

DEPARTMENT OF AGRICULTURE

AGENCY: Natural Resources Conservation Service, Commodity Credit Corporation

ACTION: NOTICE

Plant Materials Grant Fiscal Year (FY2013) Announcement for Program Funding

Catalog of Federal Domestic Assistance (CFDA) Number: 10.905

Authority: NRCS has programmatic authority to conduct this work under the Soil Conservation and Domestication Allotment Act of 1935 (16 USC 590a-f), CFDA 10.905 - Plant Materials for Conservation.

SUMMARY: The Natural Resources Conservation Service (NRCS), an agency under the United States Department of Agriculture, is announcing availability of Plant Materials Program funding to observe and demonstrate conservation approaches and technologies. Applications are accepted from the Caribbean Area: Puerto Rico and the US Virgin Islands only. NRCS anticipates that the amount available for support of this program in FY 2013 will be **\$28,000**. Applications are requested from eligible governmental or non-governmental organizations or individuals for competitive consideration of grant award for projects between 1 and 3 years in duration.

Funds will be awarded through competitive grants process. A full proposal process is open to all applicants. This notice identifies the objectives, eligibility criteria, and application instructions for Plant Materials Program 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.

DATES: Applications must be received at the Caribbean Area NRCS State Office no later than 4:30 p.m. on August 23, 2013.

Notification of selected proposal application will be announced no later than September 6, 2013.

ADDRESSES: Applications sent via hand-delivery, express mail or overnight courier service must be sent to the following address: USDA Natural Resources Conservation Service, Attn: Jaime Valentin, Plant Materials Program, 654 Muñoz Rivera Ave. Suite 604, Hato Rey, PR 00918. The contact phone number for hand-delivered proposals and is (787) 766-5206 xt 121 or 133. Electronic applications sent electronically must be sent through Grants.gov

For more information contact:

USDA Natural Resources Conservation Service
Attn: Jaime Valentin, SRC
Plant Materials Program
654 Muñoz Rivera Ave. Suite 604
Hato Rey, PR 00918
Phone: (787)766-5206 xt. 121
Fax: (787) 766-5987
E-mail: jaime.valentin@pr.usda.gov

SUPPLEMENTARY INFORMATION

I. FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority

NRCS has programmatic authority to conduct this work under the Soil Conservation and Domestication Allotment Act of 1935 (16 USC 590a-f), CFDA 10.905 - Plant Materials for Conservation.

B. Overview

The Mission of the Plant Materials Program is the development and delivery of plant science technology to meet the Nation's natural resources conservation needs to find plant solutions to solve conservation problems.

The purpose of Plant Materials Program 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. Plant Materials 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.

Applications will be evaluated by NRCS staff under the bulleted topic (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 the USDA Caribbean Area: Puerto Rico and the US Virgin Islands only.

Complete applications received by the deadline 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.

Proposal applications, along with their associated technical peer review, will be forwarded to the Review Board. The Review Board will make recommendations for project approval to the Caribbean Area NRCS Director who will make the final selections.

C. Plant Materials Conservation Projects or Activities

The proposed project must encompass the development, field observation, validation, implementation, and monitoring of:

- Conservation adoption approaches; 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 project should:

- 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;
- Demonstrate transferability of knowledge.

D. Caribbean Area Plant Materials

For FY 2013, NRCS will consider the following area: Adaptation and application of native grass *Uniola virgata* for conservation purposes for soil erosion control, sediment control, wildlife habitat enhancement, water quality improvement.

Priority Needs:

- Life cycle and germination of *Uniola virgata*.
- Demonstrate and quantify optimal management of using *Uniola virgata* for soil, water and wildlife habitat enhancement. This includes but not limited to: seed collection, propagation techniques.
- Establish 15 vegetative barriers to observe sediment deposit and water quality improvement. Sediment traps potential as Vegetative Barrier (Following NRCS Standard Vegetative Barrier Code 601).
- Use and demonstration of *Uniola virgata* as Vegetative Barrier.
- Survey geographical areas and soils with presence of *Uniola virgata*.
- Soil analyses for pH and nutrient content of predominant soils where *Uniola virgata* thrives.

II. FUNDING AVAILABILITY

A. Caribbean Area Plant Materials

NRCS Caribbean Area anticipates that the amount available for support of this program in FY 2013 will be **\$28,000**.

Plant Materials will fund single and multi-year project, not to exceed 3 years (anticipated project start date of **September 23, 2013**). Funds will be awarded through a competitive grants process.

III. ELIGIBILITY INFORMATION

Applicants must be a Federally recognized Private Institutions of Higher Education, State or local unit of government, non-governmental organization, or an individual.

A. Matching Funds

No matching funds are requested for this announcement.

B. Project Eligibility

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 the project.

IV. APPLICATION and SUBMISSION INFORMATION

A. PROPOSAL

All Office of Management and Budget standard forms necessary are posted on the following web site: www.grants.gov

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 3 original copies 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.
 - Project background:** Describe the background information/history of, and need for, the proposed project.
 - Project objectives:** Be specific using qualitative and quantitative measures, if possible, to describe the project's purpose and goals
 - Project methods:** Describe clearly the methodology of the project and the tools or processes that will be used to implement the project.
 - 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.
 - Producer/farmer/partners participation:** Estimate the number of producers/farmers/partners that may be involved in the project, and describe the extent of their involvement.
 - Project action plan and timeline:** Provide a table listing project actions, timeframes, and associated milestones through project completion. Anticipated project start date of **September 23, 2013**.
 - 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.
 - 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
 - e. *Uniola virgata* fact sheet in cooperation with NRCS
 - f. Presentation of project to NRCS when project completed. (no more than 3 months after completion).
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. 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. The NRCS Liaison is Jaime Valentin, SRC.
- 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: mileage rate (NTE Federal govt. rate), per diem, 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
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.

f. Indirect Costs

1. 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 cannot exceed 10 percent.
 - c. Requesting unrecovered indirect costs in the matching funds is not approved.
2. If you do **not** have a current Federally Negotiated Indirect Cost Agreement you may not claim indirect costs in this application.

g. 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. http://www.access.gpo.gov/nara/cfr/waisidx_04/7cfr3017_04.html Part 3018, [New Restrictions on Lobbying](#)
- c. Part 3021, [Government wide Requirements for Drug Free Workplace \(Financial Assistance\)](#)
- h. **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. 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.
- i. **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. Applicants must register with the CCR. **NOTE: CCR HAS BEEN MOVED TO SAM (System for Award Management). IF THE APPLICANT WAS PREVIOUSLY REGISTERED IN CCR, THE APPLICANT'S RECORD SHOULD HAVE TRANSFERRED OVER TO SAM. NEW APPLICANTS MUST REGISTER THROUGH SAM.** <https://www.sam.gov/>

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 August 23, 2013. E-mailed applications must be received by NRCS before the submission deadline.

Applicants must submit 3 signed original copies of each project application. Faxed applications will not be considered.

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. The applicant is responsible for ensuring that NRCS received their application in a timely manner. The address for submitting an application via hand-delivery, express mail or overnight courier service, US Postal Service is:

USDA Natural Resources Conservation Service
Attn: Jaime Valentin, SRC
Plant Materials Program
654 Muñoz Rivera Ave. Suite 604
Hato Rey, PR 00918
Phone: (787)766-5206 xt. 121

Fax: (787) 766-5987
E-mail: jaime.valentin@pr.usda.gov

The contact phone number for hand-delivered proposals needed to enter the USDA Caribbean Area Office is: 787-766-5206 xt 121 or 133.

3. Due Date

Applications must be received in the Caribbean Area NRCS State Office no later than 4:30 p.m. EST on **August 23, 2013**. 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.

Program Contact:

USDA Natural Resources Conservation Service
Attn: Jaime Valentin, SRC
Plant Materials Program
654 Muñoz Rivera Ave. Suite 604
Hato Rey, PR 00918
Phone: (787)766-5206 xt. 121
Fax: (787) 766-5987
E-mail: jaime.valentin@pr.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.

Plant Materials 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 Review Board. The Review Board will make recommendations for project approval to the Caribbean Area NRCS Director 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 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. Review and Selection Process

There are three steps in evaluating proposals. Proposals will be divided among technical peer review groups and then will be reviewed by a Technical Peer Review Panel. Applications will be reviewed based on the 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 Grants Review Board is chaired by the State Resource Conservationist.

The Grants Review Board will forward recommendations to the Caribbean Area Director 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 natural resources conservation.
- 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.

Technology or Approach

- Project focused on resource concern.
- Project conforms to description needed project or activity 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

Selection is anticipated to be announced by September 6, 2013; all agreements are expected to be awarded by September 13, 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 September 23, 2012.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notification

Applicants who have been selected for funding will receive a letter of official notification from NRCS State Office. However, selection is 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 applicant 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

Program Contact:

USDA Natural Resources Conservation Service
Attn: Jaime Valentin, SRC
Plant Materials Program
654 Muñoz Rivera Ave. Suite 604
Hato Rey, PR 00918
Phone: (787)766-5206 xt. 121
Fax: (787) 766-5987
E-mail: jaime.valentin@pr.usda.gov

Administrative Contact:

USDA Natural Resources Conservation Service
Attn: Oriel Velez, Contracting Officer
654 Muñoz Rivera Ave. 604
Hato Rey, PR 00918
Phone: (787)766-5206 xt. 133
Fax: (787) 766-5987
E-mail: oriel.velez@pr.usda.gov

**PLANT MATERIALS GRANTS CARIBBEAN AREA
FISCAL YEAR 2013 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:** n/a
- H. Certifications:** Complete Standard Form 424B (SF-424B) Assurances-Non-Construction Programs.
- I. 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.
- J. 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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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).

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