USDA-NRCS-HI-CIG-22-NOFO0001160

Fiscal Year (FY) 2022 Conservation Innovation Grants Pacific Islands Area State Program

www.grants.gov
Federal Financial Assistance Training

Grants 101 Training

https://www.cfo.gov/grants-training/

Five modules:
1) laws, regulations, and guidance;
2) financial assistance mechanisms;
3) uniform guidance administrative requirements;
4) cost principles; and
5) risk management and single audit.
Conservation Innovation Grants (CIG)

- Stimulate the development and adoption of innovative conservation approaches and technologies
- Lead to the transfer of conservation technologies, management systems, and innovative approaches
Types of Projects or Activities

- Pilot projects
- Field demonstrations
- On-farm research
Projects need to...

- Identify ways to incentivize conservation adoption
- Lead to implementation of conservation technologies, practices and systems
Sample Past Projects

NRCS PIA CIG Webpage
https://www.nrcs.usda.gov/wps/portal/nrcs/detail/pia/programs/financial/cig/?cid=nucs142p2_037350

More Information

- CIG Fact Sheet
- National CIG FAQs (PDF; 92 KB)
- National CIG Website
- National CIG Webinar - NRCS held a webinar to allow interested stakeholders to learn about the offering.
- Pacific Islands Area CIG Projects
Sample Past Projects

National CIG Project Search


CIG Project Search

There are two types of Conservation Innovation Grants. One is competed at the National level, and the other is competed at the State level. This page provides access to both, but defaults to projects that were competed at the National level. Enter one or more search terms in the fields below. Add more criteria to narrow results or fewer criteria to widen results. Leave search fields blank in order to return the most results.

List All National Grants

Search By Grant Type

- National Competition
- State Competition
- Both

General Text Search

Keywords
Sample Past Projects

- Accelerating the Adoption and Implementation of Proven Cover Crop Technologies in Hawaii
- Inoculated Deep Litter System Expansion, Renovation and Education Program
- Invasive Weed Management Strategies Using Herbicide Ballistic Technology
They also need to…

- Comply with laws and regulations
- Technology or approach that has been studied and that would have a good chance of success
- Demonstrate, evaluate, and verify in the field
- Adapt and transfer technologies
- Introduce to where currently not used
Established Conservation Practices

• National Conservation Practice Standards
  https://www.nrcs.usda.gov/wps/portal/nrcs/detailfull/national/technical/cp/ncps/?cid=nrcs143_026849

• PIA Field Office Technical Guide, Section IV
  https://efotg.sc.egov.usda.gov/#/details

Standard
Conservation Practice Standard

**COVER CROP**

**(Ac.)**

**CODE 340**

**DEFINITION**
Grasses, legumes, and forbs planted for seasonal vegetative cover.

**PURPOSE**
This practice is applied to support one or more of the following purposes:

- Reduce erosion from wind and water.
- Maintain or increase soil health and organic matter content.
- Reduce water quality degradation by utilizing excessive soil nutrients.
- Suppress excessive weed pressures and break pest cycles.
- Improve soil moisture use efficiency.
- Minimize soil compaction.

**CONDITIONS WHERE PRACTICE APPLIES**
All lands requiring seasonal vegetative cover for natural resource protection or improvement.

**CRITERIA**
General Criteria Applicable to All Purposes
Plant species, seedbed preparation, seeding

Cover crops may be established between successive production crops, or companion-planted or relay-planted into production crops. Select species and planting dates that will not compete with the production crop yield or harvest.

Do not burn cover crop residue.

Determine the method and timing of termination to meet the grower’s objective and the current NRCS Cover Crop Termination Guidelines.

When a cover crop will be grazed or hayed ensure that crop selection(s) comply with pesticide label rotational crop restrictions and that the planned management will not compromise the selected conservation purpose(s).

Do not harvest cover crops for seed.

If the specific rhizobium bacteria for the selected legume are not present in the soil, treat the seed with the appropriate inoculum at the time of planting.

**Additional Criteria to Reduce Erosion from Wind and Water**
Time the cover crop establishment in conjunction with other practices to adequately protect the soil during the critical erosion periods.
Technical Assistance for CIG

- No substantial involvement between NRCS and the grantee in carrying out the activity contemplated
- Technical assistance is responsibility of grantee
- NRCS designates a Technical Contact to provide oversight – review reports, monitor progress, certify payments, etc.
- NRCS will not be substantially involved in carrying out the activity contemplated
State Priorities

➢ Address at least one resource concern: Soil, Water, Air, Plants, Animals, Energy
State Priorities

- New, unique or innovative implementation in our changing and challenging island settings

PIA STRATEGIC PLAN

**Mission:** We deliver conservation solutions so agricultural producers can protect natural resources and feed a growing world.

**Vision:** Resilient islands with clean and abundant water, healthy soils, and thriving agricultural communities.
Crop water use data to support Irrigation Water Management for Upcountry Maui

Development and/or implementation of soil health management systems and tools

Evaluation of soil health and/or soil carbon-building practices

Quantitative assessment of watershed function
- Evaluate cultural, social, environmental, and economic considerations
- Provide benefit for agriculture and the public
Eligible Entities

➢ US-based non-Federal entities
➢ US-based individuals
Geographic Area

- Hawaii
- American Samoa
- Guam
- Commonwealth of the Northern Mariana Islands (CNMI)
Funds Available

Total: $450,000.00

Floor: $ 25,000.00
Ceiling:$450,000.00

These funds are EQIP funds (CFDA 10.912)
Length of Agreement

One to three years
EQIP Eligible Producers

- HEL and wetland compliance Person, legal entity, joint operation
- Engaged in agricultural production or forestry management
- With control of land
More about EQIP

- CIG awards are not limited by EQIP payment limitation of $450,000
- CIG payments are subject to the AGI limitation of $900,000
- Duplicative payments are prohibited
Match

- 1:1
- Non-federal
- Cash, service, materials, equipment, or third party in-kind contributions
- Quantifiable, verifiable, and necessary
- 2 CFR 200.306
Sample Pledge Agreement

Applicant Cash/In-kind Contribution Commitment

1) Donor Organization: Name
   Address
   City, State, Zip code

2) Applicant Organization: Name of applicant

3) Project Title: Name of project title

4) Description of cash contribution: Add clear statement the organization is committing, such as: “The X Trust is committing $182,000 in cash and in-kind support to this project from general fundraising support (corporate giving, foundations, fundraising events, etc.). Funds will be used to support the five farmers to attend state meetings and also contractor work to support website development and app development.” The funding breaks down into the following budget line items:
   - Travel: $2,000 - in-kind
   - Contractual: $180,000 – cash

5) Pledge Statement: The [add name of organization] pledges to make this contribution over the USDA NRCS 2022 Conservation Innovation Grants funding period as cash/in-kind match to USDA NRCS CIG grant funds awarded to [name of applicant] for Innovative Conservation project, [project title].

Signature of Donor Organization Authorized Representative:

Signature of Applicant Organization Authorized Representative:
Funding Restrictions

1. Costs above the amount authorized
2. Costs incurred prior to the award
3. Costs outside the scope of the project
4. Entertainment costs
5. Compensation for injuries or damage to property
6. Consulting services performed by a federal employee on official duty
Funding Restrictions

7. Renovation/refurbishment of spaces, purchase or installation of fixed equipment, and planning/repair/rehabilitation/acquisition/construction of facilities.

This list is not exhaustive

See 2 CFR 200 UNIFORM ADMINISTRATIVE REQUIREMENTS COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS


Profit is not an eligible cost
 Individuals may not include indirect costs
Application

➢ Abstract (1 page maximum)
➢ Project Narrative (16 pages maximum)
Format

- 1” margins
- Typed
- Single spaced
- Standard typeface
- Font no smaller than 12-point
- Number pages
Project Narrative

1. Cover Page
2. Background
3. Goal/Objectives
4. Design and Methods
5. Outcomes and Benefits
6. Geographic location and size of project or project area
8. EQIP-eligible producer participation
9. Deliverables/Products
10. Action Plan and Timeline
11. Project Management
12. Technology Transfer
13. Project Evaluation
14. Graphics
15. References
Cover Page

- Applicant Name
- Project Title
- Start and end dates; duration in months
- Federal and non-federal funds
- Technical and administrative contacts – name, contact information
Cover Page (cont.)

- Geographic location of project
- Primary priority being addressed by the project
- Declaration of HU benefit
- Brief description (1-3 sentences) of the innovative conservation approach that is the focus of the project.
Project Narrative

- Background
- Goal/Objective
- Design and methods
- Outcomes and benefits
- Geographic location and project size
- EQIP eligible producers
Project Narrative (cont.)

- Deliverables/Products – event, fact sheet, closing event & on-pager
- Action plan and timeline
- Project management
- Technology transfer
- Project Evaluation
- Graphics
- References, bibliographies, and citations
Application

- Abstract
- Project Narrative
- Team Qualifications
- Assessment of Environmental Impacts
Application

- Declaration of previous CIG
- Declaration of HU benefits
Application

- Cover Page
- Abstract
- Project Narrative
- Assessment of Environmental Impacts

- Application Form – SF-424
<table>
<thead>
<tr>
<th><strong>Application for Federal Assistance SF-424</strong></th>
</tr>
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<tbody>
<tr>
<td><strong>1. Type of Submission:</strong></td>
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<tr>
<td>✔ Preapplication</td>
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<td>✗ Changed/Corrected Application</td>
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<td><strong>2. Type of Application:</strong></td>
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<tr>
<td>✔ Continuation</td>
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<tr>
<td>✗ Revision</td>
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<tr>
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<td><strong>4. Applicant Identifier:</strong></td>
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<td><strong>5b. Federal Award Identifier:</strong></td>
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<td><strong>6. Date Received by State:</strong></td>
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<td><strong>7. State Application Identifier:</strong></td>
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<td><strong>8. APPLICANT INFORMATION:</strong></td>
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<tr>
<td><strong>a. Legal Name:</strong></td>
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<td><strong>b. Employer/Taxpayer Identification Number (EIN/TIN):</strong></td>
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<td><strong>c. Organizational DUNS:</strong></td>
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<td><strong>d. Address:</strong></td>
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<td><strong>Country:</strong></td>
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<td><strong>Zip / Postal Code:</strong></td>
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</tbody>
</table>
Application

- Cover Page
- Abstract
- Project Narrative
- Assessment of Environmental Impacts
- Application Form – SF-424
- Budget – SF-424A
**SF-424A**
**Budget – Section A**

**Tips:**
- Enter information on individual lines
- Information must match the SF-424 and the Budget Narrative

### BUDGET INFORMATION - Non-Construction Programs

**SECTION A - BUDGET SUMMARY**

<table>
<thead>
<tr>
<th>Grant Program Function or Activity</th>
<th>Catalog of Federal Domestic Assistance Number</th>
<th>Estimated Unobligated Funds</th>
<th>New or Revised Budget</th>
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<td>Non-Federal (d)</td>
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<td>5. Totals</td>
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</tbody>
</table>

(Signature: [Signature])

**Standard Form 424A (Rev. 7-97)**

Prepared by: [Prepared by: Signature]

[Page 1]
SF-424A
Budget – Section B

Tips:
- Fringe is figured independently from Personnel Costs
- Equipment is:
  - Tangible
  - Personal Property
  - Valued in excess of $5000 per item
  - Has a life span of one year or more
- Travel requires a minimum of $3000.00
- Personnel work for your organization; Contractual work for another organization but you are paying that organization for their services
Equipment

- Equipment is an allowable budget item. Refer to the 2 CFR 200 for specific rules on agreement policy. This document is located at: https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200/content-detail.html

- Generally, equipment purchases are not allowed in the last year of an agreement.

- Disposal of equipment is also covered in the Agreement Terms and Conditions.
Tips:

- Read the section titles
- Section D is asking for Federal and Non-Federal cash needed for first NRCS fiscal year ONLY
  - These CIG awards will be made in the 4th quarter of FY22
- Section E is asking for FEDERAL funding needs in contract years 2 and 3.
  - Second year needs = (b) First (column)
  - Third year needs = (c) Second (column)
Application

- Cover Page
- Abstract
- Application Form – SF-424
- Project Narrative
- Assessment of Environmental Impacts
- Budget – SF-424A
- Detailed Budget Narrative
Application

- Matching funds commitment letters
Funding Commitment Letters

1. Donor Organization
2. Applicant Organization
3. Project Title
4. Description of in-kind contribution
5. Pledge statement
6. Signature of authorized donor representative
Application

- Certifications: Non-construction programs (SF-424B) and Lobbying
- NICRA (if applicable)
- Letters of Support
- Disclosure of Potential Conflict of Interest
Application Review

- Completeness and compliance = Risk review = initial screening
- Merit/Technical
- Selection by PIA Director
Merit (100 points)

- Purpose, approach and goals
- Innovative technology or approach
- Project Management – timeline, staff, budget, partnerships
- Benefit and Transferability
Other

- Patents, Inventions and Copyrights
- Reporting
- Freedom of Information and Privacy Act
Appendices

Appendix A – Application Package Checklist

Appendix B – Budget Narrative Guidance

Sample Budget Narrative (page 43)

Sample Budget Table (page 46)

Appendix C – Sample Pledge Agreement

Appendix D – SF-424 and SF-424A Instructions
Deadline: **May 2, 2022, 11:59 p.m. EDT**

May 2, 2022
5:59 p.m. Hawaii Standard Time (HST)
4:59 p.m. Samoa Standard Time (SST)

May 3, 2022
1:59 p.m. Chamorro Standard Time (ChST)
Submissions

- Applications must be submitted electronically through grants.gov
- Register to apply (i-v)
  - DUNS
  - SAM
DUNS

- Data Universal Numbering System (DUNS) Number
- Unique entity identifier
- DUNS is required to register in SAM.gov
- Remember your DUNS information because info in SAM.gov must match DUNS
DUNS

- Free but takes some time
- Information on how to obtain a DUNS number can be found at http://fedgov.dnb.com/webform or by calling 1-866-705-5711
SAM.gov

- System for Award Management (SAM) Registration

- To register, go to http://www.sam.gov/SAM/
Submissions

- Applications must be submitted electronically through grants.gov
- Register to apply (i-v)
  - DUNS
  - SAM
  - Grants.gov account
  - Organization profile
  - Establish roles
Submissions (cont..)

- Electronic signature
- Create a Workspace
- Complete your application in your project’s Workspace
- Track your application
Timeline

- Announcement: February 28
- Webinar: March 15
- Deadline: May 2
- Announcement of Selection: June 3
- Project start date: September 15
QUESTIONS?

for questions regarding this opportunity, contact Dan Curtis, Grants Management Specialist at Daniel.Curtis@usda.gov with cc to FPAC.BC.GAD@usda.gov & susan.kubo@usda.gov

Include as the subject line the NFO number: USDA-NRCS-HI-CIG-22-NOFO0001160

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