
Conservation Innovation Grants (CIG)

FY16 Award Recipient Briefing

October 27, 2016

Agenda

- Introduction & Overview
- Program & Technical Information
- Administrative Requirements
- Environmental Compliance Requirements
- Cultural Resources & Historic Preservation
- Summary
- Q & A

CIIG Program and Technical Information

- Contact Information
- Award Notice
- Progress Reporting
- CIIG Grantee Webpage
- Presentations, Papers, and Marketing

CIG Program and Technical Information

Program Contacts:

Melleny D. Cotton, CIG Program Analyst

Melleny.cotton@wdc.usda.gov

202-720-7412

Phil (Kipp) Cherry, Natural Resources Specialist

Phil.cherry@wdc.usda.gov

202-720-1845

- **CIG Inbox** – nrcscig@wdc.usda.gov
- **CIG Webpage** - www.nrcs.usda.gov/technical/cig
- The assigned **Technical Contact** will contact the grantee

CIIG Program and Technical Information

Award Notice

Notice of Grant and Agreement Award, NRCS-ADS-093

U.S. Department of Agriculture Natural Resources Conservation Service			NRCS-ADS-093 7/2012	
NOTICE OF GRANT AND AGREEMENT AWARD				
1. Award Identifying Number: 69-3A75-14-XXX		2. Amendment No.:	3. Award/Project Period: Signature Date to 8/31/2017	4. Type of Award Instrument: Grant
5. Agency: Natural Resources Conservation Service (NRCS) (Name and Address) 1400 Independence Avenue, SW Room 5221-S Washington, DC 20250			6. Recipient Organization: (Name and Address) DUNS: [REDACTED] EIN: [REDACTED]	
7. NRCS Program Contact: Gregorio Cruz gregorio.cruz@wdc.usda.gov (202) 720-8644		8. NRCS Administrative Contact: Dwayne Stewart Dwayne.Stewart@wdc.usda.gov 202-720-0658	9. Recipient Program Contact: [REDACTED]	10. Recipient Administrative Contact: [REDACTED]
11. CFDA Number: 10.912	12. Authority EQIP [16 U.S.C. 3839aa-8] under Section 2207 of the Agricultural Act of 2014, 7 CFR 1466.27		13. Type of Action New	14. Project Director [REDACTED]
15. Project Title/Description: [REDACTED]				

CIIG Program and Technical Information

Award Notice

Approved Budget (at bottom of NRCS-ADS-093)

17. Select Funding Type:			18. Accounting and Appropriation Data:			
	<input checked="" type="checkbox"/> Federal	<input checked="" type="checkbox"/> Non-Federal	Financial Code	Amount	Fiscal Year	Treasury Symbol
Original Funds Total:	\$339,585	\$339,585	NR.SLEQIP.ST.0000.14NRF	\$339,585	2014	124X1004
Additional Funds Total:	\$	\$		\$		
Grand Total:	\$339,585	\$339,585		\$		

19. APPROVED BUDGET:

Personnel	\$	Fringe Benefits	\$
Travel	\$	Equipment	\$
Supplies	\$	Contractual	\$
Construction	\$	Other	\$
Total Direct Cost	\$	Total Indirect Cost	\$
		Total Non-Federal Funds	\$
		Total Federal Funds Awarded	\$
		Total Approved Budget	\$

CIIG Program and Technical Information

Semi-Annual Progress Reporting Requirements

Project Status -

- Progress summary
- Unusual developments or delays
- Goals (met and unmet)
- Pertinent information (analysis, explanation of cost overruns)

Project Results -

- Preliminary results for NRCS for practice standard revisions
- Completed or promising products, software tools and/or technologies

CIIG Program and Technical Information

Semi-Annual Progress Reporting Requirements (Continued)

Environmental Quality Incentives Program (EQIP) Requirements –

- List of EQIP-eligible producers involved in the project
- Dollar amount direct or indirect payments made to individual producers or entity for any structural, vegetative, or management practices
- Self-certification statement for each individual or entity receiving federal payment for any conservation practices through this grant is in compliance with the adjusted gross income (AGI) and highly-erodible lands and wetlands conservation (HEL/WC) compliance provisions

CIG Program and Technical Information

CIG Webpage

<http://www.nrcs.usda.gov/technical/cig>

- Check the CIG Webpage for updated information and announcements
- Grantee page has additional program information

USDA Natural Resources Conservation Service
United States Department of Agriculture

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Conservation Innovation Grants

Conservation Innovation Grants (CIG) are competitive grants that stimulate the development and adoption of innovative approaches and technologies for conservation on agricultural lands. CIG uses Environmental Quality Incentives Program (EQIP) funds to award competitive grants to non-Federal governmental or non-governmental organizations, American Indian Tribes, or individuals. Producers involved in CIG funded projects must be EQIP eligible.

Through CIG, NRCS partners with public and private entities to accelerate technology transfer and adopt promising technologies. These new technologies and approaches address some of the Nation's most pressing natural resources concerns. CIG benefits agricultural producers by providing more options for environmental enhancement and compliance with Federal, State, and local regulations.

2016 CIG Funding Opportunity

National Competition

NRCS is piloting a concentrated approach for awarding CIGs to address the nation's top natural resource priorities. This new approach allows NRCS to aggressively impact the natural resource areas of critical concern. The CIG focus for Fiscal Year (FY) 2016 is **Water Quality and Conservation Finance**.

In keeping with NRCS's mission of "Helping People Help the Land", 10 percent of CIG funding will be set aside for projects benefiting historically underserved producers, farmers or ranchers who are military veterans, or organizations comprised of or representing these individuals.

The application period is now **open through May 10, 2016**. Please review the **2016 CIG Announcement for Program Funding (APF)** for application requirements.

Applications for CIG projects must be submitted through **Grants.gov** or with a PDF to nrcscig@wdc.usda.gov.

State Competition

The CIG state component emphasizes projects that benefit a limited geographical area. Participating states will announce their funding availability for CIG competitions through their state NRCS offices. For additional information about State CIG competitions, please contact your State NRCS office or search for the latest postings here.

Additional Resources

- 2016 CIG APF (PDF, 135 KB)
- CIG APF (PDF, 280 KB)
- CIG Operational Report (PDF, 916 KB)
- 2016 CIG Stories (PDF, 1.3 MB)

Program Contact

nrcscig@wdc.usda.gov
Mike Bennett, CIG Program Manager (202) 720-1895
Mellany Cotton, Program Analyst (202) 720-7412

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CIIG Program and Technical Information

Presentations, Papers & Marketing

- Your technical contact can assist with identifying appropriate opportunities to share project findings
- Credit NRCS support in any posters, presentations, papers, or other public information about your project

- NRCS Logo - 

“This material is based upon work supported by the Natural Resources Conservation Service, U.S. Department of Agriculture, under NRCS Conservation Innovation Grant [recipient should enter the applicable award number here].”

CIIG Program and Technical Information

Communication Ideas to Support CIIG Projects

- Take many photos of projects (before, during and after)
- Develop simple, one-page fact sheet that explains project
- Inform stakeholders and other interested individuals and groups of project and progress regularly
- Inform national CIIG team members of opportunities to showcase project

Administrative Requirements

- Contact Information
- Grantee Responsibilities
- Agreement Terms and Conditions
- Pre-Award Costs

Administrative Requirements

Contact Information

Administrative Contact:

Kellie Hamilton

Acquisition Division, Grants and Agreements – Branch Chief

Kellie.Hamilton@wdc.usda.gov

503-414-3240

Send all payment correspondence to

EastAgmtPayRequests@wdc.usda.gov with a copy to

nrcscig@wdc.usda.gov

Administrative Requirements

Grantee Roles and Responsibilities

- Payments - monthly or quarterly on a reimbursable or advanced basis upon completion of work
- Request for Advance or Reimbursement, **SF-270** - send to the Payment inbox (EastAgmtPayRequests@wdc.usda.gov) , CIG inbox (nrcscig@wdc.usda.gov) , and the Administrative Contact
- Link to SF-270 - <https://www.whitehouse.gov/sites/default/files/omb/assets/omb/grants/sf270.pdf>

Administrative Requirements

Grantee Responsibilities

- Payment requests must have documentation supporting the amount requested
- Refer to NRCS General Terms and Conditions, Part V for additional information regarding payments
- Monitor day-to-day activity
- Written progress report every 6 months (refer NRCS General Terms and Conditions, Part VII)

Administrative Requirements

Grantee Responsibilities

Grantees must submit Federal Financial Report (FFR) **SF-425** in accordance with the following schedule. (Refer to NRCS General Terms and Conditions, Part VI)

- Link to SF-425

https://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/SF-425.pdf

Financial Report Period

October 1 – December 31

January 1 – March 31

April 1 – June 30

July 1 – September 30

Report Due Date

January 31

April 30

July 31

October 31

Administrative Requirements

Grantee Responsibilities

Submit semi-annual progress report in accordance with the following schedule:

Progress Report Period

October 1 – March 31

April 1 – September 30

Report Due Date

April 30

October 31

Semi-annual progress report template located on CIG Grantees Webpage (Post-Award Forms)

<http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/programs/financial/cig/?cid=stelprdb1045412>

Administrative Requirements

Grantee Responsibilities

- Submit prior approval requests no less to 45 days to Administrative Contact for the following actions:
 - No Cost Extensions
 - Budget Changes
 - Transfer of Award
 - Change in Scope of Work
 - Change in Project director/Key Personnel
- Refer to NRCS General Terms and Conditions, Part IV for additional information

Administrative Requirements

Grantee Responsibilities

- Within 90 days after the project end date, submit:
 - Final Financial Reports
 - Final Request for payment
 - Final Project Report
- All funds must be expended by the award expiration date

Administrative Requirements

Grants & Agreements Roles and Responsibilities

The Grants & Agreements Staff:

- Administer amendments, budget changes, extensions, change in scope of work, etc.
- Review, initial, and date SF-270s and work with the program and budget staff to ensure payments are processed
- Review all financial reports and progress reports
- Retain the official grant file
- Review required audits for compliance
- Upon expiration date, initiates closeout procedures

Administrative Requirements

Agreement Terms and Conditions

Applicable Regulations – Refer to the NRCS General Terms and Conditions Part I

Revised May 2016

**NATURAL RESOURCES CONSERVATION SERVICE
U.S. DEPARTMENT OF AGRICULTURE**

**GENERAL TERMS AND CONDITIONS GRANTS AND
COOPERATIVE AGREEMENTS**

I. APPLICABLE REGULATIONS

- a. The recipient, and recipients of any sub awards under this award, agree to comply with the following regulations, as applicable. The full text of Code of Federal Regulations references may be found at <https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR> and <http://www.ecfr.gov/>.

- (1) 2 CFR Part 25, “Universal Identifier and System of Award Management”
- (2) 2 CFR Part 170, “Reporting Subaward and Executive Compensation Information”
- (3) 2 CFR Part 180, “OMB Guidelines To Agencies On Government wide Debarment And Suspension (Non-procurement)”
- (4) 2 CFR Part 182, “Government wide Requirements for Drug-Free Workplace (Financial Assistance)”
- (5) 2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, And Audit

Administrative Requirements

Pre-Award Costs

- **What documents do I submit when I request with my first reimbursement?** *Submit SF 270 and supporting documentation (invoices, receipts, etc.)*
- **Can I receive an advance/reimbursement prior to finalizing my agreement?** *No.*
- **Does my cost match during the pre-award count towards the overall match?** *Yes.*
- **What does my period of performance begin?** *Your period of performance begins on the agency approved start date specified in the Pre-Award Approval letter.*

****Note** – If you have not been approved for pre-award costs, your period of performance begins on the date NRCS signs the award agreement.*

Environmental Compliance

Andrée DuVarney

National Environmental Coordinator

Phone: (202) 384-7408

Email: Andree.duvarney@wdc.usda.gov

Environmental Compliance

After Agreement and **BEFORE** implementation begins,
NRCS State Office:

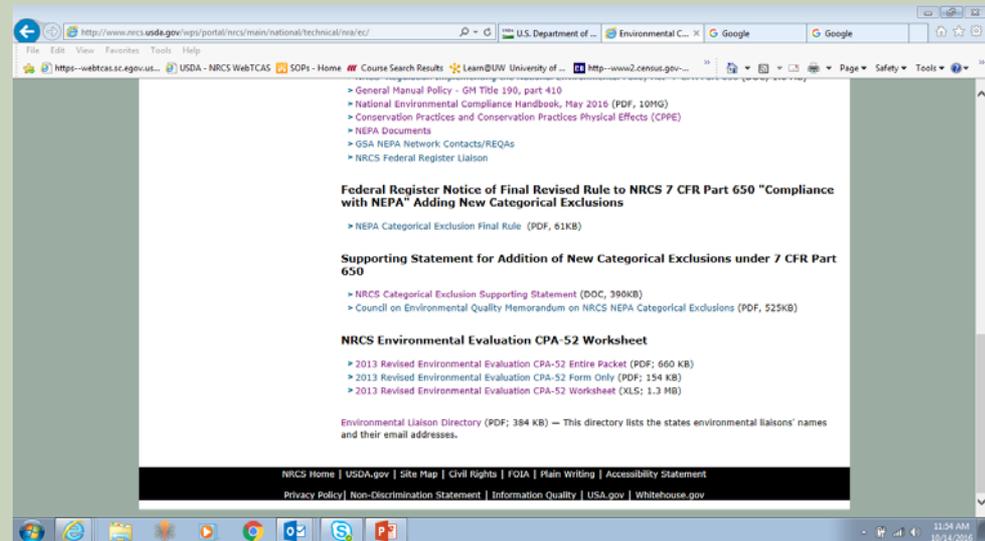
- Contacts grantee to confirm project site(s)
- Conducts environmental evaluation (EE) and prepares NRCS-CPA-52, EE Worksheet, if required
- Informs Grantee when compliance complete and work may begin

Environmental Compliance

If you are *NOT* contacted by the NRCS State Office:

- Contact the NRCS environmental liaison in the State you will be working and ask about the EE for the project

Check Environmental Liaison Directory available at
<http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/technical/nra/ec/>



Environmental Compliance

As part of the EE the NRCS State Office will:

- Conduct any needed consultations
- Ensure Grantee obtains required permits
- Make a NEPA finding
- Ask Grantee to prepare EA or EIS if needed; NRCS will review and publish Notices

NRCS Cultural Resources Procedures

Dana Vaillancourt

National Cultural Resources Specialist

202-720-4912

Dana.vaillancourt@wdc.usda.gov

Cultural Resources Compliance

As part of compliance with NHPA the NRCS State Office will, after agreement and ***BEFORE*** implementation begins:

- Determine if proposed activities have the potential to cause effects on historic properties
- Conduct field reviews or inspections as needed
- Determine project effects; avoiding any adverse effects whenever practicable
- Conduct any needed consultations (SHPO, THPOs, Tribes, NHO, etc.)

Historical Preservation



Advisory Council on Historic Preservation Section 106 Regulations Flow Chart



Summary

- Work with NRCS State office(s) to complete Environmental and NHPA requirements before beginning work
- Communicate with your technical, administrative, and program contacts on a regular basis
- Submit payment requests and federal financial reports to the EastAgmtPayRequests@wdc.usda.gov and copy to nrcscig@wdc.usda.gov
- Submit semi-annual progress reports to your technical and administrative contacts, with copy to NRCS-CIG inbox

Questions?

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USDA
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, S.W.
Washington, D.C. 20250-9410

Or call toll free at (866) 632-9992 (voice) to obtain additional information, the appropriate office or to request documents. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay service at (800) 877-8339 or (800) 845-6136 (in Spanish). USDA is an equal opportunity provider, employer and lender.

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