

Format for FY 2010 Extension-Funded Alabama Association of Resource Conservation and Development Councils (AARC&DC) Project Funding Proposals

Section A: Project Summary/Administrative Information

This section should be limited to not more than two pages, and must include the 12 sections (i.e. A1 through A12) listed below.

- A1. **Project Title:** *Provide a brief descriptive title of the project.*
This needs to be short – no more than three to five words

- A2. **Proposal Submitted by:** *Provide the official name, tax id number address, phone number, and email of the organization/group/agency etc. that is seeking the funding.*
This would be the name of the organization that can receive funds. We must have phone and email information. Please include the federal tax ID number

- A3. **Signature of Organization’s Leader:** *Provide the signature of the organization/group/agency leader.*
******IMPORTANT- REQUIRED*** - *This signature has to be the Leader of the Organization (Someone who can legally bind the organization to a contract)*

- A4. **Total amount of requested funds:** *The minimum amount is \$500. The maximum amount for any single award is \$8,000.00. A detailed explanation of how the funds will be used must be provided in section C of this funding request.*

- A5. **Timeline:** *What are the starting and completion dates for this project?*
Please make sure that this is not open ended. If this is a multiyear project it needs to be indicated. All funds have to be obligated by September 30th.

- A6. **Location of Project:** *Where will the project be carried out? Give specific city/ county.*
If part of your project will be in another RC&D area you must have a cooperative agreement with that RC&D council

- A7. **Name(s) of Project Director(s):** *Provide the name of the individual(s) who will be responsible for ensuring the project is completed as approved and who will be accountable for ensuring the funds are expended as authorized within the approved budget.*

- A8. **Contact Address for Project Director:** *Provide the mailing address for the project director(s).*

- A9. **Contact Telephone for Project Director:** Provide the telephone number(s) for the project director(s). **Office and cell phone**
- A10. **Email Address for Project Director:** Provide the email address for the project director(s). **IMPORTANT – this is REQUIRED**
- A11. **Name(s) of Extension Contact(s):** Each approved project must have at least one Alabama Cooperative Extension System (Extension) team member from the appropriate Priority Program Area who has agreed to assist with the project. The Extension contact(s) will be responsible for assisting with the planning and implementation of the project, and for submitting a written “success story” about the project upon completion.
- [In order to identify members of the appropriate Extension Priority Program Team, go to <http://www.aces.edu/directory>. The Program Areas are listed. Click on the appropriate program area. Next, click on the appropriate county. This page shows the list of team members for that program area.] **This name needs to be typed in here.**
- A12. **Signature of Extension Contact(s):** Provide the signature of the Extension contact. **IMPORTANT - REQUIRED** – If they are not listed in the staff directory, the application will be returned for another signature. (For example we have had two signatures from experiment stations. They may not be considered ACES employees)

Section B: Project Narrative

The project narrative section should not exceed two (2) pages in total length, and must include the following three sections:

- B1. **Educational Objective(s):** Since the funding for this project will be coming from the “Alabama Educational Trust Fund,” the project must have one or more clearly defined educational objective(s) (i.e., a description of what you are trying to teach people). What is the educational **objective** of this project, and who is the intended audience that you are trying to reach?
- This needs to be the overall idea and it has to be education related. You should also define your target audience here.**
- B2. **Description of Project:**
- a. **Educational Activities:** Describe the educational **activities** that will be carried out through this project to accomplish the objective(s) explained above in section B1. **The activities have to support your main idea or objective.**
 - b. **AARC&DC Mission:** The projects must have community benefit and also be consistent with the mission of the AARC&DC program, which is to “help people protect and develop their economic, natural, and social resources in ways that improve their area's economy, environment, and quality of life.” For further

information on the types of projects that can be funded see the AARC&DC website <http://www.al.nrcs.usda.gov/programs/rcd/index.html>.

c. **Role of Extension:** Explain the involvement and role of Extension personnel in planning and implementing these educational activities? Since the funding for the project will be supplied through Extension, the project must fit into one of the established Priority Program Areas. Describe how the project advances one or more of the following? Please indicate by circling or typing in the number(s) here.

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|---|---|
| 1. Agronomic Crops | 9. Food Safety, Preparation and Preservation |
| 2. Animal Science & Forages | 10. Forestry, Wildlife, and Natural Resource Management |
| 3. Aquaculture and Recreational Pond Management | 11. Commercial Horticulture |
| 4. Poultry | 12. Home Grounds, Gardens, and Home Pests |
| 5. Family and Child Development | 13. Human Nutrition, Diet and Health |
| 6. Community Resource Development | 14. 4-H and Youth Development |
| 7. Consumer Science and Personal Financial Management | |
| 8. Farm Management and Agricultural Enterprise Analysis | |

B3. **Justification:** Why is it important to do this project? What are the benefits?

Section C: Budget

Provide as many pages as necessary to fully explain in the narrative section exactly how the money will be spent.

C1: **Budget Form:**

Categories	Dollar amount awarded from Extension for this project (MAX = \$8K)	Dollar amounts from other (non-Extension) sources	Totals for project from Extension and all other sources
Personnel			
Equipment			
Facilities (rental)			
Materials/Supplies			
Travel			
Postage			
Services			
Sub-contracts			
Other categories			
TOTALS			

Please make sure that everything has totals. As time goes each applicant will be required to provide documentation based on this budget. If you are not prepared to require the project to meet this budget you may need to revisit the project budget or objectives.

C2: **Budget Narrative:** *For each category above where you are requesting funding or have funding from other sources, give a full and detailed explanation of exactly for what the funding will be used. Provide as much detail as possible on each category (i.e., personnel, equipment, etc.). Explain the source(s) of the funds that are listed in the “dollar amounts from other (non-Extension) sources” column for each category where funds are listed. All purchases must be related to educational activities. This grant money is not intended for infrastructure purchases. Thus the purchase of library tables, white boards for classrooms, and paving of parking lots, etc. is not allowed.*

Personnel: If you are requesting reimbursement for personnel expenses– be prepared to turn in timesheets and quarterly tax information. As in the example above you will have to produce information supporting \$8,000 in salary and fringe benefits. If you are a salaried employee and do not keep a timesheet, you will need to be able to provide an allocation sheet supporting the funds. I have an example attached to this information.

Equipment: If you purchase equipment costing in excess of \$2,499, you are required to list these items at the end of the year (description of the equipment, serial number, location, maintenance and project). If this is not an ongoing project the equipment may be required to be returned to Auburn University at the end of the project. If the equipment is not for the sole use of the project cost should be allocated as per the percentage of time expected to be utilized.

Travel: Travel claimed on an education project will have to meet state guidelines. Although paid on a per-diam basis, Auburn requires receipts.

Facilities: If you plan on utilizing facilities land or property for part of your grant or match, please keep in mind that you can only use it for the time the project is being conducted (i.e. land donated for a community garden). You can only claim the amount of land being utilized for the length of time that the project is conducted. If you are using office space as inkind you will need to show how it has been allocated.

Sub-Contracts - If you plan to use a sub-contract, please make sure that they have insurance, that you are named as an additional insured party that you have their federal tax ID number and that you have informed them that they will be receiving a 1099 at the end of the year.

Guidelines:

1. The minimum amount of each award is \$500.00. The maximum amount for any individual award is \$8,000.00. This is an Extension guideline. Grant proposals still have to meet each RC&D Council’s guidelines.
2. All project funding proposal packets must be submitted as joint partnership projects between the requesting RC&D Council and the Alabama Cooperative Extension System. Proposals

must include cover letters from the appropriate RC&D Council chair and from the Extension employee who is listed as the "Extension Contact" (see item A11 on the proposal format).

3. Funds for approved proposals will be paid to the AARC&DC upon the receipt of an invoice.
4. All funds awarded must be expended or encumbered by **September 30, 2010**.
5. The AARC&DC will make quarterly progress reports to the Alabama Cooperative Extension System. Near the end of each quarter, Extension will provide to the AARC&DC a "Project Status Update" form listing all projects awarded. The list will reflect the project name, the anticipated completion date, and the amount of the award (by quarter awarded). The AARC&DC should review this list and indicate the status of each project. For any projects listed as complete, the following additional documentation should be provided with the "Project Status Update":
 - a. A final report (success story) that includes a narrative explanation of how the funds were used (provided by Extension personnel).
 - b. An "Expenditure Certification Statement," confirming that funds were used in accordance with the proposed budget and applicable state laws and regulations (completed by the AARC&DC). Any expenditure determined to be unallowable will be the responsibility of the AARC&DC. Any unused funds should be returned to Extension.

The "Project Status Update" and "Expenditure Certification Statement" should be returned to the Alabama Cooperative Extension System within 30 days of receipt. Extension will not disburse funds for new proposals until the documents for the previous quarter are received.

6. Scope of the Projects: As stated in the NRCS Website, RC&D Councils can do anything the local people want to do, as long as it fits within the Council's long range plans and goals for the area. A list of potential projects is shown on the NRCS AARC&DC Website:

<http://www.al.nrcs.usda.gov/programs/rcd/index.html>

RC&D Councils assist communities in seeking and securing fiscal resources to do projects from a variety of sources. AARC&DC grants from Extension are only one source of RC&D funds. However, due to the source of funding, AARC&DC grants from Extension must be used only for projects that include a clear educational component and these grants are intended to teach people how to use the natural resources to improve the quality of life in their community without adversely affecting the environment. In addition, all projects must fit within at least one of the 14 Extension program priority areas.

- **Equal Employment Opportunity** - All contracts shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- **Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c)** - All contracts and subgrants in excess of \$2000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in

the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

- **Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7)** - When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than \$2000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.
- **Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)** - Where applicable, all contracts awarded by recipients in excess of \$2000 for construction contracts and in excess of \$2500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- **Rights to Inventions Made Under a Contract or Agreement** - Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
- **Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended** - Contracts and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- **Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)** - Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.
- **Debarment and Suspension (E.O.s 12549 and 12689)** - No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.