

DEPARTMENT OF AGRICULTURE

AGENCY: Natural Resources Conservation Service, Commodity Credit Corporation

ACTION: NOTICE

Conservation Innovation Grants Fiscal Year (FY) 2012 Announcement for Program Funding

Catalog of Federal Domestic Assistance (CFDA) Number: 10.912

SUMMARY: The Natural Resources Conservation Service (NRCS), an agency under the United States Department of Agriculture, is announcing availability of Conservation Innovation Grants (CIG) to stimulate the development and adoption of innovative conservation approaches and technologies. Applications are accepted from all 50 States, Caribbean Area (Puerto Rico and the Virgin Islands), and the Pacific Islands Area (Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands). NRCS anticipates that the amount available for support of this program in FY 2012 will be approximately **\$20 million**. 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.

Funds will be awarded through a two-phase nationwide competitive grants process that will include (1) a pre-proposal process and (2) a full proposal process. The full proposal process will only be open to applicants whose pre-proposal applications are selected by NRCS. Both phases are described in this announcement, but **only pre-proposals are being solicited at this time**.

This notice identifies the objectives, eligibility criteria, and application instructions for CIG projects. Applications will be screened for completeness and compliance with the provisions of this notice. Incomplete applications will be eliminated from competition, and notification of elimination will be mailed to the applicant. NRCS will request a full proposal package only from those applicants selected in the pre-proposal phase.

DATES: Applications for the pre-proposal phase must be received in 6227 South Building at the NRCS National Headquarters by 4 p.m. Eastern Standard Time (EST) on **January 31, 2012**.

Notification of selected pre-proposal applications will be announced by **February 29, 2012**. Selected applicants will then be required to submit a full proposal package to the NRCS National Headquarters by 4 p.m. EST on **April 6, 2012**.

ADDRESSES: Applications sent via hand-delivery, express mail or overnight courier service must be sent to the following address: Department of Agriculture, Natural Resources Conservation Service, Conservation Innovation Grants Program, Room 6227 South Building; 1400 Independence Avenue, SW., Washington, D.C. 20250. The contact phone number for hand-delivered pre-proposals and applications (needed to enter the USDA South Building) is: (202) 720-8071.

Applications sent via the United States Postal Service must be sent to the following address: Department of Agriculture, Natural Resources Conservation Service, Conservation Innovation Grants Program, P.O. Box 2890, Room 6227-S, Washington, D.C. 20013-2890.

Applications sent electronically must be sent through Grants.gov or nrscig@wdc.usda.gov.

For more information contact:

Gregorio Cruz
National CIG Program Manager
Department of Agriculture, Natural Resources Conservation Service
P.O. Box 2890, Room 6227-S
Washington, D.C. 20013-2890
Phone: (202) 720-8071
Fax: (202) 720-4839
E-mail: gregorio.cruz@wdc.usda.gov

SUPPLEMENTARY INFORMATION

I. FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority

The Conservation Innovation Grants (CIG) program was authorized as part of the Environmental Quality Incentives Program (EQIP) [16 U.S.C. 3839aa-8] under 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 funded and administered by NRCS under the authorities of the CCC.

B. Overview

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

A two-phase evaluation process will be utilized for applications submitted under this notice. The first phase requires the applicant to submit a pre-proposal. Applications will be evaluated by NRCS staff under the bulleted topics identified by the applicant (see section I.D). Applications will be screened for completeness and compliance with the provisions of this notice. Incomplete applications will be eliminated from competition, and notification of elimination will be mailed to the applicant.

NRCS will accept applications for single or multi-year projects, not to exceed 3 years, submitted to NRCS from eligible entities including Federally recognized Indian tribes, State and local units of government, and non-governmental organizations and individuals. Applications are accepted from all 50 States, the Caribbean Area (Puerto Rico and the Virgin Islands), and the Pacific Islands Area (Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands).

NRCS will only request a full proposal package from those applicants selected in the pre-proposal process. Complete applications received by applicable deadlines will be evaluated by a technical peer review panel based on the Criteria for Application Evaluation identified in the application instructions in section VI.B.

Full proposal applications, along with their associated technical peer review, will be forwarded to the Grants Review Board. The Grants Review Board will make recommendations for project approval to the NRCS Chief who will make the final selections.

C. Innovative Conservation Projects or Activities

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

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

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

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

D. National Component

For FY 2012, NRCS will consider offering CIG in the following areas: Nutrient Management, Energy Conservation, Soil Health, Wildlife, and CIG Projects Assessment. Also included is continuing support for new, innovative projects and activities that further the Mississippi River Basin Healthy Watersheds Initiative (MRBI) objectives to manage and optimize nutrient management, reduce downstream nutrient loads, maintain agricultural productivity, and enhance wildlife and other ecosystem services.

Pre-proposals that demonstrate the use of innovative technologies and/or approaches to address at least one bulleted topic listed below will be considered. Pre-proposals must identify the most appropriate bulleted topic the innovation/technology is addressing. While NRCS is interested in receiving proposals for each bulleted topic below, special interest is placed on receiving proposals that address topics identified as a “Priority Need.” Additional topics (not listed below) may be considered at the Chief’s discretion. If an additional topic is proposed for the Chief’s consideration, it must be identified as such in the pre-proposal.

1. Nutrient Management

- **Priority Need:** Demonstrate and quantify the optimal combinations of nutrient source, application rate, placement, and application timing (4 Rs), as measured by impact on nutrient use efficiency and yield for one or more of the following: corn, soybeans, wheat, vegetables, hay/pasture, cotton, and/or rice. Demonstrations are encouraged that show how these optimal combinations change for one or more of the following comparisons: irrigated vs. non-irrigated management, tillage vs. reduced tillage systems, manure-

amended vs. non manure-amended systems, and/or organic vs. conventional production systems.

- **Priority Need:** Demonstrate application of and procedures for refining the usefulness of the Phosphorus Index for reducing P loss across a range of soil, topographic, climatic, crop, or management conditions.
- **Priority Need:** Demonstrate suite(s) of conservation practices and document the conditions for their optimal use in protecting surface and ground water quality if manure was to be applied to frozen soil.
- Demonstrate new and innovative advances in precision farming technologies related to low disturbance fertilizer injection and quantify the effects on nutrient use efficiency, yield, and producer risk.
- Demonstrate feed management, or adoption of new or novel feedstuffs or additives, and quantify their impact on manure nutrient content.
- Demonstrate active methods which improve on the capture of nitrogen in manure management systems and provide the opportunity to recycle the manure nitrogen in lieu of synthetic fertilizers. Examples may include: use and quantifying effectiveness of zeolite or other nitrogen adsorptive materials; use, effectiveness and economics of “ammonia stripping” technologies for animal manures; technologies that help growers deal with excess manure by means of exports or other value added products that generate income for the grower; and quantifying the impacts of innovative technologies that decrease nitrogen and phosphorus losses from the field (e.g., biofilters, wetland restoration, drainage water management).
- Demonstrate and quantify the effectiveness of bundling conservation measures to avoid, control, and trap nutrient losses from the field.
- Demonstrate and quantify the effectiveness of Enhanced Efficiency Fertilizer products; including inhibitors, delayed release products, or biological solutions; on yield and nutrient use efficiency.
- Demonstrate and quantify the effectiveness of methods to capture dissolved phosphorus from field runoff and subsurface drainage.
- Demonstrate the applicability and utility of in-season nitrogen management tools for determining additional nutrient needs for a range of soils, climates and/or cropping systems.
- Compile, summarize, and develop appropriate recommendations from the peer-reviewed literature on projects demonstrating and quantifying the application of various management practices, models, and/or other tools for increasing nitrogen use efficiency by crops.
- Demonstrate effective outreach programs for delivering technical assistance to small dairies for implementing whole farm strategies to reduce nutrient/sediment losses.
- Evaluate the use and cost effectiveness of technologies and/or programs that demonstrate removal of manure nutrients from areas of high concentrations of animal feeding operations to areas where they can be used for the production of agricultural crops, for example: demonstration of the ability to partition nutrients in dry poultry litter through screening; and demonstration of baling, wrapping and transport of poultry litter from high phosphorus concentration areas.
- Demonstrate and evaluate effectiveness and economics of innovative alternative systems for managing and handling liquid manure on farms to reduce nutrient losses, for example: use of polymers and/or other chemicals to enhance solid/liquid separation and nutrient partitioning; use of geotextile bags for solid separation and nutrient partitioning of swine

and/or dairy waste streams; and optimizing the use of existing separation technologies for separation efficiency and cost effectiveness.

- Demonstrate technologies which can improve cost efficiency of transporting manure nutrients from regions of dense populations of animal agriculture operations to areas with low densities of animal operations that have demand for manure nutrients.

2. *Energy Conservation*

- **Priority Need:** Evaluate and demonstrate renewable energy systems (e.g. hydropower, solar, and/or wind) that displace fossil fuel energy and meet on-farm energy needs, while increasing energy efficiency and/or reducing environmental contaminants (e.g. greenhouse gas emissions).
- Develop and/or demonstrate innovative implementation systems to achieve greater use of energy audits that address cropland, buildings, and equipment.
- Demonstrate the use of immediate feedback devices such as smart meters and their effect on increasing energy conservation and efficiency in the farming sector.
- Evaluate and demonstrate energy savings through adaptive management grazing systems that utilize grazing techniques that reduce the need for making and feeding hay, while also using manures and legumes rather than synthetic fertilizers. Deliverables should include energy lifecycle comparison of grazing and haying systems.
- Evaluate and demonstrate energy savings through adaptive management cropping systems that utilize crop rotations that include legumes and grasses in long term no-till systems that will increase nutrient cycling through enhanced soil biological activity.
- Develop and demonstrate innovative planning and decision aids to assess potential impacts of small on-farm renewable energy systems on wildlife and wildlife habitats and that can be used to identify appropriate sites to avoid or minimize potential adverse impacts.
- Demonstrate the feasibility and document the relevant issues associated with using low-head hydropower turbines in surface water sources such as in-stream installations and small dams (e.g. using a flow-through or pumpback configuration).

3. *Soil Health*

- **Priority Need:** Demonstrate and quantify the impacts of cover crops, crop rotations, tillage and/or soil amendments on soil chemical, physical, and/or biological properties and their relationships with nutrient cycling, soil water availability, and plant growth.
- **Priority Need:** Demonstrate and quantify the rate of increase in available soil water holding capacity as a function of soil properties, management practices (e.g. tillage, amendments, crop residue inputs), and/or climate.
- Demonstrate innovative seeding methods of cover crops and multiple species cover crop mixes to allow for earlier establishment and increased biomass production.
- Demonstrate the effects of grazing management of cover crop mixes on soil chemical, physical and biological properties health and water quality.
- Demonstrate and quantify differences in nutrient and available water holding capacity of a soil system resulting from long-term no-till with cover crops compared to systems using tillage or rotational tillage.

4. *Wildlife*

- **Priority Need:** Develop planning and decision aids to assess and maximize wildlife habitat value on land used to grow biofuel crops.
- **Priority Need:** Demonstrate new techniques and/or technologies for monitoring and evaluating wildlife habitat both on site and via remote sensing.
- **Priority Need:** Develop regional, crop-specific guidance providing the vegetative species, landforms, and necessary acreage to support appropriate populations of managed and wild pollinators per unit area of pollinated crops (i.e., describe the components of the landscape).
- Demonstrate and quantify the impacts of grazing as a habitat management tool.
- Develop and/or demonstrate fish screen, fish passage, and other fish related technology and criteria for native aquatic species of conservation concern.
- Demonstrate innovative approaches to restoring and reconnecting bottomland hardwood ecosystems that preserve hydrologic connectivity and aquatic organism passage.
- Develop planning guidance for the selection of streambank treatment options based on site conditions, including watershed context, landscape management legacy, and geomorphic potential/trajectory.
- Demonstrate effectiveness, cost, and longevity of various types of fence markers to reduce or prevent grouse mortality due to fence collisions.
- Demonstrate cost, effectiveness, and durability of alternatives or modifications to wood fence corner posts that provide raptor perches.
- Demonstrate technologies to control the spatial positioning and social groupings of cattle without fences.
- Develop Sagebrush and Shinnery Oak Management Guidelines to assist planning Brush Management in grouse habitat related to Ecological Sites.
- Develop planning and decision aids to assess the value of habitat development projects by estimating sage-grouse population responses to conservation practices.
- Develop metrics of measurable habitat improvement that could potentially be traded under a species-banking framework.
- Demonstrate the effectiveness and document the economics of alternate pest control methods in agricultural crops to protect pollinators and their habitats (e.g., ground application versus aerial application of pesticides, provision of habitat for “beneficial” insects).
- Estimate and document the effects upon pollinator populations and health due to the conversion to biofuel feedstock or agricultural production of lands presently enrolled in CRP or other suitable conservation easement programs.
- Demonstrate and quantify the effects of NRCS-recommended pollinator habitat seed/plant mixes on pollinator habitat.
- Document the benefits to other wildlife species of improving pollinator habitat.
- Demonstrate effective methods of establishing and maintaining the most beneficial pollinator-friendly plant materials for specific regions of the Nation.
- Evaluate the following NRCS conservation practice standards using a large diversity of flowering plants in order to quantify and demonstrate the revised practice standard benefits to pollinators: 332-Contour Buffer Strips, 342-Critical Area Planting, 393-Filter Strip, 391-Riparian Forest Buffer, 311-Alley Cropping, 380-Windbreak/Shelterbelt Establishment, and/or 580-Streambank and Shoreline Protection.

- Develop strategies to integrate pollinator habitat management into the agricultural working lands matrix to promote holistic, ecosystem-based conservation plans that support the full suite of ecosystem services.
- Develop region-specific and crop/orchard-specific plans that address the nesting and foraging needs of crop/orchard-specific pollinators.

5. *CIG Projects Assessment*

- **Priority Need:** Conduct an assessment of completed CIG projects on a given topic to identify and recommend those projects that should be adopted and the associated conservation practice standards that should incorporate those findings.

II. FUNDING AVAILABILITY

A. National Component

NRCS anticipates that the amount available for support of this program in FY 2012 will be approximately **\$20 million**. Up to **\$5 million** of this will be available to support and address the Mississippi River Basin Healthy Watersheds Initiative (MRBI) objectives to manage and optimize nutrient management, reduce downstream nutrient loads, maintain agricultural productivity, and enhance wildlife and other ecosystem services. Consistent with the MRB drainage area, funding available for MRBI is focused on the following 13 states: Arkansas, Illinois, Indiana, Iowa, Kentucky, Louisiana, Minnesota, Mississippi, Missouri, Ohio, South Dakota, Tennessee, and Wisconsin.

CIG will fund single and multi-year projects, not to exceed 3 years (anticipated project start date of **September 1, 2012**). Funds will be awarded through a nationwide competitive grants process. The maximum award amount for any project will not exceed **\$1 million** in FY 2012.

III. ELIGIBILITY INFORMATION

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

A. Matching Funds

Selected applicants may receive CIG grants of up to 50 percent of their total project cost. CIG recipients must match the USDA funds awarded on dollar-for-dollar basis from non-Federal sources with cash and in-kind contributions. Of the applicant's required match (50%), a minimum of 25 percent of the total project cost must come from cash sources; the remaining 25 percent may come from in-kind contributions.

In-kind costs 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 Farmer or Rancher, Limited Resource Farmer or Rancher, or Federally recognized Indian tribe or a community-based organization comprised of or representing these entities). The remainder of the match must be provided in cash.

Matching funds must be secured at time of application. Applications should include written verification of commitments of matching support (including both cash and in-kind contributions) from third parties. Additional information about matching funds can be found at the following link: 2 CFR 215.

B. Beginning or Limited Farmers or Ranchers or Federally Recognized Indian Tribes

For the FY 2012 grant award process, up to 10 percent of the total funds available for CIG may be set-aside for applications from Beginning Farmer or Ranchers, Limited Resource Farmers or Ranchers, or Federally recognized Indian tribes or community-based organizations comprised of or representing these persons or entities. Up to three-fourths of such an applicant's required matching funds (up to 37.5 percent of the total project cost) may derive from in-kind contributions. This exception is intended to help Beginning Farmers or Ranchers, Limited Resource Farmers or Ranchers, and Federally recognized Indian tribe meet the statutory requirements for receiving a CIG.

To compete for these set-aside funds, the applicant must make a declaration in the application as described in Part V.A.1.h. of this notice. Applications that are unsuccessful in the set-aside competition will automatically be placed in the general application pool for consideration. Funds not used in the set-aside pool will revert back into the general funding pool. Below are definitions of Beginning Farmer or Rancher and Limited Resource Producer. These definitions can also be found at 7 C.F.R. 1466.3:

Beginning Farmer or Rancher - a person or legal entity who:

- Has not operated a farm or ranch, or who has operated a farm or ranch for not more than 10 consecutive years. This requirement applies to all members of an entity who will materially and substantially participate in the operation of the farm or ranch;
- In the case of a contract with an individual, or with the immediate family, material and substantial participation requires that the individual provide substantial day-to-day labor and management of the farm or ranch consistent with the practices in the county or State where the farm is located; and
- In the case of a contract with an entity or joint operation, all members must materially and substantially participate in the operation of the farm or ranch. Material and substantial participation requires that each member provide some amount of the management or labor necessary for day-to-day activities, such that if each of the members did not provide these inputs, operation of the farm or ranch would be seriously impaired.

Limited Resource Farmer or Rancher -

- A person with direct or indirect gross farm sales not more than \$155,200 in each of the previous 2 years (adjusted for inflation using Prices Paid by Farmer Index as compiled by National Agricultural Statistical Service); and
- Has a total household income at or below the national poverty level for a family of four, or less than 50 percent of county median household income in each of the previous 2 years (to be determined annually using Department of Commerce data).

C. 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 fiscal years 2008 and 2012. The limitation applies to CIG in the following manner:

- CIG funds are awarded through grant agreements. These grant agreements are not EQIP contracts; thus, CIG awards in and of themselves are not limited by the payment limitation.
- Direct or indirect payments made to an individual or entity using funds from a CIG award to carry out structural, vegetative, or management practices count toward each individual's or entity's EQIP payment limitation. Through project progress reports, CIG grantees are responsible for certifying that 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 the 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 USDA programs (EQIP, Agricultural Management Assistance, Conservation Security Program, Conservation Stewardship Program, Wildlife Habitat Incentive Program, etc.) because that would be a duplicate payment.

D. Project Eligibility

To be eligible for CIG, projects must involve landowners who meet the EQIP eligibility requirements as set forth in [16 USC 3839aa-1](#). Further, all agricultural producers receiving direct or indirect payments through participation in a CIG project must also meet the EQIP eligibility requirements. Additional information regarding EQIP eligibility requirements can be found at: <http://www.nrcs.usda.gov/programs/eqip/>. Participating producers are not required to have an EQIP contract.

A person or legal entity will 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 percent of the average adjusted gross income of the person or legal entity is average adjusted gross farm income ([7 CFR Part 1400](#)).

A person who is determined ineligible for USDA program benefits under the Highly Erodible Land Compliance and Wetland Compliance 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 the appropriate State's EQIP Eligible Practices List by contacting the NRCS 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

A. PRE-PROPOSAL

1. How to Obtain Materials

The announcement for this CIG funding opportunity can be found on the following web sites: www.grants.gov and <http://www.nrcs.usda.gov/technical/cig/index.html>.

2. Content and Format

Applications must contain the information set forth below in order to receive consideration for the full proposal phase. Applicants should not assume prior knowledge on the part of NRCS or others as to the relative merits of the project described in their application. If submitting applications for more than one project, submit a separate application for each project. Material exceeding stated page limits will not be considered.

- a. Pre-proposal Cover Sheet: (Standard Form 424 Application for Federal Assistance)
Applicants must use this document as the cover sheet for each project application. Standard Form 424 can be downloaded from [Grants.gov - Forms Repository](#).
- b. Project Description: (Two to three pages, with a three-(3) page maximum)
Applicants must submit a description including the information below.
 1. Project title
 2. Primary area for consideration (refer to page 4)
 3. Project duration (anticipated project start date of **September 1, 2012**)
 4. Project director name, and contact information (including e-mail)
 5. Names and affiliations of project collaborators
 6. Project purpose
 7. Project area/location
 8. Project summary
 9. Project deliverables/products
 10. Description of EQIP eligible producer involvement
- c. Budget Information (Standard Form 424A Budget Information Non-Construction Programs).
 1. Fill in all spaces as appropriate. Section B, Item 6, column 1 should reflect the NRCS funds and Column 2 should reflect the cost share. If your cost share is from multiple sources you may show that in the remaining columns of Item 6. Applicants must prepare this document to identify budget needs. The SF-424A is available at: [Grants.gov - Forms Repository](#)
 2. A one page narrative describing the budget needs and justifying why the budget is appropriate should also be included. This is limited to a 1-page maximum.

Note: Please note that we understand these are preliminary figures at this point. If the application is approved for full submission there may be differences once the full details of the budget are developed. Please include \$3,000 in the project budget for NRCS designated travel. These funds are required and can be part of the federal portion, your cost share, or both.

3. How to Submit an Application

Applicants may submit applications electronically through Grants.gov or to the e-mail address listed below. Alternatively, applications may be submitted in person or via express mail, overnight courier service, or U.S. Postal Service to the addresses listed below. Applications submitted through Grants.gov or e-mail must contain all of the elements of a complete package and meet the requirements described above. Instructions for electronically submitting the required standard forms, and instructions for adding attachments are posted on Grants.gov. Applications submitted electronically are date and time stamped by Grants.gov and must be received by the identified closing date of

January 31, 2012. E-mailed applications must be received by NRCS before the submission deadline.

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

E-mail address: nrcscig@wdc.usda.gov

The address for submitting an application via hand-delivery, express mail or overnight courier service is:

Department of Agriculture, Natural Resources Conservation Service
Conservation Innovation Grants Program
1400 Independence Ave, SW
Room 6227 South Building
Washington, D.C. 20250

The contact phone number for hand-delivered pre-proposals (needed to enter the USDA South Building) is (202) 720-8071.

The address for submitting applications via the United States Postal Service is:

Department of Agriculture, Natural Resources Conservation Service
Conservation Innovation Grants Program
Post Office Box 2890, Room 6227-S
Washington, D.C. 20013-2890

Applications submitted by fax will not be considered.

4. Due Date

Pre-proposals must be received in Room 6227 South Building at the NRCS National Headquarters by 4:00 p.m. EST on **January 31, 2012**. The applicant assumes the risk of any delays in application delivery. Applicants are strongly encouraged to submit completed applications via e-mail, overnight mail, or delivery service to ensure timely receipt by NRCS.

5. Acknowledgement of Submission

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

CIG Program Contact:

Gregorio Cruz
National CIG Program Manager
1400 Independence Ave, SW
Room 6227 South Building
Washington, D.C. 20250
Phone: (202) 720-8071

Fax: (202) 720-4839
E-mail: gregorio.cruz@wdc.usda.gov

6. Withdrawal

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

7. Review

Applications will be evaluated by NRCS staff under the bulleted topic identified by the applicant. Each application will be screened for completeness and compliance with the provisions of this notice, including EQIP payment limitations. Incomplete applications will be eliminated from competition and notification of elimination will be mailed to the applicant.

8. Anticipated Notification

Applicants will be notified via mail by **February 29, 2012**. Applicants selected for full proposals will be required to submit a full proposal package by **April 6, 2012**.

V. INFORMATION FOR FULL PROPOSALS (only for those applicants notified at the end of the pre-proposal review process that their application has been identified for further evaluation).

A. FULL PROPOSAL

All Office of Management and Budget standard forms necessary for CIG submission are posted on the following web site: [Grants.gov - Forms Repository](http://www.grants.gov). An application checklist is available on the CIG Web site: <http://www.nrcs.usda.gov/technical/cig/index.html>.

1. Content and Format

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

- Applications should be typewritten or printed on 8½" x 11" white paper. The text of the application should be in a font no smaller than 12-point, single-spaced, single-sided, with one-inch margins and page numbered.
- Applications that fail to comply with the required content and format will not be considered for funding.

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

- Proposal Cover Sheet:** (Standard Form 424 Application for Federal Assistance)
Applicants must use this document as the cover sheet for each project application. Standard Form 424 can be downloaded from [Grants.gov - Forms Repository](http://www.grants.gov).
- Project Description:** The description must include the following information and is limited to 12 pages in length.

1. 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.
2. Project objectives: Be specific using qualitative and quantitative measures, if possible, to describe the project's purpose and goals. Describe how the project is innovative.
3. Project methods: Describe clearly the methodology of the project and the tools or processes that will be used to implement the project.
4. 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.
5. 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).
6. Project action plan and timeline: Provide a table listing project actions, timeframes, and associated milestones through project completion. Anticipated project start date of **September 1, 2012**.
7. 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.
8. Project deliverables/products: Provide a list of specific deliverables and products that will allow NRCS to monitor project progress and payment.

In addition to specific deliverable, 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 [A thorough list and explanation of measurable performance items specific to the project will be used in the technical evaluation (refer to "CIG Technical Evaluation Criteria")]
 - e. New technology and innovative approach fact sheet
 - f. Participation in at least one NRCS CIG Showcase or comparable NRCS event during the period of the grant
9. Benefits or results expected and transferability: Identify the results and benefits to be derived from the proposed project activities, and explain how the results will be measured. Identify project beneficiaries, i.e., agricultural producers by type, region, or sector; rural communities; and municipalities. Explain how these entities will benefit. In addition, describe how results will be communicated to others via outreach activities.
 10. Project evaluation: Describe the methodology or procedures to be followed to evaluate the project, determine technical feasibility, and quantify the results of the project for the final report. Grant recipients will be required to provide a semi-annual progress report, quarterly financial reports, and a final project report to

NRCS. Instructions for submitting quarterly reports will be detailed in the grant agreement.

- c. **Additional Information:** Bibliographies and/or resumes (not to exceed two pages per person), and references.
- d. **Assessment of Environmental and Social Impacts:** Describe and assess 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 full description and assessment of the potential impacts to all environmental resources must be disclosed. One line or short descriptions of environmental impacts are not acceptable. The length of the analysis should be commensurate with the complexity of the project proposed and the environmental resources impacted either directly, indirectly (later in time), or cumulatively. Where possible, information on environmental impacts should be quantified, such as number of acres of wetlands impacted, amount of carbon sequestration estimated, etc. Environmental resources include soil, water, air, plants, and animals, as well as other 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: [NRCS-CPA-52](#). The NRCS-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 the 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 web site: [Environmental Liaison](#)

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, there is potential that during the screening process the application may not be selected.

- e. **Budget Information:** The budget portion of the application consists of three parts described below.
 1. Standard Form (SF) 424A Budget Information- Non-Construction Programs: Fill in all spaces as appropriate. Section B, Item 6, column 1 should reflect the NRCS funds and Column 2 should reflect the cost share funds. If your cost share is from multiple sources you may show that in the remaining columns of Item 6. This form is the summary budget for the project.
 2. Detailed Budget Description: Specific item by item breakdown of the totals provided in Item 6 of the SF-424A should be provided. This detail should show what individual costs were added together to arrive at the totals presented in each of Object Class Categories on the SF-424. The format of this information should be readable in 8.5 by 11 printable pages. It may be in a chart, spreadsheet, table, etc. The information needs to be presented in such a way that the evaluators and NRCS can readily understand what expenses will be incurred to support the project. The breakdown of the federal share and the cost share should be shown separately as in the SF-424A, not combined. This may be on separate documents or on different sections of the same presentation. Listed below are some

suggested items that should be shown in the budget details. These are suggested details and are not inclusive:

- 6a. Personnel; A list of personnel, their salary, hourly rate, hours, % time
- 6b. Fringe Benefits: % of salary, differing rates for different staff
- 6c. Travel: basis for airfare, mileage rate (NTE Federal govt. rate), per diem, hotel, car rental, how many trips, how many days, number of staff
- 6d. Equipment: type of equipment, cost per item, per batch, per load, quantity
- 6e. Supplies: type of supplies, cost per item, per batch, per load, quantity (a general statement such as “office supplies \$3,000” is not acceptable)
- 6f. Contractual; Cost of each subcontract – the total of all subcontracts should be shown on the SF-424, but an itemized budget should be provided for each potential subcontract. The budgets for the subcontracts should follow this same format and be submitted with your proposal.
- 6g. Construction: N/A
- 6h. Other: Cost per item, per batch, per load, quantity

Note: Please include \$3,000 in the project budget for NRCS designated travel. These funds are required and can be part of the federal portion, your cost share or both.

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

f. Indirect Costs

If you have a current Federally Negotiated Indirect Cost Agreement you must:

- a. Submit a copy of the agreement with your application,
- b. Calculate indirect costs based on the total Federal Funds awarded and cannot exceed 15 percent,
- c. Requesting unrecovered indirect costs in the matching funds is not approved.

If you do **not** have a current Federally Negotiated Indirect Cost Agreement you may not claim indirect costs in this application.

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

Cash Match

For any third party cash contributions, a separate pledge agreement is required for each donation, signed by the authorized organizational representative of the donor organization and the applicant organization, which must include: (1) the name, address, and telephone number of the donor, (2) the name of the applicant organization, (3) the title of the project for which the donation is made, (4) the dollar amount of the cash donation, and (5) a statement that the donor will pay the cash contribution during the grant period.

In-Kind Match

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

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

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

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

- h. **Declaration of Previous CIG Projects Involvement:** Identify any previously awarded CIG projects involvement related to this proposal and any of its principal investigators. Detail the purpose, outcomes to date, and how this new proposal relates to the previous award.
- i. **Declaration of Beginning Farmer or Rancher, Limited Resource Farmer or Rancher, or Federally Recognized Indian Tribe:** If an applicant wishes to compete in the 10 percent set-aside funding pool, applicants must make a declaration in writing of their status as a Beginning Farmer or Rancher, Limited Resource Farmer or Rancher, or Federally recognized Indian tribe or a community-based organization comprised of or representing these entities. This declaration is also required in order to be eligible for the in-kind contribution exception. (Refer to Part III B that describes the provision of a set-aside pool of funding for Beginning or Limited Farmers or Ranchers and Federally recognized Indian tribes.)
- j. **State Conservationist Letter of Review:** Applicants must send a letter showing that the application was sent to the appropriate State Conservationist(s) for review. If a project is multi-State in scope, all State Conservationists in the project area must be sent the application for review. Applicants must send their application to the appropriate State Conservationist by 4:00 pm EST on **April 6, 2012**. A list of State office addresses and phone numbers is included at the end of this notice. Applicants are encouraged to consult with the appropriate State Conservationist(s) during application development to discuss the letter of review.
- k. **Certifications:** Standard Form (SF) 424B - Assurances, Non-construction Programs. All applications must include this document. The SF-424B may be found at: Grants.gov - Forms Repository or by contacting the State office. Applicants, by signing and submitting an application, assure and certify that they are in compliance with the following from 7 CFR:

- a. Part 3017, [Government wide Debarment and Suspension \(Non-procurement\)](#)
 - b. Part 3018, [New Restrictions on Lobbying](#)
 - c. Part 3021, [Government wide Requirements for Drug Free Workplace \(Financial Assistance\)](#)
- l. **DUNS Number:** A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 70 million businesses worldwide. CIG applicants must obtain a DUNS Number. Information on how to obtain a DUNS number can be found at: <http://fedgov.dnb.com/webform> or by calling 1-866-705-5711. Please note that the registration may take up to 14 business days to complete.
- m. **Central Contractor Registry (CCR) Registration:** The 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 is also 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, go to: <http://www.ccr.gov>. Allow a minimum of 5 days to complete the CCR registration.

2. How to Submit an Application

Applicants may submit applications electronically through Grants.gov or to the e-mail address listed below. Alternatively, applications may be submitted in person or via express mail, overnight courier service, or U.S. Postal Service to the addresses listed below. Applications submitted through Grants.gov or e-mail must contain all of the elements of a complete package and meet the requirements described above. Instructions for electronically submitting the required standard forms, and instructions for adding attachments are posted on Grants.gov. Applications submitted electronically are date and time stamped by Grants.gov and must be received by the identified closing date of **April 6, 2012**. E-mailed applications must be received by NRCS before the submission deadline.

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

E-mail address: nrcscig@wdc.usda.gov

The address for submitting an application via hand-delivery, express mail or overnight courier service is:

Department of Agriculture, Natural Resources Conservation Service
Conservation Innovation Grants Program
1400 Independence Ave, SW
Room 6227 South Building
Washington, D.C. 20250

The contact phone number for hand-delivered applications (needed to enter the USDA South Building) is (202) 720-8071.

The address for applications sent via the United States Postal Service is:
Department of Agriculture, Natural Resources Conservation Service
Conservation Innovation Grants Program
Post Office Box 2890, Room 6227-S
Washington, D.C. 20013-2890

Note: Applicants must submit one signed original copy of each project application. Applications submitted by fax will not be considered.

3. Due Date

Applications must be received in Room 6227 South Building at the NRCS National Headquarters by 4:00 p.m. EST on **April 6, 2012**. The applicant assumes the risk of any delays in application delivery. Applicants are strongly encouraged to submit completed applications via e-mail, overnight mail, or delivery service to ensure timely receipt by NRCS.

4. Acknowledgement of Submission

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

CIG Program Contact:

Gregorio Cruz
National CIG Program Manager
1400 Independence Ave, SW
Room 6227 South Building
Washington, D.C. 20250
Phone: (202) 720-8071
Fax: (202) 720-4839
E-mail: gregorio.cruz@wdc.usda.gov

5. Withdrawal

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

6. 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.

7. Review

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

Applications with technically-based recommendations from the peer review groups will be forwarded to the Grants Review Board. The Grants Review Board will make recommendations for project approval to the NRCS Chief who will make the final selections.

8. Patents and Inventions

Allocation of rights to patents and inventions shall be in accordance with USDA regulation [7 CFR §3019.36](#) and [7 CFR §3019.2](#). 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.

9. Environmental Review Requirements

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

VI. APPLICATION REVIEW INFORMATION

A. Review and Selection Process

There are three steps in evaluating full CIG proposals. Proposals will be divided among technical peer review groups and then will be reviewed by a Technical Peer Review Panel. The Technical Peer Review Panel consists of NRCS national technical specialists, and technical specialists from other appropriately related Federal agencies, and non-Federal agencies. Applications will be reviewed based on the CIG Technical Evaluation Criteria listed in Part VI.B below.

The Technical Peer Review Panel will forward their recommendations and the proposals to a Grants Review Board, which will certify the peer review panels' recommendations and ensure that the application evaluations are consistent with program objectives. The CIG Grants Review Board consists of five members of NRCS leadership, specifically the Deputy Chief for Soil Survey and Resource Assessment, the Deputy Chief for Science and Technology, the Deputy Chief for Financial Assistance and Community Development, one Regional Conservationist, one State Conservationist, and the Director of the Office of Outreach and Advocacy. The Grants Review Board is chaired by the Deputy Chief for Science and Technology.

The Grants Review Board will forward recommendations to the NRCS Chief for final review and selection.

B. Criteria for Application Evaluation

Peer review panels will use the following criteria to evaluate project proposals:

Purpose, Approach, and Goals

- Design and implementation of project based on sound methodology and demonstrated technology.
- Promotes environmental enhancement and protection in conjunction with agricultural production.
- Project outcome is clearly measurable.
- Potential for successful completion.
- Both beneficial and adverse impacts are considered and an acceptably significant level of improvement will be achieved.

Innovative Technology or Approach

- Project is innovative (national, regionally, and local in nature).
- Project conforms to description of innovative projects or activities in proposal request announcement.

Project Management

- Timeline and milestones are clear and reasonable.
- Project staff has technical expertise needed.
- Budget is adequately explained and justified.
- Experience and capacity to partner with and gain the support of other organizations, institutions and agencies.

Transferability

- Potential for producers and landowners to use the innovative technologies or approaches.

- Potential to transfer the approach or technology nationally or to a broader audience or other geographic or socio-economic areas, including limited resource, socially disadvantaged and other traditionally underserved producers and communities.
- Potential for NRCS to successfully use the innovative approach or methods.
- Project will result in the development of technical or related technology transfer materials (technical standards, technical notes, guide sheets, handbooks, software, etc.).

C. Anticipated Announcement and Award Dates

CIG selections are anticipated to be announced by **July 20, 2012**; all agreements are expected to be awarded by **September 1, 2012**. Funds are not awarded, and work may not start until an agreement is signed by both NRCS and the grantee.

Applicants should plan their projects based on a project start date of **September 1, 2012**.

VII. AWARD ADMINISTRATION INFORMATION

A. Award Notification

Applicants who have been selected for funding will receive a letter of official notification from National Headquarters. However, all selections are contingent upon successful completion of the environmental review process and financial review. 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

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

Selected applicants may be required to prepare and pay for the preparation of the appropriate NEPA document(s) if an Environmental Assessment or Environmental Impact Statement is needed. Grant funds cannot be awarded until the environmental review requirements demonstrating compliance with NEPA are met. A list of the NRCS Environmental Liaisons can be found at the following Web address: [Environmental Liaison](#).

VIII. AGENCY CONTACTS

CIG Program Contact:

Gregorio Cruz
 National CIG Program Manager
 1400 Independence Ave, SW.
 Room 6227 South Building
 Washington, D.C. 20250
 Phone: (202) 720-8071
 Fax: (202) 720-4839
 E-mail: gregorio.cruz@wdc.usda.gov

CIG Administrative Contact:

Dan Lukash
Grants and Agreement Specialist
1400 Independence Ave, SW.
Room 6219 South Building
Washington, D.C. 20250
Phone: (202) 690-1253
E-mail: daniel.lukash@wdc.usda.gov

Additional information about CIG, including fact sheets and frequently asked questions, is available on the CIG web page at: <http://www.nrcs.usda.gov/technical/cig/index.html>.

Signed this _____ day of _____ in Washington, D.C.

Dave White
Vice President, Commodity Credit Corporation and
Chief, Natural Resources Conservation Service

Attachments

IX. OTHER INFORMATION

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

CONSERVATION INNOVATION GRANTS FISCAL YEAR 2012 PRE-PROPOSAL PACKAGE CHECK LIST

- A. Pre-proposal Cover Sheet:** Submit Standard Form 424 Application for Federal Assistance
- B. Project Description:** Submit a description including the information below (Three (3) pages maximum in length).
 1. Project title
 2. Primary area for consideration (refer to page 4)
 3. Project duration
 4. Project director name, and contact information (including e-mail)
 5. Names and affiliations of project collaborators
 6. Project purpose
 7. Project area/location
 8. Project summary
 9. Project deliverables/products
 10. Description of EQIP eligible producer involvement
- C. Budget Information:** Submit Standard Form 424A Budget Information Non-Construction Programs.
 1. Complete SF-424A
 2. One page narrative

CONSERVATION INNOVATION GRANTS
FISCAL YEAR 2012 FULL APPLICATION PACKAGE CHECK LIST

- A. Proposal Cover Sheet:** Submit Standard Form 424 Application for Federal Assistance
- B. Project Description:** (12 pages maximum, single-spaced, single-sided, 12 point font)
 - 1. Project background
 - 2. Project objectives
 - 3. Project methods
 - 4. Location and size of project area (include a map if possible)
 - 5. Producer participation
 - 6. Project action plan and timeline
 - 7. Project management
 - 8. Project deliverables/products
 - 9. Benefits or results expected and transferability
 - 10. Project evaluation
- C. Additional Information:** Bibliography, resumes, and/or references
- D. Assessment of Environmental and Social Impacts**
- E. Budget Information:** Submit a completed Standard Form 424A (SF-424A) Budget Information-Non-Construction Programs.
 - 1. Complete SF-424A
 - 2. Detailed budget description
 - 3. Budget narrative
- F. Indirect Cost**
- G. Matching Information**
- H. Declaration of Previous CIG Projects Involvement.**
- I. Declaration of Beginning Farmer or Rancher, Limited Farmer or Rancher, or Federally Recognized Indian tribe (Special Provisions):** If applicable, include a statement declaring your status as a Beginning Farmer or Rancher, Limited Resource Farmer or Rancher, or Federally recognized Indian tribe, or community-based organization representing these entities.
- J. State Conservationist Letter of Review:** Include documentation showing that the proposal was sent to the State Conservationist(s).
- K. Certifications:** Complete Standard Form 424B (SF-424B) Assurances-Non-Construction Programs.
- L. 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.
- M. Central Contractor Registry (CCR):** To register, visit www.ccr.gov. Allow a minimum of 5 days to complete the CCR registration.

NATURAL RESOURCES CONSERVATION SERVICE STATE CONSERVATIONISTS

East Region

AL – William Puckett
3381 Skyway Drive
P.O. Box 311
Auburn, Alabama 36830
Phone: 334/887-4500
Fax: 334/887-4552
william.puckett@al.usda.gov

CT – Jay Mar
344 Merrow Road, Suite A
Tolland, Connecticut 06084
Phone: 860/871-4011
Fax: 860/871-4054
jay.mar@ct.usda.gov

DE – Russell Morgan
1221 College Park Drive, Suite 100
Dover, Delaware 19904-8713
Phone: 302/678-4160
Fax: 302/678-0843
russell.morgan@de.usda.gov

FL – Carlos Suarez
2614 N.W. 43rd Street
Gainesville, Florida 32606-6611 or
P.O. Box 141510, Gainesville, FL 32614
Phone: 352/338-9500
Fax: 352-338-9574
carlos.suarez@fl.usda.gov

GA – James E. Tillman, Sr.
Federal Building, Stop 200
355 East Hancock Avenue
Athens, Georgia 30601-2769
Phone: 706/546-2272
Fax: 706/546-2120
james.tillman@ga.usda.gov

KY – Karen Woodrich
771 Corporate Drive Suite 210
Lexington, Kentucky 40503-5479
Phone: 859/224-7350
Fax: 859/224-7399
karen.woodrich@ky.usda.gov

MA – Christine Clarke
451 West Street
Amherst, Massachusetts 01002-2995
Phone: 413/253-4351
Fax: 413/253-4375
christine.clarke@ma.usda.gov

MD – Jon Hall
John Hanson Business Center
339 Busch's Frontage Road, Suite 301
Annapolis, Maryland 21401-5534
Phone: 410/757-0861 x315
Fax: 10/757-0687
jon.hall@md.usda.gov

ME – Juan Hernandez
967 Illinois Avenue
Suite #3
Bangor, Maine 04401
Phone: 207/990-9100, x3
Fax: 207/990-9599
juan.hernandez@me.usda.gov

MS – Al Garner, Acting
Suite 1321, Federal Building
100 West Capitol Street
Jackson, Mississippi 39269-1399
Phone: 601/965-5205 x140
Fax: 601/965-4940
al.garner@ms.usda.gov

NC – JB Martin
4407 Bland Road, Suite 117
Raleigh, North Carolina 27609-6293
Phone: 919/873-2102
Fax: 919/873-2156
jb.martin@nc.usda.gov

NH – Richard Ellsmore
Federal Building
2 Madbury Road
Durham, New Hampshire 03824-2043
Phone: 603/868-7581 x 105
Fax: 603/868-5301
richard.ellsmore@nh.usda.gov

NJ – Donald Pettit
220 Davidson Ave
Somerset NJ, 08873
Phone: 732/537-6042
Fax: 732/537-6095
donald.pettit@nj.usda.gov

NY – Albert Jones, Acting
441 South Salina Street
Suite 354
Syracuse, New York 13202-2450
Phone: 315/477-6504
Fax: 315/477-6550
albert.jones@mi.usda.gov

OH – Terry Cosby
200 North High Street, Room 522
Columbus, Ohio 43215-2478
Phone: 614/255-2472
Fax: 614/255-2548
terry.cosby@oh.usda.gov

PA – Denise Coleman
1 Credit Union Place, Suite 340
Harrisburg, Pennsylvania 17110-2993
Phone: 717/237-2103
Fax: 717/237-2238
denise.coleman@pa.usda.gov

PR – Edwin Almodovar
IBM Building, Suite 604
654 Munoz Rivera Avenue
Hato Rey, Puerto Rico 00918-4123
Phone: 787/766-5206, x237
Fax: 787/766-6563
edwin.almodovar@pr.usda.gov

RI – Richard "Pooh" Vongkhamdy
60 Quaker Lane, Suite 46
Warwick, Rhode Island 02886-0111
Phone: 401/828-1300
Fax: 401/828-0433
pooh.vongkhamdy@ri.usda.gov

SC- Ann English
Strom Thurmond Federal Building
1835 Assembly Street, Room 950
Columbia, South Carolina 29201-2489
Phone: 803/253-3935
Fax: 803/253-3670
ann.english@sc.usda.gov

TN – Kevin Brown
675 U.S. Courthouse
801 Broadway
Nashville, Tennessee 37203-3878
Phone: 615/277-2531
Fax: 615/277-2578
kevin.brown@tn.usda.gov

AR – Michael Sullivan
Federal Building, Room 3416
700 West Capitol Avenue
Little Rock, Arkansas 72201-3228
Phone: 501/301-3100
Fax: 501/301-3194
michael.sullivan@ar.usda.gov

IA – Richard Sims
210 Walnut Street
Room 693
Des Moines, Iowa 50309-2180
Phone: 515/284-6655
Fax: 515/284-4394
richard.sims@ia.usda.gov

IL –William Gradle
2118 W. Park Court
Champaign, Illinois 61821
Phone: 217/353-6600
Fax: 217/353-6676
bill.gradle@il.usda.gov

IN – Jane Hardisty
6013 Lakeside Blvd.
Indianapolis, Indiana 46278-2933
Phone: 317/290-3200
Fax: 317/290-3225
jane.hardisty@in.usda.gov

VA – Jack Bricker
Culpeper Building, Suite 209
1606 Santa Rosa Road
Richmond, Virginia 23229-5014
Phone: 804/287-1691
Fax: 804/287-1737
jack.bricker@va.usda.gov

KS - Eric Banks
760 South Broadway
Salina, Kansas 67401-4642
Phone: 785/823-4565
Fax: 785/452-3369
eric.banks@ks.usda.gov

LA – Britt Paul, Acting
3737 Government Street
Alexandria, Louisiana 71302
Phone: 318/473-7756
Fax: 318/473-7626
britt.paul@la.usda.gov

MI – Gary O'Neill, Acting
3001 Coolidge Road, Suite 250
East Lansing, Michigan 48823-6321
Phone: 517/324-5270
Fax: 517/324-5171
gary.oneill@ok.usda.gov

MN – Don Baloun
375 Jackson Street
Suite 600
St. Paul, Minnesota 55101-1854
Phone: 651/602-7900
Fax: 651/602-7913 or 7914
don.baloun@mn.usda.gov

VT – Vicky Drew
356 Mountain View Drive, Suite 105
Colchester, Vermont 05446
Phone: 802/951-6796
Fax: 802/951-6327
vicky.drew@vt.usda.gov

WV—Kevin Wickey
West Virginia State Office
1550 Earl Core Road, Suite 200
Morgantown, West Virginia 26505
Phone: 304/284-7540
Fax: 304/284-4839
kevin.wickey@wv.usda.gov

Central Region

MO – J.R. Flores
Parkade Center, Suite 250
601 Business Loop 70 West
Columbia, Missouri 65203-2546
Phone: 573/876-0909
Fax: 573/876-9439
jr.flores@mo.usda.gov

ND – Mary Podoll
220 E. Rosser Avenue, Room 278
P.O. Box 1458
Bismarck, North Dakota 58502-1458
Phone: 701/530-2000
Fax: 701/530-2110
mary.podoll@nd.usda.gov

NE – Craig Derickson
Federal Building, Room 152
100 Centennial Mall, North
Lincoln, Nebraska 68508-3866
Phone: 402/437-5300
Fax: 402/437-5327
craig.derickson@ne.usda.gov

OK – Ronald L. Hilliard
100 USDA, Suite 206
Stillwater, Oklahoma 74074-2655
Phone: 405/742-1204
Fax: 405/742-1126
ron.hilliard@ok.usda.gov

SD – Paul Flynn, Acting
Federal Building, Room 203
200 Fourth Street, S.W.
Huron, South Dakota 57350-2475
Phone: 605/352-1200
Fax: 605/352-1288
paul.flynn@mn.usda.gov

AK – Robert Jones
800 West Evergreen
Atrium Building, Suite 100
Palmer, Alaska 99645-6539
Phone: 907/761-7760
Fax: 907/761-7790
robert.jones@ak.usda.gov

AZ – Keisha Tatem
230 North First Avenue
Suite 509
Phoenix, Arizona 85003-1733
Phone: 602/280-8801
Fax: 602/280-8809 or 8805
keisha.tatem@az.usda.gov

CA - Ed Burton
430 G Street
Suite 4164
Davis, California 95616-4164
Phone: 530/792-5600
Fax: 530/792-5790
ed.burton@ca.usda.gov

CO – Phyllis Philipps
655 Parfet Street
Room E200C
Lakewood, Colorado 80215-5521
Phone: 720-544-2810
Fax: 720-544-2965
phyllis.philipps@co.usda.gov

TX – Salvador Salinas
W.R. Poage Federal Building
101 South Main Street
Temple, Texas 76501-7602
Phone: 254/742-9800
Fax: 254/742-9819
salvador.salinas@tx.usda.gov

GU – Angel Figueroa
FHB Building, Suite 301
400 Route 8
Mongmong, Guam 96910
Phone: 671/472-7490
Fax: 671/472-7288
angel.figueroa@hi.usda.gov

HI – Angel Figueroa
300 Ala Moana Blvd., Room 4-118
P.O. Box 50004
Honolulu, Hawaii 96850-0002
Phone: 808/541-2600 x105
Fax: 808/541-1335
angel.figueroa@hi.usda.gov

ID – Jeffery Burwell
9173 West Barnes Drive
Suite C
Boise, Idaho 83709
Phone: 208/378-5700
Fax: 208/378-5735
jeffery.burwell@id.usda.gov

MT – Joyce Swartzendruber
Federal Building, Room 443
10 East Babcock Street
Bozeman, Montana 59715-4704
Phone: 406/587-6811
Fax: 406/587-6761
joyce.swartzendruber@mt.usda.gov

NM – Norman Vigil, Acting
6200 Jefferson Street, N.E.
Suite 305
Albuquerque, New Mexico 87109-3734
Phone: 505/761-4400
Fax: 505/761-4481
norman.vigil@nm.usda.gov

WI – Pat Leavenworth
8030 Excelsior Drive, Suite 200
Madison, Wisconsin 53717
Phone: 608/662-4422
Fax: 608/662-4430
pat.leavenworth@wi.usda.gov

NV – Bruce Petersen
1365 Corporate Blvd.
Reno, Nevada 89502
Phone: 775/857-8500 x102
Fax: 775/857-8524
bruce.petersen@nv.usda.gov

OR – Ron Alvarado
1201 NE Lloyd Blvd. Suite 900
Portland, Oregon 97232
Phone: 503/414-3200
Fax: 503/414-3103
ron.alvarado@or.usda.gov

UT – David Brown
W.F. Bennett Federal Building
125 South State Street, Room 4402
Salt Lake City, Utah 84111
Phone: 801/524-4555
Fax: 801/524-4403
david.brown@ut.usda.gov

WA – Roylene Rides at the Door
W. 316 Boone Avenue, Suite 450
Spokane, Washington 99201-2348
Phone: 509/323-2900
Fax: 509/323-2909
roylene.rides-at-the-door@wa.usda.gov

WY – Xavier Montoya
Federal Building, Room 3124
100 East B Street
Casper, Wyoming 82601-1911
Phone: 307/233-6750
Fax: 307/233-6753
xavier.montoyay@wy.usda.gov

West Region

"The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD)."

To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay).
USDA is an equal opportunity provider and employer.