

DEPARTMENT OF AGRICULTURE
AGENCY: Natural Resources Conservation Service, Texas

ACTION: NOTICE

Conservation Innovation Grants Fiscal Year (FY) 2013 - Announcement of Environmental Quality Incentives Program Funding in Texas

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) utilizing Environmental Quality Incentives Program (EQIP) funds to stimulate the development and adoption of innovative conservation approaches and technologies. 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, 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.

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, by leveraging funds for 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.

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.

Complete applications received by applicable deadlines will be evaluated by a peer review panel based on the Criteria for Application Evaluation identified in the application instructions in section VI.B.

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. Texas CIG Priorities

For FY 2013, NRCS in Texas will consider offering CIG in the following areas: Nutrient Management, Water Conservation, Soil Health, and Wildlife Conservation.

Proposals that demonstrate the use of innovative technologies and/or approaches must address at least one bulleted topic listed below to be considered. Proposals must identify the most appropriate bulleted topic the innovation/technology is addressing.

1. Nutrient Management

- 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.
- 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 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., bio-filters, wetland restoration, drainage water management).
- 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.
- 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 geo-textile 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. *Soil Health*

- 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.
- 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.

3. *Water Conservation*

- Demonstrate potential water savings and cost savings (energy costs/input costs) when combining a high efficiency sprinkler system or micro-irrigation system with advanced IWM methods and cover crops or limited tillage or no tillage systems in a semi-arid environment.

- Evaluate the trends associated with such systems on soil health parameters including organic matter, moisture holding capacity, and salinity (at various levels of the soil profile).
- Quantify any reductions in nitrogen or phosphorus applications made possible under such approach.

4. *Wildlife*

- Develop planning and decision aids to assess and maximize wildlife habitat value on land used to grow bio-fuel crops.
- Demonstrate new techniques and/or technologies for monitoring and evaluating wildlife habitat both on site and via remote sensing in order to show conservation outcomes.
- Demonstrate and quantify the impacts of grazing as a habitat management tool.
- Demonstrate technologies to control the spatial positioning and social groupings of cattle without fences.
- Develop Sagebrush and Shin Oak Management Guidelines to assist planning Brush Management in ground nesting bird habitat related to Ecological Sites.
- Develop planning and decision aids to assess the value of habitat development projects by estimating wildlife population responses to conservation practices.
- Develop metrics of measurable habitat improvement that could potentially be traded under a species-banking framework.
- 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.

II. FUNDING AVAILABILITY

Texas NRCS anticipates that the amount available for support of this program in FY 2013 will be approximately **\$225,000**. CIG will fund single and multi-year projects, not to exceed 3 years (anticipated project start date of **May 20, 2013**). Funds will be awarded through a competitive grants process. The maximum award amount for any project will not exceed **\$75,000** in FY 2012. Funds of accepted projects will be obligated by August 31, 2013.

III. ELIGIBILITY INFORMATION

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

A. Matching Funds

Selected applicants may receive CIG grants of up to 50 percent of the total project cost. CIG recipients must match the NRCS funds awarded on a dollar-for-dollar basis from non-Federal sources including cash and 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.

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 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.

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

IV. APPLICATION and SUBMISSION INFORMATION

A. PROPOSAL

1. Content and Format

Applications must contain the information set forth below in order to receive consideration. 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. 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://Grants.gov).
- b. 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 describes 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 **May 20, 2013**.
 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. Budget Information (Standard Form 424A Budget Information Non-Construction Programs).
- a. 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](https://www.grants.gov)
- b. 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.
- Indirect Costs
- If you have a current Federally Negotiated Indirect Cost Agreement you must:
1. Submit a copy of the agreement with your application,
 2. Calculate indirect costs based on the total Federal Funds awarded and cannot exceed 15 percent,
 3. 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.
- c. 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.

2. How to Submit an Application

Applicants must submit applications electronically through Grants.gov. Applications submitted through Grants.gov 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 12, 2013**.

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 in advance of the submission deadline to avoid problems.

3. Due Date

Proposals must be received by 4:00 p.m. CST on **April 12, 2013**. The applicant assumes the risk of any delays in application delivery.

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:

Lori Ziehr
101 South Main
Temple, TX. 76501
254-742-9983

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. 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.

- d. **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:
 - 1. Part 3017, Government wide Debarment and Suspension (Non-procurement)
 - 2. Part 3018, New Restrictions on Lobbying
 - 3. Part 3021, Government wide Requirements for Drug Free Workplace (Financial Assistance)
- e. **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.
- f. **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.

1. 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.

2. 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.

3. Environmental Review Requirements

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

V. APPLICATION REVIEW INFORMATION

A. 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.).

B. Anticipated Announcement and Award Dates

CIG selections are anticipated to be announced by **April 26, 2013**; all agreements are expected to be awarded by **May 17, 2013**. 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 **May 20, 2013**.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notification

Applicants who have been selected for funding will receive a letter of official notification from NRCS. 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 local NRCS Technical Contact 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.

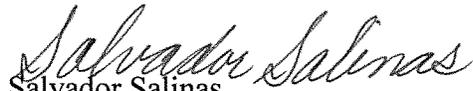
Selected applicants may be required to prepare and pay for the preparation of the appropriate NEPA document(s) if an Environmental Assessment or Environmental

Impact Statement is needed. Grant funds cannot be awarded until the environmental review requirements demonstrating compliance with NEPA are met.

VII. AGENCY CONTACTS

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 7th day of March 2013 in Temple, Texas.


Salvador Salinas
State Conservationist, Texas

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

VIII. OTHER INFORMATION

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

CONSERVATION INNOVATION GRANTS FISCAL YEAR 2012 APPLICATION PACKAGE CHECK LIST

- A. Proposal Cover Sheet:** Submit Standard Form 424 Application for Federal Assistance
- B. Project Description:** (8 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.

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