

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

**CONSERVATION INNOVATION GRANTS  
FISCAL YEAR 2013 PROPOSAL PACKAGE CHECK LIST**

- 1. Application Form:** Submit Standard Form 424 Application for Federal Assistance
- 2. Project Summary:** Submit a brief description including the information below (Three (3) pages maximum in length).
  - a) Project title
  - b) Project start and end dates
  - c) Project director name, and contact information (including e-mail)
  - d) Names and affiliations of project collaborators
  - e) Project purpose
  - f) Project area/location
  - g) Project summary
- 3. Project Description:** (15 pages maximum, single-spaced, single-sided, 12 point font)
  - a) Project background
  - b) Project objectives (Describe the project's purpose, goals and relation to the categories/special interest areas selected in Section I.D)
  - c) Project methods
  - d) Location and size of project area (include a map if possible)
  - e) 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. (12 pages maximum)
  - a) Complete SF-424A
  - b) Detailed budget description
  - c) Budget narrative
- 6. Indirect Costs**
- 7. Matching Information**
- 8. Declaration of Previous CIG Projects Involvement.**
- 9. Declaration Environmental Quality Incentives Program (EQIP) Eligibility:** Include a statement indicating that the proposed project will involve EQIP-eligible producers (If EQIP eligible producers are not involved; the proposal will be considered ineligible). Note: Producers receiving direct or indirect payments through participation in a CIG project must also meet the EQIP eligibility requirements)
- 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. Central Contractor Registry (CCR):** To register, visit <https://www.sam.gov/portal/public/SAM/>. Allow a minimum of 5 days to complete the CCR registration.

**13. Appropriations Restrictions:** Awards made under this solicitation are subject to the provisions contained in the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012 (P.L. No. 112-55), Division A, Sections 738 and 739 regarding corporate felony convictions and corporate federal tax delinquencies. Provide a statement indicating that the entity or agent has not been convicted of a felony criminal violation under any Federal or State law within 24 months preceding the award or does not have a tax delinquency.