

partnership agreement for an amount that is less than the amount requested will be required to modify their application to conform to the reduced amount before execution of the partnership agreement. No maximum or minimum funding levels have been established for individual projects. It is expected that the awards will begin to be made on or about September 11, 2003. All awards will be made and agreements completed no later than September 30, 2003.

Partnership agreement funds may not be used to:

1. Plan, repair, rehabilitate, acquire, or construct a building or facility including a processing facility;
2. To purchase, rent, or install fixed equipment;
3. Repair or maintain privately owned vehicles;
4. Pay for the preparation of the partnership application;
5. Fund political activities;
6. Pay costs incurred prior to receiving this partnership agreement;
7. Fund any activities prohibited in 7 CFR parts 3015 and 3019, as applicable.

### Part III—Research Program Description

In conducting activities to achieve the purpose of this proposed research, the recipient will be responsible for the activities listed under paragraph A of this part. RMA will be responsible for the activities listed under paragraph B of this part.

#### A. Recipient Activities

The applicant will be required to perform the following activities:

1. Finalize, in cooperation with RMA, the partnership agreement.
2. Define non-financial benefits and the substantial involvement of the RMA.
3. Coordinate, manage, document and implement the timely completion of the approved research and development activities.
4. Abide by the plans and provisions contained in the partnership agreement.
5. Report on program performance in accordance with OMB Circular A-102 and A-110.
6. The recipient may be required to make a presentation to the FCIC Board of Directors.
7. Adhere to RMA guidelines for systems development and information technology development.
8. In cooperation with RMA, determine the feasibility and if necessary collaborate in the development of a plan to administer, maintain, and update the risk management tool in the future.

#### B. RMA Activities

1. Collaborate on the research plan;

2. Advise the recipient on the materials available over the internet and through the RMA Web site (<http://www.rma.usda.gov>) and be involved in the gathering of any additional information that may be required;

3. Work with the recipient in all phases of the research and development of the risk management tool, and the educational efforts to enable producers to utilize the risk management tool; and

4. Collaborate with the recipient in the development of all materials associated with the research and development program as it relates to publication or presentation of the results and the risk management tools to the public, any producer groups, RMA, and the FCIC Board of Directors.

5. Collaborate with the recipient in the development of a proposal to administer, maintain and update the risk management tool in the future.

#### C. Other Activities

In addition to the specific 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. For any additional activity suggested, the applicant should identify specific ways in which RMA could or should have substantial involvement in that activity.

### Part IV—Preparation of an Application

#### A. Research Program Application Materials

Applicant may download an application package from the Risk Management Agency Web site at: <http://www.rma.usda.gov>. Applicants may also request an application package from: David W. Fulk, USDA, RMA/RED, 6501 Beacon Drive, Stop 0813, Kansas City, Missouri 64133-4676, phone: (816) 926-6343, fax: (816) 926-7343, e-mail: [RMARED\\_Application@rma.usda.gov](mailto:RMARED_Application@rma.usda.gov).

#### B. Content of Applications

A complete and valid application package must include an original, two paper copies, and one electronic copy (Microsoft Word format preferred) of the application package on diskette or compact disc, and:

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". Reviewers will need sufficient information to effectively evaluate the budget. Indirect cost for projects submitted in response to this solicitation are limited to 10 percent of the total direct cost of the agreement. A sample budget narrative, including suggestions for format and content, is available on the RMA Web site (<http://www.rma.usda.gov>) or upon request.

3. A completed and signed OMB Standard Form 424-B—"Assurances, Non-construction Programs".

4. Any narrative submitted with the application package should be limited to 10 single-sided pages. Reviewers will need sufficient information to effectively evaluate the application under the criteria contained in part V.B. A sample narrative, including suggestions for format and content, is available on the RMA Web site (<http://www.rma.usda.gov>) or upon request.

5. An appendix containing any attachments that may support information in the narrative (Optional).

6. A statement of the non-financial benefits of any partnership agreement to the recipient. (Refer to Part II.B "Non-financial Benefits").

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

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

9. 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 preferred) on diskette or compact disc must be submitted in one package at the time of initial submission.

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

3. Applicants 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