

to each Targeted State's share of 1999 agricultural cash receipts relative to the total for all Targeted States. Both allocations were totaled for each Targeted State and rounded to the nearest \$1,000.

In the event that additional funds become available under this program or in the event that no application for a given Targeted State is recommended for funding by the evaluation panel, these additional funds may, at the discretion of the Manager of FCIC, be allocated pro-rata to State award recipients by agreement between RMA and the award recipient for use in broadening the size or scope of awarded projects within the Targeted State or may be used to fund more than one project in a Targeted State.

In the event that the Manager of FCIC determines that available RMA resources cannot support the administrative and substantial involvement requirements of all agreements recommended for funding, the Manager may elect to fund fewer agreements that the available funding might otherwise allow.

C. Program Description

In conducting activities to achieve the purpose and goal of this program in a Targeted State, the award recipient will be responsible for the activities listed under paragraph 1 of this part. FCIC, working through RMA, will be substantially involved in the project and will be specifically responsible for the activities listed under paragraph 2.

1. Recipient Activities

Award recipients will be required to perform the following activities:

- Finalize the crop insurance education delivery plan that will accomplish the purpose of this program in the Targeted State. The plan must describe the manner in which various tasks for the project will be completed, the dates by which each task will be completed, and the partners that will have responsibility for each task. Task milestones must be listed so as to ensure that progress can be measured at various stages throughout the life of the project. The plan must also provide for the substantial involvement of RMA in the project. (Note: All cooperative agreements resulting from this announcement will include delivery plans prepared in a specific table format. All applicants are strongly encouraged to refer to this table format when preparing a delivery plan as part of the application narrative. Copies of the table format are available from the RMA website [www.rma.usda] or upon request.)

- Assemble crop insurance instructional materials for producers in the Targeted State. This will include: (a) Gathering existing instructional materials that meet the local crop insurance needs of agricultural producers; (b) identifying instructional gaps in existing materials; and (c) development new materials or modifying existing materials to fill existing gaps.

- Develop and conduct a promotional program. This program will include activities using media, newsletters, publications, or other appropriate informational dissemination techniques that are designed to: (a) Raise awareness for crop insurance; (b) inform producers of the availability of crop insurance; and (c) inform producers and agribusiness leaders in the Targeted State of the educational activities being offered.

- Deliver education and information to producers and agribusiness professionals. This will include organizing and delivery educational activities using the instructional materials identified earlier. Activities should be directed primarily to agricultural producers, but may include those agribusiness professionals that have frequent opportunities to advise producers on crop insurance in the Targeted State.

- Document all educational activities conducted under the cooperative agreement and the results of such activities, including criteria and indicators used to evaluate the success of the program. The recipient will also be required to provide information to an RMA-selected contractor to evaluate all educational activities and advise RMA as to the effectiveness of activities.

2. RMA Activities

RMA will be responsible for the following activities:

- Review and approve in advance the recipient's project delivery plan.
- Collaborate with the recipient in assembling crop insurance educational materials for producers in the Targeted State. This will include: (a) Reviewing and approving in advance all educational materials for technical accuracy; (b) serving on curriculum development workgroups; (c) providing curriculum developers with fact sheets and other crop insurance publications from RMA; (d) advising the applicant on the materials available over the internet through the AgRisk Education Library; (e) advising the applicant on technical issues related to crop insurance instructional materials; and (f) advising the applicant on the use of the standardized design and layout formats to be used on program materials.

- Collaborate with the recipient on a promotional program for raising awareness on crop insurance and for informing producers of educational opportunities in the Targeted States. This will include: (a) Reviewing and approving in advance all promotional plans, materials, and programs; (b) serving on workgroups that plan promotional programs; (c) advising the applicant on technical issues relating to the presentation of crop insurance products in promotional materials; and (d) participating, as appropriate, in media programs designed to raise general awareness or provide farmers with crop insurance education.

- Collaborate with the recipient on the delivery of education to producers and agribusiness leaders. This will include: (a) Reviewing and approving in advance all educational delivery plans; (b) advising the applicant on technical issues related to crop insurance education and information; and (c) assisting the applicant in informing crop insurance professionals about program delivery plans and scheduled meetings.

- Review and approve recipient's documentation of crop insurance educational activities.

3. Other Activities

In addition to the specific, required activities listed above, the applicant may suggest other activities that would contribute directly to the purpose of this program. For any additional activity suggested, the applicant should identify the objective of the activity, the specific tasks required to meet the objective, specific time lines for performing the tasks, and specific responsibilities of the partners. The applicant must also identify specific ways in which RMA could have substantial involvement in the proposed educational activity.

Part II—Preparation of an Application

A. Program Application Materials

Program application materials for both the Commodity Partnerships and Targeted States programs under this announcement may be downloaded from the RMA Web site at: <http://www.rma.usda.gov>. Applicants may also request application materials from: Michelle Fuller, USDA-RMA-RME, 1400 Independence Ave. SW., Stop 0808, (Portals Bldg., Suite 508), Washington, DC 20250-0808, phone: (202) 720-6356, fax: (202) 690-3605, e-mail: michelle.fuller@wdc.usda.gov <<mailto:michelle.fuller@wdc.usda.gov>>.

B. Content of Applications

A complete and valid application package must include an electronic