

copy (Microsoft Word format) of the narrative portion of the application package on diskette or compact disc and an original and two paper copies of the complete application package, which must include the following:

1. A completed and signed OMB Standard Form 424, "Application for Federal Assistance."

2. A completed and signed OMB Standard Form 424-A, "Budget Information—Non-construction Programs." Indirect costs allowed for projects submitted under this announcement will be limited to 10 percent of the total direct cost of the partnership or cooperative agreement. If applying under the Commodity Partnerships program, Federal funding requested (the total of direct and indirect costs) must not exceed the level for the respective State or area, as specified in part I.B.4. If applying under the Targeted states program, Federal funding requested (the total of direct and indirect costs) must not exceed the level for the respective Targeted State, as specified in part II.B.3.

3. A budget and detailed narrative in support of the budget that shows all funding sources and itemized costs for each line item contained on the SF-424-A. All budget categories must be individually listed (with costs) in the same order as the budget and justified on a separate sheet of paper and placed immediately behind the SF-424-A. There must be a detailed breakdown of all costs, including indirect costs. Include budget notes on each budget line item detailing how each line item was derived. Also provide a brief narrative description of any costs that may require explanation (*i.e.*, why specific costs may be higher than market costs). Only items or services that are necessary for the successful completion of the project will be funded as permitted under the Act, the applicable Federal cost principles, and are not prohibited under any other Federal statute. Salaries of project personnel should be requested in proportion to the effort that they will devote to the project.

4. A completed and signed OMB Standard Form 424-B, "Assurances, Non-constructive programs."

5. [For the Commodity Partnerships program only]: A "Statement of Non-financial Benefits." (Refer to part I.B.2, "Non-financial Benefits") This requirement does not apply to applications submitted under the Targeted States program.

6. A narrative title page. This single page can provide: (a) The name of the project; (b) the name of the program under which funding is being requested,

either Commodity Partnerships or Targeted States; (c) the specific State or area for which the project will be directed; (d) the organization submitting the application; (e) a listing of project partners; (f) a brief project summary; and (g) information needed to contact the project's leader, including an e-mail address.

7. A written narrative (limited to ten single-sided pages) that describes the educational project in detail, including the program delivery plan. The narrative should provide reviewers with sufficient information to effectively evaluate the merits of the application under the criteria contained in part IV.B. In preparing narratives, applicants are strongly encouraged to carefully review and understand the specific features and authorities governing the specific program for which funds are being requested, as described in this announcement. The narrative should include the circumstances giving rise to the proposed activity; a clear, concise statement of the objectives; the steps necessary to implement the program to attain the objectives; an evaluation plan for the activities; and the management and work plan that describes how the activities will be managed by the applicant. The work plan should identify each objective and the key tasks to achieve the objective, the entity responsible for the task, the completion date, the task location, and RMA's role. Although the two programs have a number of similarities, there are also some important differences. The Commodity Partnership program, for instance, allows education regarding financial management, crop insurance, marketing contracts and other existing and emerging risk management tools. And it requires an emphasis on the training of producers of Priority Commodities, as described in this announcement. The Targeted States program, on the other hand, seeks to reach producers of all commodities in the fifteen Targeted States, but restricts training and informational activities to crop insurance. The narrative should reflect these differences. Also, all partnership and cooperative agreements resulting from this announcement will have delivery plans that are prepared in a specific table format. Therefore, applicants are strongly encouraged to refer to this table format when preparing a delivery plan and to use it in that portion of the application narrative that addresses the delivery plan. A sample narrative, including the table format, is available from the RMA Web site (<http://www.rma.usda.gov><<http://www.rma.usda.gov>>) or upon request.

8. An appendix containing exhibits that the applicant believes will directly support the information provided in the narrative. (Optional under either of the two programs contained in this notice.)

9. A completed and signed OMB Standard Form LLL, "Disclosure of Lobbying Activities."

10. A completed and signed AD-1047, "Certification Regarding Debarment, Suspension and Other Responsibility Matters (Primary Covered Transactions)."

11. A completed and signed AD-1049, "Certification Regarding Drug-Free Workplace."

Applicants are responsible for ensuring the application materials are received by the closing date. Incomplete application packages will not receive further consideration.

C. Submission of Applications

1. An original and two paper copies of the completed and signed application, and one electronic copy (Microsoft Word Format) of the project narrative on diskette or compact disc must be submitted in one package at the time of initial submission.

2. All applications must be submitted by the deadline. Applications that do not meet all the requirements in this announcement are considered as late applications. Late or incomplete applications will not be considered and will be returned to the applicant.

3. Applications submitted through express, overnight mail or another delivery service will be considered as meeting the announced deadline if they are received in the mailroom at the address stated above for express, overnight mail or another delivery service on or before the deadline. Applicants are cautioned that express, overnight mail or other delivery services do not always deliver as agreed. Applicants should take this into account because failure of such delivery services will not extend the deadline. The address must appear on the envelope or package containing the application with the not "Attention: Risk Management Education Program."

4. Mailed applications will be considered as meeting the announced deadline if they are received on or before the deadline in the mailroom at the address stated above for mailed applications. Applicants are responsible for mailing applications well in advance, to ensure that applications are received on or before the deadline time and date. Applicants using the U.S. Postal Service should allow for the extra time for delivery due to the additional security measures that mail delivered to