are auto calculated. Required.	
	Total Forecasted 1 st Quarter – 4 th Quarter	Total each Quarter Federal and Non-Federal Forecasted Cash Needs. If using electronic form, these numbers are auto calculated. Optional.	Leave blank.
SECTION E – BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT			
16(a)	Grant Program	Name of the grant program from which funds will be derived. Defaults to the corresponding program name in section A; but may be	This will auto-populate.

		overwritten if called for by the instructions for this funding opportunity. Required.	
16(b-d)	First Future Funding Period (year) – Third Future Funding Period (year)	Enter the estimated federal funds that will be required in each of the additional funding years for the selected program. Optional.	Leave blank.
16(e)	Fourth Future Funding Period (year)	Enter the estimated federal funds that will be required in the fourth funding year for the selected program. Optional.	Leave blank.
20	Total (sum of lines 16-19)	Total Sum of Estimated Federal Funds needed for balance of project per year. Auto calculated. Required.	Leave blank.
SECTION F – OTHER BUDGET INFORMATION			
21	Direct Charges	Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.	Leave blank.
22	Indirect Charges	Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.	
23	Remarks	Provide any other explanations or comments deemed necessary.	

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal		\$	\$	113,850.00	\$	\$ 113,850.00
2. Non-Federal					38,500.00	38,500.00
3.						
4.						
5. Totals		\$	\$	113,850.00	\$ 38,500.00	\$ 152,350.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Federal	(2) Non-Federal	(3)	(4)	
a. Personnel	\$ 80,000.00	\$ 28,000.00	\$	\$	\$ 108,000.00
b. Fringe Benefits	20,000.00	7,000.00			27,000.00
c. Travel	3,000.00				3,000.00
d. Equipment					
e. Supplies	500.00				500.00
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)	103,500.00	35,000.00			\$ 138,500.00
j. Indirect Charges	10,350.00	3,500.00			\$ 13,850.00
k. TOTALS (sum of 6i and 6j)	\$ 113,850.00	\$ 38,500.00	\$	\$	\$ 152,350.00
7. Program Income	\$	\$	\$	\$	\$

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	Federal	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9.	Non-Federal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. TOTAL (sum of lines 8-11)		\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. Non-Federal	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. TOTAL (sum of lines 13 and 14)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b)First	(c) Second	(d) Third	(e) Fourth
16. Federal	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
17. Non-Federal	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20. TOTAL (sum of lines 16 - 19)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: <input type="text"/>	22. Indirect Charges: <input type="text"/>
23. Remarks: <input type="text"/>	

APPENDIX C - BUDGET NARRATIVE GUIDANCE

All costs must comply with the cost principles of 2 CFR Part 200, [Subpart E – Cost Principles](#). All costs (both Federal and any required non-Federal cost-sharing/match) that are part of an award must be:

- allowable ([2 CFR 200.403](#)),
- allocable to the agreement ([2 CFR 200.405](#)), and
- reasonable in amount ([2 CFR 200.404](#)).

A thorough budget narrative will aid the administrative review and processing of a recommended award. Amounts included in a budget and budget narrative are estimates; in the event of an award, payments will be based on actual expenditures. The following is guidance for your use in preparing a thorough budget narrative. The guidance follows the order of the budget items.

COST-SHARING/MATCHING: If required, you must provide the information below for the Federal portion of costs and *separately* provide the information below with the same level of detail for the cost-sharing/matching portion, as applicable, as part of the budget narrative.

PERSONNEL – Only include employees of applicant organization

This category includes salaries and wages of personnel of the applicant organization (i.e., employees) that will be working directly on the project. For each individual, identify their role and describe their work on the project. Also include their annual salary, percent of effort, and the period of time they will contribute to the project along with the associated funds requested for support. The following format is an appropriate way to provide the information.

Mr. Jones – Project Director. Accountable for assuring that all project activities are carried out in a timely, cost-efficient and responsible manner. He will provide oversight of daily activities and lead and direct the project toward accomplishment of the objectives of the project. He is responsible for the submission of the required reports.

Salary	% effort	Project Duration	Funds Requested
\$50,000	25%	12 months	\$12,500

FRINGE BENEFITS – Only related to salaries identified under Personnel

Fringe benefits include, but are not limited to, the costs of leave (e.g., vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. Also, see [2 CFR 200.431](#), Compensation-Fringe Benefits. Provide information about how fringe benefits are determined along with the amount requested.

For instance:	Amt. Requested
Fringe benefits - 25% of salaries and wages (\$12,500 @ 25%).	\$3,125

TRAVEL

Refer to your organization's travel policy for guidance on how to arrange travel. If your organization lacks a policy, it is expected that you follow the U.S. federal government policy, see <http://www.gsa.gov/federaltravelregulation>.

For the budget narrative, identify the total funds requested for travel. Provide as much detail as possible including purpose, destination, dates of travel, and number of individuals for each trip. If the dates of travel are not known, specify estimated length of trip. Identify what will be followed (e.g., organizational travel policies or government per diem rates). The following are a few examples of how to provide the information.

- 2 people - travel to Washington D.C. once per year for a two-day meeting [identify purpose of meeting].
Airfare \$800 x 2 for airfare = \$1,600;
Airport parking = \$64
Hotel for 3 nights x 2 @ \$200 = \$1,200;
Meals for 2 days x 2 = \$245;
Rental car for 3 days @ \$110/day = \$330. Total for trip: \$3,439
- Local travel for project manager is calculated at .50 per mile throughout primary service area x 326 miles/month x 12 months = \$1,956.

APPENDIX C - BUDGET NARRATIVE GUIDANCE

EQUIPMENT

Equipment is defined as an item of property that has an acquisition cost of \$5,000 or more (unless the organization has established lower levels) and an expected service life of more than one year. List each item of equipment along with the applicable cost. Include justification of its need in accomplishing the goals of the project.

Example: To complete objectives #1 and #2, Refrigerated Trailer is required. XYZ Refrigerated Trailer, Model #123, at \$5,555

These costs should only include the costs to purchase new equipment. The cost of renting or leasing equipment is not to be included in this category but instead, include under the Contractual category. If equipment is costly, include a lease vs purchase comparison in the budget narrative in support of route chosen.

SUPPLIES

Supplies is defined in [2 CFR 200.1](#) as all tangible personal property other than those described in [2 CFR 200.1](#) Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. Suggest also viewing [2 CFR 200.453](#), Materials and Supplies Costs, Including Costs of Computing Devices, regarding the allowability of costs.

Indicate general categories of expendable supplies including an amount for each category. Caution: If a category is viewed as too general or the associated amount is too high, further itemization may be requested. Therefore, use good judgement in determining the level of detail to provide.

Example:

General office supplies \$50/mo. x 12 mo. =	\$600
Postage \$37/mo. x 8 mo. =	\$296
Laptop Computer 1 x \$900 =	\$900
Printer 1 x \$300 =	\$300
Projector 1 x \$900 =	\$900
Copies 8000 copies x .10/copy =	\$800

CONTRACTUAL

This category includes consultants, subcontracts, etc. Payments to producers should be included this category.

Consultants -- List the total costs for all consultant services. Identify each consultant, the services he/she will perform, total number of days, rate of pay, travel costs, per diem, and total estimated costs.

Contract -- A contract is defined in [2 CFR 200.1](#) as a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward ([2 CFR 200.1](#) Subaward).

Explain the need for each agreement and how their use will support the purpose and goals of the project. For each contract, describe the associated activities, scope of work or services to be provided and how the costs were estimated. If budgeting for a procurement action, document if a solicitation process has occurred or if the contract will be a sole source.

Example:

- ABC Company: Training \$250/individual x 3 staff 5 days = \$ 750
- Amy White to provide Technical Assistant Services
 - 1FTE @ \$25,000 + 20% Fringe Benefits of \$5,000 = \$30,000
 - Travel at 2,000 miles @ .50 per mile = \$ 1,000
 - Training course \$ 175
 - Supplies @ \$42.50 x 12 months = \$ 510
 - Telephone @ \$40 x 12 months = \$ 480\$32,165
- John Doe, Consultant \$40 per hour x 220 hours for 12 month period = \$ 8,800
- To Be Announced Outreach Coordinator Annual salary \$30,000 x 10% level of effort/12 mths = \$ 3,000

APPENDIX C - BUDGET NARRATIVE GUIDANCE

CONSTRUCTION

Construction efforts are to be included under this category with the same level of detail as described under the "Other" category below.

OTHER

Costs not fitting under one of the other categories are to be included under this category. The level of detail is to be commensurate with other categories. Subawards should be included in this category. Per [2 CFR 200.1](#), a subaward is an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity (a subaward does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program). A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

Example: Outreach Workshop

Rental of facilities (\$750/2 days)	\$1,500
Information technology services	\$ 400
Training packets (approx 125/\$40 each)	<u>\$5,000</u>
Total	\$6,900

Note: Percentage for contingencies is not an allowable cost.

INDIRECT/Administrative Costs

RCPP Restriction

Per 16 U.S.C. § 3871d(e), none of the funds made available or reserved for the RCPP program may be used to pay for the administrative expenses of an awardee or a subawardee. Administrative costs includes but is not limited to indirect costs. Unrecovered administrative costs, including unrecovered indirect costs, can be counted as partner contributions. For the purpose of calculating the amount of contributions provided by unrecovered indirect costs, apply the indirect cost rate to only the TA funds in the proposed budget.

Indirect costs may be recovered as part of the awardee's contribution only if the awardee has one of the following indirect cost rates.

- 1. Negotiated Rate:** If the organization has a *current* NICRA established with the cognizant Federal agency (the agency that provides the most funds to the organization), then provide a copy of the NICRA; expired rates are not acceptable. If unable to obtain a current negotiated rate from the cognizant agency, you are permitted to opt to use the 10% de minimis cost rate (you may only be reimbursed for allowable direct cost). Violation of cost accounting principles is not permitted when re-budgeting or charging costs to awards. Rather, costs must be consistently charged as either indirect or direct costs. Along with a copy of the NICRA, include the rate and base as part of the budget narrative.

Example: Rate 24.87% of MTDC - 24.87% applied to the following items: \$97,300 of Personnel, \$23,352 of Fringe, \$110,000 of other, and the first \$25,000 of three (3) subawards = \$76,015.65 indirect costs

- 2. 10% De Minimis Cost Rate:** In accordance with [2 CFR 200.414\(f\)](#), any non-Federal entities, unless excepted, may elect to forgo calculation of an indirect cost rate and request a 10% de minimis indirect cost rate. The 10% de minimis rate is applied to modified total direct costs (MTDC). For this purpose, MTDC means total direct costs related to the award, such as direct labor, fringe benefits, materials and supplies, publications, consultant services and travel costs. MTDC excludes the following costs: equipment, capital expenditures, participant support costs and the portion of each subaward and subcontract in excess of \$25,000. Violation of cost accounting principles is not permitted when charging costs to awards. Rather, costs must be consistently charged as either indirect or direct costs.

If the 10% de minimis option is chosen, it must be used consistently for all Federal awards until such time you choose to negotiate for a rate, which you may apply to do at any time. If the organization previously opted for the de minimis rate, a copy of the rate agreement must be provided. If the organization is currently electing the de minimis rate, use an indirect cost rate of no more than 10% of MTDC when preparing the budget. If selected for award, a de minimis rate agreement will be executed along with the award, as appropriate.

APPENDIX C - BUDGET NARRATIVE GUIDANCE

Example: Rate 10% of MTDC – 10% applied to the following items: \$45,000 of Personnel, \$10,800 of Fringe, and \$59,000 of Other = \$11,480 indirect costs

If indirect costs proposed as part of the awardee’s contribution, you must provide details used in determining the indirect costs requested. For instance, provide the calculation specifying the amounts used in applying the base (the base specified in the applicable rate agreement) by the applicable rate (see indirect cost rate info below as well as Limitation section). The calculation can be displayed in different formats but must capture the components (i.e., amounts used in applying the base and the applicable rate).

EXAMPLE 1: For purposes of this example, the recipient uses the 10% de minimis indirect cost rate (10% of Modified Total Direct Cost (MTDC)). MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.

	<u>Budget</u>	<u>Indirect Eligible Amounts</u>
Salaries and wages	\$50,000	\$50,000
Materials and supplies	3,000	3,000
Equipment	5,500	-0-
Subaward	30,000	<u>25,000</u>
		\$78,000 x 10% = \$7,800 Indirect Costs

EXAMPLE 2: For purposes of this example, the recipient has a Negotiated Indirect Cost Rate Agreement (NICRA) of 20% with a base of salaries and fringe benefits.

	<u>Budget</u>	<u>Indirect Eligible Amounts</u>
Salaries and wages	\$50,000	\$50,000
Fringe Benefits	10,000	10,000
Materials and supplies	3,000	-0-
Equipment	5,500	-0-
Subaward	30,000	<u>-0-</u>
		\$60,000 x 20% = \$12,000 Indirect Costs

Voluntarily Reduce/Waive: An awardee may voluntarily reduce or waive recovery of indirect costs at its sole discretion and must not be encouraged or coerced in any way to do so by the agency. If organizations waive indirect cost recovery and request only direct costs, the organization is required to include in the award budget only those types of costs consistently treated as direct costs by the organization.

APPENDIX D – Sample Budget Table and Narrative

Sample budget table—a downloadable Excel spreadsheet of this budget table is available in the Related Documents tab of the Grants.gov opportunity.

SAMPLE BUDGET TABLE

NRCS BUDGET						
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Financial Assistance	\$573,000	\$1,323,000	\$1,823,000	\$1,823,000	\$523,000	\$6,065,000
Contractual	\$573,000	\$1,323,000	\$1,823,000	\$1,823,000	\$523,000	\$6,065,000
Payments to Producers (Land Management)	\$500,000	\$1,250,000	\$1,750,000	\$1,750,000	\$450,000	\$5,700,000
Contractor Name	\$73,000	\$73,000	\$73,000	\$73,000	\$73,000	\$365,000
Technical Assistance	\$461,000	\$436,000	\$436,000	\$436,000	\$411,000	\$2,180,000
Personnel	\$160,000	\$160,000	\$160,000	\$160,000	\$160,000	\$800,000
Name of team member	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$225,000
Name of team member	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$175,000
Name of team member	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
Fringe	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$160,000
Fringe Benefits on Personnel	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$160,000
Travel	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$15,000
Site Visits	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$15,000
Contractual	\$273,000	\$273,000	\$273,000	\$273,000	\$248,000	\$1,340,000
Contractor Name	\$73,000	\$73,000	\$73,000	\$73,000	\$73,000	\$365,000
Contractor Name	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
Contractor Name	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$625,000
Other	\$25,000	\$25,000	\$25,000	\$25,000	\$0	\$100,000
Partner Conservation District	\$25,000	\$25,000	\$25,000	\$25,000	\$0	\$100,000
TOTAL (NRCS Funding)	\$1,034,000	\$1,759,000	\$2,259,000	\$2,259,000	\$934,000	\$8,245,000

Partner Contribution Budget						
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Financial Assistance	\$254,000	\$754,000	\$1,254,000	\$1,254,000	\$453,000	\$3,969,000
Supplies	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000
Cover Crop Seeds	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000
Contractual	\$250,000	\$750,000	\$1,250,000	\$1,250,000	\$450,000	\$3,950,000
Payments to Producers (Land Management)	\$250,000	\$750,000	\$1,250,000	\$1,250,000	\$450,000	\$3,950,000
Other	\$3,000	\$3,000	\$3,000	\$3,000	\$2,000	\$14,000
Precision Ag Equipment (Leased)	\$3,000	\$3,000	\$3,000	\$3,000	\$2,000	\$14,000
Technical Assistance	\$286,700	\$339,500	\$339,500	\$339,500	\$313,100	\$1,618,300
Personnel	\$120,000	\$160,000	\$160,000	\$160,000	\$140,000	\$740,000
Name of team member 1	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$225,000
Name of team member 2	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$175,000
Name of team member 3	\$40,000	\$80,000	\$80,000	\$80,000	\$60,000	\$340,000
Fringe	\$24,000	\$32,000	\$32,000	\$32,000	\$28,000	\$148,000
Fringe Benefits on Personnel	\$24,000	\$32,000	\$32,000	\$32,000	\$28,000	\$148,000
Travel	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$15,000
Mileage for Checkout	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$15,000
Contractual	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$625,000
Contractor Name	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$375,000
Contractor Name	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
Other	\$14,700	\$19,500	\$19,500	\$19,500	\$17,100	\$90,300
Indirect	\$14,700	\$19,500	\$19,500	\$19,500	\$17,100	\$90,300
TOTAL (Partner Contribution)	\$540,700	\$1,093,500	\$1,593,500	\$1,593,500	\$766,100	\$5,587,300

SAMPLE BUDGET NARRATIVE

NAME OF AWARDEE
Project Title

PROJECT TOTAL: \$XXX		Percentage of NRCS Funding
NRCS Funding	Financial Assistance: \$XXX	##%
	Technical Assistance: \$XXX	##%
NRCS Funding Subtotal: \$XXX		
Partner Contribution	Financial Assistance: \$XXX	
	Technical Assistance: \$XXX	
Partner Contribution Subtotal: \$XXX		

NRCS FUNDING

Financial Assistance

Personnel – none

Fringe – none

Travel - none

Supplies – none

Equipment - none

Contractual

One contractor and payments to producers through contracts between the lead partner and producers: All contractors were identified pursuant to a competitive process. Producer eligibility for contracts will be verified by the partner with help from NRCS.

Payments to Producers for Land Management Activities (\$5.7 million)—Participating producers will be paid for implementing nutrient management practices at a rate consistent with NRCS conservation practice payment schedules for the relevant geographic area. An estimated 10,000 acres will be enrolled in this project.

Year 1	Year 2	Year 3	Year 4	Year 5
\$500,000	\$1,250,000	\$1,750,000	\$1,750,000	\$450,000

Contract with Innovative Technology (\$365,000)

Contractor will implement nutrient management practices on behalf of eligible producers on eligible land.

	Year 1	Year 2	Year 3	Year 4	Year 5
Total Contractual	\$573,000	\$1,323,000	\$1,823,000	\$1,823,000	\$523,000

Construction – none

Other - none

Technical Assistance

Personnel

Tom Smith, Project Director, full time, 50% paid by *[insert source of non-Federal funds]*, will advise the project team, assist with demonstration plot establishment, data collection and analysis, and participate in partner coordination meetings.

Year 1	Year 2	Year 3	Year 4	Year 5
\$45,000	\$45,000	\$45,000	\$45,000	\$45,000

Mary Johnson, Project Coordinator, 50% time (6 calendar months) for 5 years, 50% paid by *[insert source of non-Federal funds]*. Establish the field and demonstration plots, function as the project manager, coordinating sub-award work, drafting reports and publications, and participating in all project field days.

Year 1	Year 2	Year 3	Year 4	Year 5
\$35,000	\$35,000	\$35,000	\$35,000	\$35,000

Chip Savvy, Soil Technician, 100% time for 5 years. Will provide design, installation support, and checkout of land management practices.

Year 1	Year 2	Year 3	Year 4	Year 5
\$80,000	\$80,000	\$80,000	\$80,000	\$80,000

	Year 1	Year 2	Year 3	Year 4	Year 5
Total Personnel	\$160,000	\$160,000	\$160,000	\$160,000	\$160,000

Fringe

Federal funds will be used to pay for 100% of total staff fringe benefits. Fringe benefits rates are 20%

	Year 1	Year 2	Year 3	Year 4	Year 5
Total Fringe	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000

Travel

Funds are requested to support travel for site visits on enrolled land within the States of New York and Pennsylvania. Estimated 5,000 mi/yr at a rate of \$0.60/mi.

	Year 1	Year 2	Year 3	Year 4	Year 5
Total Travel	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000

Supplies - none

Equipment- none

Contractual

Three contractors: All contractors were identified pursuant to a competitive process.

Contract with Acme Inc. (\$365,000).

Acme Inc. will provide farmer outreach, recruitment, and conservation planning for producer participants. Acme Inc. will provide outreach and conservation planning all five years of the project and will commit at least one full FTE level of effort. The cost also includes any necessary supplies.

Contract with Amazing Graphics and Marketing (\$250,000)

Marketing team will use innovative digital marketing tools to reach producers and help gain interest. Team will develop graphics and video production to support program recruitment and teaching tools.

Contracts with TSP Experts (\$625,000)

TSP Experts will provide support for land management activities following the NRCS planning process.

	Year 1	Year 2	Year 3	Year 4	Year 5
Total Contractual	\$248,000	\$248,000	\$248,000	\$248,000	\$248,000

Other-

Partner Conservation District (\$100,000)

Outcome evaluation and assessment technical assistance

	Year 1	Year 2	Year 3	Year 4	Year 5
Total Other	\$25,000	\$25,000	\$25,000	\$25,000	

PARTNER CONTRIBUTION

Financial Assistance

Personnel - none

Fringe - none

Travel – none

Equipment - none

Supplies

Cover Crop Seeds (\$5,000) – Funds are requested to purchase cover crop seed mixtures for 500 acres at an estimated \$2 per acre.

	Year 1	Year 2	Year 3	Year 4	Year 5
Total Supplies	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000

Contractual

Payments to Producers for Land Management Activities (\$3.9 million)—Participating producers will be paid an additional incentive to cover producer cost share on a estimated 10,000 acres, funded by [*insert non-NRCS funding source*].

	Year 1	Year 2	Year 3	Year 4	Year 5
Total Contractual	\$250,000	\$750,000	\$1,250,000	\$1,250,000	\$450,000

Construction - none

Other - Precision Ag Equipment rental (\$14,000) - Equipment will be provided for project use free of charge, contribution based on standard equipment rental rates of \$50/hr for approximately 60 hours a year and provided by [name of partner].

	Year 1	Year 2	Year 3	Year 4	Year 5
Total Equipment	\$3,000	\$3,000	\$3,000	\$3,000	\$2,000

Technical Assistance

Personnel

Tom Smith, Project Director, full time, 50% paid by [insert source of non-NRCS funds], will advise the project team, assist with demonstration plot establishment, data collection and analysis, and participate in partner coordination meetings.

Year 1	Year 2	Year 3	Year 4	Year 5
\$45,000	\$45,000	\$45,000	\$45,000	\$45,000

Mary Johnson, Project Coordinator, 50% time (6 calendar months) for 5 years, 50% paid by [insert source of non-NRCS funds]. Establish the field and demonstration plots, function as the project manager, coordinating sub-award work, drafting reports and publications, and participating in all project field days.

Year 1	Year 2	Year 3	Year 4	Year 5
\$35,000	\$35,000	\$35,000	\$35,000	\$35,000

Sammy Soil, Soil Technician, 100% time for 5 years paid by [insert source of non-NRCS funds]. Will provide design, installation support, and checkout of land management practices.

Year 1	Year 2	Year 3	Year 4	Year 5
\$40,000	\$80,000	\$80,000	\$80,000	\$60,000

	Year 1	Year 2	Year 3	Year 4	Year 5
Total Personnel	\$120,000	\$160,000	\$160,000	\$160,000	\$140,000

Fringe

Fringe benefits rates are 20%, paid by *[insert source of non-NRCS funds]*.

	Year 1	Year 2	Year 3	Year 4	Year 5
Total Fringe	\$24,000	\$32,000	\$32,000	\$32,000	\$28,000

Travel

Mileage for checkout of enrolled land within the States of New York and Pennsylvania, funded by *[insert source of non-NRCS funds]*. Estimated 5,000 mi/yr at a rate of \$0.60/mi.

	Year 1	Year 2	Year 3	Year 4	Year 5
Total Travel	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000

Equipment – none

Supplies - none

Contractual

Two contractors: All contractors were identified pursuant to a competitive process.

TSP Solutions (\$375,000).

TSP solutions will provide technical assistance needs for land management activities that cannot be handled by Chip Savvy and Sammy Soil, following the NRCS planning process. Funded by *[insert source of non-NRCS funding]*.

Contract with Conference Solutions (\$250,000)

Conference Solutions will host an annual outreach event targeted to producers within historically underserved communities. Funded by *[insert source of non-NRCS funding]*.

	Year 1	Year 2	Year 3	Year 4	Year 5
Total Contractual	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000

Other Costs

Indirect costs (\$90,300) – Indirect costs have been calculated at the de minimis rate of 10 percent of TA contributions provided by the lead partner

	Year 1	Year 2	Year 3	Year 4	Year 5
Total Indirect	\$14,700	\$19,500	\$19,500	\$19,500	\$17,100

APPENDIX E - Budget Table Template

A downloadable Excel spreadsheet of this budget table is available in the Related Documents tab of the Grants.gov opportunity.

NRCS BUDGET						
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Financial Assistance	\$573,000	\$1,323,000	\$1,823,000	\$1,823,000	\$523,000	\$6,065,000
Contractual	\$573,000	\$1,323,000	\$1,823,000	\$1,823,000	\$523,000	\$6,065,000
Payments to Producers (Land Management)	\$500,000	\$1,250,000	\$1,750,000	\$1,750,000	\$450,000	\$5,700,000
Contractor Name	\$73,000	\$73,000	\$73,000	\$73,000	\$73,000	\$365,000
Technical Assistance	\$461,000	\$436,000	\$436,000	\$436,000	\$411,000	\$2,180,000
Personnel	\$160,000	\$160,000	\$160,000	\$160,000	\$160,000	\$800,000
Name of team member	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$225,000
Name of team member	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$175,000
Name of team member	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$400,000
Fringe	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$160,000
Fringe Benefits on Personnel	\$32,000	\$32,000	\$32,000	\$32,000	\$32,000	\$160,000
Travel	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$15,000
Site Visits	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$15,000
Contractual	\$273,000	\$273,000	\$273,000	\$273,000	\$248,000	\$1,340,000
Contractor Name	\$73,000	\$73,000	\$73,000	\$73,000	\$73,000	\$365,000
Contractor Name	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
Contractor Name	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$625,000
Other	\$25,000	\$25,000	\$25,000	\$25,000	\$0	\$100,000
Partner Conservation District	\$25,000	\$25,000	\$25,000	\$25,000		\$100,000
TOTAL (NRCS Funding)	\$1,034,000	\$1,759,000	\$2,259,000	\$2,259,000	\$934,000	\$8,245,000

Partner Contribution Budget						
	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Financial Assistance	\$254,000	\$754,000	\$1,254,000	\$1,254,000	\$453,000	\$3,969,000
Supplies	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000
Cover Crop Seeds	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000
Contractual	\$250,000	\$750,000	\$1,250,000	\$1,250,000	\$450,000	\$3,950,000
Payments to Producers (Land Management)	\$250,000	\$750,000	\$1,250,000	\$1,250,000	\$450,000	\$3,950,000
Other	\$3,000	\$3,000	\$3,000	\$3,000	\$2,000	\$14,000
Precision Ag Equipment (Leased)	\$3,000	\$3,000	\$3,000	\$3,000	\$2,000	\$14,000
Technical Assistance	\$286,700	\$339,500	\$339,500	\$339,500	\$313,100	\$1,618,300
Personnel	\$120,000	\$160,000	\$160,000	\$160,000	\$140,000	\$740,000
Name of team member 1	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$225,000
Name of team member 2	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$175,000
Name of team member 3	\$40,000	\$80,000	\$80,000	\$80,000	\$60,000	\$340,000
Fringe	\$24,000	\$32,000	\$32,000	\$32,000	\$28,000	\$148,000
Fringe Benefits on Personnel	\$24,000	\$32,000	\$32,000	\$32,000	\$28,000	\$148,000
Travel	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$15,000
Mileage for Checkout	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$15,000
Contractual	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$625,000
Contractor Name	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$375,000
Contractor Name	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
Other	\$14,700	\$19,500	\$19,500	\$19,500	\$17,100	\$90,300
Indirect	\$14,700	\$19,500	\$19,500	\$19,500	\$17,100	\$90,300
TOTAL (Partner Contribution)	\$540,700	\$1,093,500	\$1,593,500	\$1,593,500	\$766,100	\$5,587,300

APPENDIX F – Applicant Checklist

Regional Conservation Partnership Program FY 22 Grants FISCAL YEAR 2022 APPLICATION PACKAGE CHECKLIST

To be considered for funding under this opportunity, an application must contain the following documents:



1. Cover Page (one page maximum listing the following information):

1. The applicant entity name.
2. Project title.
3. Project duration in years (generally five years unless a shorter or longer term is sufficiently justified).
4. RCPP (Federal) funding amount requested.
5. Amount of partner contributions committed.
6. Applicant's technical contact name, phone number, and email (usually the project manager or similar).
7. Applicant's administrative contact name, phone number, and email (usually the person responsible for invoicing and other administrative actions).
8. Geographic location of the project. List state(s) with the lead state listed first. Note—if a project is selected for funding, NRCS will work with the partner to develop a project map based on NRCS requirements.
9. Critical Conservation Area (CCA) the project will support.
10. CCA priority resource concern(s) the project will address.
11. Whether the project directly or indirectly protects source (drinking) water.
12. Whether the lead partner has submitted this proposal to any other active funding opportunities. If yes, please list.
13. Estimated number of participating producers that will 1) receive producer contracts from the lead partner or 2) benefit from work performed by a project partner.
14. Estimated number of HU producers that will 1) receive producer contracts from the lead partner or 2) benefit from work performed by a project partner.

2. Project Abstract (one page maximum describing the following):

1. Summary of project objectives.
2. Description of the innovative conservation approach or approaches that are the focus of the project.
3. Estimated number of participating producers that will 1) receive producer contracts from the lead partner or 2) benefit from work performed by a project partner.
4. Summary of project methods (e.g., the conservation activities carried out by the partnership alongside eligible producers/landowners).
5. Project deliverables.
6. Anticipated project outcomes.

7. A summary of how the partnership intends to report on project outcomes.



3. Project Narrative (15 pages maximum consisting of the following sections):

- **Purpose and Goals:** Describe the compelling need for the project, and the project's purpose and overarching goal(s).
- **Objectives:** Describe the project's objectives and how it supports achieving the project goal using specific, measurable, and time-dependent targets.
- **Eligible Activities:** Describe the conservation activities carried out during the life of the project. Identify which NRCS conservation practice standards will be used. Describe whether project partners will carry out conservation activities on producers land on behalf of producers, or whether partners will contract with producers who will carry out the activities (See Section C.4. Eligible Activities).
- **Outcomes:** Describe the environmental, economic (optional), and social (optional) outcomes that will be measured as part of the project. Include the outputs used to achieve the outcome, the methodology for measuring results, and the metric(s) that will be used to determine success.
- **Producer Involvement:** Describe whether participating producers have already been identified, and if not, describe the process that will be used to recruit producers to participate in the project.
- **Historically Underserved Producers:** Describe the extent to which HU producers will be involved in this project. In particular:
 - i. State which of the following HU communities will be served by the proposed project and describe how these groups and/or producers will be included.
 - Beginning Farmer or Rancher
 - Limited Resource Farmer or Rancher
 - Veteran Farmer or Rancher
 - Socially Disadvantaged Farmer or Rancher
 - ii. Describe how HU community groups or producers will benefit from the project.
 - iii. Describe the potential for project results to impact the broader HU producer community.
 - iv. Describe the lead partner or other project partners' previous experience working with HU groups or producers.



4. Application Form (Standard Form 424 Application for Federal Assistance)



5. Budget Form (Standard Form 424A)



6. Budget Table



7. Budget Narrative

- 8. Partner Contribution Letters of Commitment (If applicable)**
- 9. Grants.gov Lobbying Form**
- 10. Disclosure of Lobbying Activities, SF-LLL, (if applicable)**
- 11. Negotiated Indirect Cost Rate Agreement (NICRA) (if applicable)**
- 12. Disclosure of Potential Conflict of Interest (if applicable)**

SAM Registration- In addition to submitting the documents listed above, each applicant is required to: (i) Be registered in SAM before submitting its application; (ii) provide a valid unique entity identifier in its application form SF424; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

APPENDIX G – Sample Contribution Letter

Partner Name
Address

Date

RE: RCPP [Project ID# -- Project Name]

Dear Project Leader:

I am writing to document [contributing partner’s name] support of the [Lead Project Entity name]’s proposal to the Natural Resources Conservation Service’s Regional Conservation Partnership Program (RCPP), titled “[name of project]”. [Contributing partner name] is familiar with the proposal, understands general expectations, and supports the efforts to address the natural resource concerns identified in therein.

If this RCPP proposal is selected for funding, [Contributing partner] will provide \$_____ in contributions during the life of the project as outlined below.

Financial Assistance Contributions

Contribution Category	Amount (\$)	Cash or In-Kind	Description
Payments to Producers/Landowners			
Personnel			
Travel			
Supplies/Equipment			
Contractual/Subaward			
Construction			
Other			
FA Contributions Subtotal			

Technical Assistance Contributions

Contribution Category	Amount (\$)	Cash or In-Kind	Description
Personnel			
Travel			
Supplies/Equipment			
Contractual/Subaward			
Other			
TA Subtotal (excluding Indirect)			
Indirect*		In-Kind	
TA Subtotal (including indirect)			

*Cannot exceed the NICRA or 10% times the total of TA Subtotal (excluding indirect).

[Add any additional comments relevant to the contributing partner and project]

Sincerely,

Signature

Title

Authorized Signatory for (Contributing Partner name)

TEMPLATE