

DEPARTMENT OF AGRICULTURE

AGENCY: Natural Resources Conservation Service, Commodity Credit Corporation

ACTION: NOTICE – Time Extension

Conservation Innovation Grants Fiscal Year (FY) 2014 Announcement for Program Funding-
Puerto Rico and US Virgin Islands

Catalog of Federal Domestic Assistance (CFDA) Number: 10.912

SUMMARY: The Natural Resources Conservation Service (NRCS), an agency under the United States Department of Agriculture (USDA), is announcing availability of Conservation Innovation Grants (CIG) to stimulate the development and adoption of innovative conservation approaches and technologies. Applications will be accepted from the Caribbean Area, Puerto Rico and the US Virgin Islands only. NRCS Caribbean Area anticipates that the amount available for support of this program in FY 2014 will be up to \$190,000. Applications are requested from eligible governmental or non-governmental organizations or individuals for competitive consideration of grant awards for projects between one and three years in duration. Funds are not available at this time.

This notice identifies the objectives, eligibility criteria, and application instructions for CIG projects. Applications will be screened for completeness and compliance with the provisions of this notice. Incomplete applications will be eliminated from competition, and notification of elimination will be mailed to the applicant.

DATES: Applications must be received by NRCS Caribbean Area **before COB, 4:30 p.m., on June 27, 2014.**

ADDRESS: Applications sent via express mail or overnight courier service or United States Postal Service must be sent to the following address: USDA NRCS Caribbean Area, CIG Program Manager, Jaime Valentin, SRC, 654 Muñoz Rivera Ave., Suite 604, Hato Rey PR 00918. Applications sent electronically must be sent through www.grants.gov.

For more information contact:

USDA NRCS Caribbean Area
CIG Program Manager, Jaime Valentin, SRC
654 Muñoz Rivera Ave. Suite 604
Hato Rey PR 00918
Phone: (787) 766-5206 ext. 121
Cell : (787) 360-9538
E-mail: jaime.valentin@pr.usda.gov

SUPPLEMENTAL INFORMATION

I. FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority

The Conservation Innovation Grants (CIG) program was authorized as part of the Environmental Quality Incentives Program (EQIP) under section 2207 of the Agricultural Act of 2014. The Secretary of Agriculture delegated the authority for the administration of EQIP and CIG to the Chief of the Natural Resources Conservation Service (NRCS), who is Vice President of the Commodity Credit Corporation (CCC). EQIP is funded and administered by NRCS under the authorities of the CCC.

B. Overview

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

NRCS Caribbean Area will accept applications under this notice for single or multi-year projects, not to exceed 3 years, submitted by eligible entities from the Caribbean Area: Puerto Rico and the US Virgin Islands. Eligible entities include Federally recognized Indian Tribes, State and local units of government, and non-governmental organizations and individuals.

Applications will be screened for completeness and compliance with the provisions of this notice. Incomplete applications will be eliminated from competition, and notification of elimination will be mailed to the applicant. Complete applications received by applicable deadlines will be evaluated by a technical peer review panel based on the Application Evaluation Criteria identified in the application instructions in section V.B.

Applications will be forwarded to the Technical Review Board. The Technical Review Board will make recommendations for project approval to the NRCS Director who will make the final selections

C. Innovative Conservation Projects or Activities

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

- Conservation adoption approaches or incentive systems; or

- Promising conservation technologies, practices, systems, procedures, or approaches; or
- Environmental soundness with goals of environmental protection and natural resource enhancement.

To be given priority consideration, the innovative project or activity must comply with all federal, state, and local regulations throughout the duration of the project and should:

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

D. State Component - Resource Concerns

For Fiscal Year 2014, CIG is focusing on the following topics. You may select one or more topics for your proposal. Each proposal must be separate. NRCS will not accept proposals on hydroponics:

- a. Soil Erosion
 - (1) Validate the life span for existing hillside ditch in twenty farms in the humid mountains and valleys for the Caribbean MRLA used in various crops and soil types.

- b. Soil Health
 - (1) Demonstrate, validate and quantify the impacts of cover crops, other than known local cover crops (Canavalia, Mucuna, Crotalaria and Cowpea), in steep and mountainous farming areas on slopes 15° (25% slope) or higher in the Caribbean Area.
 - (2) Development of optimal species mixes, seeding rates and seeding methods at least new 5 plants family species with different decomposition rate including grasses, legumes (other than Canavalia, Mucuna, Crotalaria and Cowpea), and forbs to enhance cover crop establishment/survival and increase soil organic matter.

- c. Water Quality and Quantity
 - (1) Validate the efficiency and effective performance of the infiltration ditch NRCS Conservation Practice code 753 as waste disposal methods and observe and record the differences in operation and maintenance processes on different soils types in the Caribbean Area.
 - (2) Assess, evaluate and validate the life span for existing different fence types, NRCS Conservation Practice code 382, and its components along humid and dry areas in the Caribbean Area.

- d. Plants
 - (1) Evaluate and recommend alternative native tree species other than the existing shade coffee multi-story model (379) developed by Fish and Wildlife Service.
 - (2) Evaluate, demonstrate and recommend different systems, species and management practices to establish, improve and implement successful intercropping system.

- e. Energy
 - (1) Obtain data comparing conventional coffee processing system versus the established coffee processing ecological devices to obtain the energy reduction data and validate the reduction in water consumption.
 - (2) Evaluate and demonstrate renewable energy systems increasing energy efficiency and/or reducing environmental contaminants in coffee processing plants.

- f. Conservation Outreach to Underserved Farmers/Clients
 - (1) This project will be used to translate into Spanish critical information on routine maintenance procedures of installed conservation practices and other information as indicated by NRCS. The selected organization will meet with NRCS to select the publications, fact sheets and other appropriate material to be translated to be distributed and to train underserved farmers/clients as to the proper use of information.
 - (2) Create video clips or other appropriate video material related to routine maintenance procedures of installed conservation practices to provide knowledge and train underserved farmers/clients as to the proper use of information.

- g. Nutrient Management
 - (1) Demonstrate and quantify the optimal combinations of right nutrient source, right application rate, right placement, and right application timing (4 Rs), as measured by impact on nutrient use efficiency and yield for one or more of the following: root crop, vegetables, hay/pasture, plantains, banana, coffee, orchard and any other tropical crop. Demonstrations are encouraged to show how these optimal combinations change for one or more of the following comparisons: irrigated vs. non-irrigated management, tillage vs. reduced tillage systems, manure-amended vs. non manure-amended systems, and/or organic vs. conventional production systems.
 - (2) Validate and quantify parameters and procedure to compost different livestock manure and agricultural by products; to supplement local Conservation Practice Standard.

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

II. FUNDING AVAILABILITY

NRCS Caribbean Area anticipates that the amount available for support of this program in FY 2014 will be up to \$190,000.

CIG will fund single and multi-year projects, not to exceed 3 years (anticipated project start date of September 1, 2014). Funds will be awarded through a nationwide competitive grants process.

The maximum award amount for any project will not exceed 50% of the total project cost in FY 2014, not to exceed \$75,000 for the duration of the project.

III. PROGRAM REQUIREMENTS AND INFORMATION

A. Applicant Eligibility

CIG applicants must be a Federally recognized Indian Tribe, State or local unit of government, non-governmental organization, or individual.

B. Project Eligibility

To be eligible for CIG, projects must involve landowners who meet the EQIP eligibility requirements set forth in [16 USC 3839aa-1](#). Additional information regarding EQIP eligibility requirements can be found at:

<http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/financial/eqip>. Participating producers are not required to have an EQIP contract.

C. Matching Funds Requirements

Selected applicants may receive CIG grants of up to 50 percent of their total project cost not to exceed \$75,000 for the duration of the project. CIG recipients must match the USDA funds awarded on a dollar-for-dollar basis from non-Federal sources with cash and in-kind contributions. Of the applicant's required match (at least 50 percent of the total project budget), the contribution from cash sources must be at least 50% of the federal request; the remainder may come from in-kind contributions.

The limit on in-kind contributions does not apply to projects carried out by a Beginning Farmer or Rancher, Limited Resource Farmer or Rancher, Federally recognized Indian Tribes, members of Federally recognized Indian Tribes or a community-based organization comprised of or representing them. Instead, the contribution from cash sources must be at least 25% of the federal request; the remainder may come from in-kind contributions. This exception is intended to help these individuals and entities meet the statutory requirements for receiving a CIG.

Matching funds must be secured at time of application. Applications should include written verification of commitments of matching support (including both cash and in-kind contributions) from third parties. Additional information about matching funds can be found at **7CFR 3015**.

D. EQIP Payment Limitation and Duplicate Payments

Subject to limited exception, section 1240G of the Food Security Act of 1985, [16 U.S.C. 3839aa-7](#), imposes a \$300,000 limitation for all cost-share or incentive payments disbursed to individuals or entities under an EQIP contract between fiscal years 2008 and 2014.

The limitation applies to CIG in the following manner:

- CIG funds are awarded through grant agreements. These grant agreements are not EQIP contracts; thus, CIG awards in and of themselves are not limited by the payment limitation.
- Direct or indirect payments made to an individual or entity using funds from a CIG award to carry out structural, vegetative, or management practices count toward each individual's or entity's EQIP payment limitation. Through project progress reports, CIG grantees are

responsible for certifying that individuals or entities involved in CIG projects do not exceed the payment limitation. All direct and indirect payments made to individuals or entities using CIG funds must be reported to the NRCS CIG program manager in the semi-annual report. Further, all individuals or entities receiving direct or indirect payments through participation in a CIG project must also meet the EQIP eligibility requirements.

- In addition, section 1240B, 16 USC 3839aa–2, prohibits duplicative payments. Accordingly, direct or indirect payments cannot be made for a practice for which an individual or entity has already received funds, or is contracted to receive funds through any USDA conservation programs (e.g., EQIP, Agricultural Management Assistance, Conservation Security Program, Conservation Stewardship Program, Wildlife Habitat Incentive Program).

To participate in EQIP financial assistance, an individual or entity must meet the eligibility requirements in 7 CFR 1466.8, which include the following:

Criteria	Potential Verification Documentation*
Be in compliance with the highly erodible land and wetland conservation provisions (7 CFR Part 12)	Documentation of their compliance status can be obtained by the producer at their local USDA Service Center or through the USDA customer service on-line portal
Have an interest in the agricultural operation as defined in 7 CFR Part 1400	Documentation of their farm interest can be obtained by the producer at their local USDA Service Center or through the USDA customer service on-line portal showing that the producer has farm records established
Have control of the land for the term of the proposed contract period	Documentation can be provided in the form of a deed, lease, or other documents which show the producer has adequate control for the term of the proposed contract period
The average adjusted gross income of the individual, joint operation, or legal entity may not exceed \$1,000,000, unless not less than 66.66 percent of the average adjusted gross income of the person, joint operation, or legal entity is average adjusted gross farm income (7 C.F.R. Part 1400)	If using FY 2009-2014 CIG funding, documentation of a producer's AGI eligibility status can be obtained by the producer at their local USDA Service Center, or through the USDA customer service on-line portal.

*Many of the verification documents will require that the producer have current records established with the Farm Service Agency (FSA) or require that the producer establish new records.

E. Activities Limitation and Implementation

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

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

IV. APPLICATION AND SUBMISSION INFORMATION

All Office of Management and Budget standard forms necessary for CIG submission are posted on the following web site: www.grants.gov

A. How to Obtain Materials

The announcement for this CIG funding opportunity can be found on the following web site www.grants.gov

B. Content and Format

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

- Each page must be on numbered 8½" x 11" white paper that has one-inch margins; and
- The text of the application must be typed single spaced in a font no smaller than 12-point.

Applications must include all required forms and narrative sections described below. Applications that fail to comply with the required content and format will not be considered for funding. If submitting applications for more than one project, submit a separate application for each project. Material exceeding stated page limits will not be considered.

- 1) **Application Form:** (Standard Form 424 Application for Federal Assistance)
Applicants must submit this document for each project application. Standard Form 424 can be downloaded from www.grants.gov
- 2) **Project Summary:** (Three (3)-page maximum.) Applicants must submit a description including the information below:
 - a) Project title;
 - b) Primary area for consideration (refer to page 3 State Components – Resource Concerns);
 - c) Project duration (anticipated project start date of September 1, 2014, not to exceed three years);
 - d) Project director name, and contact information (including e-mail);
 - e) Names and affiliations of project collaborators;
 - f) Project background (describe the issue or problem and how the project addresses it innovatively)
 - g) Project objectives (purpose and goals);
 - h) Project methods (methodology, tools, and processes)
 - i) Project area/location;
 - j) Project deliverables/products; and

- k) Description of EQIP eligible producer involvement. Applicants must include a statement indicating that the proposed project will involve EQIP eligible producers and describe and certify their level of involvement in the project. Projects that do not involve EQIP eligible producers are ineligible for a CIG award.

3) Project Description: (Fifteen (15) page maximum.) The description must include the following information:

- a) Project background: Describe the issue or problem, and the history of, and need for the proposed innovation. Provide evidence that the proposed innovation has been studied sufficiently to indicate a good probability for success of the project.
- b) Project objectives: Be specific using qualitative and quantitative measures, if possible, to describe the project's purpose and goals. Describe how the project is innovative.
- c) Project methods: Describe clearly the methodology of the project and the tools or processes that will be used to implement the project.
- d) Location and size of project or project area: Describe the location of the project and the relative size and scope (e.g., acres, farm types, demographics, etc.) of the project area. Provide a map, if possible.
- e) EQIP eligible producer participation: Estimate the number of EQIP eligible producers involved in the project, and describe the extent of their involvement (Note: Producers receiving direct or indirect payments through participation in a CIG project must also meet the EQIP eligibility requirements).
- f) Project action plan and timeline: Provide a table listing project actions, timeframes, and associated milestones through project completion. Anticipated project start date of **September 1, 2014**.
- g) Project management: Provide a detailed description of how the project will be organized and managed. Include a list of key project personnel, their relevant education or experience, and their anticipated contributions to the project. Explain the level of participation required in the project by government and non-government entities. Identify who will participate in monitoring and evaluating the project.
- h) Project deliverables/products: Provide a list of specific deliverables and products that will allow NRCS to monitor project progress and payment. The proposal shall include a set of technical deliverables designed to evaluate the performance and broader applicability of the project being proposed for implementation. In addition to project-specific deliverables, selected applicants will be required to provide the following:
 - 1) Semi-annual reports;
 - 2) Supplemental narratives that explain and support payment requests;
 - 3) A final report;
 - 4) Performance items specific to the project that indicate progress
 - 5) A new technology and innovative approach fact sheet; and
 - 6) Participation in at least one NRCS approved event during the grant period.
- i) Benefits or results expected and transferability: Identify the results and benefits to be derived from the proposed project activities, and explain how the results will be measured. Identify project beneficiaries, i.e., agricultural producers by type, region, or sector; historically underserved producers and communities; rural communities; and municipalities. Explain how these entities will benefit. In addition, describe how results will be communicated to others via outreach activities.

- j) **Project evaluation:** Describe the methodology or procedures to be followed to evaluate the project, determine technical feasibility, and quantify the results of the project for the final report. Grant recipients will be required to provide a semi-annual progress report, quarterly financial reports, and a final project report to NRCS. Instructions for submitting reports will be detailed in the grant agreement.
- 4) **Assessment of Environmental and Social Impacts:** Describe and assess the potential environmental and social impacts of the proposed project. The description of the potential environmental and social impacts must address all potential beneficial and adverse impacts of the proposed action. A full description and assessment of the potential impacts to all environmental resources must be disclosed. The length of the analysis should be commensurate with the complexity of the project proposed and the environmental resources impacted directly, indirectly, or cumulatively. Where possible, information on environmental impacts should be quantified, such as number of acres of wetlands impacted, amount of carbon sequestration estimated, etc. Environmental resources include soil, water, air, plants, and animals, as well as other resources protected by law, regulation, Executive Order, and agency policy. In addition to describing impacts, applicants are required to assess the significance or degree of potential environmental impact of the proposed project on environmental resources.

Note: Please be aware that applications for projects with potentially adverse impacts may need to be modified in order to achieve acceptable and beneficial levels of environmental impact. NRCS may choose not to select projects that cannot be modified.

- 5) **Budget Information:** (Twelve (12) page maximum.) The budget portion of the application consists of the three parts described below:
- a. **Standard Form (SF) 424A Budget Information- Non-Construction Programs:** Fill in all spaces as appropriate. Section B, Item 6, column 1 should reflect the NRCS funds and Column 2 should reflect the cost share funds. If your cost share is from multiple sources you may show that in the remaining columns of Item 6. This form is the summary budget for the project.
- b. **Detailed Budget Description:** A specific item-by-item breakdown of the totals provided in Item 6 of the SF-424A should be provided. This detail should show what individual costs were added together to arrive at the totals presented in each of Object Class Categories on the SF-424. The format of this information, which can be in a chart, spreadsheet, table, etc., should be readable in 8 ½" by 11" printable pages. The information needs to be presented in such a way that the evaluators and NRCS can readily understand what expenses will be incurred to support the project. The breakdown of the federal share and the cost share should be shown separately as in the SF-424A, not combined. This may be in separate documents or in different sections of the same one. Items provided to NRCS in the budget details should include, but are not limited to, the following:
- 6a. Personnel: list of personnel, salary, hourly rate, hours, % time.
6b. Fringe Benefits: % of salary, differing rates for different staff.
6c. Travel: basis for airfare, mileage rate (NTE Federal govt. rate), per diem, hotel, car rental, how many trips, how many days, number of staff.
6d. Equipment: type of equipment, cost per item, per batch, per load, quantity.
6e. Supplies: type of supplies, cost per item, per batch, per load, quantity (a general

- statement such as “office supplies \$3,000” is not acceptable).
- 6f. Contractual; Cost of each subcontract – the total of all subcontracts should be shown on the SF-424, but an itemized budget should be provided for each potential subcontract. The budgets for the subcontracts should follow this same format and be submitted with your proposal.
 - 6g. Construction: N/A.
 - 6h. Other: Cost per item, per batch, per load, quantity.

Note: Include \$100.00 in the project budget for NRCS travel. It is the proponent’s responsibility to travel to at least one meeting or demonstration at NRCS’s request. There are no additional funds outside of the agreement for this purpose.

c. Budget Narrative: Provide a detailed narrative in support of the budget for the project, broken down by each project year. Discuss how the budget specifically supports the proposed activities. Explain how budget items are essential to achieving project objectives. Justify the project cost effectiveness and include justification for personnel and consultant salaries with a description of duties. In addition to the information above, any subcontractors and consultants must also submit a statement of work. The budget narrative should support the federal funds requested and the cost share.

6) Indirect Costs

- a) Applicants wishing to claim indirect costs must have a federally approved indirect cost rate. The approved indirect cost rate must be included in the application package.
- b) An indirect cost rate not to exceed 15 percent may be approved for applicants without a preexisting, federally approved indirect cost rate. To be considered for an indirect cost rate not to exceed 15 percent, applicants must submit an indirect cost rate proposal with the application that includes the following:
 - 1. Applicant’s written policy for allocating and identifying direct and indirect costs;
 - 2. The contact information of the person who prepared proposal;
 - 3. Breakdown of indirect salaries by position title and amount;
 - 4. Line item expenditure descriptions describing how the costs are being allocated between direct and indirect costs;
 - 5. Applicant’s tax identification number; and
 - 6. Signed certification attesting that:
 - (i) all costs in proposal are allowable under OMB cost principles;
 - (ii) costs treated as indirect have not been claimed as direct;
 - (iii) similar types of costs have been accounted for consistently; and
 - (iv) the applicant will notify the Federal government of any account changed that would affect the rate.

This certification should be signed by the applicant’s approving official or the applicant’s chief financial officer.
- c) If the applicant does not have a federally approved indirect cost rate, it is at the agency’s (NRCS) discretion whether to allow indirect cost.

7) **List of letters of support**: Include entity name, location, role, and if a commitment of cash or in-kind support has been made, the value.

Note: NRCS may conduct reference checks to ensure that organizations identified are supportive and involved with the project.

- 8) **Matching:** Applications must include written verification of commitments of matching support (including both cash and in-kind contributions) from non-federal third parties.

a) Cash Match

For any third-party cash contributions, a separate pledge agreement is required for each contribution, signed by the authorized organizational representative of the contributing organization and the applicant organization, which 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 cash contribution, and (5) a statement that the contributor will pay the cash contribution during the grant period.

b) In-Kind Match

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

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

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

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

9) **Declaration of Previous CIG Projects Involvement and Past Performance:**

- a) If you have received an NRCS National or State CIG, please respond to item 10.A below.
- b) If you have never received an NRCS CIG, but have received other federal or non-federal assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract), please respond to item 10.B below.
- c) If you have never received any type of federal or non-federal assistance agreements, please indicate this in your proposal.

- 10) In evaluating an applicant's response, in addition to the information provided by the

applicant, NRCS Caribbean Area may consider relevant information from NRCS files and/or from other federal or non-federal grantors to verify or supplement information provided by the applicant.

A. Applicant that has previously received an NRCS CIG:

- (1) Identify the NRCS CIG(s) you currently have or have received in the past. Detail the purpose, outcomes to date, and how this new proposal relates to the previous award.
- (2) Demonstrate how you successfully managed the grant(s), and successfully performed all phases of work under the previous or existing grant(s), including whether the desired outcomes of the project(s) were met by providing information on the following:
 - (a) Funds Expenditure: the balance of grant funds currently remaining.
 - (b) Describe your compliance with grant requirements, including, but not limited to, information regarding your compliance with the work plan, schedule, terms and conditions, and timely reporting (e.g., semiannual progress reports, financial status reports, and any other required submittals).
 - (c) Accomplishments: Describe your success using NRCS grant funds, including whether you reported accomplishments to NRCS.

B. Applicant that has received other federal and/or non-federal assistance agreements

- (1) Identify current and/or prior federally and/or non-federally funded assistance agreements received.
- (2) Please provide information on no more than five of your most recent assistance agreements.
- (3) Describe your history of successfully managing these agreements and performing the agreements including meeting and complying with reporting requirements, submitting final acceptable technical reports, and reporting on whether you were making progress towards achieving the results under those agreements and, if not, whether you explained why.

11) **Certifications:** Standard Form (SF) 424B - Assurances, Non-construction Programs. All applications must include this document.

The SF-424B may be found at: www.grants.gov or by contacting the State office. In addition, applicants, by signing and submitting an application, assure and certify that they are in compliance with the following federal regulations:

- 2 CFR Part 417, [Government wide Debarment and Suspension \(Non-procurement\)](#)
- 7 CFR http://www.access.gpo.gov/nara/cfr/waisidx_04/7cfr3017_04.html Part 3018, [New Restrictions on Lobbying](#)
- 2 CFR Part 421, [Government wide Requirements for Drug Free Workplace \(Financial Assistance\)](#)

12) **The items below must be obtained prior to entering into an agreement with the federal government. Applicants are encouraged to apply early for their DUNS/SAM number.**

A. **DUNS Number:** A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 70 million businesses worldwide.

CIG applicants must obtain a DUNS Number. Information on how to obtain a DUNS number can be found at: <http://fedgov.dnb.com/webform> or by calling 1-866-705-5711. Please note that the registration may take up to 14 business days to complete.

- B. **System for Award Management (SAM):** Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. To register, go to: <https://www.sam.gov/portal/public/SAM/>. Please allow a minimum of 5 days to complete the SAM registration.

13) How to Submit an Application

- A. Applicants may submit applications electronically through www.grants.gov. Alternatively, applications may be submitted via express mail, overnight courier service, or U.S. Postal Service to the addresses listed below. All applications must contain all of the elements of a complete package and meet the requirements described above. Instructions for electronically submitting the required standard forms, and instructions for adding attachments are posted on www.grants.gov. It provides date and time stamps on applications submitted through its website. All applications regardless of how they are submitted **must be received by COB, 4:30 p.m., on June 27, 2014**. E-mailed applications must be received by NRCS Caribbean Area before the submission deadline.

Note: NRCS is not responsible for any technical malfunctions or web site problems related to Grants.gov or e-mailed submissions. Applicants should begin the Grants.gov process or send their e-mail in advance of the submission deadline to avoid problems.

The address for submitting an application by e-mail is:

www.grants.gov
jaime.valentin@pr.usda.gov
oriel.velez@pr.usda.gov

The address for submitting an application via express mail, overnight courier or United States Postal Service is:

USDA NRCS Caribbean Area
CIG Program Manager, Jaime Valentin, SRC
654 Muñoz Rivera Ave. Suite 604
Hato Rey PR 00918

Note: Applicants must submit only one signed original copy of each project application. Applications submitted by fax will not be considered. The use of Federal Government postage paid envelopes, e-mail and/or equipment in filing applications is a violation of federal law and will disqualify you from consideration.

B. Due Date

Applications must be received in by COB, 4:30 p.m., on **June 27, 2014**. The applicant assumes the risk of any delays in application delivery. Applicants are strongly encouraged to submit completed applications early e-mail to ensure timely receipt by NRCS. **Applications received after COB, 4:30 p.m. will not be accepted.**

C. Acknowledgement of Submission

NRCS will acknowledge receipt of timely applications via e-mail. An applicant who does not receive such an e-mail acknowledgement within 30 days of their submission but believes he/she submitted a timely application must contact the NRCS Caribbean Area program contact below within 30 days of submission deadline. Failure to do so will result in the application not being considered.

D. Withdrawal

Applications may be withdrawn by written notice at any time before selections are made. Applications may be withdrawn by the applicant, or by an authorized representative.

E. Funding Restrictions

Awardees may not use unrecovered indirect costs as part of their matching funds. CIG funds may not be used to pay any of the following costs unless otherwise permitted by law, or approved in writing by the Authorized Departmental Officer in advance of incurring such costs:

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

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

F. Review

Applications will be screened for completeness and compliance with the provisions of this notice. Incomplete applications will be eliminated from competition, and notification of elimination will be mailed to the applicant. Complete applications will be evaluated by a technical peer review panel based on the Application Evaluation Criteria identified in the application instructions in section V.B.

Applications, along with their technically-based recommendations from the peer review groups, will then be forwarded to the State Review Board. The State Review Board will make its recommendations for project approval to the NRCS State Conservationist who will make the final selections.

G. Patents and Inventions

Allocation of rights to patents and inventions shall be in accordance with [7 CFR §3019.36](#). USDA receives a royalty-free license for Federal Government use, reserves the right to require the patentee to license others in certain circumstances, and requires

that anyone exclusively licensed to sell the invention in the United States must normally manufacture it domestically.

H. Environmental Review Requirements

The Council on Environmental Quality's National Environmental Policy Act (NEPA) regulations at 40 CFR parts 1500-1508 and the NRCS regulation that implements NEPA at 7 CFR part 650 require that an environmental review be prepared for actions where the agency has discretion and control. Accordingly, NRCS financial assistance under the CIG program requires compliance with these regulations. As part of the application packet, applicants are required to provide environmental information pertaining to their project to help NRCS determine the appropriate documentation required to comply with NEPA and NRCS regulations. If the application is selected for funding, the NRCS Program Contact and NRCS Environmental Liaison will coordinate with the selected applicant concerning documentation for compliance with NEPA. The selected applicant will be required to prepare and pay for the preparation of the appropriate NEPA document (e.g., Environmental Assessment or Environmental Impact Statement if required for NEPA compliance). Grant funding cannot be approved until the environmental review requirements demonstrating compliance with NEPA are met.

V. APPLICATION REVIEW AND NOTIFICATION INFORMATION

A. Review and Selection Process

An evaluation and review process will be utilized for applications submitted under this notice. Incomplete applications will be eliminated from competition, and notification of elimination will be mailed to the applicant. NRCS staff will evaluate complete applications based on how they demonstrate the use of innovative technologies and/or approaches to address at least one of the topics provided in section I.D. (State Resource Components) of this notice.

NRCS will only request a full proposal package. Applications will be reviewed by the Technical Review Panel and will forward their recommendations to the NRCS State Conservationist for final review and selection.

B. Application Evaluation Criteria

To be given consideration, the innovative project or activity must comply with all federal, state, and local regulations throughout the duration of the project and should:

- 1) Make use of a proven technology or a technology that has been studied sufficiently to indicate a high probability of success;
- 2) Demonstrate and verify environmental (e.g., soil, water, air, plants, energy, and animal) effectiveness, utility, affordability, and usability of conservation technology in the field;
- 3) Introduce conservation systems, approaches, and procedures from another geographic area or agricultural sector; or
- 4) Demonstrate transferability of knowledge.

The Technical Review Panel will use the following criteria to evaluate project proposals:

- 1) Purpose, Approach and Goals (TOTAL POINTS MAXIMUM: 25)
 - Design and implementation of project based on sound methodology and/or demonstrated technology. (max. 5 pts.)
 - Promotes environmental enhancement & protection in conjunction with agricultural

- production. (max. 5 pts.)
 - Project outcome is clearly measurable. (max. 5 pts.)
 - Potential for successful completion. (max. 5 pts.)
 - Both beneficial and adverse impacts are considered and an acceptably significant level of improvement will be achieved. (max. 5 pts.)
- 2) Innovative Technology or Approach (TOTAL POINTS MAXIMUM: 20)
- Project is innovative (national, regional, local in nature). (max. 10 pts.)
 - Project fully conforms to description of innovative projects or activities in the announcement of program funding (APF) (max. 10 pts.)
- 3) Project Management (TOTAL POINTS MAXIMUM: 25)
- Timeline and milestones are clear and reasonable. (max. 5 pts.)
 - Project staff has technical expertise needed. (max. 5 pts.)
 - Budget is adequately explained and justified. (max. 10 pts.)
 - Experience and capacity to partner with and gain the support of other organizations, institutions, and agencies. (max. 5 pts.)
- 4) Transferability (TOTAL POINTS MAXIMUM: 30)
- Potential for producers and landowners to use the innovative technology or technologies. (max. 10 pts.)
 - Potential to transfer the approach or technology nationally or to a broader audience or other geographic or socioeconomic areas, including limited-resource, socially disadvantaged, and other traditionally underserved producers and communities. (max. 10 pts.)
 - Potential for NRCS to successfully use the innovative approach or methods. (max. 5 pts.)
 - Project will result in the development of technical or related technology transfer materials (technical standards, technical notes, guide sheets, handbooks, software, etc.) (max. 5 pts.)

C. Other Factors

In making final selection recommendations from among the most highly qualified applicants NRCS's Selection Official may consider the following factors if, and as, appropriate.

- A balanced distribution of projects across resource concerns
- Whether the applicant is a Beginning or Limited Resource Farmer or Rancher, or Indian Tribe, or a community based organization comprised of or representing these entities;
- Whether full participation by historically underserved individuals and groups will be achieved.

D. Anticipated Announcement and Award Dates

Local announcements will be made after the National competition announces the grantees. NRCS anticipates announcing CIG selections by **July 30, 2014** and anticipates awarding all grants by **September 1, 2014**. However, NRCS will not distribute any funds and grantees **CANNOT** begin work until the parties execute an appropriate CIG agreement.

Applicants should plan their projects based on a project start date of **September 1, 2014**.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notification

Applicants who have been selected for funding will receive a letter of official notification from NRCS Caribbean Area. However, all selections are contingent upon successful completion of the environmental review process and financial review. NRCS Caribbean Area reserves the right to have grant award(s) administered by a third party. In the event that a third party administers the grant award(s), the applicant/recipient will be notified in writing.

Note: The recipient shall sign the AD3030 form when they sign the agreement.

B. Grant Agreement

The CCC, through NRCS, will use a grant agreement with selected applicants to document participation in the CIG component of EQIP.

The grant will permit the NRCS Technical Contact to be involved in overseeing the work performed by the selected recipients. Although NRCS will negotiate precise terms and conditions as part of the award process, the anticipated federal involvement for this project may include:

- close monitoring of the recipient's performance to verify the results
- collaborating during performance of the scope of work
- reviewing substantive terms of proposed contracts
- reviewing qualifications of key personnel (NRCS will not select employees or contractors employed by the award recipient)
- reviewing and commenting on reports prepared under the agreement (the final decision on the content of reports rests with the recipient)

C. Environmental Review Requirements

Upon notification of selection, the applicant must contact the NRCS Environmental Liaison to determine the scope and level of NEPA documentation required for the project. The environmental documentation prepared to meet NEPA requirements must be prepared prior to award of grant funds.

Selected applicants may be required to prepare and pay for the preparation of the appropriate NEPA document(s) if an Environmental Assessment or Environmental Impact Statement is needed. Grant funds cannot be awarded until the environmental review requirements demonstrating compliance with NEPA are met.

D. Reporting Requirements

Selected applicants will be required to submit a SF-425, Federal Financial Report to the NRCS administrative contact, no later than 30 days after the end of each quarter and 90 days after completion of project. In addition, every six months the selected applicant must submit a written performance progress report to the NRCS program, technical, and administrative contacts. This report is distinct from the quarterly financial report described above. Each progress report shall cover work performed during the previous 6-month period and include, at a minimum:

- A statement of progress, including the results to date and a comparison of actual accomplishments with proposed goals (milestones) for the period and, where project output can be quantified, a computation of the costs per unit of output
- Any current problems or unusual developments or delays
- The reasons why goals and objectives were not met, if appropriate
- Additional pertinent information including, where appropriate, analysis and explanation of cost overruns or high unit cost
- Lessons learned that inform future project activities or broader efforts in the project's topic area
- Work to be performed during the succeeding period
- Any preliminary results that can inform NRCS standards, policy, training or programs
- Products and/or technologies currently ready for adoption and/or transfer
- Potentially promising products and/or technology not yet ready for adoption and/or transfer, and a description of what is needed to reach that maturity.
- Identification of any new data or research needs to inform broader efforts in the project's topic area
- Project activities that have been featured on recipient or partner websites and success stories that could be amplified by NRCS Caribbean Area
- Any funded or unfunded time extensions
- Any changes to the project's original objectives, methods, or timeline with a summary of the justification for the changes

The final report is due to the NRCS program, technical, and administrative contacts 90 days after completion of the project. This report is distinct from the performance progress reports described above. The final report will summarize the project and describe methods, quality control, findings, and recommendations.

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

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

E. Freedom of Information and Privacy Act

Applicants should be aware that some or all of the information submitted in their application may be subject to public disclosure through the Freedom of Information Act (FOIA).

Applicants are advised to mark confidential information, such as proprietary information, to prevent disclosure.

F. AGENCY CONTACTS

USDA NRCS Caribbean Area
 CIG Program Manager
 Jaime Valentin, SRC
 654 Muñoz Rivera Ave. Suite 604

Hato Rey PR 00918
Phone: (787) 766-5206 ext. 121
Cell : (787) 360-9538
E-mail: jaime.valentin@pr.usda.gov

Additional information about CIG, including fact sheets and frequently asked questions, available on the CIG web page at the Caribbean Area NRCS CIG website link www.pr.nrcs.usda.gov.

G. OTHER INFORMATION – Before submitting the application package, applicant must ensure that all items below are submitted with the application.

**CONSERVATION INNOVATION GRANTS
FISCAL YEAR 2014 PROPOSAL PACKAGE CHECK LIST**

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

- 1. **Application Form:** Submit Standard Form 424 Application for Federal Assistance
- 2. **Project Summary:** Submit a description including the information below (Three (3) pages maximum in length).
 - a) Project title;
 - b) Primary area for consideration (refer to page 3) and why;
 - c) Project duration (anticipated project start date of **September 1, 2014**, not to exceed three years);
 - d) Project director name, and contact information (including e-mail);
 - e) Names and affiliations of project collaborators;
 - f) Project background (describe the issue or problem and how the project addresses it innovatively as defined in Section I.C. - one paragraph)
 - g) Project objectives (purpose and goals);
 - h) Project methods (methodology, tools, and processes)
 - i) Project area/location;
 - j) Project deliverables/products; and
 - k) Description of EQIP eligible producer involvement
- 3. **Project Description:** (15 pages maximum, single-spaced, single-sided, 12 point font)
 - a) Project background
 - b) Project objectives
 - c) Project methods
 - d) Location and size of project area (include a map if possible)
 - e) EQIP eligible producer participation (Note: Producers receiving direct or indirect payments through participation in a CIG project must also meet the EQIP eligibility requirements)
 - f) Project action plan and timeline
 - g) Project management
 - h) Project deliverables/products
 - i) Benefits or results expected and transferability
 - j) Project evaluation
- 4. **Assessment of Environmental and Social Impacts**
- 5. **Budget Information:** Submit a completed Standard Form 424A (SF-424A) Budget Information-Non-Construction Programs.
 - a) Complete SF-424A
 - b) Detailed budget description
 - c) Budget narrative
- 6. **Indirect Cost, if applicable**
- 7. **List of letters of support:** Include entity name, location, and if a commitment of cash or in-kind support has been made, the value.
- 8. **Matching Information**

- 9. **Declaration of Previous CIG Projects Involvement.**
- 10. **Certifications:** Complete Standard Form 424B (SF-424B) Assurances Non-Construction Programs
- 11. **DUNS Number:** For information about how to obtain a DUNS number, go to <http://fedgov.dnb.com/webform> or call 1-866-705-5711. Please note that the registration may take up to 14 business days to complete.
- 12. **System for Award Management (SAM):** To register, visit <https://www.sam.gov/portal/public/SAM/>. Allow a minimum of 5 days to complete the SAM registration.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers. If you believe you experienced discrimination when obtaining services from USDA, participating in a USDA program, or participating in a program that receives financial assistance from USDA, you may file a complaint with USDA. Information about how to file a discrimination complaint is available from the Office of the Assistant Secretary for Civil Rights.

USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex (including gender identity and expression), marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, complete, sign and mail a program discrimination complaint form, available at any USDA office location or online at www.ascr.usda.gov, or write to:

USDA
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, S.W.
Washington, D.C. 20250-9410

Or call toll free at (866) 632-9992 (voice) to obtain additional information, the appropriate office or to request documents. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay service at (800) 877-8339 or (800) 845-6136 (in Spanish). USDA is an equal opportunity provider, employer and lender.

Persons with disabilities who require alternative means for communication of program information (e.g., Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

Equal Employment Opportunity Data Posted Pursuant to the No Fear Act –

This is the reporting page for the Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (NO FEAR Act), Public Law 107-174.