

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

**Conservation Innovation Grants**  
**Fiscal Year 2009 Announcement of Program Funding**  
**Announcement Number: USDA-NRCS-OR-09-01**  
Catalog of Federal Domestic Assistance (CFDA) Number: 10.912

**EXECUTIVE SUMMARY:**

NRCS Oregon requests applications for Conservation Innovation Grants (CIG) to stimulate the development and adoption of innovative conservation approaches and technologies. Applications will be accepted from any eligible entity within the 50 States, the Caribbean Area (Puerto Rico and the Virgin Islands), and the Pacific Basin Area (Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands) for projects within the state of Oregon. For fiscal year 2009, up to \$500,000 may be available for the Oregon statewide CIG competition. NRCS will reserve the right to offer more or less funding at the discretion of the State Conservationist. Funds will be awarded through a competitive grants process. The Oregon CIG category available in FY 2009 is the Natural Resource Concerns Category. Applications are requested from eligible government or non-government organizations or individuals for competitive consideration of grant awards for projects between one to three years in duration. This notice identifies the objectives for CIG projects, the eligibility criteria for projects and associated instructions needed to apply to CIG. To participate in the Oregon CIG sign-up, project proposals should request federal funds of \$75,000 or less and must be implemented within the state of Oregon.

**PROPOSAL DUE DATE AND ADDRESSES:**

**Dates:** Proposals must be submitted in grants.gov or received in the NRCS Oregon State Office by 4:00 p.m., Pacific Standard Time (PST) on May 08, 2009.

**Addresses:** The address for hand-delivered applications, applications submitted using express mail or overnight courier service, and for applications sent via the U.S. Postal Service is: USDA Natural Resources Conservation Service; Conservation Innovation Grants Program; Programs Staff, 1201 NE Lloyd Blvd., Suite 900 Portland Oregon 97232

To submit your application electronically, visit [www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp) and follow the instructions.

**Applications submitted by fax or e-mail will NOT be accepted.**

For more information contact:

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## **I. FUNDING OPPORTUNITY DESCRIPTION**

### **A. Legislative Authority**

CIG was authorized as part of the Environmental Quality Incentives Program (EQIP) Catalogue of Federal Domestic Assistance ("CFDA") 10.912 [16 U.S.C. 3839aa-8] under Section 1240H of the Food Security Act of 1985, as added by Section 2509 of the Food, Conservation, and Energy Act of 2008 (Public Law 110-246). The Secretary of Agriculture delegated the authority for the administration of EQIP and CIG to the Chief of the Natural Resources Conservation Service (NRCS), who is Vice President of the Commodity Credit Corporation (CCC). EQIP is 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 and forestry production. CIG projects are expected to lead to the transfer of conservation technologies, management systems, and innovative approaches (such as market-based systems) into NRCS technical manuals, guides, and references or to the private sector. CIG does not fund research projects. It is a vehicle to stimulate the development and adoption of conservation approaches or technologies that have been studied sufficiently to indicate a likelihood of success, and to be candidates for eventual technology transfer or institutionalization. CIG funds projects targeting innovative on-the-ground conservation, including pilot projects and field demonstrations.

NRCS will accept applications for single or multi-year projects, not to exceed three years, submitted to NRCS from eligible entities including Federally-recognized Indian Tribes, State and local governments, and 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), but the project must be implemented within the State of Oregon.

Complete applications will be evaluated by a basin working group and grant review board and scored based on the Criteria for Proposal Evaluation (located in section V.B) identified in this document. The grant review board will present award recommendations to the Oregon State Conservationist, who will make the final award selections.

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

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

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

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

- Has been studied sufficiently to indicate a good probability for success;

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

#### **D. State Component CIG Categories**

For FY 2009, The Natural Resource Concerns category of CIG will be offered in Oregon. Applications must demonstrate the use of innovative technologies or approaches, or both, to address a natural resource concern or concerns.

This category will also include applications that focus on Market Based Approaches. The objective of this approach is to develop, implement, and/or evaluate processes, technology tools, institutional arrangements, or systems that are ‘market-based’ in nature and address one of the priority resource concerns below.

Applications must identify a primary subcategory and resource concern or state priority issue they are addressing in their application. You can indicate additional sub categories that are addressed by the proposal, however, in order to assist in the ranking process a primary subcategory needs to be identified.

#### **1. Natural Resource Concerns Category**

Applications must demonstrate the use of innovative technologies or approaches, or both, to address a natural resource concern or concerns. The six natural resource sub categories for possible funding through the Oregon CIG for FY 2009 are: Water Resources; Soil Resources; Atmospheric Resources; Grazing Land; Forest Health; and Wildlife Habitat. In addition, a sub category of state priority issues will be offered.

##### **a. Water Resources**

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

Subtopics include:

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

- Management of surface or sub-surface drainage systems to reduce nutrients losses to downstream waters, document benefits to fish and wildlife, soil quality, air quality, and account for nutrient and water losses.

#### **b. Soil Resources**

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

- New, innovative methods for erosion control under all land uses; and
- New and innovative methods to improve soil tilth and soil quality related to maintained or improved productivity.

#### **c. Atmospheric Resources**

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

- Manage agricultural primary and precursor emissions of particulates, odors, reactive nitrogen, volatile organic compounds, and greenhouse gases to limit on-site and/or off-site effects from emissions;
- Demonstrate innovative approaches to decrease atmospheric concentrations of greenhouse gases by increasing carbon sequestration (eg: increasing soil carbon) and/or by reducing greenhouse gas emissions from agricultural operations; and
- Identify management practices for air quality and atmospheric change concerns at animal operations and quantify the effects of the practices on all applicable resource concerns.
- Methane recovery and reduction in nitrogen dioxide (NO<sub>2</sub>) and sulfur dioxide (SO<sub>2</sub>);

#### **d. Grazing Land**

The objective of this natural resources concern is to implement new technologies, methods or market based approaches to maintain, restore, or enhance grazing land while sustaining productivity. Subtopics include:

- Invasive species management on grazing land;
- New and innovative approaches and methods to reduce the effects of pests and diseases on grazing land quality, health, and productivity;
- New and innovative approaches and methods to reduce fragmentation on grazing land quality, health, and productivity

- Conservation practices and systems to minimize overgrazing, restore lands suffering effects of overgrazing, and improve forage productivity and utilization.
  - Low-input approaches to increasing forage production;
  - Alternative grasses or forages for livestock; production that improve or enhance resource conservation.

**e. Forest Health**

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

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

**f. Wildlife Habitat**

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

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

**2. State Priority Issues**

The objective of the State Priority Issues is to implement new technologies, methods, or market based approaches to maintain, restore, or enhance natural resource conditions for a selection of priority issues in Oregon. Well-qualified applications that address one of these state priority issues will be given priority consideration for funding. In order to be considered well-qualified the application must address all of the requested information and must earn a high review score when compared to all CIG applications received. Possible subtopics include:

- Innovative approaches to Integrated Pest Management, including variable rates and timing of pesticide applications; regionally specific guidelines that reflect

climate, soil, etc.; and biotechnological opportunities that reflect regional conditions

- New/unique methods for water use monitoring, soil profile water measurement and water budgeting
- New methods/technologies to reduce water use on dairy operations
- Methods or approaches for encouraging landowner adoption of practices that benefit at-risk species to list species under the Endangered Species Act
- Development of techniques and methods to improve forest establishment and reduce tree mortality
- Development of methods and/or technologies to improve energy efficiencies on agricultural land;
- Bio-based energy opportunities;
- Energy audit of activities related to natural resource concerns (soil, water, air, plants, and animals) on agricultural lands
- Use of new technologies for cellulosic ethanol production
- Demonstration of conservation practices and systems that are effective for organic crops and livestock/poultry production;
- Market based methods to promote use of agriculture waste to make it a marketable product, including group collection methods and market/product identification;
- Identify and develop mechanisms to provide market and/or incentive-based approaches to maintain or improve wildlife habitat on private land;
- Ways to encourage economically viable markets for secondary forest products to improve forest stand condition;
- Development of production techniques and markets for alternative crops that have multiple uses (oil seed crops can be used for fuel, cosmetics, food, industry, etc).

## **II. FUNDING AVAILABILITY**

### **A. State Component**

The intent of the State Component is to provide flexibility to NRCS State Conservationists to target CIG funds to individual producers and smaller organizations that may possess promising innovations, but may not compete well on the larger scale of the national grants competition.

For Fiscal year 2009, up to \$500,000 may be available for the Oregon statewide CIG competition. NRCS will reserve the right to offer more or less funding at the discretion of the State Conservationist.

Project proposals that request federal funds of \$75,000 or less and are not multi-state in scope can participate in the Oregon CIG and should send their application to the address listed in this announcement.

### **III. ELIGIBILITY INFORMATION**

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

#### **A. Matching Funds**

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

#### **B. Beginning Farmers or Ranchers and Socially Disadvantaged Farmers or Ranchers**

Proposals may be given special consideration if the applicant or participants involved are Beginning Farmers or Ranchers, Socially Disadvantaged Farmers or Ranchers, or community-based organizations comprised of or representing these entities. The applicant must make a declaration in the application as described in Part IV C.7 of this notice.

***Beginning Farmer or Rancher Definition*** - 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, individually, 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.
- 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 of the members provide some amount of the management or labor and management 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.

***Socially Disadvantaged Farmers or Ranchers Definition*** - a farmer or rancher who has been subjected to racial or ethnic prejudices because of their identity as a member of a group without regards to their individual qualities. This includes members of the following groups: American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiians or other Pacific Islanders or Hispanics.

In addition, an exception regarding matching funds is made for projects funded for Beginning Farmers or Ranchers or members of the groups listed above. Up to three-fourths of the required matching funds for such projects (up to 37.5 percent of the total project cost rather than 25 percent) may derive from in-kind contributions.

### **C. Environmental Quality Incentives Program (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 of the USDA Programs (EQIP, Conservation Security Program, Wildlife Habitat Incentives Program, etc.) since this would be considered a duplicate payment.
- Following are two examples of how the \$300,000 EQIP payment limitation applies to CIG projects:
  - a. A \$75,000 CIG grant is awarded to a State environmental agency to demonstrate an innovative, market-based, water quality trading program. The money is used to finance the development of a market infrastructure, and none of the funds are used to implement structural, vegetative, or management practices. Producers in the trading market demonstration area may indirectly benefit from their eventual participation in the market, but there is no direct transfer payment of CIG dollars. If, on the other hand, part of the CIG award were used to make payments to producers who implement conservation practices on their land as part of a trading program, those payments would count towards each producer's \$300,000 EQIP payment limitation.
  - b. A \$75,000 CIG grant is awarded to a Conservation District to pilot a community-based animal waste treatment technology innovation. EQIP-eligible producers in the area transport their animal waste to a central treatment location. Because producers are not directly or indirectly receiving CIG funds, the payment limitation does not apply. If, however, the producers were paid for their waste, or for transporting their waste to the central treatment location using CIG funds, the payments would be subject to each producer's EQIP payment limitation.

#### **D. Project Eligibility**

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

A person or legal entity shall not be eligible to receive any benefit during a crop, fiscal, or program year, as appropriate, if the average adjusted gross non-farm income of the person or legal entity exceeds \$1,000,000, unless two-thirds of that income is derived from agriculture, ranching or forestry.

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

Technologies and approaches that are eligible for funding in a project's geographic area through EQIP are ineligible for CIG funding except where the use of those technologies and approaches demonstrates clear innovation. The burden falls on the applicant to sufficiently describe the innovative features of the proposed technology or approach (applicants should reference 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, SUBMISSION INFORMATION, AND ENVIRONMENTAL REVIEW REQUIREMENTS**

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

All Office of Management and Budget standard forms necessary for CIG submission are posted on the following website: [http://www.grants.gov/agencies/aapproved\\_standard\\_forms.jsp](http://www.grants.gov/agencies/aapproved_standard_forms.jsp) An application checklist and links to the required application forms are also available on the Oregon CIG website: [www.or.nrcs.usda.gov/programs/cig/](http://www.or.nrcs.usda.gov/programs/cig/).

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

Applications must contain the information set forth below in order to receive consideration for a grant. Applicants should not assume prior knowledge on the part of NRCS or others as to the relative merits of the project described in the application. Applicants must submit their 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, double spaced, with one-inch margins. If submitting applications for more than one project, submit a separate, complete application package for each project.

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

- 1. Application Cover Sheet:** Applicants must use Standard Form 424 Application for Federal Assistance as the cover sheet for each project application. Standard Form 424 can be downloaded from [http://www.grants.gov/agencies/aapproved\\_standard\\_forms.jsp](http://www.grants.gov/agencies/aapproved_standard_forms.jsp) or obtained from the Oregon NRCS State Office.
  
- 2. Project Summary Sheet:** Applicants must submit a Project Summary Sheet (no more than one page in length) that includes the information listed below. A template for the Project Summary Sheet is available on the Oregon NRCS CIG website: [www.or.nrcs.usda.gov/programs/cig/](http://www.or.nrcs.usda.gov/programs/cig/).
  - a. Project Title
  - b. Project Director Name, contact information (including e-mail)
  - c. Names and Affiliations of Project Collaborators
  - d. Project Purpose
  - e. Project Deliverables/Products
  - f. Project Scope/Area
  - g. Project Start and End Dates (Projects should plan to begin no earlier than October 1, 2009)
  - h. Proposal Natural Resource Concern Category (water resources, soil resources, atmospheric resources, grazing land, forest health, wildlife resources, or state priority issues).
  - i. Certification-Request for Federal Funds (Standard Form (SF) 424B, additional information under B.10)
  
- 3. One-Page Abstract:** A one-page, single-sided, non-confidential technical summary that describes the work to be undertaken and the expected outcome and benefits. The technical summary should take into account the priorities and evaluation factors described in this solicitation. Pages in excess of the one-page limit will be discarded.
  
- 4. Project Description:** The description must include the following information and should not exceed 10 pages (single-sided, double-spaced) in length:
  - a. A project narrative which clearly and concisely describes the proposed project and discusses the expected benefits. The project narrative should provide a clear description of the work to be undertaken and how it will be accomplished. It must be formatted to address each of the merit review criteria listed in section V.B.1 and provide sufficient information for the reviewers to evaluate the application in accordance with these merit review criteria. The project narrative should mention the amount of money applied for and matching dollars provided. The project narrative should be organized into the following sections:
    - i. Introduction
    - ii. Technical Relevance and Merit
    - iii. Technical Approach/Work Plan

- iv. Energy Efficiency/Displacement, Rural Economic Development, Environmental Benefits
  - v. Technical, Management, and Facility Capabilities
- b. Project background: Describe the history of and need for the proposed innovation. Provide evidence that the proposed innovation has been studied sufficiently to indicate a good probability for success of the project;
- c. Project objectives: Be specific using qualitative and quantitative measures, if possible, to describe the project's purpose and goals. Describe how, based on the description of innovative conservation projects and activities provided in section I.C., the project is innovative;
- d. Project methods: Describe clearly the methodology of the project and the tools or processes that will be used to implement the project;
- e. Location and size of project or project area: Describe the location of the project and the relative size and scope (e.g., acres, farm types and demographics, etc.) of the project area. Provide a map, if possible;
- f. Producer participation: Estimate the number of producers involved in the project and describe the extent of their involvement (all producers involved in the project must be eligible for EQIP);
- g. Project action plan and timeline: Provide a table listing project actions, timeframes, and associated milestones through project completion;
- h. Project management: Give a detailed description of how the project will be organized and managed. Include a list of key project personnel, their relevant education or experience, and their anticipated contributions to the project. Explain the level of participation required in the project by government and non-government entities. Identify who will participate in monitoring and evaluating the project;
- i. Benefits or results expected and transferability: Identify the results and benefits to be derived from the proposed project activities and explain how the results will be measured. Identify project beneficiaries, i.e., agricultural producers by type or region or sector; rural communities; municipalities. Explain how these entities will benefit. In addition, describe how results will be communicated to others via outreach activities;
- j. Project evaluation: Describe the methodology or procedures to be followed to evaluate the project, determine technical feasibility, and quantify the results of the project for the final report (Grant recipients will be required to provide a semi-annual report of progress, quarterly financial reports, and a final project report to NRCS. Instructions for submitting quarterly reports will be detailed in the grant agreement); and
- k. Environmental Information and Assessment of Environmental Impacts: Describe the anticipated environmental effects of the proposed project. The description of the potential environmental and social impacts must address all potential beneficial and adverse impacts of the proposed action. A description of the potential impacts to all environmental

resources must be disclosed. Environmental resources include soil, water, air, plants, and animals, as well as other specific resources protected by law, Executive Order, and Agency policy. These resources are outlined in the NRCS Environmental Evaluation Worksheet, form NRCS-CPA-52, which is available at <http://www.nrcs.usda.gov/technical/ECS/environment/CPA-52.doc>. The CPA 52 form can be used as a guide for the scope of environmental information that should be prepared for this section of the application. In addition to describing impacts, applicants are required to assess the significance or degree of potential environmental impact of the proposed project on environmental resources. Applicants may consult with NRCS an Environmental Liaison concerning the scope of what should be addressed in this section of the application. For additional assistance please contact Oregon's Environmental Liaison, Russ Hatz at 503-414-3235 or [russ.hatz@or.usda.gov](mailto:russ.hatz@or.usda.gov).

Note: Please be aware that applications for projects with potentially adverse impacts may need to be modified in order to achieve acceptable and beneficial levels of environmental impact. If projects cannot be modified, then there is a potential during the screening process that the application may not be selected.

**5. Budget Information:** Applicants must submit an SF 424A Budget Information Non-Construction Programs to document budget needs. SF 424A is available at [http://www.grants.gov/agencies/aapproved\\_standard\\_forms.jsp](http://www.grants.gov/agencies/aapproved_standard_forms.jsp) or can be obtained from the Oregon NRCS State Office.

The Cost Proposal must:

- a. Indicate the amount of Federal funds requested and the matching resources provided by the applicant in order to carry out the project. The cost proposal is limited to 12 pages, not including the required forms. Pages written in excess of the 12-page limit will be discarded.
- b. Provide a project budget and the applicant's request for a specific amount of Federal funds under this solicitation. The project budget should show a summary of proposed costs for each task identified in the Technical Approach/Work Plan, as well as the matching or corresponding resources devoted to this project by the applicant, including each of the participating entities engaged to carry out the project as proposed.
- c. The project budget should include the following for the applicant and each participant:
  - i. Position title, number of hours, and total cost for personnel proposed;
  - ii. Total cost for travel;
  - iii. Proposed equipment, supplies, or other major expenses over \$5,000;
  - iv. Total of all direct costs;
  - v. Total of indirect costs;
  - vi. Summary of total project costs;

vii. The applicant shall submit a proposed Schedule of Deliverables with a corresponding Schedule of Payments. This should identify when each deliverable described in the proposal will be furnished to the government and what portion of the grant price is then payable.

**6. Budget Narrative:** In addition to the SF424 A, all applicants must provide a detailed narrative (3 pages maximum, single-sided and double-spaced) in support of the budget for the project, broken down by each project year. Itemize the costs necessary for successful completion of the proposed project. Indicate the total amount (both cash and in-kind) of non-Federal matching support that will be provided to the proposed project. Identify and provide documentation of the source(s), the amount, and the nature (cash or in-kind) of the matching funds. An indirect cost-rate agreement must be included if the applicant is claiming indirect costs. Indirect costs can not exceed 15 percent. In-kind costs of equipment or project personnel cannot exceed 25 percent of the applicant's match (except in the case of projects carried out by either Beginning or Socially Disadvantaged farmers and ranchers. The remainder of the match must be provided in cash. This is what is stated in the nationals APF

**7. Declaration of Beginning Farmer or Rancher, Socially Disadvantaged Farmer or Rancher:** If an applicant identifies themselves as a beginning farmer or rancher, socially disadvantaged farmer or rancher, (see Part III B.) and avail themselves of the in-kind contribution exception, applicants must make a declaration in writing of their status as a Beginning Farmer or Rancher, Socially Disadvantaged Farmer or Rancher or a community-based organization comprised of or representing these entities. These definitions can be found in section III B.

**8. Declaration of EQIP Eligibility:** Applicants must include a statement indicating that the proposed project will involve EQIP-eligible producers. Applicants must make a declaration in writing that they, or parties involved in the project, are eligible for EQIP (if EQIP eligible producers are not involved, the proposal will be considered ineligible).

**10. Certifications:** All applications must include a signed Standard Form (SF) 424B - Assurances, Non-construction Programs. SF 424B may be found at: [http://www.grants.gov/agencies/approved\\_standard\\_forms.jsp](http://www.grants.gov/agencies/approved_standard_forms.jsp) or contact the NRCS State Office. Applicants, by signing and submitting an application, assure and certify that they are in compliance with the following from 7 Code of Federal Register (CFR):

a. Part 3017, Government wide Debarment and Suspension (Non-procurement);

b. Part 3018, New Restrictions on Lobbying; and

c. Part 3021, Government wide Requirements for Drug Free Workplace (Financial Assistance).

**11. DUNS Number:** A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 70 million businesses worldwide. A *Federal Register* notice of final policy issuance (68 FR 38402) requires a DUNS number in every application (i.e., hard copy and electronic) for a grant or cooperative agreement (except applications from individuals) submitted on or after October 1, 2003. For information about how to obtain a

DUNS number, go to <http://www.grants.gov/RequestaDUNS> or call 1-866-705-5711. Please note that the registration may take up to 14 business days to complete.

**12. Required CCR Registration:** The Central Contractor Registry (CCR) is a database that serves as the primary Government repository for contractor information required for the conduct of business with the Government. This database will also be used as a central location for maintaining organizational information for organizations seeking and receiving grants from the Government. CIG applicants must register with the CCR. To register, visit <http://www.ccr.gov>. Allow a minimum of 5 days to complete the CCR registration. A DUNS number will be needed in order to complete the CCR Registration process.

### **C. How to Submit a Written Application**

Applicants must submit one signed original copy of each project application. Hard copies must be accompanied by an electronic copy on a compact disc (CD). Electronic files must be either Microsoft Word or Adobe Acrobat (pdf) files. Applications submitted via facsimile or e-mail will not be accepted.

The address for hand-delivered applications or applications submitted using express mail, overnight courier service, or regular mail is:

USDA Natural Resources Conservation Service  
Conservation Innovation Grants Program  
Programs Staff,  
1201 NE Lloyd Blvd. Suite 900  
Portland, OR. 97232

### **D. How to Submit an Application Electronically**

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

### **E. Application Due Date**

Complete applications must be received by 4:00 p.m., Pacific Standard Time (PST) on Friday, May 08, 2009, either through Grants.gov or at 1201 NE Lloyd Blvd. Suite 900 Oregon NRCS State Office. A postmark date is NOT a factor in whether an application is received on time. The applicant assumes the risk of any delays in application delivery. Applicants are strongly encouraged to submit completed applications via overnight mail or delivery service to ensure timely receipt by NRCS.

### **F. Acknowledgement of Submission**

Applications received by the due date will be acknowledged with an official letter. If an applicant has not received an acknowledgement within 30 days of the submission, they must contact the NRCS

program contact (See Part VII). Failure to do so may result in the application not being considered for funding.

### **G. Funding Restrictions**

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

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

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

### **H. Patents and Inventions**

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

### **I. Environmental Review Requirements**

The National Environmental Policy Act (NEPA) and NRCS regulations that implement NEPA require that an environmental review be prepared for actions where the Agency has discretion and control. Accordingly, NRCS' financial assistance under the CIG program requires compliance with these regulations. As part of the application packet, applicants are required to provide environmental information pertaining to their project (described further under Part IV B.4.k.) to help NRCS determine the appropriate documentation required to comply with NEPA and NRCS regulations. If the application is selected for funding, the NRCS Program Contact and NRCS Environmental Liaison will coordinate with the selected applicant concerning documentation for compliance with NEPA. The selected applicant will be required to prepare and/or pay for the preparation of the

appropriate NEPA document (e.g., Environmental Assessment and/or Environmental Impact Statement if required for NEPA compliance). Grant funding cannot be approved until the environmental review requirements demonstrating compliance with NEPA are met.

### **J. Withdrawal of Applications**

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

### **K. Deliverables**

Applications must include the following activities as deliverables:

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

## **V. APPLICATION REVIEW**

### **A. Application Review and Selection Process**

Applications will be sent to the NRCS Oregon State Office and screened for completeness and compliance with the provisions of this notice. Incomplete applications, and those that do not meet the provisions of this notice, will be eliminated from competition and notification of elimination will be mailed to the applicant. Proposals submitted by applications appearing on the Excluded Parties List System (EPLS) will not be considered. The EPLS can be viewed at <http://epls.gov>.

Basin working groups will have the opportunity to review and evaluate applications that originate from their basin. Applications will be evaluated on duplication of efforts, ethic concerns, consistency with overall EQIP objectives, purpose and approach, management and applicability.

Basin working groups will recommend to the basin team leader priority applications. Applications will be forwarded to the CIG Grant Program Manager who will offer further opportunity for review and comment from the Grant Review Board (GRB). The GRB will evaluate applications on its technical merit and the Criteria for Proposal Evaluation identified in this document (V.B).

The Grant Review Board will make recommendations for project approval. Final award selections will be made by the NRCS Oregon State Conservationist.

### **B. Criteria for Application Evaluation**

The following criteria will be used to evaluate project applications. In addition to the following evaluation criteria, applications that address one of the state priority issues will be given priority consideration for funding. Applications must identify a primary subcategory and resource concern or state priority issue they are addressing in their application. You can indicate additional categories that are addressed by the proposal, however, in order to assist in the ranking process a primary subcategory needs to be identified.

1. Purpose, Approach, and Goals:

- a. The purpose and goals are clearly stated;
- b. There is strong potential for successful completion;
- c. Outcome is clearly measurable with regards to the CIG natural resource concern(s);
- d. Project conforms to RGP description of innovative projects or activities;
- e. Design and implementation of project is based on sound methodology and/or demonstrated technology;
- f. Project promotes environmental enhancement and protections in conjunction with agricultural; and
- g. The project has a significantly positive environmental impact in consideration of potentially adverse impacts.

2. Soundness of Approach or Design:

- a. The project adheres to the description of the innovative project or activities found in Part I.C. of this notice;
- b. Technical design and implementation strategy is based on sound science;
- c. There is a good likelihood that the project will be successfully completed on time and within budget;
- d. The project substantively involves EQIP eligible producers;
- e. The project clearly promotes environmental enhancement and protection in conjunction with agricultural production.

3. Project Management:

- a. Milestones and timeline are clear and reasonable;
- b. Applicant has sufficient staff with the necessary technical expertise to successfully accomplish the objectives and timeframes of the project;
- c. Budget is adequately explained and justified;
- d. The proposal includes a proposed schedule of deliverables with a corresponding schedule of payments;
- d. Percentage that project leverages non-Federal matching funds above the required 50 percent (degree to which non-Federal matching funds are leveraged).

### 3. Transferability:

- a. Potential to transfer the approach or technology nationally or to other geographic or socio-economic areas;
- b. Project will result in the development or improvement of NRCS technical or related materials that will help foster expanded adoption of the innovative technology or approach.

### **C. Anticipated Announcement and Award Dates**

CIG Awards are anticipated to be announced by July 30, 2009. Funds are not awarded, and work may not start, until an agreement is signed by both NRCS and the grantee. All agreements are expected to be awarded by September 30, 2009.

## **VI. AWARD INFORMATION AND ADMINISTRATION**

### **A. Award Notification**

Applicants who have been selected for funding pending environmental review will receive a letter of official notification from the NRCS Oregon State Office. Upon notification of selection, the applicant should contact the NRCS Environmental Liaison in order to determine the scope and level of NEPA documentation required for the project. The environmental documentation prepared to meet NEPA requirements must be prepared prior to award of grant funds. The official notice will also indicate the need to work with the administrative contact to develop an agreement prior to starting work on the project. Applicants who are not selected will be notified by official letter.

### **B. Environmental Review Requirements**

Project proponents that are selected to receive grant funding will need to work with the NRCS Program Contact and NRCS Environmental Liaison concerning what documentation will need to be prepared for compliance with the National Environmental Policy Act (NEPA) and NRCS regulations. Selected applicants may be required to prepare and/or pay for the preparation of the appropriate NEPA document if an Environmental Assessment and/or Environmental Impact Statement is needed. Grant funds can not be awarded until the environmental review requirements demonstrating compliance with NEPA are met. For additional assistance please contact Oregon's Environmental Liaison, Russ Hatz at 503-414-3235 or russ.hatz@or.usda.gov.

### **C. Grant Agreement**

If selected for funding, the Commodity Credit Corporation (CCC), through NRCS, will use a grant agreement with selected applicants to document participation in the Oregon CIG program. The grant agreement will include:

- a. Project purpose;
- b. Project objectives and deliverables;
- c. Final project plan listing cooperators in the project and identifying the grant applicant and project manager;

- d. Project timelines and expected project completion date;
- e. Project progress and budget reporting requirements;
- f. Award amount and budget information;
- g. Information regarding requests for advance of funds or reimbursement;
- h. Role of NRCS technical oversight in the project;
- i. Reporting requirements including attendance and presentation to the Oregon Technical Advisory Committee during the period of the grant.
- j. Changes in project plans;
- k. Other requirements and terms deemed necessary by the CCC to protect the interests of the United States.

#### **D. Reporting Requirements**

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

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

In addition, the grantee must submit a written performance progress report to the NRCS program contact and the NRCS technical contact every 6 months. This report is distinct from the quarterly financial report described above. Each progress report shall cover work performed during the previous 6-month period, including any funded or unfunded time extensions, a comparison of actual accomplishments to project goals, and a statement of work projected to be completed in the next 6-month period. The grantee is responsible for providing the technical assistance required to successfully implement and complete the project. NRCS will designate a Program Contact, an Administrative Contact, and a Technical Contact to provide oversight for each project receiving an award. These individuals will have technical oversight responsibility for the project.

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

1. A list of producers, identified by name and social security number, of all EQIP-eligible producers or entities involved in the project;
2. The dollar amount of direct and indirect payment made to each individual producer or entity for any structural, vegetative, or management practices. Both quarterly and cumulative payment amounts must be submitted; and

3. A self-certification indicating that each individual or entity receiving a direct or indirect payment through this grant is in compliance with the EQIP Payment Limitation, AGI, HEL, and Wetlands Conservation Compliance Farm Bill provisions.

A progress report template will be provided to grantees by the NRCS program contact. This template is available on the NRCS CIG website at:

<http://www.nrcs.usda.gov/programs/cig/InfoForGrantees.html>.

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

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

## **VII. AGENCY CONTACTS**

CIG Program Contact:

Todd M. Peplin

Oregon CIG Program Manager

1201 NE Lloyd Blvd., Suite 900

Portland, OR. 97232

Phone: (541) 923-4358 ext 131

(503) 414-3292

E-mail: [todd.peplin@or.usda.gov](mailto:todd.peplin@or.usda.gov)

CIG Administrative Contact:

Chris Martin

Contracting Officer

1201 NE Lloyd Blvd., Suite 900

Portland, OR. 97232

Phone: (503) 414-3213

Fax: (503) 414-3201

E-mail: [chris.martin@or.usda.gov](mailto:chris.martin@or.usda.gov)

Additional information about CIG is available through the CIG webpage:

[www.or.nrcs.usda.gov/programs/cig/](http://www.or.nrcs.usda.gov/programs/cig/)

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