

PIA CIG State Program Process

Contents

| | |
|--------------------------------------------------------------------------|----|
| 1. Decision to Participate | 2 |
| 2. Announcement for Program Funding (APF) - Development..... | 2 |
| 3. Drafting the APF..... | 2 |
| 4. Announcement for Program Funding (APF) - Release | 3 |
| 5. Announcement for Program Funding (APF) – Period of Announcement | 3 |
| 6. CIG Proposal Review and Selection Process | 4 |
| 7. Pre-Award Activities..... | 5 |
| 8. Grant Agreement Development | 5 |
| 9. Technical Contact Selection | 6 |
| 10. Notification of Award..... | 6 |
| 11. Completing the Environmental Evaluation..... | 7 |
| 12. Negotiating Deliverables and Benchmarks..... | 7 |
| 13. Finalizing the Grant Agreement..... | 9 |
| 14. Awarding the Grant Agreement..... | 9 |
| 15. Implementing the Grant Agreement | 10 |
| 16. Performing Work to Accomplish Deliverables | 10 |
| 17. Financial Reporting | 11 |
| 18. Semiannual Progress Reports | 12 |
| 19. Payment Requests | 13 |
| 20. Amending the Grant Agreement | 14 |
| 21. Completing the Grant Agreement | 15 |
| Exhibit A Payments Review Worksheet | 17 |
| Exhibit B Semiannual Progress Review Sheet | 18 |

PIA CIG State Program Process

1. Decision to Participate

Director determines whether the PIA will participate in the State Component of CIG.

- CIG Program Manager drafts Memo for Director's signature
- Memo is forwarded to the National CIG Program Manager

2. Announcement for Program Funding (APF) - Development

State Funding Categories and targeted resource concerns, technologies, and approaches

- CIG Program manager will solicit input from the PIA on State Funding Categories and targeted resource concerns, technologies, and approaches
 - PIA NRCS employees and STAC members will be provided the opportunity to respond to a survey
 - Establish a survey response due date
- CIG Program Manager will summarize the responses and provide a report to the PIA Leadership Staff
- PIA Leadership Staff will identify State Funding Categories and targeted resource concerns, technologies, and approaches that can benefit the PIA
 - Consideration should be given to the availability of potential Technical Contacts when selecting targeted resource concerns, technologies, and approaches
 - Responses will be summarized and provided to CIG Program Manager
 - If there are no responses, then the CIG State Component will not be offered

3. Drafting the APF

- CIG Program Manager will work with the Grants and Agreements Specialist or Contracting Officer to draft the language for the APF
 - CIG Program Manager will provide the list of State Funding Categories and targeted resource concerns, technologies, and approaches to the Grants and Agreements Specialist or Contracting Officer
 - Grants and Agreements Specialist or Contracting Officer shall modify the National CIG APF to incorporate the State Funding Categories and other PIA specific requirements and provide a draft APF to the CIG Program Manager for review and approval
 - At a minimum the APF will identify:
 - Program authority
 - Catalog of Federal Domestic Assistance number
 - Funding available
 - Funding levels
 - CIG categories being offered

- Targeted resource concerns, technologies, and approaches
- Eligibility requirements
- Project requirements
- Application requirements
- Application deadlines
- Evaluation criteria
- Expected announcement of awards
- Agreement requirements
- Agency contact information
- CIG Program Manager shall review and approve the draft APF

4. Announcement for Program Funding (APF) - Release

Grant Announcement

- The Grants and Agreements Specialist or Contracting Officer shall ensure that the APF is in the correct format for posting on Grants.gov
- The Grants and Agreements Specialist or Contracting Officer shall submit the DRAFT APF to the West Regional Grants and Agreements Specialist for final review and approval
- After approval the Grants and Agreements Specialist or Contracting Officer shall post the announcement on Grants.gov
- The Grants and Agreements Specialist or Contracting Officer shall notify the CIG Program Manager once the posting is available on Grants.gov
- CIG Program Manager shall provide a copy of the announcement to the Public Affairs Specialist and/or the PIA Webmaster for posting on the PIA NRCS Website
- Public Affairs Specialist shall develop and issue PIA CIG Press Release

5. Announcement for Program Funding (APF) – Period of Announcement

- The APF can only be posted after the National CIG APF has been posted on Grants.gov
- The APF shall be posted on Grants.gov for a minimum 30 days but no more than 60 days

Fielding potential applicant questions

- CIG Program Manager responds to questions about State CIG Program
- The Grants and Agreements Specialist or Contracting Officer responds to administrative questions about State CIG Program

Receiving Applications

- CIG applications shall be time and date stamped upon receiving the package.
- Applications received after the deadline shall not be accepted
 - The Grants and Agreements Specialist or Contracting Officer will notify the applicant of ineligibility

6. CIG Proposal Review and Selection Process

The CIG proposal review and selection process shall not occur until after the proposal submission deadline has passed

Initial Review

- The Grants and Agreements Specialist or Contracting Officer shall screen all applications for completeness and compliance with the provisions of the APF
 - Grants and Agreements Specialist or Contracting Officer shall notify the applicant of ineligibility if proposals are incomplete
- Complete packages shall be forwarded to the CIG Program Manager for program eligibility review
- CIG Program Manager will coordinate with the PIA EQIP Program manager to ensure proposals substantially involve EQIP eligible participants
 - CIG Program Manager shall notify the Grants and Agreements Specialist or Contracting Officer with a list of eligible and ineligible proposals
 - The Grants and Agreements Specialist or Contracting Officer shall notify the applicants of proposal eligibility and provide appeals rights

CIG Review Panel

The CIG Review Panel shall consist of at least 3 members of the PIA Leadership Team. This duty shall not be delegated to subordinate staff. However, NRCS employees serving in an acting capacity on extended details during the review period shall be eligible to serve on the review panel.

- The CIG Program Manager shall request volunteers from the PIA Leadership Team to serve on the CIG Review Panel.
- PIA Leadership members cannot participate if there is a conflict of interest
- Members on the CIG Review Panel will be required to sign a Certification and Acknowledgement statement

CIG Proposal Reviews and Recommendations

- Independent Review
 - The CIG Review Panel will review and rate all eligible proposals based on the criteria outlined in the APF
 - The review will be based on the information provided in the proposal only; outside sources of information shall not be used to assist in the review
 - The reviewer must document the justification for the rating assigned to each proposal
 - Justification shall document the strengths and/or weaknesses
- Group Consensus
 - The CIG Program Manager shall facilitate a group evaluation of the independent reviews
 - The CIG Program Manager is not a reviewer. The CIG Program Manager is only present to record the ratings assigned by the CIG review Panel and to facilitate discussions
 - The CIG Review Panel shall discuss their ratings and justifications for the rating
 - Based on the ratings, the CIG Review Panel will provide a recommendation to the PIA Director on which applications to fund.

- The CIG Program Manager will document and provide the recommendation to the PIA Director

CIG Selection

- The PIA Director is the CIG selecting official
 - The selection shall be documented in writing
 - Selection of the CIG proposals represents a pre-approval; the grant is not considered fully awarded until the grant agreement is signed and funds obligated
- The CIG Program Manager will inform the Grants and Agreements Specialist or Contracting Officer of the non-selected applications
- The Grants and Agreements Specialist or Contracting Officer will notify the applicants of non-selection

7. Pre-Award Activities

Prior to funding obligation there are several necessary actions that must occur. These include:

- Developing the Grant Agreement
- Selecting the NRCS Technical Contact
- Notification of Award
- Completing the Environmental Evaluation
- Completing Cultural Resource Inventory Worksheet, review and concurrence from SO Cultural Resource Specialist, and review and concurrence from SHPO
- Negotiating Deliverables and Benchmarks

8. Grant Agreement Development

The CIG Program Manager will work with the Grants and Agreements Specialist or Contracting Officer to construct the framework for the CIG Grant Agreements.

- The Grant Agreement must include all of the following:
 - Agreement authority
 - Award period
 - Project purpose
 - NRCS programmatic, administrative, and technical contacts
 - Project objectives and deliverables
 - Payment limitations
 - Funding and payment procedures
 - Financial reporting requirements
 - Monitoring and reporting requirements
 - Prior approval requirements
 - Patents, inventions, and copyright regulations
 - Explanation of the potential for amendments

- The final project plan, listing cooperators in the project and identifying the grant applicant and the project manager
- Project timelines
- Information regarding requests for advance of funds or reimbursement
- Role of NRCS technical oversight in the project
- Attendance and participation at the CIG annual meeting or other events
- Requirements and terms deemed necessary by the CCC to protect the interests of the United States

9. Technical Contact Selection

- The CIG Program manager will work with the Leadership Team to assign a technical contact
 - Technical Contact Selection should be based on the following:
 - NRCS employee willingness to be a technical contact
 - Matching the CIG proposal with the NRCS employee's skill set
 - Supervisor's approval
 - The CIG Program Manager will notify the technical contact of their selection
- The CIG Program Manager will notify the Grants and Agreements Specialist or Contracting Officer of the technical contact selection
- Training will be provided to the Technical Contact by the Program Manager and the Grants and Agreements Specialist or Contracting Officer on duties and responsibilities

10. Notification of Award

- The Grants and Agreements Specialist or Contracting Officer will notify the applicant of the following:
 - Grant selection
 - Who the NRCS technical contact will be
 - Requirements to complete environmental evaluation prior to funds being obligated
 - Requirement to complete cultural resource inventory worksheet, SO review and SHPO review and concurrence prior to funds being obligated
 - Requirements to attend a NEPA training
 - Grant awarding is dependent upon successful negotiation of project deliverable and timeframes
 - Deadline to complete required actions

11. Completing the Environmental Evaluation

The Grantee is required to complete an environmental evaluation for the proposed project prior to the funds being obligated

- At a minimum, the applicant is required to complete the NRCS CPA-52 Environmental Evaluation
 - This evaluation will determine if further environmental review is required to comply with The Council on Environmental Quality's National Environmental Policy Act (NEPA) regulations at CFR Part 1500-1508 (e.g. Environmental Assessment or Environmental Impact Statement)
- Given the complexity of the environment review procedures the PIA NRCS NEPA Specialist will host a training opportunity to explain the review process (training may be provided via web conference)
 - Potential grantees must attend this training
 - Technical Contacts must attend this training
- After the training the potential grantee must immediately begin the environmental evaluation process
- The Technical Contact should be available to answer questions that arise during the review
 - If the Technical Contact needs assistance from a Line Officer, it is the Technical Contacts responsibility to contact the Line Officer (The PIA ADFO for the East and West Areas will serve as the Line Officers)
 - The grantee should not contact the Line Officer directly
- The Technical will review and sign the NRCS CPA-52 Environmental Evaluation

Post Award

- The Technical Contact will arrange for the NRCS CPA-52 Environmental Evaluation to be reviewed and approved by a Line Officer(The PIA ADFO for the East and West Areas will serve as the Line Officers)
- The Technical Contact is required to complete the necessary Section 7 consultation and Cultural Resources determination
- The Technical Contact will forward copies of all Environmental Evaluation documentation, including Section 7 and Cultural Resources determinations to the CIG Program Manager
- The NRCS CPA-52 Environmental Evaluation may identify special steps or procedures that impact the deliverables, timeline, and benchmarks; for this reason it is recommended that this be completed prior to negotiating the deliverables and benchmarks

12. Negotiating Deliverables and Benchmarks

- The main project deliverables and timeline should be included as part of the proposal ; however, further refinement, adjustments, or additions may be required to help facilitate grant management
 - The Technical Contact will assist the Grantee, CIG Program Manager, and the Grants and Agreements Specialist or Contracting Officer with developing the deliverables
 - When establishing deliverables the following should be considered:
 - Grantees ability to perform the required action

- Cost increases/decreases as a result of deliverable modification
- Will the deliverable benefit NRCS and/or the grantee
- Logistics of implementing the project
- Other factors that may impact the deliverables or timeframe
- The Technical Contact will work with the Grantee to refine the project deliverables and timeline if necessary
- The Technical Contact will submit the deliverables and timeline to the CIG Program Manager
- The CIG Program Manager will review the deliverables
 - If there are no changes to the project deliverables or timeline, the CIG Program Manager will notify the Grants and Agreements Specialist or Contracting officer to proceed with drafting the agreement
 - If there are changes to the project deliverables or timeline
 - The CIG Program Manager will review to ensure they are still in-scope with the approved project proposal
 - In-scope changes will be forwarded to the Grants and Agreement Specialist or Contracting Officer for inclusion in the grant agreement
 - The CIG Program Manager will have the PIA Director review changes that are out-of-scope
 - If approved the CIG Program Manager will notify the Grants and Agreements Specialist or Contracting Officer to proceed with drafting the agreement
 - If not approved the CIG Program Manager will notify the Technical Contact and negotiations will continue
- The payment process will be based on the applicants ability to perform and produce the project deliverables
 - The Technical Contact will assist the grantee, CIG Program Manager, and the Grants and Agreements Specialist or Contracting Officer with developing benchmarks in order for the grantee to receive payment
 - When establishing deliverables the following should be considered:
 - Setting reasonable project benchmarks
 - Setting reasonable payments to complete the benchmark (remember this is cost-share)
 - Logistics for reaching the project benchmarks
 - Technical Contact's ability to review benchmark achievements
 - Benchmarks should be set at intervals of no more than 1 per month or less than 1 per quarter
 - Other factors that may impact the benchmarks
 - The Technical Contact will work with the Grantee to establish the project benchmarks
 - The Technical Contact will submit the agreed to benchmarks to the CIG Program Manager
 - The CIG Program Manager will review the benchmarks to ensure they are consistent with the project proposed timeline and funding request
 - If there are no impacts to the project deliverables or timeline, the CIG Program Manager will notify the Grants and Agreements Specialist to proceed with drafting the agreement
 - If there are impacts to the project deliverables or timeline

- The CIG Program Manager will review to ensure they are still in-scope with the approved project proposal
 - In-scope changes will be forwarded to the Grants and Agreement Specialist or Contracting Officer for inclusion in the grant agreement
- The CIG Program Manager will have the PIA Director review changes that are out-of-scope
 - If approved the CIG Program Manager will notify the Grants and Agreements Specialist or Contracting Officer to proceed with drafting the agreement
 - If not approved the CIG Program Manager will notify the Technical Contact and negotiations will continue
- Benchmark decisions will be included as an attachment to the Grant Agreement

13. Finalizing the Grant Agreement

The CIG Program Manager and the Grants and Agreements Specialist or Contracting Officer shall work together to finalize the Grant Agreement

- The CIG Program Manager shall provide the approved deliverables, timeline, and benchmarks to the Grants and Agreements Specialist or Contracting Officer
- The Grants and Agreements Specialist or Contracting Officer will incorporate the items into the Grant Agreement
- The CIG Program Manager will review for approval of the Grant Agreement
- The CIG Program Manager will work with the vendor coordinator to establish the vendor information
- The Grants and Agreement Specialist or Contracting Officer will send the Grant Agreement to the Grantee for review and approval

14. Awarding the Grant Agreement

- The Grantee will review the Grant Agreement and return two original signed copy to the Grants and Agreements Specialist or Contracting Officer
- The Grants and Agreements Specialist or Contracting Officer will work with the Financial Officer to confirm funds are available
- The Financial Officer will indicate funds are available by signing and dating the Grant Agreement next to the funding amount
- Once funds are verified the PIA Director will sign the Grant Agreement authorizing the funds to be obligated
- The executed Grant Agreement will be returned to the Financial Officer who will then obligate the funds
- The Grants and Agreements Specialist or Contracting Officer shall send an original copy of the Grant Agreement to the Grantee with a copy to the Technical Contact and the CIG Program Manager
- The CIG Program Manager will work with the Public Affairs Specialist to announce the award recipients

15. Implementing the Grant Agreement

Implementing the Grant Agreement consists of the following activities:

- Performing Work to Accomplish Deliverables
- Financial Reporting
- Semiannual Progress Reports
- Payment Requests
- Amending the Grant Agreement

16. Performing Work to Accomplish Deliverables

It is the Grantees responsibility to ensure that all deliverables in the Grant Agreement are completed within the timeframe specified. However, the PIA NRCS is investing in potential future improvements of new or existing technology or conservation approaches. As such, NRCS should be actively engaged during project implementation and verify that the Grantee is adhering to the terms of the Grant Agreement.

- The Grantee has the following responsibilities throughout the life of the Grant Agreement
 - Complies with all State, local, and Federal regulations and ordinances. This includes satisfying all requirements of, and assisting NRCS in, complying with, the Endangered Species Act, the National Historic Preservation Act, the Clean Water Act, NEPA, and other applicable environmental laws.
 - Develops, implements, and conditions the CIG grant for any required environmental or cultural resource mitigation or monitoring plan that results from the findings in an EE, EA, or EIS on the CIG project.
 - Provides technical assistance to project participants for implementation and completion of a CIG project.
 - Obtains all permits needed for project implementation.
 - Complies with all applicable Executive Orders, Office of Management and Budget circulars, and USDA implementing regulations found in 7 CFR.
 - Complies with all grant requirements, as outlined in the APF and grant agreement.
 - Submits Financial Reports, Performance Progress, and a Final Report as outlined in the Grant Agreement.
 - Ensures EQIP eligibility for any participants receiving direct or indirect payments.
 - Submits a list of EQIP-eligible producers receiving direct or indirect payments as part of the semiannual reports and final report.
 - Ensures that payments to EQIP-eligible producers do not exceed individual EQIP payment limitations.
 - Submits Form SF-270, Request for Advance or Reimbursement, along with supporting documentation that details the work performed and conforms to the expenses being requested, to the NRCS programmatic contact.
 - Complies with requests for information from assigned NRCS programmatic, technical, and administrative contacts.
- The CIG Program Manager provides program guidance to the Grantee, Technical Contact, and the Grants and Agreements Specialist or Contracting Officer
- The Technical Contact is responsible for technical support of the Grant Agreement

- The Grants and Agreements Specialist or Contracting Officer is responsible for administrative support
- The Financial Officer is responsible for payment processing
- The Public Affairs Specialist is responsible for posting news splashes, news releases, and support information on the PIA Website

17. Financial Reporting

- The Grantee shall submit a financial report to the Grants and Agreements Specialist or Contracting Officer
 - The SF-425 Federal Financial Report will be used by the grantee for financial reporting
 - The financial report must be submitted within 30 days after the end of each federal fiscal year quarter
 - A final financial report must be submitted within 90 days after the completion of the grant
 - Questions on completing the financial report should be directed to the Grants and Agreements Specialist or Contracting Officer
- The Grants and Agreements Specialist or Contracting Officer shall track the financial reports
 - Should a grantee not provide the financial report within the timeframe necessary, the Grants and Agreements Specialist shall notify the CIG Program Manager and the Technical Contact
 - The Technical Contact shall notify the grantee that the financial report is late and provide a deadline for submission
 - No payments shall be processed until the financial report is submitted
 - Repeated delinquencies or refusal to submit shall result in the Grant Agreement being terminated
 - The Grants and Agreements Specialist or Contracting Officer shall notify the CIG Program Manager and the Technical Contact of the potential need for termination
 - The CIG Program Manager shall determine whether termination is warranted after consulting with the Technical Contact
 - Termination procedures shall comply with 7 CFR Part 3015 and related Departmental regulations
 - Other guidance on termination can be found under Title 120, federal Grants and Cooperative Agreements Handbook, Part 600, Subpart G, Violations

18. Semiannual Progress Reports

- The Grantee shall submit a semiannual progress report to the Technical Contact and the CIG Program Manager
 - A Semiannual Progress Report template can be located on the PIA NRCS website at: <http://www.pia.nrcs.usda.gov/technical/cig/index.html>
 - The semiannual progress report shall cover a the periods of October 1 through March 31 and April 1 through September 30
 - The semiannual progress reports are due within 30 days of the end of the reporting period
 - Questions on information required in the semiannual progress report shall be directed to the Technical Contact
- The Technical Contact will review the semiannual progress report for technical adequacy
 - Depending on the nature of the project, the technical contact may be required to make periodic site visits at various times throughout the project
 - The Technical Contact shall complete technical review section of the *Semiannual Progress Review Sheet* (Exhibit B) and submit to the CIG Program Manager
 - The review sheet shall:
 - Indicate whether the report is technically sound
 - Identify if and/or when site visits occurred during the reporting period
 - Identify whether potential compliance issues exist
 - Identify whether the project is on schedule
- The CIG Program Manager shall ensure the semiannual progress report is submitted on time and is compliance with program policy
 - The CIG Program Manager shall review the technical review section of the *Semiannual Progress Review Sheet* for issues which may lead to non compliance
 - The CIG Program Manager shall complete the program review section of the *Semiannual Progress Review Sheet* (Exhibit B)
 - The review shall:
 - Ensure the report covers the correct reporting period
 - Ensure all parts of the report are included
 - Identify if/when a site visit occurred during the reporting period
 - If the project is in compliance, the CIG Program manager shall provide the Grants and Agreements Specialist or Contracting Officer a copy of the *Semiannual Progress Review Sheet*
 - If issues are found the CIG Program Manager shall consult with the Technical Contact to see if the issues can be resolved
 - If the issues can be resolved the CIG Program Manager, Technical Contact, Grants and Agreements Specialist or Contracting Officer, and Grantee shall work through the modification process to amend the agreement
 - If the issues cannot be resolved the Grant Agreement shall be terminated
 - Termination procedures shall comply with 7 CFR Part 3015 and related Departmental regulations
 - Other guidance on termination can be found under Title 120, federal Grants and Cooperative Agreements Handbook, Part 600, Subpart G, Violations

19. Payment Requests

- The Grantee shall submit payment requests to the Grants and Agreements Specialist or Contracting Officer
 - Payment requests will be submitted on SF-270, Request for Advance or Reimbursement
 - Payment requests shall be submitted as scheduled in the Grant Agreement
- The Grants and Agreements Specialist or Contracting Officer shall:
 - Log the time and date the payment request is received
 - Create payment tracking log
 - Review the payment request to ensure:
 - All required sections of the SF-270 are complete and correct
 - Total payments do not exceed the total obligation
 - Incomplete or inaccurate payment requests shall be returned to the Grantee for correction
 - Ensure all financial and progress reports are current
 - Grantee shall be notified that payments will not be issued until all reports are current
 - Forward payment requests to the Technical Contact
- The Technical Contact shall:
 - Review the payment request and complete the *Payment Review Worksheet* (Exhibit A)
 - The Technical Contact shall certify whether the benchmark has been achieved and is technically sound
 - If the benchmark condition has not yet been achieved or is technically flawed the Technical Contact shall identify what corrective actions are required on the *Payments Review Worksheet*
 - The *Payments Review Worksheet* shall be forwarded to the CIG Program Manager/ ADP
- The CIG Program Manager/ADP shall:
 - Review the SF-270 and the *Payments Review Worksheet* and
 - Approve payment if all information is current and correct
 - Reject payment if all information is not current or correct
 - The CIG Program Manager shall work with the Grants and Agreements Specialist or Contracting Officer to notify the Grantee of the deficiency and corrective action required
 - Forward the approved payment requests to the Financial Officer for processing
- The Financial Officer shall
 - Process approved payment requests
 - Forward processed payment requests to the Grants and Agreements Specialist or Contracting Officer so that the payments tracking log can be closed out

20. Amending the Grant Agreement

Grant Agreements can be amended in writing provided both NRCS and the Grantee agree to the terms of the amendment

- Either NRCS or the Grantee can request an amendment to the Grant Agreement
- Amendments can either be administrative or technical in nature

Administrative Amendments

An administrative amendment is typically clerical in nature and does not impact the project deliverables, benchmarks, funding amounts, etc

- To process an administrative amendment the Grants and Agreements Specialist or Contracting Officer will:
 - Draft the Grant Agreement Amendment
 - Send the Grant Agreement Amendment to the Grantee with instructions to sign and date two copies
 - After receiving the Grantees signed copies, submit to the PIA Director for signature
 - Return a copy of the fully executed Amendment to the grantee with copies to the CIG Program Manager and the Technical Contact

Technical Amendments

Technical amendment requests are classified as either in-scope or out-of-scope

- Out-of-scope modification is any modification that has a significant impact on the Grant Agreement
 - This includes:
 - Addition or subtraction of project deliverables
 - Major funding adjustments after awarding and obligating funds
 - Out-of-scope amendments shall not be approved
- In-scope modification is any modification that has an impact on the Grant Agreement but would not significantly alter the end result of the project
- In-scope modifications can be minor or major in nature
 - Typical minor modifications would include altering:
 - Benchmark conditions or timelines
 - Slight increase or decrease in the quantities produced or required (typically 10% change) that have no impact on NRCS funding portion
 - Other changes that do not significantly impact the Grant Agreement
 - Typical major modifications would include:
 - Adjustments to the identified deliverables
 - All requests to increase or decrease the NRCS funding
 - The PIA Director has sole discretion as to whether a major modification will be allowed
- The Grantee and Technical Contact will work together when a technical amendment is requested (the Technical Contact may request program and policy advice from the CIG Program Manager)
- The amendment request must be documented in writing and clearly identify what changes are being requested

- When both the Grantee and the Technical Contact agree to the changes, the Technical Contact will forward the amendment request to the CIG Program Manager
- The CIG Program Manager shall review the amendment request to determine if the change is out-of-scope or in-scope; as well as major or minor
 - If the change is in-scope and minor, the amendment request will be approved and forwarded to the Grants and Agreements Specialist or Contracting Officer
 - The Grants and Agreements Specialist or Contracting Officer will:
 - Draft the Grant Agreement Amendment
 - Send the Grant Agreement Amendment to the Grantee with instructions to sign and date two copies
 - After receiving the Grantees signed copies, submit to the PIA Director for signature
 - Return a copy of the fully executed Amendment to the grantee with copies to the CIG Program Manager and the Technical Contact
 - If the change is in-scope and major, the CIG Program Manager shall consult with the PIA Director to request approval
 - The CIG Program Manager shall notify the Technical Contact if requests are not approved
 - The Technical Contact will work with the Grantee to revise the amendment request or provide other alternatives
 - Approved requests will be forwarded to the Grants and Agreements Specialist or Contracting Officer
 - The Grants and Agreements Specialist or Contracting Officer will:
 - Draft the Grant Agreement Amendment
 - Send the Grant Agreement Amendment to the Grantee with instructions to sign and date two copies
 - After receiving the Grantees signed copies, submit to the PIA Director for signature
 - Return a copy of the fully executed Amendment to the grantee with copies to the CIG Program Manager and the Technical Contact

21. Completing the Grant Agreement

The Grantee must complete the project within 3 years and provide all of the following:

- Project Deliverables
 - Must be completed before the end of the Grant Agreement
- Final Project Report
 - Must be completed within 90 days after the end of the Grant Agreement
 - A version available for web publication must also be provided
 - This version would redact any potential PII
 - Process shall follow the semiannual progress report submission and review
- Request for Final Payment
 - Must be completed within 90 days after the end of the Grant Agreement
 - Process will follow the regular payment request procedures

The Technical Contact:

- Completes a final project evaluation report at the conclusion of projects
 - Provides a copy to the PIA Director and CIG Program Manager
 - Evaluation Report is based on:
 - Review of the Grantee's Final CIG Report
 - Any site visits or contacts during the grant agreement period
 - The project evaluation report identifies:
 - The technical benefits of the grant
 - A written technical assessment of the project
 - Lessons learned
 - How the project results may be incorporated into new technologies and approaches into NRCS technical manuals, handbooks, user guides, and technology infrastructure
 - Identifies contacts for more information

The CIG Program Manager:

- Will review all final reports for compliance with the terms of the Grant Agreement
- Work with the Public Affairs Specialist to get final reports posted on the PIA NRCS website
- Responds and provides information to the National CIG Program Manager

The Grants and Agreements Specialist or Contracting Officer:

- Works with the Financial Officer to close out the Grant Agreement

**Conservation Innovation Grants
Semiannual Progress Review Sheet**

CIG Grant Number: _____ Technical Contact: _____

Report Number: _____ Reporting Period: _____

Did site visits occur during the reporting period (Y / N)

If yes, how many and when: _____

Is the project on schedule with the timeline and benchmarks identified in the Grant Agreement (Y / N)

If no, what scheduling issues exist: _____

_____ (Attach additional pages if necessary)

Is the progress report technically sound (Y / N)

If no, what issues exist: _____

_____ (Attach additional pages if necessary)

Certification:

Signature Date

CIG Program Manager: _____

Does the report covers the correct reporting period (Y / N)

Does the report include all required sections (Y / N)

Did site visits occur during the reporting period (Y / N)

If yes, how many and when: _____

Certification:

Signature Date