

## **DEMONSTRATION PROJECT PROPOSAL APPLICATION**

### **PROVIDING COST SHARE FOR CACD DEMONSTRATION PROJECTS IN PARTNERSHIP WITH THE COLORADO CONSERVATION DISTRICTS, AND THE NATURAL RESOURCES CONSERVATION SERVICE (NRCS) ON NATURAL RESOURCE CONCERNS THROUGHOUT THE STATE OF COLORADO**

*Proposals are accepted and reviewed for approval on a first come first serve basis.  
Maximum number of five pages per proposal-please delete the information pages 2-5 before submitting.*

**CONSERVATION DISTRICT NAME:**  
**NAME OF DEMONSTRATION PROJECT:**  
**DATE PROPOSAL SUBMITTED:**

**DISTRICT MANAGER NAME:**  
**EMAIL:**  
**PHONE NUMBER:**

**BACKGROUND & CONCEPT FOR PROJECT:**  
**DELIVERABLES & GOALS:**  
**OTHER DETAILS – EXAMPLE: RATES/ACRES/SPACING, ETC.:**  
**CONSERVATION PRACTICES TO BE ADDRESSED:**  
**MILESTONES - DETAILS OF DEMONSTRATION PROJECT STAGES & TIMING:**

**REQUESTED BUDGET COSTS (max 75% - \$10,000.00) \*Include description for each.**

- Travel \$
- Supplies \$
- Contractual \$
- Other \$
- Total = \$

**DISTRICT MATCH (MIN 25% - \$3,334 CASH OR IN-KIND) \*Include description for each.**

- Travel \$
- Supplies \$
- Contractual \$
- Other \$
- Total = \$

**DETAILS FOR IN-KIND:**

*District President Name:*  
*District President Signature:*  
*Date of Signature:*

## **CACD Demonstration Project Program - Statement of Work (SOW)**

### **Purpose**

*CACD will work within the different regions of Colorado, working with the Conservation Districts and other partners to develop demonstration projects that fit within the same guidelines and goals of CACD, Conservation Districts and NRCS natural resources issues.*

### **Objectives**

*CACD will work within the different regions of Colorado, working with the Conservation Districts and other partners to develop demonstration projects that fit within the same guidelines and goals of CACD, Conservation Districts and NRCS natural resources issues.*

### **Project Narrative**

*The Colorado Association of Conservation Districts (CACD) is working with NRCS to provide cost share assistance for support of Conservation Demonstration Projects to be made available to individual conservation districts through CACD. Funding will be provided by NRCS through the NRCS/CACD Demonstration Project 75/25 cost share agreement. CACD will assist in supporting projects in partnership with the CO Conservation Districts, focusing on Colorado Natural Resource issues.*

*CACD will help districts engage other partner entities to leverage funds where applicable; including, but not limited to the Colorado State Conservation Board and the Colorado Conservation Services Division through the Colorado Department of Agriculture (CDA).*

### **Expected Accomplishments-CACD demonstration projects will focus on, but not be limited to the following:**

- *Soil Health*
- *Plant Health*
- *Water Quality & Water Quantity*
- *Invasive Weeds*
- *Assistance with Conservation District Implementation of the CO 5 STAR Program*
- *Conservation Efforts not Readily Adopted*
- *Enhancements of Conservation Efforts already Adopted.*
- *Drone/Invisible Fencing/Collaring Projects.*
- *Rangeland Management*
- *Grazing Strategies*
- *Livestock Management*

***NOTE:*** *Demonstration Project Participant getting cost share through the EQIP program for installation of the same practice as requested will not be approved. If the demonstration project is for a different practice, it will be considered, but details of the EQIP practice must be included in the proposal request.*

### **Requirements of any type of Demonstration Project:**

*\*Monitoring Demonstration Projects*

*\*Communication, Education and Outreach for Demonstration Projects*

**Expected Deliverables:**

*Districts will: Provide CACD/NRCS with detailed project information and detailed budgeting; to be included in the demonstration project proposal request.*

*NRCS will: Review and approve/decline each demonstration project proposal request and all reimbursement requests. NRCS does not allow funding advances.*

*Districts are required to submit budget amendment requests for approval. CACD and NRCS agree to amend category budgets per demonstration project as needed during the planning process of each project without exceeding \$10,000.00 per project.*

*CACD will: In cooperation with Conservation Districts and NRCS, provide demonstration projects that provide Colorado land users alternative methods of locally led conservation that they will be able to view, tour and relate to local leaders that have adopted similar methods.*

**Expected Milestones:**

- *CACD will work with conservation districts across the state to focus on a goal of a minimum of (7) demonstration projects from diverse CO regions.*
- *Conservation Districts will submit to CACD an application proposal, including budget details, full deliverables, and goals detail, start and end date per project. CACD will review and submit for final approval to be determined by NRCS. **Districts must submit proposals no less than (30) days prior to the proposed start date.***
- **REQUIRED COMPLETION DATE is September 30, 2024.**
- *The allowable costs for each demonstration project may include salaries, wages, contract labor, other contractual expenses, travel, supplies, construction supplies, equipment, printing, publications, media, and costs for education/outreach to promote these demonstration projects.*
- *CACD & the Districts will ensure that NRCS is recognized for their partnership support and ensure that information is relayed to conservation partners.*
- *CACD will continue to foster information sharing to Colorado Conservation Districts.*
- *Conservation Districts and CACD will provide NRCS with informal narrative updates no less than quarterly on accomplishments, deliverables and budgeting as agreed to on each individual project. NRCS will require formal reporting on a bi-annual basis.*
- *Conservation Districts will present to the STAC committee after the project is completed.*

**Budgeting Narratives:**

**A. Travel:**

*Travel includes the CACD Executive Director travel expenses on all demonstration projects. This category may also include travel expenses for volunteers, speakers, and instructors who will assist in education and promotion of the project. District & other contracted entities travel expenses are included in contractual expenses budgeted in this contract. Travel expenses could include mileage, car rental, airfare, bus/uber/taxi services, parking fees, and lodging expenses. Travel does not include any meals. Mileage reimbursement will be calculated per federal mileage allowance. All other travel expenses will be actual expense amounts. Travel is for project related activity expenses only. Individual travel expenses for each program will vary.*

**B. Supplies:**

*Supplies include any expenses related supplies needed for the demonstration project and supplies related to promotion, education and outreach for all demonstration projects mentioned, but not limited to the list in this narrative. Supplies may include, but not limited to various office supplies; ink, paper, posterboard, markers, tape, file folders, printer paper, and any other allowable items needed for implementation, promotion, education, and outreach for all of the demonstration projects. Supplies do not include food, or any paper or plastic products used for serving food. Supplies are for project related expenses only. Supplies needed for each program will vary.*

**C. Contractual:**

*Contractual includes all projects as listed above, but not limited to named projects in this narrative. This includes all contractual expenses as related to district projects including, but not limited to, contracts for specialists, sub-contractors, technicians, speakers/instructors, venue rentals and misc. project site costs, A/V and misc. equipment costs, contractual expenses for developing, implementing, monitoring, filming/video promotion, photographing, publishing and material printing. Equipment could include, but not limited to, drones, collars, various hand tools, electric tools/equipment, fuel, and fuel operated electric tools/equipment, computers, monitoring expenses, software, printers, scanners, and any other allowable items needed for the development, implementation, monitoring, and completion of the project. Contractual expense does not include food or include any catering of meals. Contractual is for project related activity & expenses only. Individual contractual expenses for each program will vary.*

**D. Other:**

*Other includes printing, binding costs, publications, media promotions, and all other types of advertising/promotional avenues, website promotion costs, district and partner promotion, notices, mailings, postage, services, handouts, reports, publications in newsletters, etc... Other expense does not include food, drinks, or snacks. Other expenses category is for project related activity & expenses only. Other costs needed for each project will vary.*

**E. Total Maximum Grant Award - \$10,000.00**

**Responsibilities of the Parties (CACD & Districts):**

*If inconsistencies arise between the language in the Statement of Work (SOW) and the General Terms and Conditions attached to the agreement, the language in the SOW takes precedence.*

**Recipient will:**

*Districts will submit performance reports on a semi-annual basis and CACD will enter reports into the ezFedGrants system or the Farm Production and Conservation (FPAC) Grants and Agreements Division staff. District reports are due to CACD 15 calendar days after the reporting period.*

*CACD will submit SF425 Financial Reports, based on the information provided by the conservation district, on an annual basis to the ezFedGrants system or the Farm Production and Conservation (FPAC) Grants and Agreements Division. District reports are due to CACD 15 calendar days after the reporting period.*

*CACD will submit payment reimbursement requests (received by the districts with backup) to the ezFedGrants system or the Farm Production and Conservation (FPAC) Grants and Agreements Division on*

*a monthly/quarterly basis. CACD and Districts will Refer to the General Terms and Conditions for more information regarding payment requests.*

*Reimbursement Requests submitted to CACD by the 15<sup>th</sup> of each month will be processed and submitted for reimbursement on the 30<sup>th</sup> of each month. Average turn-around time to receive a reimbursement check will be up to 30 days for the entire process. Example: Reimbursement requests received by the 15<sup>th</sup> of May, will receive a reimbursement check no later than the 15<sup>th</sup> of June.*

**Resources Required**

**NRCS will:**

*Provide technical assistance as needed. Assist as needed at field days.*

**District Recipient will:**

*Work to leverage funds from conservation districts and other entity partners to meet the 25% match required by CACD/NRCS.*

**District Recipient will:**

*Maintain records of all project costs that are claimed as cost sharing as well as records of costs to be paid by NRCS. If the recipient's cost sharing includes in-kind contributions, the basis for determining the valuation for volunteer services and donated property must be documented, reasonable and verifiable. All cash expenses must be documented, reasonable and verifiable.*

**CACD DEMONSTRATION PROJECTS PROGRAM SUMMARY**

*This sponsorship award will help cover expenses related to demonstration projects, listed in the above narrative that will create and enhance conservation efforts concerning natural resources issues across the entire State of Colorado.*