

U.S. DEPARTMENT OF AGRICULTURE
AGENCY: Natural Resources Conservation Service

Funding Opportunity Number: USDA-NRCS-VT-CTA-EQIP-ACEP-FRPP-WRP-01

Funding Opportunity Description

Natural Resources Conservation Service (NRCS) Vermont is looking for eligible applicants to provide assistance with: 1) Conservation Technical Assistance (CTA) for Land Treatment Planning and Cartography associated with Comprehensive Nutrient Management Plans, EQIP applications (EQIP) and other technical assistance as necessary; 2) Provide planning support for pre-approved EQIP applications and contracts; 3) Farm Bill administrative services with program applicants and contracts (CTA and EQIP); 4) Assist NRCS with on-site and off-site monitoring of Agricultural Conservation Easement Program (ACEP) , Farm and Ranchland Protection Program (FRPP) and Wetlands Reserve Program (WRP) Easements; assist NRCS in the development of Agricultural Land Easement (ALE) Plans; assist NRCS in preliminary due-diligence activities and site visits for ACEP applications.

CATALOG OF DOMESTIC ASSISTANCE NUMBERS: CTA 10.902, EQIP 10.912, ACEP 10.931, FRPP 10.913, WRP 10.072

SUMMARY: NRCS delivers conservation technical assistance through its voluntary Conservation Technical Assistance Program (CTA). Conservation technical assistance is the help provided to land users to address opportunities, concerns, and problems related to the use of natural resources to assist land users in making sound natural resource management decisions on private, tribal, and other non-federal lands. The Environmental Quality Incentives Program (EQIP) is a voluntary conservation program that promotes agricultural production and environmental quality. Through EQIP farmers may receive financial and technical assistance to install or implement structural or management practices on eligible agricultural land. The Agricultural Conservation Easement Program (ACEP), formerly known as the Farm and Ranch Protection Program (FRPP) and the Wetlands Reserve Program (WRP), provide financial and technical assistance to help conserve agricultural lands and wetlands and their related benefits. Under the Agricultural Land Easements (ALE) component, NRCS helps American Indian tribes, state and local governments and non-governmental organizations protect working agricultural lands and limit non-agricultural uses of the land. Under the Wetlands Reserve Easements (WRE) component, NRCS helps to restore, protect and enhance enrolled wetlands.

Applicants will be responsible for providing overall administration (hiring, supervision and payroll) of staff hired to provide assistance with: 1) Land Treatment Planning and Cartography associated with Comprehensive Nutrient Management Plans (CTA), Environmental Quality Incentive Program applications (EQIP) and other technical assistance as necessary; 2) conservation practice implementation and certification associated with EQIP contracts; 3) Administrative services with program applicants and contracts (CTA and EQIP); 4) support for the NRCS Agricultural Conservation Easement Program (ACEP), Farm and Ranch Protection

Program (FRPP) and Wetland Reserve Program (WRP) –Activities will consist of A) annual monitoring reviews for compliance with deed terms B) conducting preliminary site evaluations for possible enrollment in NRCS easement programs C) Completion of Agricultural Land Easement Plans.

Staff hired to provide the identified services will typically be located in NRCS field offices and once security clearances are completed will be provided working space, and access to an NRCS computers and vehicles as necessary.

ELIGIBLE APPLICANTS: Eligibility to apply for this funding is limited to state and local agencies, colleges, universities and other non-profit organizations. Other federal agencies are not eligible to receive funding under this notice.

DATE: Applications must be received on or before **July 17 by 4:30 PM EST**. Applications received after that time will not be considered. Applications will not be accepted by facsimile machine or email. See section VII of this notice for instructions on mailing written applications or submitting electronic proposals through grants.gov.

FOR FURTHER INFORMATION CONTACT: John Thurgood, Assistant State Conservationist for Field Operations (802) 951-6796 x235.

SUPPLEMENTAL INFORMATION:

I. AUTHORITY

NRCS issued a final rule 7 CFR Part 652, Technical Service Provider Assistance, as authorized by Section 1242 of the Food Security Act of 1985 (Food Security Act), as amended by the Farm Security and Rural Investment Act of 2002, Public Law 107-171 (2002 Farm Bill), and amended by Section 2706 of the Food, Conservation and Energy Act of 2008, 110th Congress, H.R. 6124 (16 USC 3842), authorizes the Secretary of Agriculture to provide technical assistance under CRP and EQIP to eligible producers. The Secretary may request the services of non-federal entities to assist the Secretary in providing technical assistance necessary to develop and implement conservation programs under this Title. The NRCS may do this through entering into cooperative agreements with a technical service provider or other cooperator to stimulate the availability of technical assistance.

NRCS authority includes Conservation Technical Assistance Program (CTA), 16 U.S.C. 590a-590f, 590q, 7 CFR Part 610 (CFDA 10.902); Environmental Quality Incentive Program (EQIP), 16 U.S.C. 3839aa—8, 3841, 7 CFR Part 1466 (CFDA 10.912; Agricultural Conservation Easement Program (WRE and ALE), 16 USC 3865-3865d, 7 CFR 1468 (CDFA 10.931)

The Natural Resources Conservation Service (NRCS) administers CTA and EQIP through appropriated funds. The NRCS anticipates awarding one cooperative agreement to obtain additional capacity to provide technical services under CTA and EQIP.

II. DURATION AND TERMS OF FUNDING

All awards are subject to the availability of sufficient funds being appropriated by Congress and apportioned by the Office of Management and Budget (OMB) to support the addition and full cost of services to implement the Farm Bill. A cooperative agreement will be awarded competitively to an eligible state or local agency, college, university, or other non-profit for a one-year project for technical services to increase our capacity to provide assistance under CTA and EQIP, ACEP, FRPP and WRP. A cooperative agreement has been determined to be the appropriate funding instrument because of the substantial involvement of NRCS in providing program and technical oversight, coordination and time frames of projects. It is anticipated that up to \$400,000 of fiscal year 2017 dollars are available to fund this cooperative agreement. The amount of funds available for this program in subsequent years is not fixed and may vary considerably from the current funding level. It is anticipated this will be for a five year period of performance contingent on funding in years 2 through 5.

III. PROJECT DESCRIPTION

The Natural Resources Conservation Service in carrying out its assigned responsibilities under applicable legislation has a need for additional technical assistance to implement NRCS program activities associated with CTA, EQIP, ACEP, FRPP and WRP in NRCS field offices. The project will include planning as well as implementation of conservation practices. This will require coordination with NRCS while assisting landowners in applying and certifying completion of conservation practices on their land as listed in the Conservation Plan and associated Program Contracts.

The project involves providing technical and administrative support to assist NRCS in delivering Farm Bill Programs by reducing the administrative, planning, and implementation burden on NRCS field staff. This will enable the field staff to maximize their technical expertise in other areas, and improve the delivery of technical assistance to landowners benefiting from NRCS Conservation Programs. Technical support is needed statewide to cover all areas serviced by NRCS field Offices. Field Offices are located in St. Albans, Morrisville, Williston, Middlebury, Rutland, Berlin, White River Junction, St. Johnsbury, Newport, and Brattleboro. Responsibilities and duties will involve the following:

1. **Land Treatment Planning and Cartography** - The primary task will be to provide planning assistance to agricultural producers with an emphasis on gathering resource inventory data and developing the land treatment component and delivery of a Comprehensive Nutrient Management Plan (CNMP). The resource inventory will include but not be limited to: baseline data on manure and other waste generated, identify all lands in

operation, identify all land units with manure impacts, develop acceptable conservation systems using the current soil erosion prediction model RUSLE2 for all tracts, identify all sensitive features, identify all land treatment practices and alternatives, and conduct farmstead preliminary assessment. Information generated will meet the NRCS CNMP planning requirements. With permission from the land owner, information will be provided to partners and Technical Service Providers (TSP) to develop the waste storage and handling component as well as the nutrient management component, which may include feed management. To the extent that the other components are completed the Land Treatment Plan (LTP) will be consolidated and assembled into the overall CNMP package and delivered to the producer(s). Assistance will also be provided to help the producer implement the Land Treatment Plan. Status reviews and implementation follow-up will also be conducted. Other technical assistance may be required as necessary. Cartographic assistance will be provided for the development of plan maps, conservation practice maps, soils and topographic maps and other cartographic functions. Cartographic tasks might also include determining slope and slope length using approved software. Land Treatment Planners will be encouraged to pursue training opportunities to attain the NRCS Apprentice and Certified Planner status.

2. Conservation Practice Implementation - Conservation practice job sheets will be completed, where necessary, to provide the customer with specific implementation guidelines. Examples of conservation measures which will be designed or installed include conservation crop rotations, pasture and hayland planting, cover crops, field stripcropping, riparian forest buffers and other practices requiring tree planting, field borders, nutrient and pest management plans, fences, pipelines, and watering facilities. Implementation assistance will be provided for prescribed grazing systems and various other agronomic practices associated with riparian buffers, as necessary. When needed, planning, engineering and implementation support will be provided for manure management related conservation practices including: manure storage facilities, manure transfer, roof runoff structures, and heavy use area protection. Additional tasks will include: surveying and laying out sites where conservation practices will be installed. Once construction has begun, inspect different phases of the construction project to ensure established criteria for conserving soil and water resources are met. As necessary, and where justified and approved, revise established conservation plans and contracts to better meet the landowner objectives and/or to address unanticipated site conditions. Upon completion of construction, prepares inspection reports concerning contractor compliance with approved plans and specifications.

1. When necessary assistance will be provided delineating wetlands and assisting with wetland determinations. This will include field vegetation sampling, map creation and completion of the FSA Certified Wetland Determination, other supporting documentation, and data entry into the VT NRCS Wetlands Geospatial/GIS Database.
2. Technical positions needed to provide technical assistance statewide will be resource conservationists that meet at least one of the two requirements as follows:

- a. Degree: soil conservation or related agricultural or natural resource discipline such as agronomy, soil science, forestry, agricultural education, agricultural engineering, or environmental science. The study must have included 30 semester hours in a natural resource or agricultural field, including at least 12 semester hours in a combination of soils and crops or plant science. Of the 12 semester hours, a minimum of 3 semester hours must have been in soils and 3 semester hours in crops or plant science.
- b. Combination of education and experience--at least 30 semester hours in one or more of the disciplines as shown in A above, including at least 12 semester hours in a combination of soils and crops or plant science, plus appropriate experience or additional education. Of the 12 semester hours, a minimum of 3 semester hours must have been in soils and 3 semester hours in crops or plant science.

PLUS

One year of experience as described below.

Evaluation of Education: Education that provided specialized knowledge and skills in soil and water conservation is more valuable than education that imparted broad but general knowledge and skills. Courses in soil fertility, soil chemistry, soil genesis, plant physiology, plant science, and field crops are examples of specialized courses that contribute towards meeting the required 12 semester hours as described above. Courses in the physical sciences or engineering such as geology, civil engineering, and hydrology also meet the soils, crops, or plant science course requirements where such courses included a complete introduction to the physical, chemical, and biological properties of soils.

Evaluation of Experience: Experience that included the application of techniques, principles, and methods from a variety of agricultural and natural resource fields is appropriate, given the interdisciplinary character of the soil conservation occupation. For example, experience gained in a specialized field such as soil science, forestry, or agronomy is as fully acceptable as experience directly obtained in soil conservation work.

3. **Administrative Services** – Administrative assistance will be provided to NRCS field office including: a) assisting field staff with planning workload by developing customer files and attributing the land base in NRCS software (currently Customer Service Toolkit); b) providing resource information to customers, including soils maps, aerial photographs, and confirmations; c) processing applications and eligibility certifications; d) reviewing and assembling documentation and certification required for contracts and payments; e) entering contract data into agency specific software programs and prepares reports; f) drafting and finalizing contract administration letters and documents related to status reviews, contract implementation, contract modifications, potential cancellations and termination, and maintaining contract documents in case files including the web-based case file system titled the Document Management System (DMS); g) assists the NRCS Zone District

Conservationist with business planning activities and tracking zone performance; and h) performing other field office administrative support functions as required.

Two administrative support positions will be located one each in the Middlebury and St. Service Centers. Required qualifications are as follows:

- Excellent interpersonal, written, and verbal communications skills
- Demonstrated experience in customer service and relations
- Computer proficiency, particularly with Microsoft Office, Excel and database programs
- Keen attention to detail, accuracy, and organized data and documentation
- Able to work independently
- Bachelor's degree in natural resources, agriculture or related subjects. Working knowledge of natural resources, agriculture, and water quality issues is a plus.
- Eligible to be cleared to use the USDA network

Easement Support – Tasks will involve assisting NRCS in the acquisition and stewardship of NRCS Agricultural Conservation Easement Program (ACEP), Farm and Ranch Protection Program (FRPP) and Wetland Reserve Program (WRP) easements. Activities will be comprised of:

- Completing annual monitoring reviews for compliance with deed terms using on-site and off-site methods. Monitoring activities will involve coordination with landowners and local Land Trust organizations
- Performing on-site visits to conducting preliminary site evaluations for possible enrollment in NRCS easement programs. Activities will consist of a Limited Phase I site evaluation, landowner interview, verification of soil types for program eligibility, and other needs as determined by NRCS.
- Preparation of Agricultural Land Easement (ALE) Plans prior to closing easement standards. The preparation of an ALE plan will require multiple on-site visits, GIS mapping, and conservation planning. ALE plans will be completed one month prior to the scheduled closing date and will meet all NRCS Statutory requirements and eFOTG standards. ALE plans will be required to be signed off on via a Certified Conservation Planner.
- Provide administrative support to NRCS for easement programs. Activities may involve data entry into the NRCS corporate database, printing and filing records, tracing easement deadlines, completion of easement internal control reviews as needed, interface with Easement Support Services, ordering of Title Searches with local attorneys, and interfacing with Land Trusts and other entities.

IV. INDIRECT COSTS

Section 704 of Public Law 115-31 (“the Consolidated Appropriations Act, 2017”), limits indirect costs under cooperative agreements between USDA and nonprofit institutions, including institutions of higher education to ten percent of the total direct costs of the agreement. If requested, indirect costs must be justified and may not exceed the ten-percent limitation. Applications from colleges and universities must provide a statement in the budget narrative verifying that the indirect costs requested are in accordance with institutional policies.

V. SUBSTANTIAL FEDERAL INVOLVEMENT

The USDA NRCS will award a cooperative agreement under this Announcement for Funding. By statute, the federal awarding agency must be substantially involved in the project to enter into a cooperative agreement to provide assistance. The USDA NRCS anticipates the following involvement which it has deemed substantial, in carrying out projects funded with federal assistance provided through a cooperative agreement under these programs:

- 1) NRCS will conduct an initial briefing at NRCS State Office in Colchester, Vermont within 30 days after the award. The purpose of the meeting will be to review the goals and objectives of the project.
- 2) NRCS will provide program and administrative contacts to participate in the planning and management of the cooperative agreement and coordinate activities between the cooperator and NRCS.
- 3) NRCS will provide, at no cost to the cooperator, training in specific Vermont program procedures and administrative contract development.
- 4) NRCS will identify applicants at the local level and prioritize projects at the State level.
- 5) NRCS will provide program oversight.
- 6) NRCS will provide necessary forms and other resource information.
- 7) NRCS will provide for state level management and guidance of the program.

VI. PROPOSAL CONTENT

- 1) The application package must be submitted by OMB Standard Form 424 (including 424A and 424B), Application for Federal Assistance, with the required information filled in and the certified assurances signed. All OMB standard forms necessary for application are posted on the following website: www.grants.gov
- 2) While the form 424A deals with budget information and Section B identifies Budget Categories, the available space does not permit a level of detail that is sufficient to provide for a meaningful evaluation of the proposed total cost. A budget and a detailed narrative in support of the budget are required for the overall project period. Show all funding sources and itemized costs by the following line items on the budget form: personnel, fringe, equipment, materials and supplies, travel and all other costs. Funds may be requested under any of the line items listed above, provided that the item or service for which support is requested is identified and necessary for successful conduct of the proposed project, is

allowable under the authorizing legislation and the applicable federal cost principles, and is not prohibited under any applicable federal statute. Salaries of project personnel who will be working on the project may be requested in proportion to the effort that they will devote to the project. Show any costs that the applicant indicates will be contributed in support of this project. Applicants shall assume that awards will be made by September 2, 2017 and should prepare their application accordingly.

- 3) The application shall include a program narrative statement of not more than ten pages that address the following (as a minimum):
 - a) A description of the resources and experience of the organization necessary to successfully perform these services.
 - b) The proposed price per hour for technical and administrative services provided per the stipulations in the project description.
 - c) The organization's level of commitment in terms of the staff, equipment resources, and/or funding support necessary to leverage the project.
 - d) A description of the capabilities to fulfill the terms of the cooperative agreement including a brief description of the organizational entity and the qualifications, employment status, current responsibilities, and proposed level of effort for staff responsible for implementation. Resumes for key personnel should be included in the appendix.
 - e) List of past experiences with providing CTA, EQIP, ACEP, FRPP and WRP technical services.
 - f) The application shall include an appendix. Material should be included only when necessary to support information provided in the narrative. Copies of documents, brochures, etc., are encouraged to demonstrate experience, knowledge, skills and abilities.
- 4) **DUNS Number:** A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 70 million businesses worldwide. All applicants must obtain a DUNS number. Information on how to obtain a DUNS number can be found at: <http://fedgov.dnb.com/webform> or call 1-866-705-5711. Please note that the registration may take up to 14 business days to complete.
- 5) **SAM Registration:** The System for Awards Management (SAM) is a database that serves as the primary government repository for contractor information required for the conduct of business with the government. This database is used as a central location for maintaining organizational information for organizations seeking and receiving grants from the government. All applicants must register with SAM. To register, visit <https://www.sam.gov/portal/public/SAM/> Allow a minimum of 5 days to complete the SAM registration.

VII. APPLICATION SUBMISSION INFORMATION

C. How to Submit a Written Application

Applicants must submit one signed original and two complete copies of each project application. **Applications submitted via fax will not be accepted.**

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

USDA - Natural Resources Conservation Service

Attn: Matthew Perry

356 Mountain View Drive, Suite 105

Colchester, Vermont 05446

Contact phone number for hand-delivered applications is (802) 951-6796 x222.

D. How to Submit an Application Electronically

Applicants may submit applications electronically through [Grants.gov](https://www.grants.gov). This is the federal government's e-grants portal. Applications submitted through [Grants.gov](https://www.grants.gov) must contain all of the elements of a complete application and meet the requirements described above. Instructions for electronically submitting the required standard forms, narrative and attachments are posted on [Grants.gov](https://www.grants.gov). Applications submitted electronically are date and time stamped by [Grants.gov](https://www.grants.gov) and must be received by the identified closing date of **July 17, 2017**.

Any applications submitted through [Grants.gov](https://www.grants.gov) must also be emailed as a single .pdf file to john.thurgood@vt.usda.gov and Vicky.drew@vt.usda.gov. The emailed file must be assembled into one document in the order specified in the Application Package Checklist at the end of this announcement. Applications will not be accepted electronically through email unless they have been successfully submitted through [Grants.gov](https://www.grants.gov).

Note: NRCS is not responsible for any technical malfunctions or website problems related to [Grants.gov](https://www.grants.gov). Applicants should begin the [Grants.gov](https://www.grants.gov) process well before the deadline to avoid problems.

E. Due Date

Written applications must be received at the address previously specified in Part VII. C. by **4:30 PM EST on July 17, 2017**. The applicant assumes the risk of any delays in application delivery. Applicants are strongly encouraged to submit completed applications via overnight mail, or delivery service to ensure timely receipt by NRCS.

F. Acknowledgement of Submission

NRCS will acknowledge receipt of timely applications via e-mail. An applicant who does not receive such an e-mail acknowledgement within 30 days of their submission but believes he/she submitted a timely application must contact the NRCS program contact below within 30 days. Failure to do so will result in the application not being considered.

G. Funding Restrictions

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

- a. Costs above the amount of funds authorized for the project;
- b. Costs incurred prior to the effective date of the agreement;
- c. Costs which lie outside the scope of the approved agreement and any amendments thereto;
- d. Entertainment costs, regardless of their apparent relationship to the agreement objectives;
- e. Compensation for injuries to persons, or damage to property arising out of agreement 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.

This list is not exhaustive. Further information on the allowability of costs can be found in the Code of Federal Regulations at 2 CFR 200.

H. Patents and Inventions

Allocation of rights to patents and inventions shall be in accordance with 2 CFR 200.

VIII. EVALUATION CRITERIA

Initially, all application packages will be reviewed to confirm that the applicant is an eligible recipient and to ensure that the application contains all of the items specified in the application content section of this announcement. Incomplete applications will be eliminated from competition, and notification of elimination will be mailed to the applicant. An evaluation committee will then evaluate each application from an eligible recipient. The applications will be evaluated using the following criteria that are listed in descending order of importance:

1. Organizational capabilities (40%). The adequacy of organizational resources and expertise to successfully manage and perform the scope of work. Share in a common mission that supports natural resource conservation efforts with landowners. Capable of providing in-kind contributions and/or other sources of financial support toward meeting the objective of the project.
2. Project personnel (25%). The reasonableness and feasibility of the applicant's approach for successfully achieving the objectives of the work within the required timeframe.
3. Understanding of Conservation Technical Assistance (CTA), Environmental Quality Incentives Program (EQIP), Agricultural Conservation Easement Program (ACEP), Farm

and Ranch Protection Program (FRPP) and Wetland Reserve Program (WRP) (25%). The applicant's recognition of the value and need of the work detailed in this announcement and the full understanding of these programs.

4. Ability to be certified by NRCS to receive clearance for access to client data files; Ability to demonstrate past history and credibility of working with clients (10%).

IX. SPECIAL AWARD SELECTION FACTORS

After evaluating all applications received, NRCS will consider the following special award factors in the award decision.

1. Priority will be given to the applications from organizations that share in a common mission area.
2. Priority will be given to applicants who have the highest probability of providing in-kind contributions and other sources of financial support.
3. Priority will be given to organizations that have the highest probability of credibility among landowners and integrity to receive clearance for access to client files. Ability to demonstrate that client data will be utilized and maintained in a confidential manner.

X. SELECTION

Each proposal will be evaluated and ranked in accordance with the evaluation factors listed above. Discussions may be held with each applicant regarding the applicant's experience, the proposed plan of action or alternative courses of action. A selection is anticipated to be announced by July 19, 2017. The agreement will be expected to be awarded by September 2, 2017. Funds are not awarded, and may not start until an agreement is signed by both NRCS and the applicant. Applicants should plan their projects once the agreement is fully executed, anticipated to be no later than September 2, 2017. After selection, NRCS will enter into negotiations with the selected applicant to discuss cost and the terms and conditions of the cooperative agreement to be signed. The cooperative agreement will identify the USDA Field Office(s) to be served. Applicants who have been selected for funding will receive a letter of official notification from the State Conservationist.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers. If you believe you experienced discrimination when obtaining services from USDA, participating in a USDA program, or participating in a program that receives financial assistance from USDA, you may file a complaint with USDA. Information about how to file a discrimination complaint is available from the Office of the Assistant Secretary for Civil Rights.

USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex (including gender identity and expression), marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, complete, sign and mail a program discrimination complaint form, available at any USDA office location or online at www.ascr.usda.gov, or write to:

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

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

Persons with disabilities who require alternative means for communication of program information (e.g., Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

Signed this 16th day of June in Colchester, Vermont.

JUSTIN TUTHILL Digitally signed by JUSTIN TUTHILL
Date: 2017.06.16 13:00:57 -04'00'

Acting for:
Vicky Drew
State Conservationist
Natural Resources Conservation Service - Vermont

FISCAL YEAR 2017 APPLICATION PACKAGE CHECK LIST

VERMONT COOPERATIVE AGREEMENT

FISCAL YEAR 2017 APPLICATION PACKAGE CHECKLIST

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1. Application Form: Complete Standard Form 424 (SF-424) Application for Federal Assistance

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2. Program Narrative Statement: (Ten page maximum)

- a. A description of the resources and experience of the organization necessary to successfully perform these services.
- b. The proposed price per hour for technical and administrative services provided per the stipulations in the project description.
- c. The organization's level of commitment in terms of the staff, equipment resources, and/or funding support necessary to leverage the project.
- d. A description of the capabilities to fulfill the terms of the cooperative agreement including a brief description of the organizational entity and the qualifications, employment status, current responsibilities, and proposed level of effort for staff responsible for implementation. Resumes for key personnel should be included in the appendix.
- e. List of past experiences with providing CTA, EQIP, CREP technical services.
- f. The application shall include an appendix. Material should be included only when necessary to support information provided in the narrative. Copies of documents, brochures, etc., are encouraged to demonstrate experience, knowledge, skills and abilities.

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3. Budget Information:

- a. Standard Form 424A (SF-424A) Budget Information-Non-Construction Programs (*completely filled out*)
- b. Detailed budget description
- c. Budget narrative

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4. Indirect Costs: Information required if you have a current Federally Negotiated Indirect Cost Agreement and you want to claim indirect costs in this application.

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5. Certifications: Complete Standard Form 424B (SF-424B) Assurances-Non-Construction Programs

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6. DUNS Number: For information about how to obtain a DUNS number go to <http://fedgov.dnb.com/webform> or call 1-866-705-5711. Please note that the registration may take up to 14 business days to complete.

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7. Required System for Awards Management (SAM) Registration: Visit <https://www.sam.gov/portal/public/SAM/> to register.

Note: This checklist is for use by the applicant and does not need to be included with the application.