

U. S. DEPARTMENT OF AGRICULTURE  
Commodity Credit Corporation  
Natural Resources Conservation Service

**Conservation Innovation Grants  
Fiscal Year (FY) 2009 Announcement of Program  
Funding WASHINGTON STATE Announcement Number:  
USDA-NRCS-WA-09-01**

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

**SUMMARY:**

NRCS requests applications for Conservation Innovation Grants (CIG) to stimulate the development and adoption of innovative conservation approaches and technologies. Applications are accepted from within Washington State. NRCS anticipates that the amount available for support of this program in FY 2009 will be approximately \$150,000.00. Funds will be awarded through a statewide competitive grants process.

There are two CIG categories available for FY 2009: Natural Resources Concerns Category and a Technology Category. Applications are requested from eligible governmental or non-governmental organizations or individuals for competitive consideration of grant awards for projects between 1 and 3 years in duration. This notice identifies the objectives for CIG projects, the eligibility criteria for projects, and provides the associated instructions needed to apply to CIG.

**PROPOSAL DUE DATE AND ADDRESSES:**

**DATES:** Applications must be received in the NRCS Washington State Office by 4 P.M., Pacific Daylight Time (PDT) on May 8, 2009.

**ADDRESSES:** Written applications and support materials should be sent to Dave Brown, Program Manager, Natural Resources Conservation Service, 316 W. Boone Avenue, Suite 450, Spokane, Washington 99201-2348. To submit your application electronically, visit [www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp) and follow the instructions.

**FOR FURTHER CIG PROGRAM INFORMATION CONTACT:** Dave Brown, CIG Program Manager, Natural Resources Conservation Service, 316 W. Boone Avenue, Suite 450, Spokane, Washington 99201-2348, Phone: (509)323-2971; facsimile: (509) 323-2979; e-mail: [david.brown@wa.usda.gov](mailto:david.brown@wa.usda.gov); Subject: Conservation Innovation Grants RFP; or, consult the Washington NRCS Web site at <http://www.wa.nrcs.usda.gov/programs/cig/>.

## **I. FUNDING OPPORTUNITY DESCRIPTION**

### **A. Legislative Authority**

CIG was authorized as part of the Environmental Quality Incentives Program (EQIP) [16 U.S.C. 3839aa-8] under Section 1240H of the Food Security Act of 1985, as added by section 2509 of the Food, Conservation, and Energy Act of 2008 (Public Law 110-246). The Secretary of Agriculture delegated the authority for the administration of EQIP and CIG to the Chief of the Natural Resources Conservation Service (NRCS), who is vice president of the Commodity Credit Corporation (CCC). EQIP is 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 Federal investment in environmental enhancement and protection, in conjunction with agricultural production. CIG projects are expected to lead to the transfer of conservation technologies, management systems, and innovative approaches (such as market-based systems) into NRCS technical manuals, guides, and references or to the private sector. CIG does not fund research projects. It is a vehicle to stimulate the development and adoption of conservation approaches or technologies that have been studied sufficiently to indicate a likelihood of success and to be candidates for eventual technology transfer or institutionalization. CIG funds projects targeting innovative on-the-ground conservation, including pilot projects and field demonstrations.

NRCS will accept applications for single or multi-year projects, not to exceed three years, submitted to NRCS from eligible entities, including Federally-recognized Indian Tribes, State and local governments, and nongovernmental organizations and individuals. Applications will only be accepted for projects that will take place in Washington State.

Complete applications will be evaluated by a technical peer review panel based on the Criteria for Application Evaluation identified in this document. Evaluated applications will be forwarded to a Grant Review Board. The Grant Review Board will make recommendations for project approval to the Washington State Conservationist. Final award selections will be made by the State Conservationist. The State Conservationist reserves the right to not fund any or all proposals.

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

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

- Conservation adoption approaches or incentive systems including market-based systems; or
- Promising conservation technologies, practices, systems, procedures, or approaches

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

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

### **D. CIG Components**

For Fiscal Year 2009, Washington State will offer the CIG Natural Resource Concerns and Technology component. Applicants must identify the most appropriate category for their proposal. These categories also include applications that focus on Market Based Approaches. The objective of this approach is to develop, implement, and/or evaluate processes, technology tools, institutional arrangements, or systems that are 'market-based' in nature and address one of the priority resource concerns below:

## 1. Natural Resource Concerns Component

Applications must demonstrate the use of innovative technologies or approaches, or both, to address a natural resource concern or concerns. The six natural resource concerns for possible funding through Washington State's Conservation Innovation Grants for fiscal year 2009 are Water Resources, Soil Resources, Atmospheric Resources, Grazing Land, Forest Health, and Wildlife Habitat and are described below:

### A. Water Resources

The objective of this natural resource concern is to implement new technologies and/or approaches to maintain, restore, or enhance water quality and/or quantity in watersheds with predominantly agricultural land uses while sustaining productivity. Subtopics include:

- Aquifer recharge/maintenance of groundwater supplies;
- Water conservation, including innovative approaches and methods to conservation irrigation water use;
- Technologies scalable to small farms and ranches to maintain, restore, or enhance water quality and/or quantity;
- Innovative approaches to animal manure or poultry litter management systems to reduce nutrient loading to ground and/or surface water; and
- Innovative approaches contributing to implementation of pollution reduction strategies to improve water quality locally or on a regional or watershed scale.

### B. Soil Resources

The objective of this natural resource concern is to implement new technologies and/or approaches to maintain, restore, or enhance soil resources associated with agricultural and forest land uses while sustaining productivity. Subtopics include:

- Application of cover crops in cold climates to enhance soil resources while maintaining crop productivity;
- Application of continuous no-till crop production in cold climates to enhance soil resources while maintaining crop productivity;
- New, innovative methods for erosion control under all land uses; and
- New and innovative methods to improve soil tilth and soil quality related to maintained or improved productivity.

### C. Atmospheric Resources

The objective of this natural resource concern is to implement new technologies and/or approaches to maintain, restore, or enhance air quality and atmospheric resources through agricultural, rangeland, and forestry practices while sustaining or improving productivity. Subtopics include:

- Manage agricultural primary and precursor emissions of particulates, odors, reactive nitrogen, volatile organic compounds, and greenhouse gases to limit on-site and/or off-site effects from emissions;
- Demonstrate innovative approaches to decrease atmospheric concentrations of greenhouse gases by increasing carbon sequestration (eg: increasing soil carbon) and/or by reducing greenhouse gas emissions from agricultural operations; and
- Identify management practices for air quality and atmospheric change concerns at animal operations and quantify the effects of the practices on all applicable resource concerns.

### D. Grazing Land

The objective of this natural resource concern is to implement new technologies and/or approaches to maintain, restore, or enhance grazing land while sustaining productivity. Subtopics include:

- Invasive species management on grazing land;
- New and innovative approaches and methods to reduce the effects of pests and diseases on grazing land quality, health, and productivity;
- New and innovative approaches and methods to reduce fragmentation on grazing land quality, health, and productivity; and
- Conservation practices and systems to minimize overgrazing, restore lands suffering effects of overgrazing, and improve forage productivity and utilization.
  - Low-input approaches to increasing forage production; and
  - Alternative grasses or forages for livestock; production that improves or enhances

resource conservation.

**E. Forest Health**

The objective of this natural resource concern is to implement new technologies and/or approaches to maintain, restore, or enhance forest health while sustaining productivity. Subtopics include:

- Invasive species management on forest land;
- Effects of pests, disease, and fragmentation on forest health and productivity;
- Fire management on forest land; and
- Improving water and air quality while maintaining forest health and productivity.

**F. Wildlife Habitat**

The objective of this natural resource concern is to implement new technologies and/or approaches for environmentally sound wildlife habitat management while sustaining agricultural productivity. Possible subtopics include:

- Riparian area management and restoration;
- Invasive species management;
- Pollinator protection;
- Biodiversity; and
- Crop production, grazing management, or forestry practices that enhance wildlife habitat.

**2. Technology Component**

Applications must address one or more of the following specific technology needs areas identified by NRCS:

**A. Improved On-Farm Energy Efficiency**

Possible subtopics include:

- Bio-based energy opportunities;
- Methane recovery and reduction in nitrogen dioxide (NO<sub>2</sub>) and sulfur dioxide (SO<sub>2</sub>);
- Improving the energy efficiency of land-based agricultural production through conservation practices and activities; and
- Energy audit of activities related to natural resource concerns (soil, water, air, plants, and animals) on agricultural land.

**B. Water Management (Both Drainage Water and Irrigation Water)**

Possible subtopics include:

- Implementation of drainage water management systems in small watersheds and application of tools to assess multiple effects (e.g. economic, wildlife habitat, soil quality, air quality, wetlands, and water quality) at watershed scale;
- Achieving downstream nutrient reduction benefits through management of surface or sub-surface drainage systems;
- Improving water/nutrient accounting/budgeting;
- Improving design and management of drainage water management systems to improve benefits to producers and the environment;
- Management of surface or sub-surface drainage systems to reduce nutrient losses to downstream waters, document benefits to fish and wildlife, soil quality, air quality, and account for nutrient and water losses;
- Demonstrations to further define and address the topographical limitations of drainage water management;
- Producer adoption and management of drainage water management as part of a complete conservation system;
- Demonstration of the performance of buffers with drainage water management to reduce nutrient loadings in tile-drained landscapes;
- Improving the ability of buffers to reduce nutrient loadings in tile-drained landscapes.
- Improving wetland creation, restoration, and enhancement to reduce nutrient loadings;
- Achieving nutrient or pollutant reduction benefits in downstream receiving waters through area-wide or regional irrigation water management, scheduled application, and supply or application or new or innovative technology; and
- Water conservation, including innovative approaches and methods to conserve irrigation water use.

**C. Improved Nutrient Management to Improve Water Quality**

- Implementation of conservation systems to reduce nutrient runoff and leaching by proper rate, timing, and placement of nutrients;
- Demonstration of the effectiveness of “high potential” conservation practices (such as drainage management, wetlands designed for nutrient reduction, conservation buffers, cropping systems including cover crops, manure management, in-field nutrient management) in reducing nutrient leaching and runoff and document benefits in small watersheds;
- Demonstration of the performance of conservation buffers and filter strips by assessing the situational effectiveness of their component practices and design parameters (including appropriate width and plant materials); and
- Improved management strategies and approaches for reducing the loss of soluble nutrients.

**D. Air Quality**

- Identification, evaluation, demonstration, and quantification of air quality improvement techniques, practices, and activities compatible with crop production and/or the management and handling of livestock or poultry manure and animal by-products.

**E. Conservation Technology Transfer to Targeted Groups of Farmers and Ranchers**

- Transfer of demonstrated conservation technologies and practices through a producer handbook consistent with NRCS’ Field Office Technical Guide and adapted to specific producer groups (i.e. organic farming, specialty crops, livestock, poultry, row crops, small grains, etc.);
- Improved or innovative conservation practices and systems for rice production that address the habitat needs of waterfowl;
- Demonstration of conservation practices and systems that are effective for organic crops and livestock/poultry production; and
- Technology transfer to Beginning Farmers or Ranchers, Socially Disadvantaged Farmers or Ranchers, or Limited Resource Farmers or Ranchers.

**II. FUNDING AVAILABILITY**

**A. State Component**

Effective on the publication date of this notice, the CCC announces the availability of up to \$150,000 (one hundred and fifty thousand) for CIG in Washington State.

Funds will be awarded through a statewide competitive grants process. Individual projects funded through CIG in fiscal year 2009 may not receive more than \$50,000 from Washington NRCS. CIG will fund single- and multi-year projects, not to exceed three years.

The Washington State CIG program is anticipated to fund approximately 3 awards. The anticipated start date for awarded projects is August 1, 2009. Awards will be made using grant agreements with NRCS Washington State Office.

**III. ELIGIBILITY INFORMATION**

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

**A. Matching Funds**

Selected applicants may receive grants of up to 50 percent of the total project cost. Applicants must provide non-Federal funding (matching funds) for at least 50 percent of the project cost. Up to half of the applicant's matching funds (up to 25 percent of the total project cost) may be from in-kind contributions.

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

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

- a. 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.

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

### **C. Project Eligibility**

To be eligible for CIG, projects must involve landowners who meet the EQIP eligibility requirements of 16 U.S.C. 3839aa-1. Further, all agricultural producers receiving direct or indirect payments through participation in a CIG project must also meet the EQIP eligibility requirements. Refer to <http://www.nrcs.usda.gov/programs/eqip/> for more information on EQIP and eligibility requirements. Participating producers are not required to have an EQIP contract.

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

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

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

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

## **IV. APPLICATION AND SUBMISSION INFORMATION AND ENVIRONMENTAL REVIEW REQUIREMENTS**

### **A. How to Obtain Application Materials**

All Office of Management and Budget standard forms necessary for CIG submission are posted on the following website: [http://www.grants.gov/agencies/aapproved\\_standard\\_forms.jsp](http://www.grants.gov/agencies/aapproved_standard_forms.jsp). An application checklist is included with this announcement package.

### **B. Application Content and Format**

Applications must contain the information set forth below in order to receive consideration for a grant. Applicants should not assume prior knowledge on the part of NRCS or others as to the relative merits of the project described in the application. Applications must submit seven (7) copies of the application in the following format:

- Applications should be typewritten or printed on 8 1/2" x 11" white paper. The text of the application should be in a font no smaller than 12-point, double-spaced, with one-inch margins. If submitting applications for more than one project, submit a separate, complete application package for each project.

**Applications must include all required forms and narrative sections described below. Incomplete applications will not be considered.**

1. **Application Cover Sheet:** Applications must use Standard Form 424, Application for Federal Assistance as the cover sheet for each project application. Standard Form 424 can be downloaded from

[www.grants.gov/agencies/aapproved\\_standard\\_forms.jsp](http://www.grants.gov/agencies/aapproved_standard_forms.jsp).

2. **Project Summary Sheet:** Applicants must submit a Project Summary Sheet (no more than one page in length) that includes the listed information. A template for the Project Summary Sheet is available on the NRCS CIG website: [www.nrcs.usda.gov/programs/cig](http://www.nrcs.usda.gov/programs/cig).
  - a. Project title
  - b. Project Director name and contact information (including e-mail)
  - c. Names and affiliations of project collaborators
  - d. Project purpose
  - e. Project deliverables/products
  - f. Project scope/area
  - g. Project start and end dates (projects should plan to begin no earlier than September 1, 2009)
  - h. CIG Component Category (Natural Resources, Technology)  
Proposal Review Category: Water Quality-Livestock; Water Quality-Not Livestock; Water Quantity; Soils Resources; Atmospheric Resources; Grazing Land, Forest Health; Wildlife Habitat; and On-Farm Energy Resources (Proposal may be reviewed in a different category if more appropriate).
  - i. Certification - Request for Federal Funds
3. **One-Page Abstract:** A one-page, single-sided, non-confidential technical summary that describes the work to be undertaken and the expected outcome and benefits. The technical summary should take into account the priorities and evaluation factors described in this solicitation. Pages in excess of the one-page limit will be discarded.
4. **Project Description:** The description must include the following information and should not exceed 15 pages (single-sided, double-spaced) in length:
  - a. A project narrative which clearly and concisely describes the proposed project and discusses the expected benefits. The project narrative should provide a clear description of the work to be undertaken and how it will be accomplished. It must be formatted to address each of the merit review criteria listed in Section V.1.B. and provide sufficient information for the reviewers to evaluate the application in accordance with these merit review criteria. The project narrative should mention the amount of money applied for and matching dollars provided. The project narrative should be organized into the following sections:
    - i. Introduction
    - ii. Technical Relevance and Merit
    - iii. Technical Approach/Work Plan
    - iv. Energy Efficiency/Displacement, Rural Economic Development, Environmental Benefits
    - v. Technical, Management, and Facility Capabilities
  - b. Project background: Describe the history of, and need for the proposed innovation. Provide evidence that the proposed innovation has been studied sufficiently to indicate a good probability for success of the project;
  - c. Project objectives: Be specific using qualitative and quantitative measures, if possible, to describe the project's purpose and goals. Describe how, based on the description of innovative conservation projects and activities provided in section I.C., the project is innovative;
  - d. Project methods: Describe clearly the methodology of the project and the tools or processes that will be used to implement the project;
  - e. Location and size of project or project area: Describe the location of the project and the relative size and scope (e.g., acres, farm types and demographics, etc.) of the project area. Provide a map, if possible;
  - f. Producer participation: Estimate the number of producers involved in the project, and describe the extent of their involvement (all producers involved in the project must be eligible for EQIP);
  - g. Project action plan and timeline: Provide a table listing project actions, timeframes, and associated milestones through project completion;
  - h. Project management: Give a detailed description of how the project will be organized and managed. Include a list of key project personnel, their relevant education or experience, and their anticipated contributions to the project. Explain the level of participation required in the project by government and non-government entities. Identify who will participate in monitoring and evaluating the project;
  - i. Benefits or results expected and transferability: Identify the results and benefits to be derived from the proposed project activities and explain how the results will be measured. Identify project beneficiaries i.e., agricultural producers by type or region or sector; rural communities; municipalities. Explain how these entities will benefit. In addition, describe how results will be communicated to others via outreach activities;

- j. Project evaluation: Describe the methodology or procedures to be followed to evaluate the project, determine technical feasibility, and quantify the results of the project for the final report. (Grant recipients will be required to provide a semi-annual report of progress, quarterly financial reports, and a final project report to NRCS. Instructions for submitting reports will be detailed in the grant agreement); and
  - k. Environmental Information and Assessment of Environmental Impacts: Describe the anticipated environmental effects of the proposed project. The description of the potential environmental and social impacts must address all potential beneficial and adverse impacts of the proposed action. A description of the potential impacts to all environmental resources must be disclosed. Environmental resources include soil, water, air, plants, and animals, as well as other specific resources protected by law, Executive Order, and Agency policy. These resources are outlined in the NRCS Environmental Evaluation Worksheet, form NRCS-CPA-52, which is available at [www.nrcs.usda.gov/technical/ECS/environment/CPA-52.doc](http://www.nrcs.usda.gov/technical/ECS/environment/CPA-52.doc). The CPA-52 form can be used as a guide for the scope of environmental information that should be prepared for this section of the application. In addition to describing impacts, applicants are required to assess the significance or degree of potential environmental impact of the proposed project on environmental resources. Applicants may consult with NRCS Environmental Liaison concerning the scope of what should be addressed in this section of the application. A list of the Environmental Liaisons can be found on the following website: [www.nrcs.usda.gov/technical/ECS/environmental/liaison.doc](http://www.nrcs.usda.gov/technical/ECS/environmental/liaison.doc).
    - Note: Please be aware that applications for projects with potentially adverse impacts may need to be modified in order to achieve acceptable and beneficial levels of environmental impact. If projects cannot be modified, then there is a potential during the screening process that the application may not be selected.
5. **Budget Information:** All Applicants must use Standard Form 424A, Budget Information Non-Construction Programs, to document budget needs. Standard Form 424A is available at [www.grants.gov/agencies/aapproved\\_standard\\_forms.jsp](http://www.grants.gov/agencies/aapproved_standard_forms.jsp). The cost proposal must:
- a) Indicate the amount of Federal funds requested and the matching resources provided by the applicant in order to carry out the project. The cost proposal is limited to 12 pages, plus required forms. Pages in excess of the 12-page limit will be discarded.
  - b) Provide a project budget and the applicant's request for a specific amount of Federal funds under this solicitation. The project budget should show a summary of proposed costs for each task identified in the Technical Approach/Work Plan, as well as the matching or corresponding resources devoted to this project by the applicant, including each of the participating entities in a consortium engaged to carry out the project as proposed.
  - c) The project budget should include the following for the applicant and each participant:
    - i. Position title, number of hours, and total cost for personnel proposed;
    - ii. Total cost for travel;
    - iii. Proposed equipment, supplies, or other major expenses over \$5,000;
    - iv. Total of all direct costs;
    - v. Total of all indirect costs;
    - vi. Summary of total project costs.
6. **Budget Narrative:** In addition to the SF424-A, all applicants must provide a detailed narrative (3 pages maximum, single-sided and double-spaced) in support of the budget for the project, broken down by each project year. Itemize the costs necessary for successful completion of the proposed project. Indicate the total amount (both cash and in-kind) of non-Federal matching support that will be provided to the proposed project. Identify and provide documentation of the source(s), the amount, and the nature (cash or in-kind) of the matching funds. An indirect cost-rate agreement must be included if the applicant is claiming indirect costs. Indirect costs can not exceed 15 percent. In-kind cost of equipment or project personnel cannot exceed 50 percent of the applicant's match (except in the case of projects carried out by either a Beginning or Limited Resource Farmer or Rancher, or Indian Tribe, or a community-based organization comprised of or representing these entities). The remainder of the match must be provided in cash.
7. **Declaration of EQIP Eligibility:** Applicants must include a statement indicating that the proposed project will involve EQIP-eligible producers. Applicants must make a declaration in writing that they, or parties involved in the project, are eligible for EQIP (if EQIP eligible producers are not involved, the proposal will be considered ineligible).
8. **Certifications:** All applications must include a signed Standard Form (SF) 424B - Assurances, Non-construction Programs. SF 424B may be found at: [http://www.grants.gov/agencies/aapproved\\_standard\\_forms.jsp](http://www.grants.gov/agencies/aapproved_standard_forms.jsp). Applicants, by signing and submitting an application, assure and certify that they are in compliance with the following from 7

Code of Federal Register (CFR):

- a. Part 3017, Government-wide Debarment and Suspension (Non-procurement);
  - b. Part 3018, New Restrictions on Lobbying; and  
Part 3021, Government-wide Requirements for Drug-Free Workplace (Financial Assistance)
7. **DUNS Number:** A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 70 million businesses worldwide. A Federal Register notice of final policy issuance (68 FR 38402) requires a DUNS number in every application (i.e., hard copy and electronic) for a grant or cooperative agreement (except applications from individuals) submitted on or after October 1, 2003. For information about how to obtain a DUNS number, go to [www.grants.gov/RequestaDUNS](http://www.grants.gov/RequestaDUNS) or call 1-866-705-5711. Please note that the registration may take up to 14 business days to complete.
8. **Required CCR Registration:** The Central Contractor Registry (CCR) is a database that serves as the primary Government repository for contractor information required for the conduct of business with the Government. This database will also be used as a central location for maintaining organizational information for organizations seeking and receiving grants from the Government. CIG applicants must register with the CCR. To register, visit <http://www.ccr.gov>. Allow a minimum of 5 days to complete the CCR registration.

### C. How to Submit a Written Application

Applicants must submit one signed original and six complete copies of each project application. Each copy of the proposal must be stapled securely in the upper left-hand corner. Hard copies must be accompanied by an electronic copy on a compact disc (CD). Electronic files must be either Microsoft Word or Acrobat (pdf) files. Applications submitted via facsimile or e-mail will not be accepted.

**Submit written proposals to: Dave Brown, Program Manager, Natural Resources Conservation Service, 316 W. Boone Avenue, Suite 450, Spokane, Washington 99201-2348.**

### D. How to Submit an Application Electronically

Applicants may submit applications electronically through Grants.gov, the Federal Government's e-grants portal. Applications submitted through Grants.gov must contain all of the elements of a complete application and meet the requirements described above. Instructions for electronically submitting the required standard forms, abstract, narrative, and declarations are posted on Grants.gov. The cover letter requesting the State Conservationist's letter of review may be scanned as an attachment to the application. Instructions for adding attachments are available on Grants.gov. Applications submitted electronically are date and time stamped by Grants.gov and must be received by the identified closing date. Note that NRCS is not responsible for any technical malfunctions or website problems related to Grants.gov submissions. Applicants should begin the Grants.gov process well before the submission deadline to avoid problems.

### E. Application Due Date

**Proposals must be received in the NRCS Washington State Office by 4 P.M. Pacific Daylight Time (PDT) on May 8, 2009. A proposal's postmark date is not a factor in whether an application is received on time.** The applicant assumes the risk of any delays in proposal delivery. Applicants are strongly encouraged to submit completed applications via overnight mail or delivery service to ensure timely receipt by NRCS.

## **F. Acknowledgement of Submission**

Proposals received by the due date will be acknowledged with an official letter. If an applicant has not received an acknowledgment within 30 days of the application closing date, the applicant must contact the program contact (see "Agency Contacts" below) immediately. Failure to do so may result in the application not being considered for funding by the peer review panel.

## **G. Funding Restrictions**

Awardees may not use unrecovered indirect costs as part of their matching funds.

CIG funds may not be used to pay any of the following costs unless otherwise permitted by law, or approved in writing by the Authorized Departmental Officer in advance of incurring such costs:

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

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

## **H. Patents and Inventions**

Allocation of rights to patents and inventions shall be in accordance with USDA regulation 7 CFR 3019.36. This regulation provides that small businesses normally may retain the principal worldwide patent rights to any invention developed with USDA support. In accordance with 7 CFR 3019.2, this provision will also apply to commercial organizations for the purposes of CIG. USDA receives a royalty-free license for Federal Government use, reserves the right to require the patentee to license others in certain circumstances, and requires that anyone exclusively licensed to sell the invention in the United States must normally manufacture it domestically.

## **I. Environmental Review Requirements**

The National Environmental Policy Act (NEPA) and NRCS regulations that implement NEPA 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 (described further under Part IV B.4.k.) 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/or pay for the preparation of the appropriate NEPA document (e.g., Environmental Assessment and/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.

## **J. Withdrawal of Applications**

Applications may be withdrawn by written notice at any time before an award is made. Applications may be withdrawn by the applicant, or by an authorized representative thereof, if the representative's identity is made known and the representative signs a receipt for the application.

## **K. Deliverables**

Applications must include the following activities as deliverables:

- a. Semi-annual reports;
- b. Supplemental narratives to explain and support payment requests;
- c. Final report;
- d. Performance items specific to the project that indicate progress;
- e. New technology and innovative approach fact sheet; and

## V. APPLICATION REVIEW

### A. Application Review and Selection Process

Prior to technical (peer) review, each application will be screened for completeness and compliance with the provisions of this notice. Incomplete applications, and those that do not meet the provisions of this notice, will be eliminated from competition and notification of elimination will be mailed to the applicant.

Applications will be reviewed based on the Criteria for Application Evaluation. Reviewed applications will be forwarded to a Grants Review Board, which will certify the peer review panels' recommendations and ensure that the application evaluations are consistent with program objectives. In Washington State, the technical peer review will be conducted by a sub-committee of the State Technical Advisory Committee.

The CIG Grants Review Board consists of three members of NRCS leadership, Assistance State Conservation-Programs, State Resource Conservationist, and the State Conservation Engineer.

### B. Criteria for Application Evaluation

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

1. Purpose, Approach, and Goals:
  - a. The purpose and goals are clearly stated;
  - b. There is strong potential for successful completion;
  - c. Outcome is clearly measurable with regards to the CIG natural resources concern(s);
  - d. Project conforms to RGP description of innovative projects or activities;
  - e. Design and implementation of project is based on sound methodology and/or demonstrated technology;
  - f. Project promotes environmental enhancement and protections in conjunction with agricultural; and
  - g. The project has a significantly positive environmental impact in consideration of potentially adverse impacts.
2. Project Management:
  - a. Milestones and timeline are clear and reasonable;
  - b. Project staff has the technical expertise needed;
  - c. Budget is adequately explained and justified; and
  - d. Percentage that project leverages non-Federal matching funds above the required 50 percent (degree to which non-Federal matching funds are leveraged).
3. Transferability:
  - a. Potential to transfer the approach or technology nationally or to other geographic or socio-economic areas; and
  - b. Project will result in the development or improvement of NRCS technical or related materials that will help foster expanded adoption of the innovative technology or approach.

### C. Anticipated Announcement and Award Dates

CIG awards are anticipated to be announced by June 30, 2009. **Funds are not awarded and work may not start until an agreement is signed by both NRCS and the Grantee.**

## VI. AWARD INFORMATION AND ADMINISTRATION

### A. Award Notification

Applicants who have been selected for funding pending environmental review will receive a letter of official notification from the State Conservationist or her representative. Upon notification of selection, the applicant should contact the NRCS Environmental Liaison in order 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. This official notice will also indicate the need to work with the administrative contact to develop an agreement prior to starting work on the project. Applicants who are not selected will be notified by official letter.

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

### B. Environmental Review Requirements

Project proponents that are selected to receive grant funding will need to work with the NRCS Program Contact and NRCS Environmental Liaison concerning what documentation will need to be prepared for compliance with the National Environmental Policy Act (NEPA) and NRCS regulations. Selected applicants may be required to prepare and/or pay for the preparation of the appropriate NEPA document if an Environmental Assessment and/or Environmental Impact Statement is needed. Grant funds can not be awarded until the environmental review requirements demonstrating compliance with NEPA are met. A list of the NRCS Environmental Liaisons can be found at the following web address: [www.nrcs.usda.gov/technical/ECS/environment/liaison.doc](http://www.nrcs.usda.gov/technical/ECS/environment/liaison.doc)

### **C. 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 agreement will include:

- project purpose;
- project objectives and deliverables;
- the final project plan listing cooperators in the project and identifying the grant applicant and the project manager;
- the project timelines and expected project completion date;
- project progress and budget reporting requirements;
- award amount and budget information;
- information regarding requests for advance of funds or reimbursement;
- the role of NRCS technical oversight in the project;
- reporting requirements;
- changes in project plans; and
- other requirements and terms deemed necessary by the CCC to protect the interests of the United States.

### **C. Reporting Requirements**

Grantees receiving an advance of Federal funds of more than \$25,000 are required to submit a SF-272 (Report of Federal Cash Transactions), and when necessary, the continuation sheet, SF272-A, no later than 15 days following the end of each quarter or 90 days after project completion. These reports are used to monitor cash advanced to recipients and to obtain disbursement and outlay information for each award.

Grantees must submit a Financial Status Report (SF 269) no later than 30 days after the end of each quarter and 90 days after completion of project. The SF-272 and SF-269 are available at: [www.nrcs.usda.gov/programs/cig/InforForGrantees.html](http://www.nrcs.usda.gov/programs/cig/InforForGrantees.html)

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

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

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

- a. A list of producers, identified by name and social security number, of all EQIP-eligible producers or entities involved in the project;
- b. 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; and
- c. A self-certification indicating that each individual or entity receiving a direct or indirect payment through this grant is in compliance with the EQIP Payment Limitation, AGI, HEL, and Wetlands Conservation Compliance Farm Bill provisions.

A progress report template will be provided to grantees by the NRCS Program Contact. This template is available on the NRCS CIG website at: [www.nrcs.usda.gov/programs/cig/InfoForGrantees.html](http://www.nrcs.usda.gov/programs/cig/InfoForGrantees.html).

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

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

## VII. AGENCY CONTACTS

For programmatic questions please contact:

Dave Brown, Washington CIG Program Manager  
316 W. Boone Avenue, Suite 450  
Spokane, Washington 99201-2348  
Phone (509) 323-2971;  
Facsimile (509) 323-2979  
e-mail [david.brown@wa.usda.gov](mailto:david.brown@wa.usda.gov).

For administrative questions please contact:

Amy Smith, Contract Specialist  
316 W. Boone Avenue, Suite 450  
Spokane, Washington 99201-2348  
Phone (509) 323-2925;  
Facsimile (509) 323-2909  
e-mail [amy.smith2@wa.usda.gov](mailto:amy.smith2@wa.usda.gov)

Additional information about CIG, including fact sheets and FAQs, is available on the CIG webpage: [www.nrcs.usda.gov/programs/cig](http://www.nrcs.usda.gov/programs/cig)

Signed in Spokane, Washington on \_\_\_\_\_ (insert date at signature)

/s/

**ROYLENE RIDES AT THE DOOR**, State Conservationist  
Natural Resources Conservation Service Washington State

## CONSERVATION INNOVATION GRANTS FISCAL YEAR 2009 APPLICATION PACKAGE CHECKLIST

1. **Application Cover Sheet:** Complete Standard Form 424 (SF-424).
2. **Project Summary Sheet:** (1 page maximum; template available)
  - a. Project title;
  - b. Project Director name and contact information (including e-mail);
  - c. Names and affiliations or project collaborators;
  - d. Project purpose;
  - e. Project deliverables/products;
  - f. Project scope/area;
  - g. Project start and end dates (projects should plan to begin no earlier than September 1, 2009);
  - h. CIG Component category (Natural Resources, Technology)  
Proposal Review Category: Water Quality-Livestock; Water Quality-Not Livestock; Water Quantity; Soils Resources; Atmospheric Resources; Grazing Land; Forest Health; Wildlife Habitat; and On-Farm Energy Resources (Proposal may be reviewed in a different category if more appropriate);
  - i. Certification – Request for Federal Funds;
3. **One-Page Abstract:** Single-sided technical summary
4. **Project Description:** (15 pages maximum, single-sided, double spaced)
  - a. Project narrative
  - b. Project background ;
  - c. Project objectives ;
  - d. Project methods ;
  - e. Location and size of project area (include a map if possible);
  - f. Producer participation;
  - g. Project action plan and timeline;
  - h. Project management;
  - i. Benefits or results expected and transferability;
  - j. Project evaluation; and
  - k. Environmental Information and Assessment of Environmental Impacts.
5. **Budget Information:** Complete Standard Form 424A (SF-424A).
6. **Budget Narrative:** (3 pages maximum, single-sided, double-spaced)
7. **Declaration of EQIP Eligibility:** Include a statement indicating that the proposed project will involve EQIP-eligible producers.
8. **Certifications:** Complete Standard Form 424B (SF-424B).
9. **DUNS Number:** For information about how to obtain a DUNS number go to <http://www.grants.gov/RequestaDUNS> or call 1-866-705-5711. Please note that the registration may take up to 14 business days to complete.
10. **Required CCR Registration:** Visit [www.ccr.gov](http://www.ccr.gov) to register.

**Application for Federal Assistance SF-424**

Version 02

\* 1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

\* 2. Type of Application:

- New
- Continuation
- Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify)

\* 3. Date Received:

Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

\* 5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

\* c. Organizational DUNS:

**d. Address:**

\* Street1:

Street2:

\* City:

County:

\* State:

Province:

\* Country:

\* Zip / Postal Code:

**e. Organizational Unit:**

Department Name:

Division Name:

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:

\* First Name:

Middle Name:

\* Last Name:

Suffix:

Title:

Organizational Affiliation:

\* Telephone Number:

Fax Number:

\* Email:

**Application for Federal Assistance SF-424**

Version 02

**9. Type of Applicant 1: Select Applicant Type:**

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

NGMS Agency

**11. Catalog of Federal Domestic Assistance Number:**

CFDA Title:

**\* 12. Funding Opportunity Number:**

MBL-SF424FAMILY-ALLFORMS

\* Title:

MBL-SF424Family-AllForms

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**\* 15. Descriptive Title of Applicant's Project:**

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

Version 02

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

\* a. Federal

\* b. Applicant

\* c. State

\* d. Local

\* e. Other

\* f. Program Income

\* g. TOTAL

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on .

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

Yes

No

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

**\*\* I AGREE**

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:

\* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:

\* Date Signed:

**Application for Federal Assistance SF-424**

Version 02

**\* Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

**INSTRUCTIONS FOR THE SF-424**

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	<b>Type of Submission:</b> (Required): Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> <li>• Preapplication</li> <li>• Application</li> <li>• Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.</li> </ul>	10.	<b>Name Of Federal Agency:</b> (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
		11.	<b>Catalog Of Federal Domestic Assistance Number/Title:</b> Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	<b>Type of Application:</b> (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> <li>• New – An application that is being submitted to an agency for the first time.</li> <li>• Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.</li> <li>• Revision - Any change in the Federal Government’s financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. <ul style="list-style-type: none"> <li>A. Increase Award                      B. Decrease Award</li> <li>C. Increase Duration                      D. Decrease Duration</li> <li>E. Other (specify)</li> </ul> </li> </ul>	12.	<b>Funding Opportunity Number/Title:</b> (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	<b>Competition Identification Number/Title:</b> Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
		14.	<b>Areas Affected By Project:</b> List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
3.	<b>Date Received:</b> Leave this field blank. This date will be assigned by the Federal agency.	15.	<b>Descriptive Title of Applicant’s Project:</b> (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
4.	<b>Applicant Identifier:</b> Enter the entity identifier assigned by the Federal agency, if any, or the applicant’s control number if applicable.		
5a.	<b>Federal Entity Identifier:</b> Enter the number assigned to your organization by the Federal Agency, if any.		
5b.	<b>Federal Award Identifier:</b> For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.		
6.	<b>Date Received by State:</b> Leave this field blank. This date will be assigned by the State, if applicable.	16.	<b>Congressional Districts Of:</b> (Required) 16a. Enter the applicant’s Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5 <sup>th</sup> district, CA-012 for California 12 <sup>th</sup> district, NC-103 for North Carolina’s 103 <sup>rd</sup> district. • If all congressional districts in a state are affected, enter “all” for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000.
7.	<b>State Application Identifier:</b> Leave this field blank. This identifier will be assigned by the State, if applicable.		
8.	<b>Applicant Information:</b> Enter the following in accordance with agency instructions:		
	<b>a. Legal Name:</b> (Required): Enter the legal name of applicant that will undertake the assistance activity. This is that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.	17.	<b>Proposed Project Start and End Dates:</b> (Required) Enter the proposed start date and end date of the project.
	<b>b. Employer/Taxpayer Number (EIN/TIN):</b> (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.	18.	<b>Estimated Funding:</b> (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.

	<p><b>c. Organizational DUNS:</b> (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.</p>	19.	<p><b>Is Application Subject to Review by State Under Executive Order 12372 Process?</b> Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.</p>																								
	<p><b>d. Address:</b> Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).</p>	20.	<p><b>Is the Applicant Delinquent on any Federal Debt?</b> (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.</p>																								
	<p><b>e. Organizational Unit:</b> Enter the name of the primary organizational unit (and department or division, (if applicable) that will undertake the assistance activity, if applicable.</p>	21.	<p><b>Authorized Representative:</b> (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)</p>																								
	<p><b>f. Name and contact information of person to be contacted on matters involving this applicat</b> (required), organizational affiliation (if affiliated with an organization other <b>on:</b> Enter the name (First and last name than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.</p>																										
9.	<p>Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0" data-bbox="134 846 894 1432"> <tr> <td data-bbox="134 846 537 873">A. State Government</td> <td data-bbox="537 846 894 873">M. Nonprofit</td> </tr> <tr> <td data-bbox="134 873 537 900">B. County Government</td> <td data-bbox="537 873 894 900">N. Nonprofit</td> </tr> <tr> <td data-bbox="134 900 537 947">C. City or Township Government</td> <td data-bbox="537 900 894 947">O. Private Institution of Higher Education</td> </tr> <tr> <td data-bbox="134 947 537 974">D. Special District Government</td> <td data-bbox="537 947 894 974">P. Individual</td> </tr> <tr> <td data-bbox="134 974 537 1001">E. Regional Organization</td> <td data-bbox="537 974 894 1043">Q. For-Profit Organization (Other than Small Business)</td> </tr> <tr> <td data-bbox="134 1001 537 1029">F. U.S. Territory or Possession</td> <td data-bbox="537 1043 894 1071">R. Small Business</td> </tr> <tr> <td data-bbox="134 1029 537 1115">G. Independent School District</td> <td data-bbox="537 1071 894 1115">S. Hispanic-serving Institution</td> </tr> <tr> <td data-bbox="134 1115 537 1184">H. Public/State Controlled Institution of Higher Education</td> <td data-bbox="537 1115 894 1184">T. Historically Black Colleges and Universities (HBCUs)</td> </tr> <tr> <td data-bbox="134 1184 537 1253">I. Indian/Native American Tribal Government (Federally Recognized)</td> <td data-bbox="537 1184 894 1253">U. Tribally Controlled Colleges and Universities (TCCUs)</td> </tr> <tr> <td data-bbox="134 1253 537 1323">J. Indian/Native American Tribal Government (Other than Federally Recognized)</td> <td data-bbox="537 1253 894 1323">V. Alaska Native and Native Hawaiian Serving Institutions</td> </tr> <tr> <td data-bbox="134 1323 537 1392">K. Indian/Native American Tribally Designated Organization</td> <td data-bbox="537 1323 894 1392">W. Non-domestic (non-US) Entity</td> </tr> <tr> <td data-bbox="134 1392 537 1432">L. Public/Indian Housing Authority</td> <td data-bbox="537 1392 894 1432">X. Other (specify)</td> </tr> </table>	A. State Government	M. Nonprofit	B. County Government	N. Nonprofit	C. City or Township Government	O. Private Institution of Higher Education	D. Special District Government	P. Individual	E. Regional Organization	Q. For-Profit Organization (Other than Small Business)	F. U.S. Territory or Possession	R. Small Business	G. Independent School District	S. Hispanic-serving Institution	H. Public/State Controlled Institution of Higher Education	T. Historically Black Colleges and Universities (HBCUs)	I. Indian/Native American Tribal Government (Federally Recognized)	U. Tribally Controlled Colleges and Universities (TCCUs)	J. Indian/Native American Tribal Government (Other than Federally Recognized)	V. Alaska Native and Native Hawaiian Serving Institutions	K. Indian/Native American Tribally Designated Organization	W. Non-domestic (non-US) Entity	L. Public/Indian Housing Authority	X. Other (specify)		
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L. Public/Indian Housing Authority	X. Other (specify)																										

**BUDGET INFORMATION - Non-Construction Programs**

**SECTION A - BUDGET SUMMARY**

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

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					\$
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$

**SECTION C - NON-FEDERAL RESOURCES**

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

**SECTION D - FORECASTED CASH NEEDS**

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

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

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
<b>20. TOTAL (sum of lines 16 - 19)</b>	\$	\$	\$	\$

**SECTION F - OTHER BUDGET INFORMATION**

<b>21. Direct Charges:</b>	▲ ▼	<b>22. Indirect Charges:</b>	▲ ▼
<b>23. Remarks:</b>			▲ ▼

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

<p>* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> <p>Completed on submission to Grants.gov</p>	<p>* TITLE</p> <input data-bbox="873 1360 1495 1402" type="text"/>
<p>* APPLICANT ORGANIZATION</p> <input data-bbox="103 1472 850 1514" type="text"/>	<p>* DATE SUBMITTED</p> <p>Completed on submission to Grants.gov</p>