

Procedures for Applying for Assistance:

Applications for assistance must include a program narrative statement that addresses the following as a minimum.

- a. A description of the resources and experience of the organization necessary to successfully perform these services. A successful application should include specific technical expertise and methodologies proposed to be used to perform deliverables. Include specific qualifications, experience, and skills team members of the perspective entity will bring to this agreement. List of past experiences with providing CTA, EQIP and WHIP technical services.
- b. An itemized budget and detailed narrative in support of the form SF-424 and SF-424a for the overall project period. Show all funding sources and itemized costs by the following line items on the budget form: personnel, equipment, material and supplies, travel, contractual, other costs, and indirect costs. Hourly costs and number of hours should be included for personnel. Funds may be requested under any of the line items listed above provided that the item or service for which support is requested is identified as necessary for successful conduct of the proposed project, is allowable under the authorizing legislation and the applicable Federal cost principles, and is not prohibited under any applicable Federal statute. Salaries of project personnel who will be working on the project may be requested in proportion to the effort that they will devote to the project. Show any non-federal costs that the applicant indicates will be contributed in support of this project. Any indirect costs included as part of the budget must be supported by an Indirect Cost Rate Agreement. The Agriculture Act of 2014 provides that indirect costs in agreements cannot exceed 10 percent of the value of the agreement. Organizations claiming indirect costs must supply adequate documentation to justify the request.
- c. The organization's level of commitment in terms of the staff, equipment resources, and/or funding support necessary to leverage the project.
- d. A description of the capabilities to fulfill the terms of the cooperative agreement, including a brief description of the organizational entity and of the qualifications, current responsibilities, and proposed level of effort for the project coordinator, and staff responsible for implementation. Qualification Statement for key personnel should be included.
- e. List of past experience with provided technical services; include list of contacts and phone numbers
- f. The application must include an appendix and budget narrative. Material should be included only when necessary to support information provided in the narrative. Copies of documents, brochures, etc., are encouraged to demonstrate experience, knowledge, skills and abilities including resumes of key personnel.

- g. The following forms are required and can be obtained from the web site listed below:

<http://www.grants.gov/>

Standard Form 424 Application for Federal Assistance
Standard Form 424A Budget Information - Non-construction Programs
Standard Form 424B Assurances – Non-construction Programs

Submission Requirements:

Applicants eligible to apply are: State governments, County governments, City or Township governments, Special district governments, Public and State controlled institutions of higher education, and Nonprofits having a 501(c)(3) status with the IRS.

Applicants must submit one signed original and two complete copies of their proposal when submitting the written application. If applying through the grants.gov application process only one copy is required.

Authority: Conservation Technical Assistance Program (CTA), 16 U.S.C. 590a-590f, 590q, 7 CFR part 610 (CFDA 10.902), Environmental Quality Incentive Program (EQIP), 16 USC 3839aa-3839aa-8, 3841, 7 CFR part 1466 (CFDA 10.912)/

Administrative Requirements:

The Agriculture Act of 2014 limits indirect costs under cooperative agreements between USDA and entities to ten percent of the total direct costs of the agreement. Applicants must provide documentation to support the indirect cost percentage requested.

Applicants are required to provide their DUNS No., a unique nine-digit identification number provided by Dun & Bradstreet (D&B). The toll free number for D&B is 866-705-5711. The website for D&B is <http://fedgov.dnb.com/webform/>.

The successful applicant will also be required to register with the System for Award Management (SAM). To register with SAM, go to <https://www.sam.gov>.

The applicant shall comply with all applicable laws, regulations, Executive Orders and other generally applicable requirements, including those set out in 7 CFR 3015, 3016, 3017, 3018, 3019, and 3052, as applicable, which will be incorporated in the agreement by reference and such other statutory provisions as are specifically set forth in the agreement.

The applicant, by signing or submitting this application, is providing a certification set forth in Appendix C to 7 CFR 3017; Certification Regarding Drug-Free Workplace Requirements.

The OMB Circulars will be incorporated by reference and made a part of each agreement awarded under this process. Applicants are encouraged to review the appropriate circulars prior to requesting federal funds. OMB circulars may be viewed on-line at <http://www.whitehouse.gov/omb/circulars/index.html>. Failure of a cooperator to comply with any provision may be the basis for withholding payments for proper charges made by the cooperator and for termination of support.

- (a) Agreements with colleges and universities shall be in accordance with the following OMB circulars:
 - Circular A-21, Cost Principles for Educational Institutions
 - 2 CFR 215, Uniform Administrative Requirements For Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110)
 - Circular A-133, Audits of Institutions of Higher Learning and Other Non-Profit Institutions

- (b) Agreements with State, Local, and other Governmental entities shall be in accordance with the provisions of the following OMB circulars:
 - Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments
 - Circular A-102, Uniform Administrative Requirements for Grants and Cooperative Agreements with State, Local, and Indian Tribal Governments
 - Circular A-133, Audits of State, Local, and Non-Profit Organizations

- (c) Agreements made with non-profit organizations shall be in accordance with the following regulations:
 - 2 CFR 215, Uniform Administrative Requirements For Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110)
 - Circular A-122, Cost Principles for Non-Profit Organizations
 - Circular A-133, Audits of Institutions of Higher Learning and Other Non-Profit Institutions

- (d) Agreements with organizations other than those indicated above shall be in accordance with the basic principles of 2 CFR 215, and cost principles shall be in accordance with Part 31 of the Federal Acquisition Regulations.