

Summary Information

Federal Awarding Agency Name: U.S. Department Of Agriculture - Natural Resources Conservation Service (NRCS), Commodity Credit Corporation (CCC)

Notice of Funding Opportunity Title: USDA-NRCS Conservation Innovation Grants On-Farm Conservation Innovation Trials for Federal fiscal year (FY) 2021

Notice of Funding Opportunity Number: USDA-NRCS-NHQ-CIG-21-NOFO0001094

Catalog of Federal Domestic Assistance Number: This program is listed in the Assistance Listings under the Catalog of Federal Domestic Assistance number 10.912, Environmental Quality Incentives Program.

Notice of Funding Opportunity Summary

NRCS is announcing the availability of Conservation Innovation Grants (CIG) On-Farm Conservation Innovation Trials (On-Farm Trials) to stimulate the adoption and evaluation of innovative conservation approaches in partnership with agricultural producers. For 2021, applications are accepted from eligible entities for projects addressing at least one of the following priorities: Irrigation Management Technologies; Climate Smart Agricultural Solutions; Management Technologies and Strategies; and Soil Health Demonstration Trial. Up to \$25 million is available for On-Farm Trials in 2021. NRCS anticipates that at least \$10 million of On-Farm Trials funding in 2021 will be awarded to entities applying for the Soil Health Demo Trial (SHD) component. On-Farm Trials projects may be between three and five years in duration.

Key Dates

Applications must be submitted through the [Programs Portal](#) by 11:59 p.m. Eastern Time on June 21, 2021. See section D for more information about gaining access to the Programs Portal and submitting a proposal.

A webinar for On-Farm Trials applicants is scheduled for May 13, 2021 at 3 p.m. Eastern. Information on how to participate in the Microsoft Teams webinar is below:

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 202-650-0123,,878271943#](#) United States, Washington DC

Phone Conference ID: 878 271 943#

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A Frequently Asked Question document based on questions submitted during the webinar or submitted to the Federal Awarding Agency Contact will be posted on Grants.gov at least two weeks before the proposal due date.

The agency anticipates making selections in October 2021 and expects to execute awards by January 15, 2022.

Note that there are pre-application requirements (e.g., DUNS Number, SAM registration, NRCS Program Portal access requirements) in Section D. of this Notice of Funding Opportunity (NFO). These requirements can be time-consuming and should be started as soon as possible if an applicant does not already have a DUNS number, SAM registration, or access to the Program Portal.

Federal Funding Floor and Ceiling Amounts

The estimated funding floor for this opportunity is \$250,000 and the estimated funding ceiling is \$5 million. The funding floor means the minimum agreement funding amount for the Federal share per agreement awarded. The ceiling is the maximum agreement funding amount for the Federal share per agreement awarded. These numbers refer to the total agreement amount, not any specific budget period.

Federal Financial Assistance Training

The funding available through this NFO is Federal financial assistance. Grants 101 Training is highly recommended for those seeking knowledge about Federal financial assistance. The training is free and available to the public via <https://www.cfo.gov/grants-training/>. It consists of five modules covering each of the following topics: 1) laws, regulations, and guidance; 2) financial assistance mechanisms; 3) uniform guidance administrative requirements; 4) cost principles; and 5) risk management and single audit. FPAC agencies also apply Federal financial assistance regulations to certain non-assistance awards (e.g., non-assistance cooperative agreements).

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A. PROGRAM DESCRIPTION

1. Legislative Authority

CIG’s On-Farm Conservation Innovation Trials is authorized as part of the Environmental Quality Incentives Program (EQIP) (16 U.S.C. 3839aa-8). The Secretary of Agriculture delegated the authority for the administration of EQIP, including CIG, to the Chief of the Natural Resources Conservation Service (NRCS). EQIP is funded and administered by NRCS under the authorities of CCC.

2. Overview

The purpose of On-Farm Trials is to stimulate the adoption and evaluation of innovative conservation approaches in partnership with agricultural producers. For 2021, NRCS is implementing On-Farm Trials through eligible entities, which in turn work collaboratively with NRCS and agricultural producers to implement innovative approaches on private lands. On-Farm Trials supports the implementation of innovative approaches that have a positive conservation impact but which, for any number of reasons, have not yet been adopted by producers.

On-Farm Trials funding is designed to provide technical assistance and incentive payments to producers to help compensate for risks associated with implementation of new conservation practices, systems and approaches. Evaluation is a key component of On-Farm Trials to ensure that environmental, financial and social (to the extent possible) impacts of implementing innovative approaches are understood and can be used to inform future NRCS program, policy and science activities.

NRCS intends to use the results of On-Farm Trials project evaluations and analyses to explore development of new or modification of existing NRCS business practices, guidance documents, technical tools, and conservation practice standards.

NRCS gives priority to projects that implement innovative conservation approaches that are applicable to a range of agricultural operation sizes and types.

The Soil Health Demo Trial (SHD) component of On-Farm Trials (see item 3.d. below) focuses exclusively on implementation of conservation practices and systems that improve soil health. SHD awardees must agree to follow consistent soil health assessment protocols to evaluate the impacts of practice and system implementation.

3. On-Farm Trials Priorities:

Each year, NRCS identifies priority topics for On-Farm Trials. For FY 2021, On-Farm Trials applications must address one of the four priorities described below. Proposals may address more than one priority, but each proposal must clearly identify a primary priority. The primary priority selected by an applicant will determine which expert peer panel will review the application.

a. Irrigation Management Technologies

NRCS seeks On-Farm Trials proposals to evaluate innovative water management systems that enhance a producer's ability to monitor irrigation needs effectively, manage irrigation practices efficiently, and increase water savings. Innovative irrigation systems should focus on balancing producer needs with conservation benefits. Examples of innovative irrigation management technologies include:

- Technologies that measure plant distress or soil moisture and automate irrigation through regular reporting to a centralized system.
- Sensors that report data from weather stations or soil monitoring sensors to cloud-based systems and devices, allowing producers to assess irrigation needs remotely or from a handheld device.
- Innovative approaches that address barriers to adoption of irrigation management systems. These barriers may include substantial upfront costs of system installation, accessibility of systems (i.e., availability for purchase at mainstream retailers), ease of installation and the need for system customization.

b. Climate Smart Agricultural Solutions

NRCS seeks On-Farm Trials applications that evaluate innovative on-farm approaches to reducing emissions of greenhouse gases [e.g., nitrous oxide (N₂O), methane (CH₄) and carbon dioxide (CO₂)] or enhancing soil carbon and perennial biomass sequestration. All selected applications must use quantification methodologies that align with the USDA report titled *Quantifying Greenhouse Gas Fluxes in Agriculture and Forestry: Methods for Entity-Scale Inventory*.

Proposals submitted under the Soil Health Demo Trial (SHD)(see item d. below) priority often propose conservation activities that have greenhouse gas emissions and carbon sequestration benefits. This Climate Smart Agricultural Solutions priority is designed for proposals distinct from those that applicants would submit under the Soil Health Demo Trial priority (see item d.). Note the examples provided below. If a soil health-related proposal is better suited for SHD, the application should be submitted under that priority.

Examples of innovative approaches and technologies that are appropriate under the Climate Smart Agricultural Solutions priority include:

- Technologies that provide GHG-reducing energy savings to producers, including the use of renewable resources to support the application of a conservation practice.
- Animal manure management and conservation approaches that reduce GHG emissions to the atmosphere or convert methane to carbon dioxide.

- Animal dietary management that reduces enteric methane emissions to the atmosphere.
- Innovative animal production systems that reduce GHG emissions.
- Implementation of grazing management systems that enhance carbon sequestration in pasture and rangelands.
- Cropland management systems that reduce nitrous oxide emissions.
- Utilization of enhanced efficiency fertilizers to deliver nitrous oxide emission reductions.
- Rice methane emission reduction strategies, including water management techniques.
- Windbreak, shelterbelt, hedgerow and other perennial biomass installations that sequester carbon in soils and biomass while providing pollinator habitat co-benefits.
- Transitions of organic soils and histosols to perennial biomass installations, reducing carbon dioxide oxidation and providing the co-benefit of reducing subsidence.

c. Management Technologies and Strategies

NRCS seeks On-Farm Trials applications that evaluate approaches that help producers effectively manage production systems while achieving conservation benefits through more efficient application and management. This category lumps many ideas included in the On-Farm Trials statute alongside other NRCS-derived ideas. Examples of innovative approaches under this priority include:

- Innovative precision agriculture technologies that have been field-validated and have proven stakeholder support. Such innovations should focus on technologies that provide accurate, real-time data to producers and increase their ability to efficiently manage nutrients and pests.
- Precision conservation installations that demonstrate the conservation and carbon sequestration value of marginally-productive crop and grazing lands, including potholes and wet soils.
- Enhanced nutrient management plans, including plans accounting for differences beyond yield potential and soil type, such as soil organic matter, soil biological activity, tillage regime, field drainage/drainage management, irrigation management, and seasonal effects of weather events.
- Remote sensing technologies that assist in pesticide application.
- Differential pesticide spraying technologies and technologies that reduce drift of applied pesticides.
- Nutrient recovery systems such as bioreactors and multistage drainage strategies to mitigate nutrient losses.
- Whole-farm nutrient budgets that account for all nutrient imports and exports of an operation.
- Technologies maximizing role of smart machines (such as row robots, etc.) in weed control.

d. Soil Health Demonstration Trial (SHD)

The SHD are on-farm demonstrations of long-term, successful Soil Health Management Systems (SHMS) and/or production systems being transitioned to a SHMS managed by agricultural producers.

A SHMS is a collection of management practices that focuses on increasing soil carbon levels and improving soil health by addressing *all four soil health management principles*: 1) minimize disturbance, 2) maximize soil cover, 3) maximize biodiversity, and 4) maximize presence of living roots. These principles, when implemented together, adaptively as appropriate for a given production system, will be synergistic and regenerate, build, and maintain soil health and the many ecosystem services soils provide. These principles can be generally applied in all production systems, but the specific combinations and applications of practices chosen to successfully implement the principles still needs development and innovation to be successfully adapted to diverse production systems, climates, ecosystems, and soils to effectively build healthy, functioning soil.

The objective of the SHD is to identify, document, and evaluate regionally successful approaches and outcomes of fully implemented or transitioning SHMS in varied production systems.

SHD applications must indicate which of the four soil health management principles (listed above) their project addresses (applicants are strongly encouraged to address all four principles), as well as identify at least one of the national SHD subpriorities below. All cover crops used must be identified by scientific or common name. Applicants are encouraged to address multiple national subpriorities, to the extent practicable.

SHD National Subpriorities:

- Transition to and adoption of full SHMS, adapted to regional production systems, meeting all four soil health management principles.
- Cover crop management in water-limited systems (*e.g.*, timing of termination) or in humid regions (*e.g.*, slug control).
- Opportunities to integrate greater diversity in production systems, such as management for soil health in grazing land, including perennial vegetation in cropland systems, or integrated crop-livestock systems including manure application and implementation of bale grazing as a consideration to increase soil function on cropland within a soil health management system.
- Design of SHMS with nutrient management adjustments for improved water quality, particularly to address concerns with dissolved reactive phosphorus and other phosphorus in the soil in cold climates and nutrient-threatened watersheds.
- Design of SHMS for challenging cropping systems, such as high disturbance (*e.g.*, potatoes and sugar beets), intensive vegetable, organic, or herbicide-resistant.
- Development of soil health management systems that include the addition of carbon amendments such as compost or biochar, with evaluation of the effect on soil carbon and soil function.
- Address any of the above within the context of climate smart agriculture, climate change mitigation and adaptation, carbon sequestration, and production system resilience with special attention towards collecting data to define and quantify related outcomes.

Trials that compare SHMS to nearby production systems that do not meet SHMS principles are desired. The applicant's appropriate inclusion of baseline data, controls and standard assessment methods, including those based on the NRCS Technical Note 450-03, is expected for all SHD

proposals and will be considered during the proposal evaluation process (see more details below in the SHD Evaluations and Study section). Any selected SHD applications that propose to address carbon sequestration or reduced greenhouse gas emissions must use, for their project evaluations, quantification methodologies that align with the USDA report titled Quantifying Greenhouse Gas Fluxes in Agriculture and Forestry: Methods for Entity-Scale Inventory.

4. On-Farm Trials Evaluations

On-Farm Trials projects under all four priorities consist of two major components—on-farm implementation of innovative conservation approaches and evaluation of the impacts. The evaluation component includes assessment of the environmental, financial and to the extent possible, social impacts of implementing the innovations. Awardees must work closely with participating producers to ensure that sufficient data are collected to analyze these impacts, and also must ensure that producer privacy is maintained throughout the project and dissemination of project results.

Applications must describe the proposed evaluation approach, including collection of baseline data, use of controls and methods for assessing financial and social impacts.

For economic and financial analyses, applicants are encouraged to consult the resources available on the [NRCS Cost website](#). The NRCS Technical Note 200-ECN-4 provides guidance on developing conservation case studies and should also be considered in the preparation of the application; it is available on the [NRCS' Developing Economic Case Studies website](#). In addition, a recent Environmental Defense Fund publication, developed with support from NRCS, provides guidance on analyzing farm financial outcomes and is another available resource. The EDF publication is available on the [CIG website](#).

Social evaluations can inform strategies to increase adoption of conservation practices and systems in pursuit of lasting change beyond the duration of an RCPP project. Social outcomes analyses consider the factors that go into a producer's decision to undertake conservation activities, how that producer's decision influences other producers, and any broader impacts on communities.

Partners interested in undertaking social evaluations may wish to refer to the Social Indicators Data Management and Analysis (SIDMA) tool. SIDMA was developed by the Great Lakes Regional Social Indicators Team, and provides resources for measuring, organizing and analyzing social indicators related to conservation practices. While SIDMA was developed for use in water quality projects, extrapolation of its methods to other resource concerns is generally straightforward. To explore and use the online tool, [visit the SIDMA website](#). Partners who conduct an analysis of social outcomes of their project should make sure that this effort is overseen by a qualified staff person or third party.

Applicants must describe their capability and capacity for carrying out On-Farm Trials evaluations. Applicants are encouraged to partner with organizations and individuals with experience in carrying out environmental, economic and social evaluations. Evaluation methods and approaches are subject to negotiation prior to execution of the On-Farm Trials agreement. Applicants must identify in their budget documents the amount of On-Farm Trials funding proposed for evaluation expenses.

5. SHD Evaluations and Study

Projects funded under the SHD priority must meet additional protocol, data collection, and evaluation requirements. Similar to the broader On-Farm Trials program, SHD projects must include a robust environmental and financial evaluation. Unlike the broader On-Farm Trials program where a social evaluation is optional, SHD projects also must include an evaluation of the social effects of implementing soil health management systems and practices (see more detail below).

Unique to SHD is the necessity of using common evaluation protocols and methods for assessing soil carbon changes and other soil health outcomes. Eligible entities must—

1. Use NRCS standards in field and laboratory methods for soil carbon and other soil health indicator measurements, as defined in the [Technical Note 450-03](#) and [Technical Note 450-06](#). This does not preclude inclusion of additional measurements, beyond the identified NRCS minimum data collection requirements. Awardees must collaborate with NRCS soil health experts to ensure consistency in field and laboratory methods.
2. Work with State or local NRCS Soil Scientist to verify the soil map unit(s) and component(s) on which the trial site(s) is located.
3. Collect current and historic management information from participating producers (tillage, crop rotation, nutrient and other input applications). A 5-year management history is required and a longer history desired to better capture long-term soil health impacts.
4. Collect environmental and financial outcome data to include profitability (cost of production, current yield and historic yield where available). Include data as available such as effects of systems on infiltration rates, ground water recharge, plant available water, runoff, water quality, flooding, pest resilience, weather resilience, air quality, etc.
5. At a minimum, develop summary information on social outcomes and profiles of participating producers with information about why management changes were adopted, and challenges and benefits of the changes.
6. Provide details on how project results will be shared with producer communities, such as through on-farm field days and other activities, to facilitate broader adoption. Implementation of mentor groups to facilitate change of production systems is highly encouraged. Projects should assist with implementation and coordination, so that opportunities for idea exchange and assistance occurs from a producer or service provider that has implementation experience to participants who are experiencing change.
7. Develop regionally-relevant production- and climate-specific SHMS templates for future adopting producers, especially in cases where a novel approach is used to address specific resource concerns or challenging conditions.

The standard SHD dataset requirements and methods are available on the [CIG On-Farm Conservation Innovation Trials website](#) at <https://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/programs/financial/cig/?cid=nrcseprd1459039>

Any awarded SHD applications that propose to address carbon sequestration or reduced greenhouse gas emissions must use, for their project evaluations, quantification methodologies that align with the

USDA report titled *Quantifying Greenhouse Gas Fluxes in Agriculture and Forestry: Methods for Entity-Scale Inventory*.

Entities receiving an On-Farm Trials SHD award are required to provide their evaluation to NRCS as part of an SHD study to be submitted to Congress, as required by the SHD statute. It is incumbent upon SHD partners to inform participating producers that geospatial, soil, conservation practice, and other information will be provided to NRCS and maintained in a confidential Federal database from which aggregated findings will be made available to the public without personally identifiable information. No database information will be shared with the public without a producer's consent. However, names of participating producers and any incentive payments received are subject to Freedom of Information Act (FOIA) requests.

B. FEDERAL AWARD INFORMATION

1. Available Funding

a. Estimated Funding

The total amount of Federal funding the agency expects to award through this opportunity is \$25 million. At least \$10 million of this total is intended for awards made under the SHD.

b. Start Dates and Performance Periods

Projects may be from three (3) to five (5) years in duration. Three years is the standard agreement length but eligible entities may design projects that last up to five years to support 1) adaptive management over multiple crop years; and, 2) adequate data collection and analysis to support evaluation of innovative approaches. Applicants should plan their projects based on an estimated project start date of January 15, 2022.

c. Number of Awards

The agency expects to make between ten and 25 award(s).

2. Type of Award

a. Type of Federal Award

The agency plans to award grant agreements pursuant to this NFO.

b. Procurement Contracts

The agency does not expect to award procurement contracts associated with this NFO.

c. Eligibility of Renewal or Supplemental Project Applications

Applications for renewal or supplementation of existing projects are not eligible to compete with applications for new Federal awards. An application for renewal means an application submitted to continue an existing agreement that meets the objectives and requirements of this NFO. An application for supplementation of an existing project means an application to

add components to an existing agreement so that it would meet the objectives and requirements in this NFO.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

Applicants must meet eligibility criteria by the application deadline to be considered for award. Applicant entities identified in the SAM.gov exclusions database as ineligible, prohibited/restricted, or excluded from receiving Federal contracts and certain Federal assistance and benefits will not be considered for Federal funding, as applicable to the funding being requested under this Federal program (2 CFR 200.206(d)).

Eligibility for this opportunity is limited to the following entity types:

- a. *City or township governments*
- b. *County governments*
- c. *For profit organizations other than small businesses*
- d. *Native American tribal governments (Federally recognized)*
- e. *Native American tribal organizations (other than Federally recognized tribal governments)*
- f. *Nonprofits having a 501(c)(3) status with the IRS (other than institutions of higher education)*
- g. *Private institutions of higher education*
- h. *Public and State-controlled institutions of higher education*
- i. *Small businesses*
- j. *Special district governments*
- k. *State governments*

For-profit entities are eligible for On-Farm Trials if their primary business is related to agriculture. Non-profit entities are eligible for On-Farm Trials if they have experience working with agricultural producers.

Eligible entities must have access to a sufficient number of producer participants in order to facilitate implementation of On-Farm Trials of conservation practices and systems on private lands.

NRCS encourages applications from partners working in urban agriculture settings. Many of the natural resource priority topics described in this announcement are relevant to urban farm operations.

2. Other

Any award made pursuant to this NFO will be made to a single entity. An applicant organization may submit more than one application.

Projects awarded pursuant to this NFO will be grant agreements. These agreements are not Farm Bill incentive contracts, therefore the awards in and of themselves are not limited by the payment

limitation in Chapter 58 of 16 U.S.C. The applicability of this payment limitation for any payments made to agricultural producers under On-Farm Trials agreements is addressed in 2. b. below.

Applicants are strongly encouraged to communicate proposal ideas with NRCS State Conservationists in States where work would be carried out. Discussions with State Conservationists and their staff often result in stronger and more competitive proposals.

a. Producer Eligibility

Any producer receiving an On-Farm Trials incentive payment must meet the Environmental Quality Incentive Program's eligibility requirements listed in [7 CFR § 1466.6\(b\)\(1\) through \(3\)](#):

- Be in compliance with the highly erodible land and wetland conservation provisions ([7 CFR Part 12](#)).
- Be a person, legal entity, joint operation, Indian tribe, or native corporation who is engaged in agricultural production or forestry management or has an interest in the agricultural or forestry operation as defined in [7 CFR Part 1400](#).
- Have control of the land involved for the term of the proposed contract period.

In addition, producers receiving On-Farm Trials incentive payments must meet the adjusted gross income requirements under section 1001D(b)(1) of the [2018 Farm Bill \(7 U.S.C. 1308-3a\(a\)\(1\)\)](#).

b. Incentive Payments

On-Farm Trials awards must include incentive payments (derived from the NRCS award funding) disbursed to agricultural producers on whose land project activities are being carried out. These payments compensate producers for adopting and evaluating new conservation approaches. Incentive payments may be comprised of foregone income, land rental, conservation implementation-related equipment, construction costs, evaluation costs, or other considerations necessary to facilitate effective execution of an on-farm trial. Any land rental or equipment rental/depreciation costs must be adequately justified. **Incentive payments must be paid directly to agricultural producers from entities receiving On-Farm Trials awards—producers do not enter into contracts with NRCS.**

On-Farm Trials applications must include the overall amount of incentive payments the eligible entity intends to offer, the amount of incentive payments an individual producer may receive, and details on the composition of the incentive payments.

The following provisions apply to On-Farm Trials funding:

- NRCS requires eligible entities work with local NRCS staff to ensure that all producers receiving an On-Farm Trials incentive payment are EQIP eligible and in compliance with the Farm Bill's AGI limitation and highly erodible land and wetlands conservation provisions PRIOR TO disbursement of incentive payments.
- Section 1704 (a)(3) of the 2018 Farm Bill ([7 U.S.C. 1308-3a\(b\)\(3\)](#)) states the Secretary may waive the AGI limit on a case by case basis, if the Secretary determines that environmentally sensitive land of special significance would be protected as a result of such a waiver. On-Farm Trials awardees may request AGI waivers for producer payments once their project commences.
- Entities receiving On-Farm Trials awards are required to submit producer information and amounts of incentive payments made to individuals annually. This is required by the On-Farm Trials statute and will be a requirement of the award.
- On-Farm Trials incentive payments do not count toward a producer's EQIP payment limitation under the 2018 Farm Bill (7 U.S.C. 1308-3a).
- Section 1240B of the Food Security Act of 1985, [16 U.S.C. 3839aa-2\(d\)\(2\)](#), prohibits duplicative payments. Entities receiving an On-Farm Trials award are responsible for ensuring that incentive payments are not provided to a producer for a conservation practice, system or approach for which the producer has already received, or is contracted to receive, funding through another NRCS or USDA program.

c. **NRCS Responsibilities**

Successful On-Farm Trials projects require close collaboration and partnership between awarded entities and NRCS. NRCS will designate a technical contact to serve as the main technical liaison between NRCS and the awardee, and additional NRCS staff are likely to be engaged in On-Farm Trials projects.

NRCS is required to provide technical assistance to each On-Farm Trials project. At a minimum, NRCS is required to ensure that participating producers are EQIP eligible and in compliance with the Farm Bill's Adjusted Gross Income, highly erodible lands and wetlands conservation provisions. In addition, NRCS is responsible for ensuring that On-Farm Trials projects and activities comply with the National Environmental Policy Act (NEPA) and other Federal, State, and local laws and regulations.

NRCS will work with awarded partners on On-Farm Trials evaluation methodologies and review project results for possible inclusion into NRCS publications and technical documents.

3. Cost Sharing or Matching

A minimum contribution of 25 percent of the total Federal funds requested is required in the form of value-added matching funds that leverage and complement the potential NRCS investment. For example, if funding in the amount of \$1,000,000 is requested from NRCS, then the applicant is

responsible for providing necessary documentation in support of at least \$250,000 in matching funds.

Matching funds may be committed by the applicant, project partners, or both and can be any combination of cash and in-kind contributions. Examples of in-kind contributions include work done by unpaid volunteers and donations of supplies, facilities, or equipment. In-kind contributions identified in the project budget must be quantifiable, verifiable, and necessary to accomplish program activities.

Recipients with unrecovered indirect costs may also use those to meet cost-sharing obligations.

All matching funds must be committed at the time of application. Cost sharing or matching funds must meet the criteria stated at [2 CFR 200.306](#) and be valued in accordance with 2 CFR 200.306(d). Additional details about cost sharing or matching funds/contributions are located at 2 CFR 200.306.

Applications that do not include the required level of cost-sharing will be ineligible for an award.

4. Technical Assistance

On-Farm Trials applicants must include the portion of the proposed award amount that will go toward technical assistance. Technical assistance (TA) refers to all activities required to implement innovative conservation approaches on farm or ranch land. TA activities include conservation planning, design and engineering, and quality assurance and verification.

The On-Farm Trials technical evaluation criteria in section E. of this notice makes clear that NRCS gives preference to partner entities that are able to wholly supply the technical assistance needed for On-Farm Trials projects, either on their own or through working with Technical Service Providers (TSPs) or other qualified entities and individuals.

Proposals must identify the individuals or entities providing TA services and describe their qualifications. If these individuals or entities are not certified TSPs or NRCS-certified conservation planners, applications must provide sufficient evidence that the individuals or entities are qualified to carry out implementation activities.

5. Historically Underserved Farmers and Ranchers

NRCS is committed to the success of our nation's Historically Underserved (HU) producers, businesses and partners. HU producers play a vital role in securing a healthy agricultural economy for our country and are momentous leaders in protecting, enhancing and sustaining our valuable natural resources. NRCS encourages proposal submissions from entities that represent or are composed entirely of HU producers. NRCS intends to fund such proposal submissions to the extent possible.

NRCS also encourages all applicants to engage with and include the participation of Historically Underserved Producers and Veteran Farmers and Ranchers in On-Farm Trials projects. Applicants

should consider partnerships with organizations that have experience working with Historically Underserved producers and have access to networks of these producers. The definition of Historically Underserved producers is available on [the CIG website](#).

For the FY 2021 On-Farm Trials competition, substantive inclusion in a proposal of these special groups of producers is given priority consideration as part of the evaluation criteria listed in section E.

6. SAM.gov Exclusions Database

Applicant entities identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits will not be considered for Federal funding, as applicable to the funding being requested under this Federal program ([2 CFR 200.205\(d\)](#)).

C. APPLICATION AND SUBMISSION INFORMATION

1. DUNS Number and SAM Registration

Each applicant entity (individuals are not subject to the DUNS or SAM requirements) is required to obtain a DUNS Number and register with the SAM system. DUNS and SAM registrations may take several weeks. Organizations should begin the process early to ensure they have sufficient time to complete registration and meet required application submission deadlines.

- i. *Obtain a DUNS Number:* All entities applying for funding must have a Data Universal Numbering System (DUNS) Number from Dun & Bradstreet (D&B). Applicants must enter the DUNS Number in the data entry field labeled "Organizational DUNS Number" on the Project Information tab of the application portal. For more detailed instructions for obtaining a DUNS Number, refer to:
<https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>
- ii. *Register with SAM:* All organizations must register with System for Award Management (SAM). SAM registration must be renewed annually. Part of the SAM registration process includes designating an Electronic Business Point of Contact (EBiz POC). For more detailed instructions for registering with SAM, refer to:
<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

2. Electronic Application Package

Applicants must submit applications through the NRCS Programs Portal at <https://nrcs-sites.secure.force.com/>. Step-by-step instructions are included in the Help tab in the portal.

Applicants must have eAuthentication (eAuth) level-2 credentials to access the Programs Portal. This is a Departmental requirement and is non-negotiable. The steps for obtaining eAuth permissions to submit a proposal are—

- Identify a single system user for your organization.
- Establish a USDA level-2 e-Auth account (designated user only) following the guidance accessed at the following web address <https://www.eauth.usda.gov/eauth/b/usda/home>
- After an eAuth credential is secured, request Programs portal system access (designated user only) (<https://nrcs-sites.secure.force.com/>) under “New Users” Click “Start Here.”
- Develop full application in Programs Portal.

NOTE: The eAuthentication process can take anywhere from one day to several weeks. Applicants should start the process early to ensure that any eAuthentication delays do not impact their ability to submit a proposal by the deadline. Individuals with active eAuthentication accounts do not need to reapply.

The Programs Portal automatically sends applicants an email to acknowledge receipt at the time of submission. Applicants are solely responsible for ensuring timely submission through the Programs Portal and are strongly advised to allow sufficient time to obtain eAuth and Programs Portal access, and to complete the application in the Programs Portal. Difficulties related to these or other application processes will not result in an extension of the application deadline.

NRCS will not consider applications that do not meet the application requirements, are incomplete, are submitted after the deadline date listed in this notice, or are submitted by other means than those specified in this section; unacceptable means include but are not limited to submission through registered or certified mail, submitted by email or facsimile, or delivered by courier.

Persons with disabilities who require alternative means for communication (e.g., Braille, large print, audio tape) should contact the USDA TARGET Center at: (202) 720–2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

3. Content and Form of Proposal Submission

Proposals must contain the content, format, and information set forth below to receive consideration for funding. Submit a separate proposal for each project if submitting more than one. 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. All proposals must be completed within the Programs Portal. In order to ensure a complete submission, it is strongly recommended that applicants draft an answer to each question in advance and copy the text directly into the relevant portal field.

- To save an application and come back to it later, click “Save as Draft.”
- To save an application and continue to the next tab, click “Save and Continue.”
- To check for incomplete fields, click “Why Can’t I Submit.”
- To prepare an application for submission, click “Prepare for Submission.”

Tab 1: Project Information

On the first tab of the application, complete the following:

- Project title

- Applicant entity legal name.
- Applicant type (individual, organization, etc.)
- Applicant mailing address
- Checkbox – confirm that you agree to provide a robust evaluation of economic, environmental, and social (to the extent possible) benefits
- Project priority area (choose only one)
- Checkbox – for Soil Health Demo Trial applicants only, confirm that you will comply with the minimum soil health data requirements
- Lead state
- Other states involved
- Proposed project start date (this must be on or after 01/15/2022)
- Project duration (select 3, 4, or 5 years)
- Name and contact information for:
 - The person to be contacted regarding this proposal
 - Authorized representative (AR, or person authorized to sign documents associated with this agreement)
 - Technical Lead (usually the primary investigator, project director, or similar)
 - Administrative Lead (usually the person responsible for invoicing and other administrative actions)
- SAM.gov registration date of expiration (confirm that your SAM number is current before submitting this application)
- EIN/TIN
- DUNS number
- Congressional district of the applicant entity, as well as congressional districts where projects activities will be carried out
- Whether the applicant organization is delinquent on any federal debt, including an explanation if applicable.
- Whether the project team has submitted this proposal to any other funding opportunities
- Information about whether this project relates to a current NRCS practice standard
- The number of participating producers (can be an estimate)
- The number of producers that will receive incentive payments (can be an estimate)
- Whether this project involves any historically underserved (HU) producers
- If so, the estimated number of HU producers involved.

Tab 2: Abstract (800 words maximum)

In this field, provide a concise narrative describing, in non-technical language:

- The issue or problem addressed by the proposal
- The project objectives
- The innovative conservation approach or approaches that are the focus of the project, the cropping systems/agricultural operation type targeted for participation, and the number of producers involved;
- A summary of the composition/structure of producer incentive payments;
- Project deliverables;

- Anticipated project results;
- A summary of how project results will be quantified through evaluation activities; and
- The predicted benefits to conservation more broadly.

Tab 3: Project Affiliates

In this section, create a separate entry for each organization that will be involved in your project, such as a sub-awardee or a partner entity providing matching funds.

The applicant must support all cash and in-kind matching funds provided by project partners (other than the lead applicant) by uploading partner commitment letters in the Project Affiliates tab. Every partner providing matching funds must submit its own commitment letter, signed by an authorized representative of the contributing organization. Commitment letters must include: (1) the name, address, and telephone number of the project partner; (2) the name of the applicant organization; (3) the title of the project for which the contribution is made, (4) the dollar value of the contribution; and (5) a statement that the contributor commits to furnish the contribution during the grant period. Amounts committed should be firm and should not use terms such as “up to” or “estimated” or be committed on a condition aside from the applicant securing the award. A sample commitment letter is included under the Related Documents tab of the opportunity on Grants.gov.

Please note that letters of support differ from the commitment letters described above. Letters of support indicate general support for the project while commitment letters are developed by partners providing matching funds. Letters of support are uploaded in the Attachments tab (tab 7) described below.

Tab 4: Project Narrative Information

Complete all fields in the Project Narrative section as follows, taking note of maximum length for each field:

Section 1:

- Project Goal (150 words): Describe the overarching goal(s) of this project including your reasons for undertaking it.
- Project Objectives (400 words): Describe the project’s objectives and how it supports achievement of the project goal using specific, measurable, and time-dependent targets.
- Statement of Innovation (100 words): Provide a brief description of the innovative conservation approach or approaches that is the focus of this proposal.
- Keywords (50 words): Provide keywords helpful in identifying the project or, if funded, used as search parameters.

Section 2:

- Project Background (1,200 words): Provide a short history of the development of the conservation approach or technology in question (cite significant publications as appropriate). Describe any challenges to broad adoption of the approach by agricultural producers.

- e. Outcomes & Benefits (1,200 words): Identify the expected benefits and outcomes of the project and forecast the lasting impact of project results. Identify project beneficiaries and how their agricultural operations will be affected by the project's conservation activities.
- f. Project Design and Methods (1,200 words): Describe the methodology of the On-Farm Trials, including any tools or processes that will be used to implement it.
- g. Project Deliverables/Products (400 words): Provide a list of specific deliverables and products that directly relate to the project objectives, outcomes, and benefits that will allow NRCS to monitor project progress and approve payments. The proposal must include a set of technical deliverables that reflect the performance and broader applicability of the project.

In addition to project-specific deliverables, CIG grantees are responsible for:

- o Participating in at least one event (e.g., conference or workshop) during the grant period where the grantee presents on the activities of the project.
- o Closing event—this could be a webinar, field day, training event, etc., used to disseminate project results.
- o Submitting a final project overview describing the results of the On-Farm Trials.
- h. Geographic Location and Size of Project Area (300 words): Identify the geographic location and the estimated size and scope (e.g., acres, farm types, demographics) of the project area. Maps are recommended and can be attached in the Attachments tab at the end of the application. If project activities are carried out in multiple States, describe which project elements will take place in each State.
- i. Description of Soil Health Demonstration Trial (500 words): Describe how the applicant and any partners intend to address and complete the NRCS minimum soil health data requirements required of all SHD applicants. This section will only be completed by applicants to the SHD priority.

Section 3:

- j. Project Action Plan and Timeline (600 words): Provide a list of project actions and deliverables relative to timeframes and associated project milestones through to project completion.
- k. Technology Transfer (300 words): Identify how the project team intends to disseminate the project benefits and results. Identify groups of producers or entities that would be targeted to receive information about project benefits and results.
- l. Communications (300 words): Describe plans for communicating project results to producers and stakeholders.
- m. Project Management (400 words): Describe how the project will be organized and managed, including a description of project partner involvement. Include a description of how communication will be structured within the project team to ensure effective project management.
- n. Team Qualifications (1,200 words): Provide brief descriptions of key technical and administrative personnel qualifications, their experience managing Federal awards, and their anticipated contributions to the project. Do not include resumes or curriculum vitae.
- o. Project Evaluation (1,200 words): Describe the methodology used to evaluate this project and quantify results, including proposed methods to evaluate the environmental and

economic (and social, if feasible) results of the On-Farm Trials. Describe the individuals and entities scheduled to carry out the evaluation.

Section 4:

- p. Assessment of Environmental Impact (800 words): Describe any physical, chemical, or biological impacts to the environment and its impact from activities of this project. Beneficial and adverse impacts are to be considered, highlighting and quantifying the natural environmental resources impacted directly, indirectly, or cumulatively. See Section F.2. for more instruction.
- q. Declaration of previous Conservation Innovation Grants (800 words): If the applicant has previously received and managed a CIG award (either at the National or State levels), list for each award the CIG Agreement number; the project title; award funding amount; and the year of expiration. Give a short summary of the completed project's results and impact. If the project is ongoing, provide the anticipated results. Each description should be no more than 200 words. Note if this On-Farm Trials proposal builds on a prior CIG Classic award. For applicants with multiple previous awards, list all awards and describe the most recent awards as space allows.
- r. Historically Underserved Narrative (800 words): Describe the extent to which historically underserved (HU) producers are involved in this project. In particular:
- Describe any previous experience working with HU groups and/or producers.
 - Describe the HU community that will be served by the proposed project and how these groups and/or producers will be included in the project.
 - Describe how HU community groups and/or producers will benefit from the project.
 - Describe the potential for project results to impact the broader HU producer community.
- s. Producer Involvement (300 words): Describe the extent to which producers, including any EQIP-eligible producers, will be involved. Describe whether these producers have been identified, and if not yet identified, clearly articulate the process that will be used to identify participating producers.
- t. References (4000 words): Enter a formatted list of any academic references used to support this proposal.

Tab 5: Budget Information.

The budget portion of the application consists of four sections, as described below:

- a. Federal Budget Table: Complete this table with a description and amount for all expenses that will be charged to the Federal portion of the budget. Multiple line items may be entered under each budget category. *Note that indirect costs may not be charged to the federal budget of an On-Farm Trials Award.*
- b. Federal Budget Narrative: Enter a narrative description of items included in the budget table above.
- c. Non-Federal Budget Table: Complete this table with a description and funding source (applicant, state, local, or other) for all expenses that will be covered through in-kind or cash match. Multiple line items may be entered under each budget category.
- d. Non-Federal Budget Narrative: Enter a narrative description of items included in the budget table above.

The budget tables in the Portal are additive and must be consistent with the budget narratives. For more information on developing and entering proposal budget information, refer to Appendix A of this announcement.

Note: Applicants must include \$3,000 in the budget for project travel dictated by NRCS (e.g., in-person awardee orientation). These funds can be part of the Federal portion, the applicant's contributions, or a combination of both. Any additional travel identified by the applicant as necessary for the successful completion of the project must be considered additional to this \$3,000.

Tab 6: Templates

The Templates tab includes templates for two documents which are to be downloaded, completed, signed and uploaded to the Attachments tab as appropriate:

- a. If the applicant plans to count unrecovered indirect costs as part of its matching funds and has a current Negotiated Indirect Cost Rate Agreement (NICRA) or an executed De Minimis Indirect Cost Rate (DMICR), upload the NICRA or DMICR, as appropriate, in the Attachments tab. If the applicant plans to use a DMICR and does not already have an executed rate agreement, then download, complete, sign and upload (in the Attachments tab) the De Minimis Indirect Cost Rate template. See section D.7. for further information regarding indirect costs.
- b. The Certification Regarding Lobbying is required for all proposals. Download, complete, sign and upload this form in the Attachments tab.

Tab 7: Attachments

Attach the required Certification Regarding Lobbying form.

Upload a NICRA, executed DMICR, or the signed De Minimis Indirect Cost Rate Request form if the applicant plans to count unrecovered indirect costs as matching funds. See section D.7. for further information regarding indirect costs.

Applicants may add additional attachments including maps, relevant publications, photos, figures/tables, or other relevant documents.

General letters of support for the project may be uploaded in the Attachments tab. Applicants must not request nor submit support letters from NRCS employees.

Submitting the Proposal

After completing all tabs, click "Prepare for Submission." The Portal will automatically generate a form SF424 and SF424a based on your application and budget information. Download both these documents, sign the SF424, and upload where indicated. When you have completed these actions click "Submit." Note that once your application is submitted it will be locked for editing. If you need to make changes before the application deadline, you may do so by returning to your application and selecting "Un-Submit." Note that if you "Un-Submit" your application you must review all fields and attachments prior to re-submitting to ensure completeness.

4. Submission Dates and Times and Correspondence

Applications must be received by 11:59 pm Eastern Time (ET) on June 21, 2021. An application submitted or resubmitted after the deadline is late (an application is considered on time at 11:59.59 pm ET, but it is late at 12:00 am ET) and will not be reviewed or considered.

The Programs Portal automatically sends applicants an email to acknowledge receipt at the time of submission.

5. Intergovernmental Review

This funding opportunity is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs."

6. Funding Restrictions

Funds may not be used to pay any of the following costs unless otherwise permitted by law and approved in writing by the agency 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 award, including time spent applying for this opportunity;
- c. Costs which lie outside the scope of the approved project and amendments thereto;
- d. Entertainment costs, regardless of their apparent relationship to project objectives;
- e. Compensation for injuries to persons, or damage to property arising out of project activities;
- f. Consulting services performed by a Federal employee during official duty hours when such consulting services result in the payment of additional compensation to the employee; and
- g. Renovation or refurbishment of research or related spaces, the purchase or installation of fixed equipment in such spaces, and the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.
- h. Management fees and profit. Any funds awarded to for-profit entities must be used for reimbursement of award related direct and indirect costs only;
- i. Meals: Meals may be charged to an award only if they are necessary for the performance of the project. For instance, meals (normally only lunch) that are a necessary part of the costs of meetings and conferences (i.e., required attendance and continuity of a meeting), the primary purpose of which is the dissemination of information, are allowable, as are costs of transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences. Note: Meals consumed while in official travel status do not fall in this category. They are considered to be per diem expenses and should be reimbursed in accordance with the organization's established travel policies subject to statutory limitations or in accordance with Federal travel policies.
- j. Costs normally charged as indirect costs may not be charged as direct costs without proper justification and agency approval. Proper justification includes documentation that the costs meet the criteria for allowability (see 2 CFR 200.403). Examples of such costs include rent, utilities, depreciation on buildings and equipment, the costs of operating and maintaining facilities, and general administration and general expenses, such as the salaries and

expenses of executive officers, personnel administration, and accounting.

- k. Salaries that are not commensurate with level of work. All costs must be reasonable to be allowable (CFR 200.403), and 2 CFR 200.404 defines a reasonable cost as one if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. Salaries determined not to be reasonable compared to the level of work will be unallowable.

This list is not exhaustive. Questions regarding the allowances of particular items of cost should be directed to the contact listed in this NFO.

7. Indirect costs limitations

By statute, On-Farm Trials funds may not be used to pay for administrative (indirect) expenses of an eligible entity.

Applicants may count any unrecovered indirect costs as part of their partner contributions. Unrecovered indirect costs means the difference between the amount charged to the Federal award and the amount which could have been charged to the Federal award under the recipient's approved negotiated indirect cost rate (2 CFR 200.306(c)). If an applicant intends to count unrecovered indirect costs as matching funds, a copy of the applicant's current NICRA must be provided with the application

To be eligible to use indirect cost towards required cost-share/match, recipients must either 1) have a current negotiated indirect cost rate agreement (NICRA) with a Federal agency that has not expired; or 2) qualify for use of the *de minimis* rate authorized by 2 CFR 200.414(f). A State, local, or tribal governmental department or agency unit that receives more than \$35 million in direct Federal funding is not eligible for the *de minimis* rate.

Entities that are eligible for the *de minimis* rate who already have a *de minimis* rate agreement must use the rate and base specified in the agreement, which is modified total direct costs (MTDC) as defined by 2 CFR 200.68 and also excluding the amount of each subaward exceeding \$25,000. Note that MTDC excludes certain costs from the base to which the rate is applied. A copy of the applicant's *de minimis* rate agreement must be provided with the application. If a recipient is eligible to use the *de minimis* rate, but does not have a *de minimis* rate agreement, use an indirect cost rate of no more than 10 percent of MTDC when preparing the budget. If selected for award, a *de minimis* rate agreement will be executed along with the award.

E. APPLICATION REVIEW INFORMATION

1. Review and Selection Process

Applications will be screened for completeness and compliance with the provisions of this notice. Incomplete, noncompliant, and/or applications not meeting the formatting criteria may be eliminated from competition. In that event, the agency will send notification of elimination to the applicant. NRCS intends to make a selection and award without conducting any discussions or allowing applicants to correct deficiencies or omissions in their applications. Consequently, applicants must ensure their applications are complete and accurate. However, while the agency

intends to make a selection without contacting applicants, it reserves the right to request applicants to revise their applications to correct deficiencies or omissions it identifies. If this occurs, the agency will conduct discussions with all applicants, identify deficiencies and omissions for all, and give applicants an opportunity to submit a revised application by a common cut-off date. The agency may also contact individual applicants to clarify certain components of their applications.

Applications that pass the initial screening are then evaluated using a three-part process:

- Technical peer review panels composed of subject matter experts evaluate the applications against the On-Farm Trials Technical Criteria below.
- NRCS State Conservationists in the States where On-Farm Trials work is proposed evaluate the relevant applications for ethical concerns and potential duplication of effort, and provide review comments.
- The NRCS Chief makes the final award selections.

Risk reviews will be conducted by the FPAC Business Center, Grants and Agreements Division.

2. Technical Criteria

On-Farm Trials technical peer review panels use the following criteria, using a 100 point scale, to evaluate applications:

1. Project Purpose, Innovation and Scientific Approach (25 points)
 - a. The project purpose is compelling and the rationale explicit for why On-Farm Trials of the innovative approach are needed.
 - b. The design and implementation of the project, including the method for determining the structure of incentive payments, is sound and based on accepted scientific methodology.
 - c. The innovative conservation approach(es) tested has applicability for a range of agricultural operation sizes and types.
 - d. SHD ONLY—the proposal indicates that all soil health assessments and methodologies are consistent with NRCS-approved assessments and methodologies.
2. Project Management (25 points)
 - a. Project management staff has experience managing (or demonstrates they can manage) a Federal financial award and working on the ground with agricultural producers, and requisite experience managing similar projects.
 - b. Applicant agrees to be responsible for all technical assistance required to implement innovative approaches with producers. Proposal includes qualifications of identified entities and individuals providing technical assistance to producers.
 - c. The budget is justified and reasonable, and expenses allowable.
 - d. Proposal includes substantial value-added contributions from the applicant and partners to leverage the NRCS On-Farm Trials investment.
 - e. The proposal includes a plan for the substantive participation of historically underserved producers.
3. Evaluation Approach (25 points)
 - a. A scientifically robust evaluation plan is described that incorporates the assessment of economic and social (to the extent possible) outcomes in addition to environmental benefits.

- b. There is a sufficient plan for development of communications products related to project outcomes, and a plan for meaningful dissemination of project results to agricultural producers and stakeholders.
4. Project Outcomes (25 points)
- a. Project results are likely to lead to development of new or modification of existing NRCS business practices, guidance documents, technical tools, and conservation practice standards
 - b. Project results and evaluation are likely to result in more widespread adoption of the approach.

3. Administrative and Risk Criteria

Notice of selection after merit/technical evaluation does not guarantee that an applicant will receive an award. Following notification of selection for funding (see section F), the FPAC Business Center, Grants and Agreements Division's staff conducts a final administrative and risk review of those applications. The administrative review includes, but is not limited to, a check to ensure that NFO requirements were met (e.g., applicant meets eligibility criteria, application was by the established deadline), and proposed costs are allowable, allocable and necessary. During this process, it may be necessary to request further documentation from the applicant (e.g., organizational information as part of the risk assessment, more detail regarding proposed costs).

In addition, to comply with the requirements at 2 CFR 200.205, the agency will follow, at a minimum, the risk review process described below (additional steps may be taken).

The awarding agency will check SAM to ensure the applicant is not suspended or debarred, which would preclude receiving an award. In addition, prior to making a Federal award with a total Federal share greater than the simplified acquisition threshold (\$250,000), the agency must review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (the Federal Awardee Performance Integrity Information System, FAPIIS) (see 41 U.S.C. 2313 and 2 CFR 200.205(a)).

An applicant must meet the following standards to be considered for award:

- a. Financial Stability. The applicant maintains an adequate financial resources or cash flow to meet its financial obligations on a routine basis in order to successfully complete any agreement it may be awarded.
- b. Quality of Management Systems and Ability to meet Management Standards prescribed in 2 CFR Part 200. The applicant has a financial management system adequate to segregate and track federal funds. It has adequate systems in place for proper agreement administration; compliance with the standards outlined in 2 CFR Part 200 Section D for procurement, property, and records management; and required financial and performance reporting.
- c. History of Performance. If the applicant has previously obtained Federal financial assistance award, it has never failed to materially comply with the Federal award terms and conditions and further that it has never had an award terminated on that basis.

Submission of an application constitutes certification that an applicant meets these standards (items a. through c. above). The agency may request documentation to substantiate the certification. Based on risk assessment, the agency may impose specific award conditions in accordance with 2 CFR 200.207.

4. Awards Over the Simplified Acquisition Threshold

Prior to making a Federal award with a total Federal share greater than the simplified acquisition threshold (\$250,000), the agency must review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (the Federal Awardee Performance Integrity Information System, FAPIIS) (see 41 U.S.C. 2313 and 2 CFR 200.205(a));

An applicant may review information in FAPIIS accessible through SAM and comment on any information about it that a Federal awarding agency previously entered;

The agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR 200.205, Federal awarding agency review of risk posed by applicants.

5. Anticipated Selection Announcement and Federal Award Dates

The agency anticipates announcing or notifying successful and unsuccessful applicants in October 2021 and expects to have Federal awards in place by January 15, 2022.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The agency will provide notice by email that an application has been selected before it actually makes the Federal award. The selection notification is not an authorization to begin performance. Any pre-award costs incurred by the awardee will not be reimbursed. The Notice of Grant and Agreement Award (ADS-093) signed by the authorized agency official is the only authorizing document and will be provided electronically to the entity's authorized official for signature.

Unsuccessful applicants will be notified by email and will receive feedback from the technical peer panel. This feedback will be emailed to the applicant within 90 days of the award announcement. Do not contact NRCS requesting application feedback prior to the end of this 90-day period.

2. Administrative and National Policy Requirements

All project funds will be used in accordance with 2 CFR 200 and the General Terms and Conditions, which are included in the Related Documents tab of the opportunity on Grants.gov.

On-Farm Trials projects are subject to the National Environmental Policy Act (NEPA). Each On-Farm Trials project involves on-the-ground conservation activities undertaken by partners and

agricultural producers. Following the issuance of the award but prior to any ground disturbing activities related to an On-Farm Trials project, the awardee must work with the local NRCS field office to complete an Environmental Evaluation (EE) related to each individual producers' conservation activities under the project. Based on the outcome of the EE, the project may proceed as planned, proceed under an alternative designed to avoid, minimize, or mitigate potential adverse impacts, or awardees may be required to prepare and pay for preparation of an Environmental Assessment (EA) or Environmental Impact Statement (EIS) should the EE find that an EA or EIS is required.

In addition, should the outcome of the EE require it, a National Historic Preservation Act (NHPA) Section 106 review and consultation by NRCS State or area office with consulting parties (such as the pertinent State Historic Preservation Officer and federally recognized Indian Tribes) may be required prior to the implementation of project activities that have the potential to impact cultural resources. The NHPA review and compliance in accordance with Section 106 of NHPA and implementing regulations at 36 CFR Part 800 must be completed by NRCS and applicants may be required to pay for any cultural resource surveys needed for NRCS to assess On-Farm Trials project effects. More information on the applicants role in NHPA Section 106 process is available on the Advisory Council on Historic Preservation's [Section 106 Applicant Toolkit website](#).

Consultation with the U.S. Fish & Wildlife Service and/or the National Marine Fisheries Service under the Section 7 of the Endangered Species Act is also required for projects that may affect listed species or destroy or modify critical habitat. The ESA consultation in accordance with Section 7 of the ESA and implementing regulations at 50 CFR Part 402 must be completed by NRCS. More information on the Section 7 consultation process can be U.S. Fish and Wildlife Service Endangered Species' [Consultation Overview website](#).

Allocation of rights to patents, inventions, and copyrights shall be in accordance with 2 CFR Part 200. This regulation provides that small businesses normally may retain the principal worldwide patent rights to any invention developed with USDA support. In accordance with 2 CFR Part 200, this provision will also apply to commercial organizations for the purposes of CIG. USDA receives a royalty-free license for federal 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. With regard to copyright, the grant recipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under an award. USDA reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes and to authorize others to do so.

All tools produced must meet the accessibility of Electronic and Information Technology (EIT) requirements as specified in Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 794d) as amended by the Workforce Investment Act of 1998 (P.L. 105-220). Specifically, subsection 508(a)(1) requires that when the federal government procures EIT, it must allow federal employees and individuals of the public with disabilities comparable access to and use of information and data that is provided to federal employees and individuals of the public without disabilities. All EIT that is subject to the 36 CFR 1194 standards will have a Section 508 acceptance test and will be validated upon acceptance. All maintenance for EIT that requires upgrades, modifications,

installations, and purchases will adhere to the Section 508 standards and 36 CFR 1194. Email the inbox below in Section G with specific questions with regard to the applicability of this section.

3. Reporting

Reporting will follow the guidelines included in the agency's General Terms and Conditions, which are included in the Related Documents tab of the opportunity on Grants.gov.

If the Federal share of any agreement awarded under this opportunity notice may include more than \$500,000 over the period of performance, recipients must also comply with the post award reporting requirements reflected in Appendix XII of 2 CFR Part 200 —Award Term and Condition for Recipient Integrity and Performance Matters.

Applicants that receive awards pursuant to this opportunity and any subawardees must comply with the reporting requirements described at 2 CFR Part 170, unless an exception applies. Applicants must ensure they have the necessary processes and systems in place to comply with those requirements. A list of exceptions can be found at 2 CFR 170.110(b).

G. FEDERAL AWARDING AGENCY CONTACT

Potential applicants may contact NRCS with questions by emailing <mailto:nrcscig@usda.gov>. The email inbox is monitored by multiple people.

H. OTHER INFORMATION

1. Freedom of Information and Privacy Act

Applications are considered confidential information. Applications are not shared with individuals or entities seeking public disclosure through the Freedom of Information Act (FOIA) without the consent of the applicant. More specifically, Executive Order 12600 and USDA FOIA regulation 7 CFR Part 1, Subpart A requires the awarding agency to provide notice to applicants that a third party has requested copies of their business information, and requires the awarding agency to consult with applicants regarding the releasing their records.

2. Government Obligation

The Federal Government is not obligated to make any Federal award as a result of this opportunity. Only authorized federal officials can bind the Federal Government to the expenditure of funds.

U.S. Department of Agriculture Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual

orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer> and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

APPENDIX A

This appendix includes guidance on developing proposal budget information in the Programs Portal.

Creating a Budget and Budget Narrative

1. The Budget Information section has two parts:

- Budget tables totaling all major and minor budget line items by year. Create one table for the Federal portion of the project budget and one table for the non-Federal portion of the budget. Complete each table, including individual line items comprising each budget category. Individual entries will be automatically added to calculate your total major budget category expenditures and overall project budget. An application cannot be submitted if the budget is greater than the funding ceiling listed in the funding announcement, or if it includes insufficient matching funds.
- A written narrative that aligns with each budget table. As part of the narrative, provide descriptive details on the items listed in the table. Submit one narrative for the Federal portion of the project budget and one narrative for the non-Federal portion of the project.

2. Level of Detail:

A budget narrative outlines project details sufficient to allow reviewers to evaluate the integrity of the proposed spending and clarifies project intent. The level of detail for each line item may vary, but consider the following in determining the information to include:

- Personnel—Include the general function or major tasks of each major team member and their time commitment to the project. Include a total cost listed for each project team member by year. If a project contributor has not yet been hired, the position title can be provided in lieu of a name. Include details on cost such as percent of time, rate of pay, and estimated hours or the basis for the cost determination.
- Fringe Benefits— List this item separate from Personnel in the budget. Provide the fringe benefit rate for each individual receiving benefits and how the rate was calculated provided alongside the total amount of funds provided per year to that individual.
- Travel – Include the reason for the travel, the team members expected to travel, and outline the major costs (transportation, lodging, meals or per diem, etc.) associated with each type of travel. Explain how cost estimates are determined. If your organization intends to follow its own travel policy instead of Federal Government rates please provide a link to the policy.
- Supplies—List the general supply categories and the corresponding amount requested. For instance, if the team will be doing soil health monitoring, items such as soil sampling supplies, or instruments for measuring samples would be included. Smaller supplies (e.g., workshop printouts and markers) need not be broken down by individual units but larger supplies are to be described with unit cost and intended use.
- Equipment.— This includes only tangible personal property over \$5,000 per unit with a lifetime over one year. Within this narrative, explain the reason for

purchasing/renting the equipment. If equipment will be purchased, include the type of equipment and supplier, what it will be used for, who will be allowed to use it, why it is needed, and how long it will be used. Identify what will be done with the equipment once the project is over. If rented, the rental cost must be justified. Specific 2 CFR 200 provisions apply to equipment that equals or exceeds \$5,000 in value.

- Contractual.— If contractors will be doing multiple tasks for the award, use separate line items. If a contractor will just be serving one project function, is not considered part of the project team, and will not require a subcontract, a simple description of the contracted work is sufficient. Be sure to identify the name of the contractor (if known), the method of procurement, and the scope of work for the services if not in the proposal narrative.

NOTE: Contractors and Subawardees are distinctly different (see 2 CFR 200.331). A contractor does not charge indirect cost and a subaward can. All Subawards should be listed in the “Other” section.

- Other.—This is a general line item that covers expenditures that do not fit in other categories. Include sub-awards in this category. This category often includes fees like laboratory analysis/rental costs. Be sure to identify what individual costs and provide sufficient description to justify the costs.
- Indirect.—If indirect costs are being claimed as cost-sharing/match, reference either a current NICRA or *de minimus* rate and include the calculation for the amount being claimed. ***Note that indirect costs are not permitted to be charged to the Federal portion of CIG On-Farm Trials budgets but unrecovered indirect costs may be counted as partner contribution.***
- Program Income.—If the awardee plans to accrue income from grant-supported activities (e.g., workshop registration fees collected), this program income must be estimated. Other examples of program income include fees for services performed and the sale of commodities or items fabricated under an award.

3. Additional Guidance:

- Give details on the contractor or sub-awardee costs in the “Contractor” or “Other” sections of the budget instead of providing a stand alone document. Be sure to identify and include supporting information (e.g., NICRA and indirect cost calculation) for any indirect costs being claimed toward the required cost-sharing/match.
- If information is included in other parts of the proposal, do not include the same information in the budget narrative.
- While drafting the budget, keep in mind that an agreement amendment is not required for post-agreement budget changes of 10 percent or less* (of the total project budget, Federal and non-Federal portions) unless it involves changes to required cost-sharing/matching in which case prior approval is necessary. *However, all budget changes do require notice to NRCS contacts and submittal of updated budget documents as necessary.
- All figures in the budget must be rounded to the nearest dollar; do not include cents.

SAMPLE BUDGET

SAMPLE FEDERAL BUDGET TABLE IN THE PROGRAMS PORTAL

Each minor line item should be added to this budget. Please note, a space for a budget narrative is below each table.

Click the + sign to add a line to the budget.

Funding Summary

TOTAL FEDERAL BUDGET: \$826,146.00
 TOTAL NON FEDERAL BUDGET: \$595,500.00
 TOTAL PROJECT BUDGET: \$1,421,646.00
 MAXIMUM ALLOWED FUNDING: \$5,000,000.00
 MINIMUM ALLOWED FUNDING: \$500,000.00

Federal Budget

DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	TOTAL	
PERSONNEL:	\$86,880.00	\$86,880.00	\$86,880.00	\$260,640.00	+
<input type="text" value="Name of Team Member"/>	<input type="text" value="45,000.00"/>	<input type="text" value="45,000.00"/>	<input type="text" value="45,000.00"/>	<input type="text" value="135,000"/>	🗑️
<input type="text" value="Name of Team Member"/>	<input type="text" value="15,000.00"/>	<input type="text" value="15,000.00"/>	<input type="text" value="15,000.00"/>	<input type="text" value="45,000"/>	🗑️
<input type="text" value="Name of Team Member"/>	<input type="text" value="26,880.00"/>	<input type="text" value="26,880.00"/>	<input type="text" value="26,880.00"/>	<input type="text" value="80,640"/>	🗑️
FRINGE:	\$22,882.00	\$22,882.00	\$22,882.00	\$68,646.00	+
<input type="text" value="Faculty"/>	<input type="text" value="21,000.00"/>	<input type="text" value="21,000.00"/>	<input type="text" value="21,000.00"/>	<input type="text" value="63,000"/>	🗑️
<input type="text" value="Students"/>	<input type="text" value="1,882.00"/>	<input type="text" value="1,882.00"/>	<input type="text" value="1,882.00"/>	<input type="text" value="5,646"/>	🗑️
TRAVEL:	\$3,360.00	\$6,750.00	\$6,750.00	\$16,860.00	+
<input type="text" value="Plot Prep and Data Collectio"/>	<input type="text" value="3,000.00"/>	<input type="text" value="3,000.00"/>	<input type="text" value="3,000.00"/>	<input type="text" value="9,000"/>	🗑️
<input type="text" value="Demo Plot Overnight Trips"/>	<input type="text" value="360.00"/>	<input type="text" value="360.00"/>	<input type="text" value="360.00"/>	<input type="text" value="1,080"/>	🗑️
<input type="text" value="Conference Trips"/>	<input type="text" value="0.00"/>	<input type="text" value="3,390.00"/>	<input type="text" value="3,390.00"/>	<input type="text" value="6,780"/>	🗑️

EQUIPMENT:	\$0.00	\$0.00	\$0.00	\$0.00	+
SUPPLIES:	\$4,000.00	\$4,000.00	\$3,000.00	\$11,000.00	+
Field Supplies	3,000.00	3,000.00	2,000.00	8,000	🗑️
Lab Supplies	1,000.00	1,000.00	1,000.00	3,000	🗑️
CONTRACTUAL:	\$83,000.00	\$85,500.00	\$85,500.00	\$254,000.00	+
Name of Contractor	73,000.00	73,000.00	73,000.00	219,000	🗑️
Name of Contractor	0.00	2,500.00	2,500.00	5,000	🗑️
Name of Contractor	10,000.00	10,000.00	10,000.00	30,000	🗑️
CONSTRUCTION:	\$0.00	\$0.00	\$0.00	\$0.00	+
OTHER:	\$55,000.00	\$105,000.00	\$55,000.00	\$215,000.00	+
Testing and Analysis	5,000.00	5,000.00	5,000.00	15,000	🗑️
Farmer Incentive Payment	50,000.00	100,000.00	50,000.00	200,000	🗑️
INDIRECT CHARGES:	\$0.00	\$0.00	\$0.00	\$0.00	+
TOTAL FEDERAL	\$255,122.00	\$311,012.00	\$260,012.00	\$826,146.00	
PROGRAM INCOME:	\$0.00	\$0.00	\$0.00	\$0.00	+

SAMPLE FEDERAL BUDGET NARRATIVE

Personnel

Tom Smith, Project Director, annual salary of \$90,000, full time commitment, 50% paid by Federal funds, the other 50% as cost-sharing, will advise the project team, assist with demonstration plot establishment, data collection and analysis, and participate in project field days. Year 1: \$45,000; Year 2: \$45,000; Year 3: \$45,000

Mary Johnson, research technician, annual salary of \$60,000, 50% time commitment (6 calendar months) for three years, 50% paid by Federal funds, the other 50% as cost-sharing. Establish the field and demonstration plots, function as the project manager, coordinating sub-award work, drafting reports and publications, and participating in all project field days. Year 1: \$15,000; Year 2: \$15,000; Year 3: \$15,000.

Undergraduate students, paid hourly. Support is requested for four undergraduate students to assist with fieldwork (emergence counting, soil sample collection, planting, harvest, etc.) in each year of the project. These students will be employed approximately 4 months during the summer at \$14/hr and 30 hr/week. Year 1: \$26,880; Year 2: \$26,880; Year 3: \$26,880.

Total Personnel: Year 1: \$86,880; Year 2: \$86,880; Year 3: \$86,880

Fringe Benefits

Federal funds will be used to pay for 50% of total staff fringe benefits. Fringe benefits rates are as follows: 35% for faculty and permanent staff; 7 percent for student hourly employees.

Travel

Funds are requested to support travel for plot preparation and data collection trips, and travel to four field days within the States of New York and Pennsylvania. Estimated 5,000 mi/yr at a rate of \$0.60/mi. Year 1: \$3,000; Year 2: \$3,000; Year 3: \$3,000.

Funds are requested for overnight hotel stays at demonstration plot locations at the State hotel rate of \$90/night, 4 times per year (\$360/yr). Year 1: \$360; Year 2: \$360; Year 3: \$360.

Funds are requested in the second and third year for three individual trips each year to scientific conferences based on the following estimates: Lodging - 3 nights x \$150/night (\$450); Per diem \$50/day x 4 days (\$200); Transportation: Airline travel to conference location - \$400/flight + ground transportation - \$50 + parking at airport - \$30 (\$480). Year 2: \$3390; Year 3: \$3390.

Total Travel: Year 1: \$3,360, Year 2: \$6,750, Year 3: \$6,750.

Equipment - none

Supplies

Field and lab supplies: Funds are requested for the purchase of soil temperature and moisture probes and data logging systems (\$2,000). Funds are also requested to purchase weed suppression technologies (\$2,000), seeds (\$1,000), and irrigation supplies (\$3,000) for field plots. Funds are also requested for various lab supplies and sampling equipment (\$3,000). Total Supplies: Year 1: \$4,000; Year 2: \$4,000; Year 3: \$3,000.

Contractual/Subaward

Three contractors:

All contractors were identified pursuant to a competitive process.

Contract with Acme Inc. (\$219,000).

Acme Inc. will provide farmer outreach, recruitment and technical assistance for producer participants. Acme Inc. will provide outreach and technical assistance all three years of the project and will commit at least one full FTE level of effort. The cost also includes any necessary supplies.

Contract with Amazing Graphics and Marketing (\$5,000)

Marketing team will use innovative digital marketing tools to reach producers and help gain

interest. Team will develop graphics and video production to support program recruitment and teaching tools.

Contract with Innovative Technology (\$30,000)

Contractor will help develop online tools to assist producers with conservation practices.

Total Contractual: Year 1: \$83,000; Year 2: \$85,500; Year 3: \$85,500

Construction - None requested

Other

Farmer Incentive Payments.—An incentive of \$100 an acre will be given to farmers to adopt the cover crop practices described in the project. This effectively pays rental cost. A few other costs, such as seed costs, will be given to farmers, but will not be part of the incentive payment.

Estimated 20,000 acres will be enrolled in this project. Year 1: \$50,000; Year 2: \$100,000; Year 3: \$50,000.

Sample Testing & Analysis.—Basic nutrient testing and soil health testing will be done annually for all plots. Roughly 20 samples a year at \$250/sample (\$5,000/year).

Total Other Costs: Year 1: \$55,000 Year 2: \$105,000; Year 3: \$55,000.

SAMPLE NON-FEDERAL BUDGET TABLE IN THE PROGRAMS PORTAL

Non Federal Budget						
DESCRIPTION	SOURCE OF FUNDING	YEAR 1	YEAR 2	YEAR 3	TOTAL	
PERSONNEL:		\$60,000.00	\$60,000.00	\$60,000.00	\$180,000.00	+
<input type="text" value="Name of Team Member"/>	<input type="text" value="Applicant"/>	<input type="text" value="\$45,000.00"/>	<input type="text" value="\$45,000.00"/>	<input type="text" value="\$45,000.00"/>	\$135,000.00	+
<input type="text" value="Name of Team Member"/>	<input type="text" value="Applicant"/>	<input type="text" value="\$15,000.00"/>	<input type="text" value="\$15,000.00"/>	<input type="text" value="\$15,000.00"/>	\$45,000.00	+
FRINGE:		\$21,000.00	\$21,000.00	\$21,000.00	\$63,000.00	+
<input type="text" value="Faculty"/>	<input type="text" value="Applicant"/>	<input type="text" value="\$21,000.00"/>	<input type="text" value="\$21,000.00"/>	<input type="text" value="\$21,000.00"/>	\$63,000.00	+
TRAVEL:		\$0.00	\$0.00	\$0.00	\$0.00	+
EQUIPMENT:		\$500.00	\$500.00	\$500.00	\$1,500.00	+
<input type="text" value="Equipment Rental"/>	<input type="text" value="Other"/>	<input type="text" value="\$500.00"/>	<input type="text" value="\$500.00"/>	<input type="text" value="\$500.00"/>	\$1,500.00	+
SUPPLIES:		\$0.00	\$0.00	\$0.00	\$0.00	+
CONTRACTUAL:		\$105,000.00	\$107,000.00	\$107,000.00	\$319,000.00	+
<input type="text" value="Name of Contractor"/>	<input type="text" value="Applicant"/>	<input type="text" value="\$50,000.00"/>	<input type="text" value="\$52,000.00"/>	<input type="text" value="\$52,000.00"/>	\$154,000.00	+
<input type="text" value="Name of Contractor"/>	<input type="text" value="Other"/>	<input type="text" value="\$10,000.00"/>	<input type="text" value="\$10,000.00"/>	<input type="text" value="\$10,000.00"/>	\$30,000.00	+
<input type="text" value="Name of Contractor"/>	<input type="text" value="Applicant"/>	<input type="text" value="\$45,000.00"/>	<input type="text" value="\$45,000.00"/>	<input type="text" value="\$45,000.00"/>	\$135,000.00	+
CONSTRUCTION:		\$0.00	\$0.00	\$0.00	\$0.00	+
OTHER:		\$10,000.00	\$11,000.00	\$11,000.00	\$32,000.00	+
<input type="text" value="General Services"/>	<input type="text" value="Applicant"/>	<input type="text" value="\$5,000.00"/>	<input type="text" value="\$5,000.00"/>	<input type="text" value="\$5,000.00"/>	\$15,000.00	+
<input type="text" value="Publication"/>	<input type="text" value="Applicant"/>	<input type="text" value="\$1,000.00"/>	<input type="text" value="\$2,000.00"/>	<input type="text" value="\$2,000.00"/>	\$5,000.00	+
<input type="text" value="Legal Fees"/>	<input type="text" value="Applicant"/>	<input type="text" value="\$4,000.00"/>	<input type="text" value="\$4,000.00"/>	<input type="text" value="\$4,000.00"/>	\$12,000.00	+
INDIRECT CHARGES:		\$0.00	\$0.00	\$0.00	\$0.00	+
TOTAL NON-FEDERAL		\$196,500.00	\$199,500.00	\$199,500.00	\$595,500.00	

SAMPLE NON-FEDERAL BUDGET NARRATIVE

Personnel

Tom Smith, Project Director, full time, 50% paid by [*insert source of non-Federal funds*], will advise the project team, assist with demonstration plot establishment, data collection and analysis, and participate in project field days. Year 1: \$45,000; Year 2: \$45,000; Year 3: \$45,000.

Mary Johnson, research technician, 50% time (6 calendar months) for 3 years, 50% paid by [*insert source of non-Federal funds*]. Establish the field and demonstration plots, function as the project manager, coordinating sub-award work, drafting reports and publications, and participating in all project field days. Year 1: \$15,000; Year 2: \$15,000; Year 3: \$15,000.

Total Personnel: Year 1: \$60,000; Year 2: \$60,000; Year 3: \$60,000.

Fringe benefits

Fringe benefits paid by [*insert source of non-Federal funds*], 50%. Fringe benefits rates are as follows: 35% for faculty and permanent staff.

Equipment

Field equipment rental. This is match donated by the partner community groups (see in-kind letter.) Will provide all farming equipment (tools, planters, harvesters) for on-farm demonstrations. Year 1: \$2,000; Year 2: \$500; Year 3: \$500.

Supplies - none

Contractual/Subaward

Contract with super nonprofits (\$91,000) [*insert source of non-Federal funds*].

Personnel:

Elizabeth Smith will oversee the outreach to farmers. She will devote 80% of her time all 3 years of the project and 25% of her time will be non-Federal. She will oversee all elements of this part of the project, including contacting and recruiting farmers, organizing outreach events such as field days and on farm assistance.

Tom Jones will spend 20% time providing technical assistance to community-based organizations that support producers. This time covered by non-Federal funds is 50%.

Half time admin support to help support program facilitation.

Other:

Workshop rental space will be donated by contactor, with an estimated value of \$100 per day. Year 2: \$2000; Year 3: \$2000.

Soil Conservation District

The local soil and water conservation district will support the project by helping to build partner relationships with local producers. Year 1: \$10,000; Year 2: \$10,000; Year 3:

\$10,000.

Subaward with Unknown University [*insert source of non-Federal funds*]
Dr. Mark Gibbs will provide oversight for all the out-of-State work. He will dedicate 10% time commitment to the project. (Salary and Fringe \$15,000/year).

One post-doctoral candidate yet to be determined will give 50% time to the project and will develop all field and lab methodologies for the project. (Salary and Fringe 30,000/year).

Total Contractual: Year 1: \$105,000; Year 2: \$107,000; Year 3: \$107,000.

Construction - None requested

Other Costs:

General Services.— paid by [*insert source of non-Federal funds*] Web development, printing, accounting, administrative, and project management, \$15,000. Roughly \$5,000 will be spent each year.

Publication Costs.— paid by [*insert source of non-Federal funds*]. Funds are requested for the development and publication of various materials including extension publications, costs associated with peer reviewed journals in addition to costs associated with copies of brochures made in house. Year 1: \$1,000; Year 2: \$2,000; Year 3: \$2,000.

Legal Fees.— paid by [*insert source of non-Federal funds*]. Community support groups will pay all legal fees regarding the research of any legal implications on the project. \$4,000 annually.

Total Other: Year 1: \$10,000; Year 2: \$11,000; Year 3: \$11,000.