

SUMMARY INFORMATION

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

Funding Opportunity Title: Technical Support for the Conservation Reserve Program (CRP) in South Carolina

Announcement Type: This is the initial announcement of this funding opportunity

Funding Opportunity Number: USDA-NRCS-SC-18-07

Catalog of Federal Domestic Assistance (CFDA) Number: 10.902

Funding Opportunity Announcement Summary

The (NRCS) – South Carolina State Office, an agency under United States Department of Agriculture (USDA) is directing resources towards assisting interested landowners with the application process and with the implementation of conservation plans through the Conservation Reserve Program (CRP). The long-term conservation partnership serves to facilitate the implementation and certification of planned conservation practices that have been or possibly will be funded through Farm Bill conservation Programs. NRCS has **\$100 thousand** available for a 1 to 3 – year agreement.

With the sole exception of Federal agencies, NRCS invites applications from all qualified nonfederal entities (NFE) based in South Carolina. NFEs of all sizes are encouraged to apply.

Information related to CRP can be found at the following link:

<https://www.fsa.usda.gov/programs-and-services/conservation-programs/conservation-reserve-program/>

Key Dates

Applications must be received by **5:00p.m. Eastern Daylight Time on August 16, 2018**. Applicants will be notified of their award status within approximately 30 days from the deadline date. Applicants who have been selected for funding will receive a letter of official notification. Applicants shall assume that selection will be made by or around August 23, 2018, and should prepare their application accordingly.

Federal Funding Floor and Ceiling Amounts

The funding floor for this announcement is **\$100 thousand** and the funding ceiling is **\$100 thousand**. 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.

A. PROGRAM DESCRIPTION

The authorizing statutes and regulations for this opportunity are Conservation Technical Assistance Program (CTA), 16 U.S.C. Sections 590a-590f, 590q, 7CFR Part 610 (CFDA 10.902)

The purpose of this announcement is to work with a partner to assist landowners with the application process and provide program technical support for the Conservation Reserve Program (CRP). Conservation Reserve Program (CRP) is administered by the Farm Service Agency, with NRCS providing technical land eligibility determinations, conservation planning and practice implementation. Personnel working under this agreement will provide technical assistance within ALL COUNTIES of South Carolina. The technical assistance provided will be to develop Conservation Plans and Practice implementation.

Technical assistance services are defined as: Technical expertise, information, training, education, and tools necessary for a producer to be able to successfully implement, operate, and maintain the conservation of natural resources on land active in agricultural, forestry, or related uses. The term includes:

- Technical services provided directly to farmers, ranchers, and other eligible entities, such as conservation planning, technical consultation, and assistance with design and implementation of conservation practices; and
- Technical infrastructure, including activities, processes, tools, and agency functions needed to support delivery of technical services, such as technical standards, resource inventories, training, data, technology, monitoring, and effects analyses. Information regarding technical assistance can be found at: <http://www.nrcs.usda.gov/programs/cta/>

Technical assistance does not include research.

B. FEDERAL AWARD INFORMATION

1. Estimated Funding

The total amount of Federal funding the agency expects to award through this announcement is **\$100 thousand**.

2. Start Dates and Performance Periods

Projects may be up to three years in duration. Applicants should plan their projects based on a project start date of **September 27, 2018**.

3. Type of Federal Award

NRCS plans to award cooperative agreement(s) pursuant to this opportunity notice. Cooperative agreements have been determined to be the appropriate funding instrument because of the substantial involvement of NRCS in providing technical oversight and coordination of planning, designing, implementing conservation activities, and monitoring. NRCS will be substantially involved in the work performed under the agreement and will undertake activities such as the following:

- Identify and prioritize work assignments and provide technical guidance to employees while working to accomplish the objectives of this agreement at the field office level. Provide coordination and guidance of NRCS Technical Specialist.
- Provide access to all official records, contract documents, technology tools and other material necessary to assure timely completion of deliverables as identified in the Plan of Work.
- The NRCS will monitor the awardee's progress and suspend work if agreement or conservation plan requirements or NRCS standards and specifications are not met.
- Provide quality assurance for activities under the agreement.

4. Number of Awards

NRCS anticipates to make one award.

5. Procurement Contracts

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

6. 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 a proposal submitted to continue an existing agreement that meets the objectives and requirements of this NFO. An application for supplementation of an existing project means a proposal 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 and applications must meet eligibility criteria by the application deadline to be considered for award.

This opportunity is open to all qualified non-federal entities based within the state of South Carolina.

2. Cost Sharing or Matching

There is no cost sharing or matching requirement for this opportunity.

3. Other (if applicable)

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)).

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

All standard forms necessary for this announcement are included in the [Grants.gov](https://www.grants.gov) application package.

Applicants may request paper copies of materials by contacting Clark Phillips at clark.phillips@wdc.usda.gov or by written request mailed to 4405 Bland Rd, Suite 270, Raleigh, NC 27609.

2. Content and Form of Application Submission

To be considered for funding under this opportunity, an application must contain:

- a. **Application Form:** (Standard Form 424 Application for Federal Assistance) - Applicants must use this document as the cover sheet for each proposal. See Instructions for Completing SF 424 located in the Related Documents tab of this announcement on Grants.gov.

The applicant will need to provide written signatory authority prior to entering into the agreement with NRCS designating the person(s) who has the authority to execute the agreement and all related documents.

- b. **Standard Form (SF) 424A, Budget Information - Non-Construction Programs.** Fill in all spaces as appropriate. Section B, Item 6, Column 1 should reflect the agency funds, and Column 2 should reflect the applicant's matching funds. This form is the summary budget for the project. See Instructions for Completing SF 424A located in the Related Documents tab of this announcement on Grants.gov.
- c. **Budget Narrative** - In a separate narrative titled "Budget Narrative", explain and justify all requested budget items/costs. Detail how the totals on the SF-424A were determined and demonstrate a clear connection between costs and the proposed project activities. For personnel salary costs, include the base-line salary figures and the estimates of time (as percentages) to be directly charged to the project. Describe any item that under the applicable Federal cost principles requires the agency's approval and estimate its cost. See Instructions for Completing Budget Narrative located in the Related Documents tab of this announcement on Grants.gov.
 - i. As required in Title 2 of the Code of Federal Regulations Part 200, Subpart F Audit Requirements, all U.S. states, local governments, federally-recognized Indian tribal governments, and non-profit organizations expending \$750,000 USD or more in Federal award funds in a fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System. Therefore, any U.S. states, local governments, federally-recognized Indian tribal governments, and non-profit organizations applying

under this opportunity must include one of the following statements in its budget narrative:

“My organization was required to submit a Single Audit report last year. The reporting period covered was from (insert date) to (insert date). This report, filed under EIN # (insert EIN), is available on the Federal Audit Clearinghouse Single Audit Database website (<https://harvester.census.gov/facweb/>) or will be by (insert date). “

- ii. Required Indirect Costs Statement - All applicants except individuals applying for funds separate from a business or non-profit organization he/she may operate must complete and attach the Indirect Costs Statement located in the Related Documents tab of this announcement on Grants.gov.

d. **Standard Form (SF) 424B, Assurances - Non-Construction Programs.**

Applicants, by signing and submitting an application, assure and certify that they are in compliance with the following Federal regulations:

- 2 CFR Part 417, Government wide Debarment and Suspension (Non-procurement)
- 4 CFR Part 418, New Restrictions on Lobbying
- 2 CFR Part 421, Government wide Requirements for Drug Free Workplace (Financial Assistance)

- e. **Certification and Disclosure of Lobbying Activities** - Under Title 31 of the United States Code, Section 1352, an applicant or recipient must not use any federally appropriated funds (both annually appropriated and continuing appropriations) or matching funds under a grant or cooperative agreement award to pay any person for lobbying in connection with the award. Lobbying is defined as influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress connection with the award. Submission of an application also represents the applicant's certification of the statements in 2 CFR Part 418, Appendix A-Certification Regarding Lobbying. If you/your organization have/has made or agrees to make any payment using non-appropriated funds for lobbying in connection with this proposal AND the Federal share exceeds \$100,000, you must also complete and submit the SF LLL, Disclosure of Lobbying Activities located at 2 CFR 418, Appendix B. See 2 CFR, Subpart 418.110 for more information on when additional submission of this form is required.
- f. **AD-3031 - Assurance Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants.** Although the text of this document states it is applicable only to corporate entities, USDA policy requires that all entity types complete it.
- g. **Proposal** - Proposals must contain the content, format, and information set forth below to receive consideration for funding. Applicants should not assume prior knowledge on the part of NRCS or others as to the relative merits of the project

described in their application. All federally required forms and letters of support must be submitted at the time of application.

Applicants must submit only one original copy of the proposal in the following format.

Proposals must be divided into the following sections and are limited to the number of pages stated per section:

- I. Project Summary:** (First page of grant application. ½ page maximum) A good summary will provide a frame of reference for the reviewer as they begin the review process. It should be clear, concise, and interesting. The summary should be one to three paragraphs long and include the Project Title. The summary should include one or two sentences about each of the following: the applicant organization, the project start and end dates, the measurable outcomes and methodology, other organizations that may be involved and the project total cost and the amount requested in the proposal.
- II. Introduction:** (One (1) page maximum) This section should introduce your organization's ability to successfully manage a federal agreement. The response should be succinct, offer a good balance between quantitative and qualitative information, and be free of unnecessary verbiage. It should include a brief history of the organization, including its mission statement and goals, important past events or accomplishments. Describe your history of successfully managing federal and non-federal agreements, including meeting and complying with reporting requirements, submitting final acceptable technical reports, and reporting on progress made in achieving the results under those agreements.
- III. Program Objectives:** (One (1) page maximum) This section of the proposal should demonstrate project outcomes, not project activities. This section should also contain a realistic timeline for completion.
- IV. Methods:** (Two (2) page maximum plus Deliverable Table.) Methods, activities and procedures explain to the reviewer the steps that will be taken to complete the task. This section demands clarity and justification in describing how the objectives will be met. Use care to present a reasonable number of activities that can be completed within the grant period. Provide a detailed description of how the project will be organized and managed. Include a list of key project personnel, their relevant education and experience, and their anticipated contributions to the project. Explain the level of participation required in the project by government and nongovernment entities and identify who will participate in monitoring and evaluation the project.

- V. **Budget:** (One (1) page maximum.) Careful planning of your budget will reduce the number of changes needed during the grant period. Miscellaneous expenses and equipment needs should be itemized.

Provide a detailed narrative in support of the budget for the project, broken down by each project year. Discuss how the budget specifically supports the proposed activities. The format of this information which can be in a chart, spreadsheet, table, etc, should be readable in 8 ½ by 11 printable pages. The information needs to be presented in such a way that the evaluators and NRCS can readily understand what expenses will be incurred to support the project.

- VI. Each page must be on numbered 8½” x 11” paper with one-inch margins. The text of the proposal must be single spaced and typed in New Times Roman, no smaller than 12 point font and must not exceed 6 pages.

Proposals that fail to comply with the required content and format will not be considered for funding. **Material exceeding stated page limits and/or formatting structure will not be considered.** Incomplete and/or noncompliant proposals will not be considered.

h. **Post Award Documentation** – N/A

3. **Unique entity identifier and System for Award Management (SAM)** Each applicant (unless the applicant is an individual excepted from those requirements under 2 CFR §25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR §25.110(d)) is required to: (i) Be registered in SAM before submitting its application; (ii) provide a valid unique entity identifier (Data Universal Numbering System (DUNS) number) in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency. The agency may not make a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time the agency is ready to make an award, it may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

Entities must obtain a DUNS and register in SAM prior to registering with Grants.gov. A description of each is below. Entities are strongly encouraged to apply early for their DUNS number and SAM registration.

Data Universal Numbering System (DUNS) Number: A Dun and Bradstreet DUNS number is a unique, nine-digit sequence recognized as the universal standard for identifying and keeping track of over 70 million businesses worldwide. Applicants must obtain a DUNS number. Information on how

to obtain a DUNS number can be found at <http://fedgov.dnb.com/webform> or by calling 1-866-705-5711.

System for Award Management (SAM) Registration: SAM is the official Federal system that consolidated the capabilities of Central Contractor Registry, Federal Agency Registration, Online Representations and Certifications Application, and Excluded Parties List System. To register, go to: <https://www.sam.gov/portal/public/SAM>. The Federal Service Desk is available for registration assistance, and can be contacted via the Help tab at the website listed above.

4. Submission Dates and Times

Applicants may submit proposals via Grants.gov or via e-mail to the following address: Clark.phillips@wdc.usda.gov. Proposals must be received by **5:00p.m. Eastern Daylight Time on August 16, 2018**. Late submissions will not be reviewed or considered. The agency will rely on system generated date and time receipt documentation for submission made both via Grants.gov and e-mail to determine whether applications meet the submission deadline. Grants.gov provides and automatic acknowledgement when applications are received. Applicants who make submission via e-mail must contact Clark Phillips at 919-875-4826 or Clark.phillips@wdc.usda.gov to confirm receipt.

5. Intergovernmental Review (if applicable)

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, or approved in writing by the Authorized Departmental Officer in advance of incurring such costs:

- Costs above the amount of funds authorized for the project;
- Costs incurred prior to the effective date of the grant;
- Costs which lie outside the scope of the approved project and amendments thereto;
- Entertainment costs, regardless of their apparent relationship to project objectives;
- Compensation for injuries to persons, or damage to property arising out of project activities;
- 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
- Renovation or refurbishment of research or related spaces, the purchase or installation of fixed equipment in such spaces, and the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.

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

Indirect costs limitations:

- a. A non-profit organization or institution of higher education awarded a cooperative agreement will be limited to a 10% indirect cost rate in accordance with the Agency's annual appropriations act. The 10% indirect cost rate applies to both federal and non-federal funds.
- b. To be eligible to recover any indirect cost under a Federal award, 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). In order to qualify for the de minimis rate, the recipient must have never had a NICRA. 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.
- c. Applicants not subject to the statutory limitation stated above, which have a current NICRA must calculate indirect costs using the rate and base specified in their NICRA. A recipient may voluntarily reduce or waive recovery of indirect costs at its sole discretion and must not be encouraged or coerced in any way to do so by the agency. If voluntarily reduced or waived, the recipient may choose to apply any unrecovered indirect costs as part of their cost share or match. Unrecovered indirect cost 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)). A copy of the applicant's current NICRA must be provided with the application. Indirect costs may not be recovered under an expired NICRA.
- d. 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. 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% of MTDC when preparing the budget. If selected for award, a de minimis rate agreement will be executed along with the award.
- e. Applicants who are individuals applying for funds separate from a business or non-profit organization he/she may operate are not eligible to charge indirect costs to their award. If you are an individual applying for funding, do not include any indirect costs in your proposed budget.

E. APPLICATION REVIEW INFORMATION

1. Merit/Technical Criteria

NRCS Staff will evaluate complete proposals based on these Proposal Evaluation Criteria (140 points possible):

I. SUMMARY (30 points): The extent to which the summary clearly summarizes the request, is no longer than 1/2 page, and addresses the following criteria:

1. Identifies the grant applicant
2. Includes a statement on capability to implement the proposal
3. Includes a statement on problem addressed in the grant
4. Includes a statement on objectives
5. Includes a statement on methods
6. Includes the total cost, funds already obtained, and the amount requested in this proposal

II. INTRODUCTION (20 points): The extent which the proposal describes the applicant's organization, is no longer than 1 page, and addresses the following criteria:

1. Describes the applicant's organizational purposes and goals
2. Describes the applicant's programs and activities
3. Provides evidence of the applicant's accomplishments and qualifications
4. Supports qualifications in the activity areas in which funds are sought (e.g.: research, training, etc.)
5. Describe the capacity to implement the proposal

III. PROGRAM OBJECTIVES (25 points): The extent which the proposal describes the outcomes and benefits of the grant in measurable terms, is no longer than 1 page, and addresses the following criteria:

1. Includes when and how outcomes will be measured
2. Objectives are specific, measurable, achievable, realistic, and contain a timeline for completion

IV. METHODS (40 points): The extent which the proposal describes the activities to be completed to achieve the desired objectives, is no longer than 2 pages, and addresses the following criteria:

1. Clearly describes program activities that constitute a solution
2. Describes staffing of program and brief staff job descriptions
3. NRCS assistance is minimal for project success
4. Presents a reasonable scope of activities that can be conducted within the budget, time and resources of the program

V. BUDGET (25 points): The extent which the proposal describes the cost required to achieve the desired objectives, including personnel, fringe benefits, travel, equipment, supplies, in-kind contributions, indirect costs, and requested NRCS financial assistance, is no longer than 1 page, and addresses the following criteria:

1. Is detailed ·
2. Includes a narrative
3. Contains significant match in the form of cash, non-cash, or in-kind services from applicant and/or contributing organizations
4. Includes NRCS, partner, and other contributions
5. Reimbursement of Indirect Costs are 10% or less

2. Risk Criteria

The 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)).

To further comply with the requirements at 2 CFR 200.205, the agency has established the following risk review process and related standards that an applicant must meet to be considered for award:

- a. Financial Stability. The applicant certifies that it maintains adequate financial resources or cash flow to meet its financial obligations on a routine basis and 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 certifies it has a financial management system adequate to segregate and track federal funds. It further certifies 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 certifies that 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 a proposal constitutes certification that an applicant meets these standards.

3. Review and Selection Process

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

discussions, it reserves the right to conduct discussions for the purpose of allowing applicants to revise their applications to correct deficiencies or omissions identified by the NRCS. If this is done, the agency will conduct discussions with all applicants and identify deficiencies and omissions and give applicants and opportunity to submit a revised application by a common cut-off date.

Merit/technical reviews will be conducted by a technical review board nominated by the approving official. Risk reviews will be conducted by the Grants and Agreements Service Branch. The approving official will make the final award decisions. The approving official for this opportunity is the South Carolina State Conservationist.

4. Awards Over the Simplified Acquisition Threshold (if applicable)

Notice to applicants:

- a. 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));
- b. An applicant may review information in FAPIIS accessible through SAM and comment on any information about it that a Federal awarding agency previously entered;
- c. 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 Announcement and Federal Award Dates

The agency anticipates announcing or notifying successful and unsuccessful applicants **by August 23, 2018** expects to have Federal awards in place by **September 27, 2018**.

After selection, NRCS will enter into negotiations with the selected applicant(s) to discuss cost and the terms and conditions of the cooperative agreement to be signed. Reference Part D Section 6 Paragraph h for additional information regarding costs. The cooperative agreement will identify the USDA Field Office(s) or locations to be served. NRCS has the option to cancel the announcement if there no qualified applicants or limit the number of awards made from this announcement.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The agency will provide notice that an application has been selected before it actually makes the Federal award. As such, 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 (form NRCS-ADS-093) signed by the authorized agency representative is the only authorizing document, and will be provided electronically to the entity's authorized representative for signature.

Both successful and unsuccessful applicants will be notified of the award decision via letter.

2. Administrative and National Policy Requirements

All project funds will be used in accordance with 2 CFR 200 and NRCS' GENERAL TERMS AND CONDITIONS GRANTS AND COOPERATIVE AGREEMENTS (GT&C). 2 CFR 200 is available at www.ecfr.gov. A copy of the GT&C may be obtained by contacting the Federal Awarding Agency Contacts listed in Part G below.

3. Reporting

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.

Selected applicants will be required to submit a SF-425, Federal Financial Report to the NRCS administrative contact, no later than 30 days after the end of each quarter and 90 days after completion of project. In addition, every 6 months the selected applicant must submit a written performance progress report to the NRCS program, technical and administrative contacts. NRCS will provide a template for the formatting that must be used in the report. This report is distinct from the quarterly financial report described above. Each progress report shall cover work performed during the previous 6-month period and include, at a minimum:

- Summary of progress, including the results to date and comparison of actual accomplishments with proposed goals (milestone) for the period and, where project output can be quantified, a computation of the costs per unit of output
- Current problems or unusual developments or delays
- Reasons why goals and objectives were not met, if appropriate
- Additional pertinent information including, where appropriate, analysis and explanation of cost overruns or high unit cost
- Any time extensions
- Any changes to the project's original objectives, methods, or timeline with a summary of the justification for the changes.

The final report is due to the NRCS program, technical and administrative contacts 90 days after expiration of the project. This report is distinct from the performance progress reports described above. **NRCS will provide a template for the formatting that must be used in the Final report.** The final report will summarize the project and describe methods, quality control, findings, and recommendations.

G. FEDERAL AWARDING AGENCY CONTACT(S)

For questions regarding this opportunity, please contact one of the following individuals:

Administrative Contact (Primary Contact)

Name: **Clark Phillips**

Grants Management Specialist, Teams 2 & 3

USDA-NRCS

Mailing Address: **4405 Bland Rd, Suite 270, Raleigh, NC 27609**

Phone Number: **919-875-4826**

Email: clark.phillips@wdc.usda.gov

Program Contact

Name: **Robert Chambers**

State Forester

USDA-NRCS

Mailing Address: **1835 Assembly Street, Room 950, Columbia, SC 29201**

Phone Number: **803-253-3229**

Email: robert.chambers2@sc.usda.gov

H. OTHER INFORMATION

1. Questions regarding this announcement must be submitted to the Administrative Contact identified above via email with the Opportunity Number in the subject line. Questions must be submitted by **July 30, 2018**. A questions and answers document addressing all questions will be posted to the Related Documents tab of this announcement in Grants.gov as a modification by **August 3, 2018**.
2. **Freedom of Information Act (FOIA)**
Proposals to NRCS are considered to be confidential information. Proposals 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 NRCS to provide notice to applicants that a third party has requested copies of their business information, and requires NRCS to consult with applicants regarding the releasing their records.
3. **Government Obligation**

The Federal Government is not obligated to make any Federal award as a result of the announcement. 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.

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