



# RCPP Partner Proposal Guide

*For RCPP Classic,  
Alternative Funding  
Arrangements, and RCPP  
Renewal Requests*

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**VERSION 4.0**

**ISSUED 3/25/2024**

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**Natural Resource Conservation Service**



**United States  
Department of  
Agriculture**

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**NOTE:** Partners should use this guide alongside the latest RCPP funding announcement, which includes critical information about the program.

## Version History

<b>Version</b>	<b>Date</b>	<b>Changes</b>
1.0	9/4/2019	
2.0	9/25/2019	Updated most fields and replaced mockups with RCPP portal screenshots
2.1	10/24/2019	Updated narrative questions and added note to demarcate which narrative questions apply to renewal submissions.
2.2	11/21/19	Added note and step 21 to section 4.2.5.
2.3	5/21/20	Updated narrative questions section to distinguish between RCPP Classic & Renewals
3.0	12/20/21	Merged RCPP Classic and AFA Guides. Appendix A has been updated. Appendix B has been entirely rewritten. Appendix C has been updated to include all proposal type narrative questions.
3.1	1/11/22	Added new narrative questions
3.2	5/25/2023	Incorporated portal enhancements and updated table in Appendix A RCPP Easements
4.0	3/25/2024	Login.gov has replaced eAuth, updated TA guidance, updated narrative questions

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# 1. Overview of RCPP

This user guide is meant for partners submitting RCPP proposals within the RCPP Portal.

## 1.1. RCPP Vision and Goals

RCPP has as its critical feature a co-investment approach through which NRCS and partners collaborate to implement natural resource conservation activities. Following are three key principles of RCPP:

1. **Impact**—RCPP applications must propose effective and compelling solutions that address one or more natural resource priorities to help solve natural resource challenges. Partners are responsible for evaluating a project’s impact and results.
2. **Partner Contributions**—Partners are responsible for identifying any combination of cash and in-kind value-added contributions to leverage NRCS’s RCPP investments. Partner contributions are evaluated based on their share of overall project costs and the value of qualified expertise they add to achieving project goals and objectives.
3. **Partnerships and Management**—Partners must have experience, expertise, and capacity to manage the partnership and project, provide outreach to producers, and quantify the environmental and when possible, economic and social outcomes of an RCPP project. RCPP ranking criteria give priority consideration to applicants that meaningfully engage historically underserved farmers and ranchers.

Successful RCPP applicants bring an array of financial and technical capabilities to projects, demonstrate experience working effectively and collaboratively with agricultural producers, including landowners; and propose, sustainable, and measurable approaches to achieving compelling conservation outcomes.

## 2. RCPP Portal Roles and Workflow

### 2.1. RCPP Portal Roles for Partners

The RCPP Portal provides partners with the ability to perform the following functions, for proposals and/or projects for which they are the lead partner:

- Create, submit, and/or withdraw proposals
- View project record and agreements
- Complete annual and final reports within the portal
- Submit payment requests for supplemental agreements

### 2.2. RCPP Proposal Workflow for Partners



## 3. Accessing the RCPP Portal

### 3.1. Establish Access

Both a Login.gov and a portal account are required to access the portal. Steps involved in establishing access can vary, based on a user's existing permissions. Please review the following list to determine the appropriate steps for your situation:

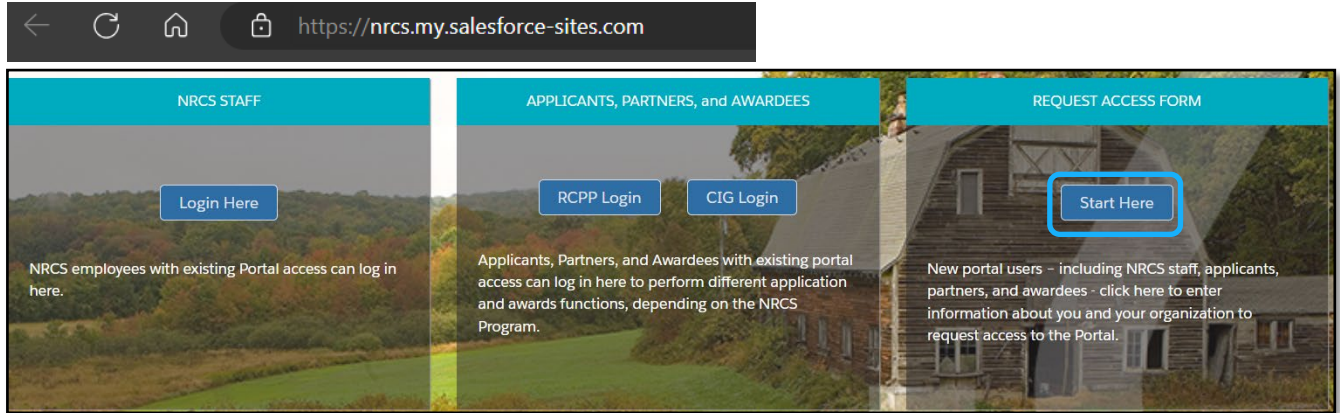
- Individuals who already have portal access (for an existing project, or a prior proposal) can skip this step, and move onto Section 3.2 of this guide "Home Screen."
- Individuals who do not already have portal access will need to follow the steps below to establish a new Login.gov account and/or link an existing Login.gov account with a new RCPP Partner Portal account. (Login.gov has replaced eAuth to verify user identity and control access to most government applications, including the RCPP portal.)

#### 3.1.1. Overview: Establishing Access to RCPP Partner Portal

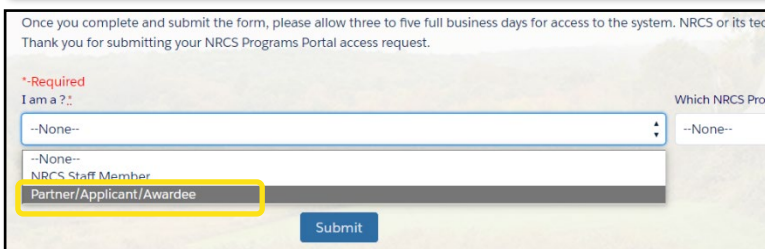
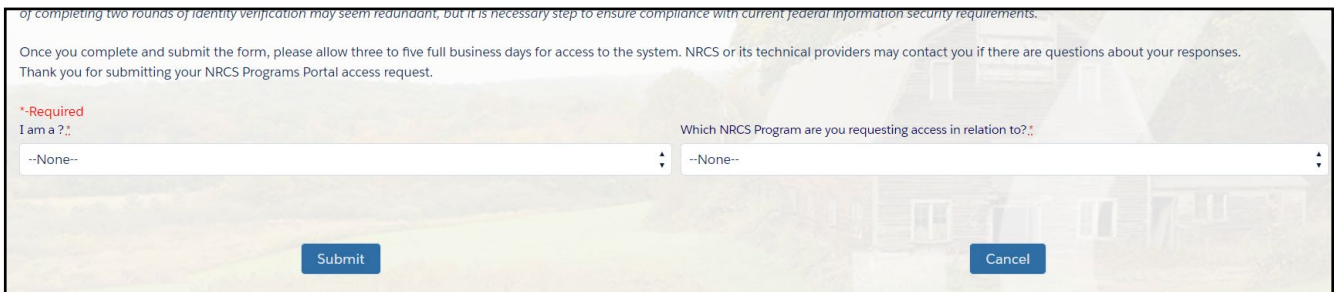
- **Step 1:** Go to [login.gov](https://login.gov) ([Create an account | Login.gov](#)) and create a login.gov account. (Help on this step is available via the [login.gov help site: Help | Login.gov](#).)
- **Step 2:** Visit the RCPP public portal website (<https://nracs.my.salesforce-sites.com/>) and submit a request access form. (Partner will need to enter **same e-mail** used for login.gov into access form. Note: new users should use to denote specific reason access being sought (i.e. support new proposal submission or "manage project #1234"). (Details on this step are included in the following section 3.1.2 of this guide: RCPP Partner Portal, Request Access Form.)
- **Step 3:** Wait 3-5 business days for your partner portal account to be created; you will receive an e-mail once access granted. \*(Linking new login.gov account to portal account is a multi-platform, multi-step process, necessitating this processing time.)
- **Step 4:** AFTER partner receives email acknowledging partner portal account has been created: user can return to portal (<https://nracs.my.site.com/>) and click "login.gov" link (in the "middle" Applicants, Partners box). (NOTE: A more exhaustive login.gov identity verification process may occur during the partner's first login. Though this may seem "redundant" given prior establishment of Login.gov account, it is required if user's existing Login.gov account does not include eAuth Level 2 identity verification).
- **Step 5:** RCPP Partner has verified their identity and now proceed to Section 3.2 of this guide: Home Screen.

### 3.1.2. Requesting a User Account within the RCPP Portal

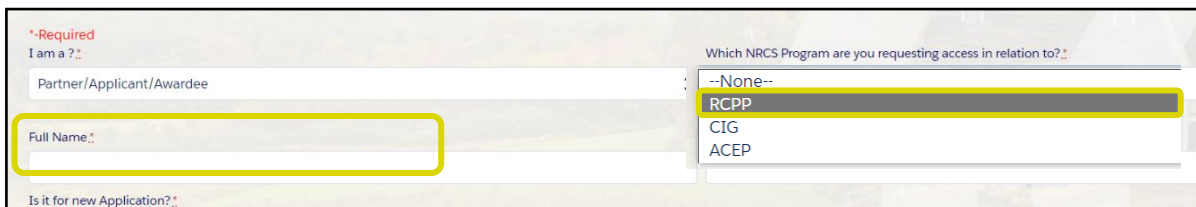
1. Go to the RCPP portal login page - Organization". (<https://nracs.my.salesforce-sites.com/>)
2. Click on the "start here" button for new users as shown below.



3. Under the dropdown below "I am a ?..." select "Partner/Applicant/Awardee"



4. Enter the full name of the designated user and select RCPP under which NRCS Program.





5. Enter the partner organization name, business address, city, state, zip code, time zone, business email, and business phone. Select yes under Is it for new Application?

A screenshot of a registration form with several fields highlighted by yellow boxes. The fields include: 'Full Name' (with 'Organization Name' as a sub-label), 'Is it for new Application?' (a dropdown menu), 'BUSINESS ADDRESS' (with sub-fields for 'Address 1', 'Address 2', and 'Zip Code'), and 'City', 'State', 'Time Zone', and 'Business Phone' (each with a dropdown menu).

A close-up of the 'Is it for new Application?' dropdown menu. The menu is open, showing three options: '--None--' (selected), '--None--', and 'Yes'.

6. Enter Notice of Funding opportunity

A text input field with the label 'Which Funding Announcement,'.

**If the designated user is taking over management of previously created proposals/projects, enter them into the correct field.**

7. Verify the designated user has a Login.gov account under the same “business” e-mail address entered in the New Access Form in prior step above. Click the blue “submit” button at the bottom of the page.

A screenshot of a form section. It features a dropdown menu for 'Do you have an existing Login.gov account?.' with '--None--' selected. Below the dropdown is a line of text: 'To access the NRCS Programs Portal, you will need a Login.gov account with eAuthentication Level 2. If you need to create a new Login.gov account, visit <https://login.gov/create-an-account/>. For detailed information on e-Authentication, please visit the USDA website.' At the bottom of this section are two buttons: 'Submit' and 'Cancel'.

If user has an established Login.gov account under same e-mail entered into “business e-mail” field on New Access Form, within 3-5 business days user should receive e-mail acknowledgement of access to RCPP Partner Portal.

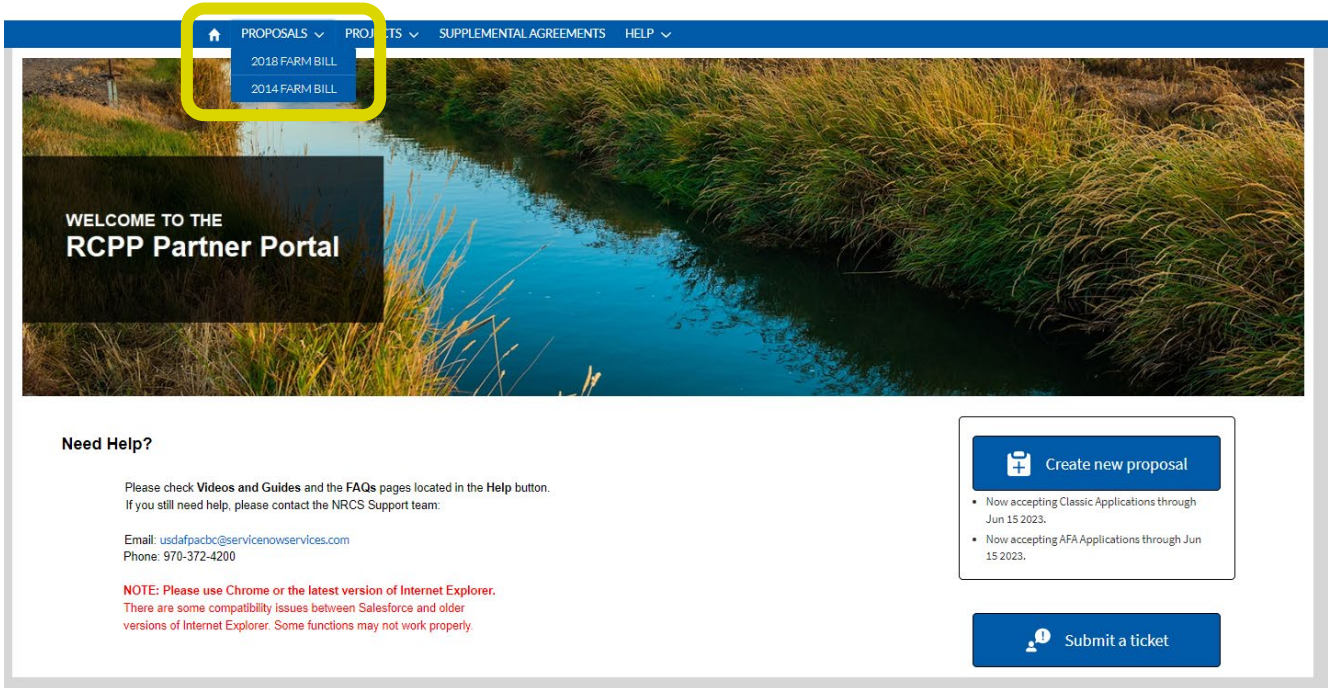
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**Note:** While it typically takes no more than five business days for new accounts to be activated, processing times can increase closer to proposal deadlines. Please submit your new account request as early as possible to avoid delays.

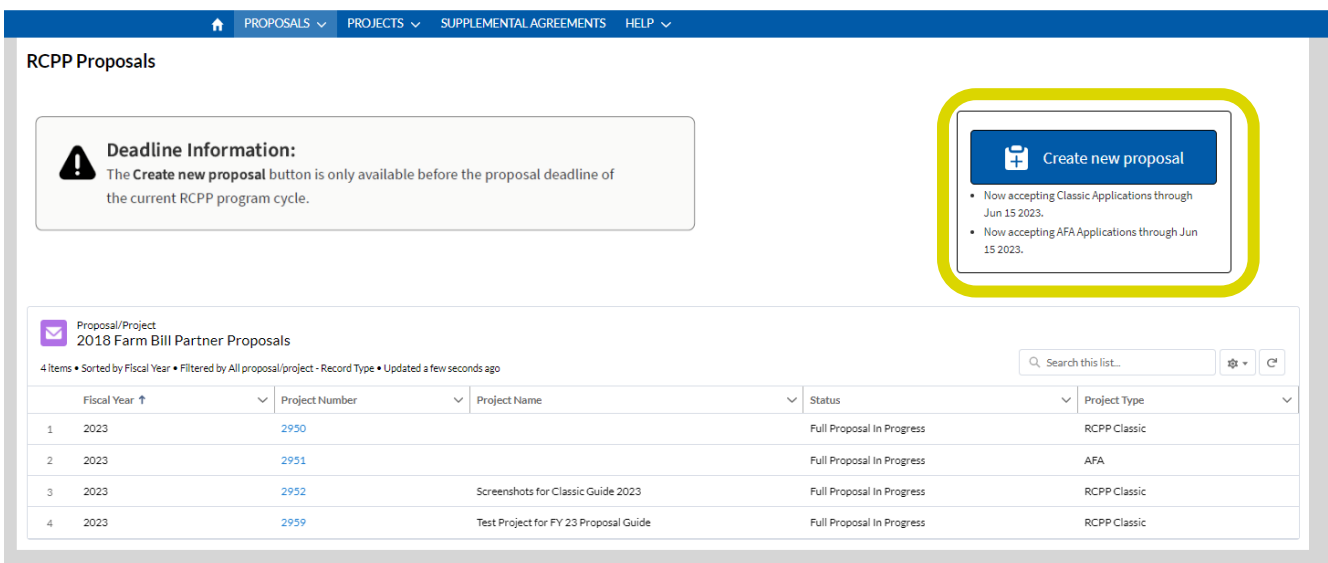
# Proposal Process for Partners

## 3.2. Home Screen

After logging in to the RCPP portal, you will see the following home screen. To submit a new proposal, select that 2018 Farm Bill option under the RCPP Proposals tab as shown below.



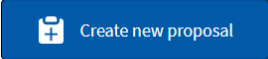
Once you select the 2018 Farm Bill tab, user can view, create, and submit a Proposal during an announced Funding Opportunity open period.



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## 3.3. Creating a Proposal

### 3.3.1. Starting a New Proposal

1. Click the  button.

**Please note:** If the Proposal deadline has passed, the **New Proposal** button will not be available. The status and the Proposal deadline will be displayed on the left side panel.

2. The **Basic Project Information** screen is displayed. On the left side of the screen is a menu that allows users to navigate between the various sections of an RCPP proposal. This will also display the status of the proposal as well as the deadline for submitting proposals.

Proposal Number: 2959  
Status: Full Proposal In Progress  
Proposal type: RCPP Classic  
Deadline: 2023-06-16  
Fiscal Year: 2023

- Basic Project Information
- Project Details
- Executive Summary
- Partners & Contributions
- Funding Request
- Upload Map
- Narratives

### 3.3.2. Basic Project Information

3. Fill out the Basic Project Information. All fields with a red asterisk are required.

**Basic Project Information**

**PROJECT SPECIFICS** NOTE: Information specific to proposal, not partner profile.

\* Project Name: Test Project for FY 23 Proposal Guide

\* Lead Partner Organization: Creative RCPP Test

\* Funding Pool: Critical Conservation Areas (CCAs)

\* CCA: Chesapeake Bay Watershed

\* Lead Partner State: VA

\* Partners State List (include only states where RCPP funds or contributions will be used)

Available	Chosen
DE	MD
NY	
PA	
VA	

\* Project Type: RCPP Classic

- a. *Project Name* - Enter a concise title for your proposed RCPP project. Please avoid acronyms that are not widely known.
- b. *Lead Partner Account* – This information is auto-populated by the users account information.
- c. *Funding Pool* - Select either the State/Multi-state or CCA funding pool.
- d. *Critical Conservation Areas (CCA)* – If the funding pool is set to the CCA funding pool, the *CCA Applicable* List will allow users to select a specific CCA funding pool. More information on CCAs, including boundary maps, is available on the [RCPP website](#). Please note all proposed counties for the project must at least partially fall within the boundaries of the CCA.
- e. *Lead State* – Select the lead state where the largest portion of the work will be performed. If a CCA funding pool is selected this dropdown will only include states within that CCA.
- f. *Partner States* – Select all states where work will be performed. If a CCA funding pool is selected this dropdown will only include states within that CCA.

**PARTNER INFORMATION**

\* Does Lead Partner have an active SAM.gov Registration?

\* DUNS/UEI

\* Address 1

Address 2

\* City

\* State

\* Zip Code

- g. *SAM Registration* – Users should click the checkbox to confirm that have a SAM.gov registration. If this box is not checked users will still be able to submit the proposal, but you will receive an error message reminding users that a SAM.gov registration is a requirement to receive RCPP funding.
- h. *DUNS/UEI* – Enter your Unique Entity Identifier (UEI). Do not enter your entity’s DUNS number as this system has been retired. See the yellow help box below for help finding your organization’s number or registering for one.

Finding or registering a SAM number –

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

- i. *Address* – Enter the address for the lead partner.

**ORGANIZATIONAL AUTHORITY**

\* Organizational Authorized Signatory

\* Organizational Signatory Email

\* Organizational Signatory Phone

Organizational Signatory Secondary Email


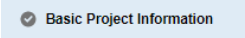
**POINT OF CONTACT (POC)**

\* Project POC Contact Name

\* Project POC Phone

\* Project POC Email

- j. *Organizational Authority* – This is the person authorized to sign the agreement on behalf of the lead partner.
- k. *Point of Contact Information* – This is individual that will serve as the primary point of contact for agreement negotiation and project management.


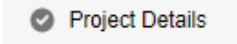
4. Click  to save the information for this section. If there are no errors a gray check mark will appear to the right of the  label on the left menu.
5. Click on the *Project Details* to move to the next section.

### 3.3.3. Project Details

6. Fill out the *Project Details Section*.

- a. *Is this a 5 Year Project?* – By default this is set to Yes, which locks the *First Fiscal Year* and *Final Fiscal Year* at 2024 and 2029. Note: Project term and/or availability of longer producer/supplemental agreement in RCPP Classic, can be limited by fund source (e.g. IRA funding sunsets in 2031) and/or need to optimize project outcomes. Generally, 1) shorter projects are discouraged as it is difficult or impossible to demonstrate project outcomes in less than 5 years, and 2) longer projects require unique, situational justification.
- b. *Explain why the length of your project is not 5 years.* This field is only visible if the user selects No for the prompt *Is this a 5-year project?* –If a longer (or shorter) project term is being proposed, enter a justification for why a project length other than five years is needed to achieve the goals and objectives of the proposed project.
- c. *First Fiscal Year* – This is automatically set at 2024. This can be updated during agreement negotiation if the project does not start until 2025.
- d. *Final Fiscal Year* – Enter the proposed end date, if the project is not five years. Most projects are expected to end no more than five years after the start date.

- e. *Primary Conservation Benefit (Classic) or Resource Concern (AFA)* – Select the primary conservation benefit or resource concern among the dropdown options. This should be the resource concern that will receive the largest portion of proposed financial assistance, technical assistance, and contributions. For CCA projects, partners must select one of the priority resource concerns listed for the relevant CCA in the RCPP funding announcement.
- f. *Additional Conservation Benefit (Classic) or Resource Concerns (AFA)* – Please select all other resource concerns your project will address through financial assistance, technical assistance, and/or contributions.

7. Click  to save the information for this section. If there are no errors a gray check mark will appear to the right of the  label on the left menu.
8. Click on the *Executive Summary* tab to move to the next section.

### 3.3.4. Executive Summary


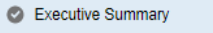
9. Fill out the **Executive Summary** section.

- a. *Description of Goals and Objectives* – A brief summary of the project including project goals and objectives.
- b. *Description of Expected Environmental, Economic, and Social Outcomes* – All RCPP projects must have and report on at least one environmental outcome. Partners may also choose to develop and report on economic and social outcomes (which if included in the proposal as selected must be carried forward into the project). Partners are highly encouraged to review the RCPP outcomes guidance document posted to the RCPP website for more information.



In this box, partners should briefly describe the anticipated outcomes of their project and the proposed method for measuring outcomes. After a RCPP project is selected for

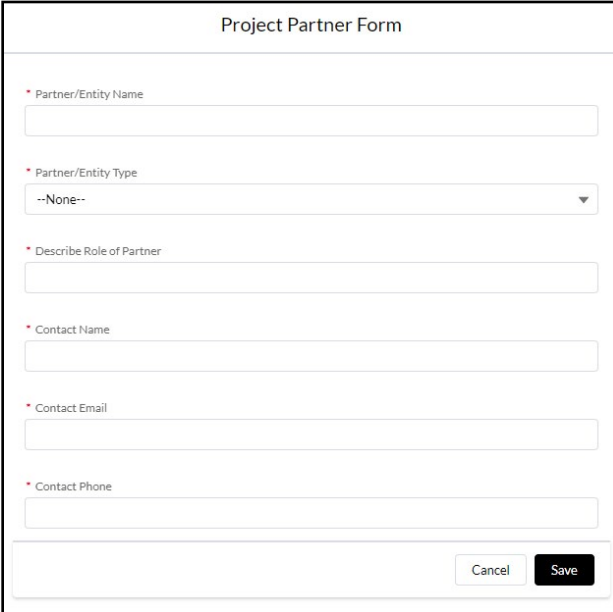


funding, NRCS will work with partners to ensure that proposed project outcomes are meaningful and that methods for measuring and reporting on outcomes are feasible. Proposal outcomes should describe the environmental, economic, and/or social changes expected because of the project.

10. Click  to save the information for this section. If there are no errors a gray check mark will appear to the right of the  on the left menu.
11. Click on the *Partners & Contributions* tab to move to the next section.

### 3.3.5. Partners & Contributions

12. Fill out the **Project Partner Form** – Lead (project) partner (applicant) must enter information for each contributing partner expected to lead delivery of specific contributions. Only partners expected to lead delivery of specific eligible contributions (and informing lead partner reporting of contribution delivery and costs) should be listed; other supporting partners, including partners whose engagement in a project would effectively be limited to that of a paid contractor (via Supplemental Agreement or another mechanism), should be described in proposal narratives, but should not be included in partner list.
13. Click the  icon to edit the lead partner entry to select a *Partner/Entity Type*. All other fields are auto-populated by the users account information.
14. Click  to add a new partner or contributing entry. The *Project Partner Form* will appear.



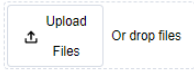
The screenshot shows a web form titled "Project Partner Form". It contains several input fields, each with a red asterisk indicating a required field:

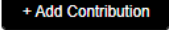
- Partner/Entity Name: A text input field.
- Partner/Entity Type: A dropdown menu with "--None--" selected.
- Describe Role of Partner: A text input field.
- Contact Name: A text input field.
- Contact Email: A text input field.
- Contact Phone: A text input field.

At the bottom right of the form, there are two buttons: "Cancel" and "Save".

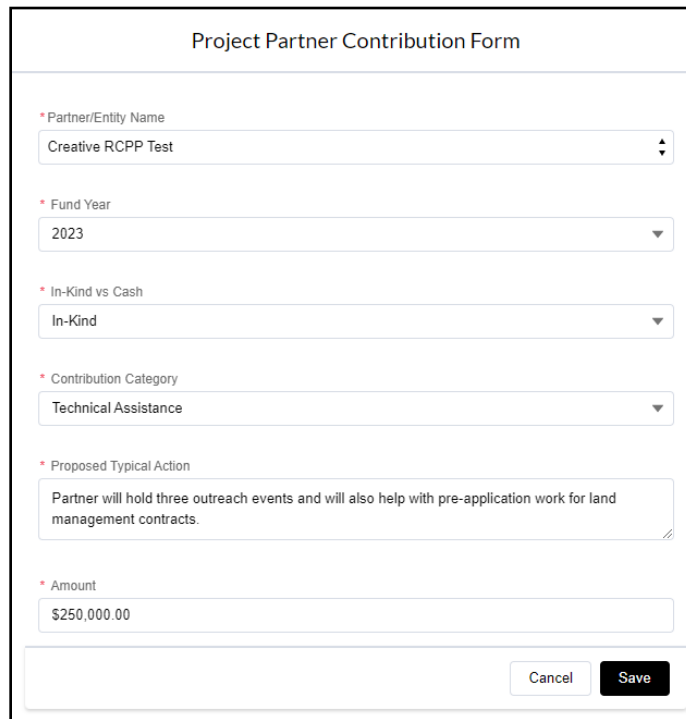
15. Fill out the **Project Partner Form**.
  - a. *Partner Name* – Enter the partner, entity, or Federal agency’s full name.
  - b. *Partner/Entity Type* – Select from the dropdown options of partner and entity types.

- c. *Partner Contact Name, Email, and Telephone* – Enter the name, email, and telephone number of an individual that can be contacted for questions related to the partner organization, third-party entity, or Federal agency.
16. Click the **Save** button. The Partner/Entity will not be available in the dropdown menu for the ***Partner Contributions Table***.
  17. Repeat step 13 for all contributing partners, entities, and Federal Agencies.
  18. For each included partner(those expected to “lead” delivery of specific contributions),

**including the lead partner**, click  to upload a contribution letter. Letter should describe expected contributions in sufficient detail to inform NRCS consideration of contribution eligibility/impact on project and/or targeted conservation benefits, as well as how partner(s) will document delivered contributions and costs of delivered contribution. For proposed contributions to ultimately be included in a project, costs must be reported as actual costs to partner, and identify any administrative component of actual costs; thus, partner contribution letter should identify method each partner will use to meet these requirements.

19. Click  for each partner and type of contribution.
20. Fill out **Project Partner Contribution Form**.

**Note:** You only need to create a single line per partner per activity type. You do not need to break out contributions by the year.



**Project Partner Contribution Form**

\* Partner/Entity Name  
Creative RCPP Test

\* Fund Year  
2023

\* In-Kind vs Cash  
In-Kind

\* Contribution Category  
Technical Assistance




\* Proposed Typical Action  
Partner will hold three outreach events and will also help with pre-application work for land management contracts.

\* Amount  
\$250,000.00

- a. *Partner/Entity Name* – Select the partner, entity, or Federal Agency from the drop down. This drop down is populated by partners that have been added on the previous screen.

- b. *Fiscal Year* - Select the Fiscal Year for when this contribution will be completed, if a contribution will be delivered over several years select the final of this deliverable.
- c. *In-Kind vs Cash* – Select whether the contribution is In-Kind or Cash. If lumping contributions containing both cash & in-kind, select in-kind valuation methods (each of which must be tracked via a defensible method), select in-kind.
  - i. Cash, i.e., a cash contribution, can come from the partner’s own funds (general revenue), cash donations from non-federal third parties (i.e. partner organizations), or from grants.
  - ii. In-Kind contribution is any non-cash contribution of value provided by the partner or by third parties (or a blend of lumped cash and non-cash contributions). In-kind contributions are typically reported based on the calculated cost to the partner of providing personnel, goods, and services, including direct and indirect costs.
- d. *Contribution Category* – Select from the dropdown list of contribution categories. These categories mirror the types of financial assistance (see **Appendix A**) and starting in FY 2024 include just a single category for all technical assistance contributions.
- e. *Proposed Typical Action* – Provide a description of the activities covered in this contribution.
- f. *Amount* – Enter the value of the contribution in whole dollars.

Note: Contributions delivered after the date the Secretary announces approval of a proposal can be reported (though delivered prior to PPA execution) included in a project to the extent they are consistent with final negotiated project deliverables (i.e. NRCS will have input into reporting methods and tasks to ensure contributions are defensible and related to actual conservation benefits or project development and management).

- 21. Click  to save the contribution and return to the **Partner & Contributions** section.
- 22. Once all contributing partners and deliverables have been added and all contributions lists, click  to save the information for this section. If there are no errors a gray check mark will appear to the right of the section tab  on the left menu.
- 23. Click on the *Funding Request* tab to move to the next section.

### 3.3.6. RCPP Funding Request

RCPP funding is divided into five FA activity types and three TA activity types. The portal will automatically add NRCS TA to the proposal budget to ensure a 75/25 split between FA and TA activity types. Any partner TA added will reduce the amount of NRCS TA included. As noted in NFO, NRCS use RCPP TA funding is the only funding available to support NRCS engagement in a project, and must be sufficient to fully support NRCS roles, however, the portal does not enforce this requirement. Applicants should coordinate NRCS TA budget in proposal with lead state coordinator. Final TA budgets, and NRCS vs. Partner TA, will be established during proposal negotiation. Proposals must adhere to the 75/25 split, but a different allocation of FA and TA funds may be considered during agreement negotiation if the proposal is selected for funding. TA in excess of 25% maximum is rarely approved and require case specific justification e.g. additional TA-E needed to support delivery of contribution FA for which no alternative TA available.

FA activity types are covered in **Appendix A** of this guide. Proposed activity specific FA activity budgets (like balance of NRCS and partner TA) may require adjustment during PPA negotiation; such adjustments are allowable so long as they do not materially change proposal as selected as determined by NRCS.

**Other Considerations:**

- **Before starting your funding request table, partner should meet with lead state RCPP State Coordinator to discuss the anticipated NRCS and partner roles in providing implementation TA in the project. This discussion should help inform the proposal, as it will help identify the minimum NRCS use TA needed to support NRCS led TA activities.**
- TA cannot exceed 25% of the total project ask.
- Some FA activity types have limited TA-I that can be delegated to a partner, see **Appendix B** for these limitations.

24. The **RCPP Funding Request** screen is displayed. At the top of the page is a summary of the requested funds as well as the maximum amount for each type of funds. If any category is out of alignment (i.e. requested more than 25% in TA). The section will not be marked complete until all rules have been followed.





Funding Request Summary	
<b>Total Project Cost</b> \$10,000,000.00	<b>Partner Contribution Ratio</b> 0.31
<b>Total Financial Assistance Requested</b> \$7,500,000.00	<b>Total Technical Assistance Requested</b> \$2,500,000.00
	<b>Partner Enhancement TA</b> \$700,000.00
	<b>Partner Implementation TA</b> \$800,000.00
	<b>NRCS Implementation TA</b> \$1,000,000.00

Below the summary chart is the **RCPP Financial Assistance Funding Request**. At the top is a summary of the total FA request by activity type.

### Financial Assistance Requests

REQUEST TYPE	TOTAL FUNDING REQUESTED
Land Management	\$4,500,000.00
Easement - Entity Held	\$3,000,000.00

ACTION	ACTIVITY TYPE	FUND YEAR	STATE	AMOUNT	DESCRIPTION
 	Land Management	2027	VA	\$4,500,000.00	Land Management Contracts for any practice that addresses water quality issues related to the Chesape
 	Easement - Entity Held	2027	VA	\$3,000,000.00	Federal share of easement acquisition

[+ Add Financial Assistance Request](#)

25. Click [+ Add Financial Assistance Request](#) to open the **Financial Assistance Funding Request Form**.  
 Note: For RCPP Classic projects, keep it simple. You do not need more than one row per FA activity type. If your project requires a specific schedule, include a separate row per year. If your project timeline can be accelerated based on producer demand, include a single row for each FA activity type and use the final year in the *fiscal year* field. For RCPP AFA projects: fund year is expected year of implementation, not merely “obligation”; all RCPP funds in AFA projects MUST BE EARNED during the term of the project schedule accordingly.
26. Fill out all fields in the **Financial Assistance Request Form**.

Financial Assistance Funding Request Form

---

\* Activity Type

\* Fund Year

\* State

\* Amount

\* Deliverable Type

\* Description

- a. *Activity Type* – Select between (1) Land Improvement, (2) Rentals, (3) Easements, U.S.-Held, (4) Easements, Entity-Held, and (5) Public Works/Watersheds. For a definition of these activity types please see **Appendix A**.

- b. *Fiscal Year* - Enter the year you expect to complete obligations (classic) or implementation (AFA) for that specific FA activity type. You do not need separate rows per year unless your project requires a specific schedule to be successful.

*Suggestion: The final year of a project should focus on outcomes assessment and implementation, so typically proposals which document understanding of Classic/AFA specific timing consideration will be recognized in the project evaluation.*

- c. State –
  - i. For RCPP Classic - Select the state from the dropdown where the work will be contracted. A separate line is needed for each state for each fiscal year for each FA activity type.
  - ii. For AFAs –Select state of NRCS state office which will manage FA awards e.g. multiple states indicated only if multiple supplemental agreements to be used to deliver AFA FA. If a multi-state project will include a pre-determined mix of FA in different states, “Description” field should be used to describe balance.
- d. *Deliverable Type* – This column will be auto-populated based on the activity type entered in the first column.
- e. *Description* – This field is optional but partners are encouraged, where applicable, to illustrate the relationship between requested financial assistance and partner contributions that compliment and amplify the impact of the financial assistance.

27. Click  to save the financial assistance funding request.





28. Repeat 25-26 as necessary for each financial assistance need.

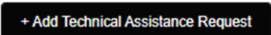
29. Once all financial assistance funding requests have been entered, scroll down to the **RCPP Technical Assistance Funding Request** table. The top section is a summary of technical assistance requests by category.

### Technical Assistance Requests

REQUEST TYPE	TOTAL FUNDING REQUESTED
Enhancement TA	\$700,000.00
Partner Implementation TA	\$800,000.00
NRCS Implementation TA	\$1,000,000.00
<b>Total TA Requested</b>	<b>\$2,500,000.00</b>

ACTION	REQUEST TYPE	STATE OF PROPOSED TA PRACTICE	AMOUNT	DESCRIPTION
 	Enhancement TA	VA	\$700,000.00	Lead partner's project management, staff time spent on outreach, and reporting envi
 	Partner Implementation TA	VA	\$800,000.00	Pre-application, planning, and design for land management contracts



30. Click **+ Add Technical Assistance Request** to open the **Technical Assistance Funding Request Form**.
31. Fill out all fields in the **Technical Assistance Request Form**.

Technical Assistance Funding Request Form

\* Technical Assistance Request Type  
Enhancement TA

\* State of Proposed TA Practice  
VA


\* Amount(\$)  
\$700,000.00

\* Deliverable Type  
Eligible Enhancement Activities As Described in APF (Subject to post-project selection negotiation)

Description  
Lead partner's project management, staff time spent on outreach, and reporting environmental outcomes

Cancel Save


- Activity Type* – Select between Enhancement TA and Partner Implementation TA. For a definition of these assistance types please see **Appendix B**.
- State* – Select the state from the dropdown where the work will be contracted (see FA description above for additional discussion). A separate line is needed for each NRCS state (office) where contracts for a specific technical assistance type will be managed.
- Amount* – Enter the total funding request for this activity type,
- Deliverable Type* – This column will be auto-populated based on the contract type entered in the first column.
- Description (formerly Relationship to project objectives and contributions)* – Briefly describe specific eligible activities for which funding is being sought (e.g. TA-E for outcomes assessment, TA-I by partner to provide conservation plans to – Briefly describe what type of practices or activities are expected in this deliverable.


32. Click  to save the technical assistance funding request.
33. Repeat 30-32 as necessary for all other technical assistance funding requests.

Are you requesting an FA/TA variance from the standard FA 75% / TA 25%? While variance requests will be considered as part of the proposal, a policy waiver will be required to update FA/TA allocations if the project is selected. ⓘ

No

Describe how your organization has the capability and capacity to perform technical assistance deliverables included in the RCPP funding request table (i.e. the certifications, educational background, prior experience of individuals assigned to the task as well as the time and number of staff allocated to these tasks):


Supporting Documents for Technical Assistance Funding Request




 Upload Files

Or drop files

Required Documents:

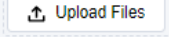
- Payment schedule based on proposed technical assistance activities
- Supporting documents needed to describe the capability and capacity of partners to perform the technical assistance activities listed above.
- For watershed activities you must upload a detailed watershed plan.

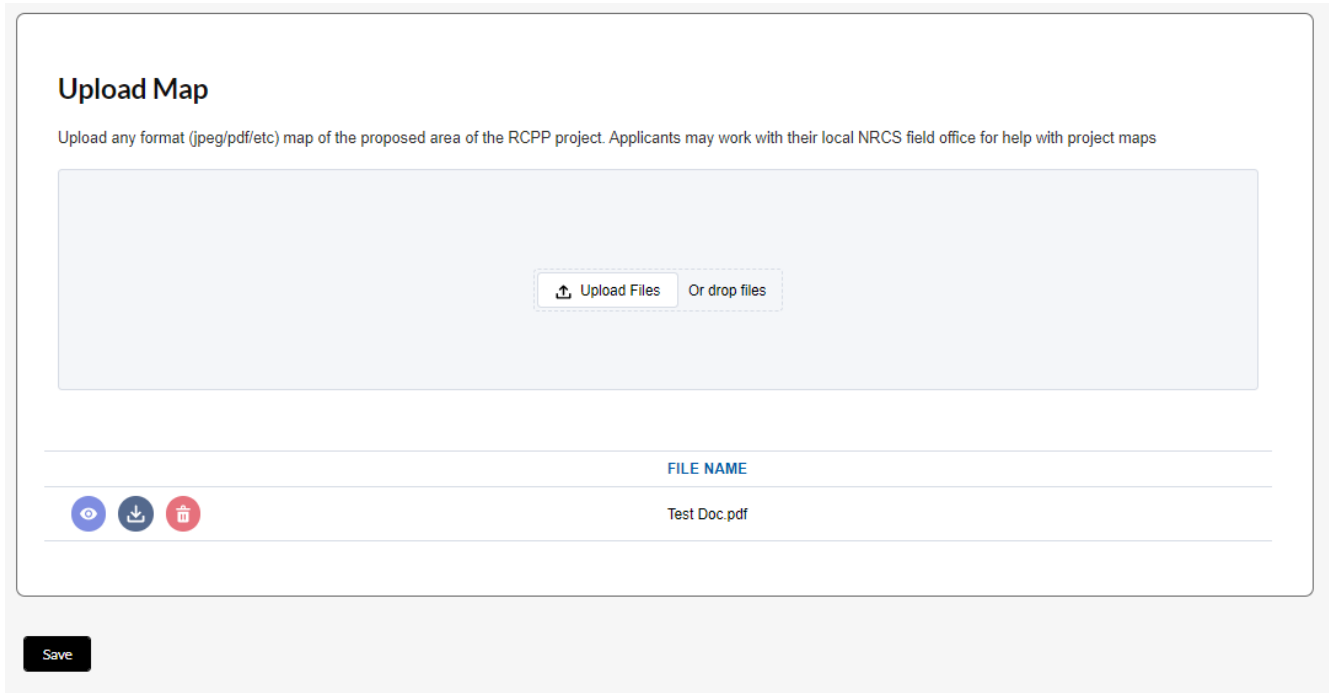
Save

34. *Are you requesting an FA/TA variance?* Select yes if you want NRCS funding to be allocated in a different manner than the proposal. For example this might be more, more than 75% FA, or more than 25% TA. Note: selection of proposal that includes a variance request does not assure variance will be approved for project; rather it merely advises NRCS that partner may seek a variance during project negotiations if proposal is selected.
35. *Justification for FA/TA variance* – Provide basis for FA/TA variance e.g. proposed FA activity, Entity Held Easements, does not indicate need for maximum allowable RCPP project TA; final FA/TA split to be discussed during project negotiations if selected.
36. Enter a description for how your organization has the capability and capacity to perform technical assistance deliverables included in the RCPP funding request table.
37. Click  to upload supporting documents for the RCPP funding request, including any documents necessary to demonstrate the capability and capacity of individuals assigned to tasks within the RCPP funding request.
38. Click  to save the information for this section. If there are no errors a gray check mark will appear to the right of the section tab  on the left menu.
39. Click on the *Upload Map* tab to move to the next section.



### 3.3.7. Upload Map




40. Upload a map by clicking  or dragging a jpeg, png, or tiff file on the box shown below.



41. Once a file has been uploaded a checkmark will be visible on the left menu next to the section header.

#### Things to consider:



- The map should clearly show the boundary of the project area so that reviewers can easily identify what land may enrolled in this project.
- Maps for proposals within a Critical Conservation Area can only include a single CCA, and cannot include any county that is not at least partially within the CCA area.

42. Click the  icon to delete the file.
43. Click  to save the information for this section. If there are no errors a gray check mark will appear to the right of the section tab  on the left menu.
44. Click on the *Narratives* tab to move to the next section.

### 3.3.8. Proposal Narrative Questions

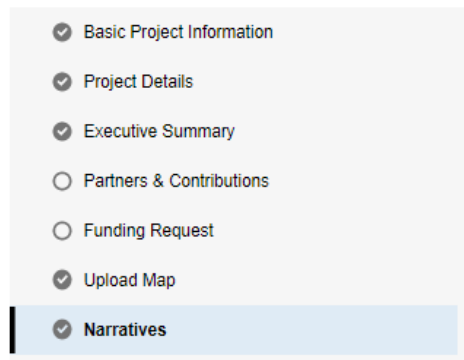
45. The *Proposal Narrative Questions* screen is displayed. Answer all questions within this section through the input box at the bottom of the page.

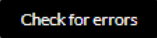
Note: For the list of narrative questions, see **Appendix C**. The narrative questions will be different depending on whether the proposal is for an RCPP Classic project, an Alternative Funding Arrangement, or a Renewal request.

46. Click  to save the information for this section. If there are no errors a gray check mark will appear to the right of the section tab  on the left menu.

### 3.4. Checking for Errors

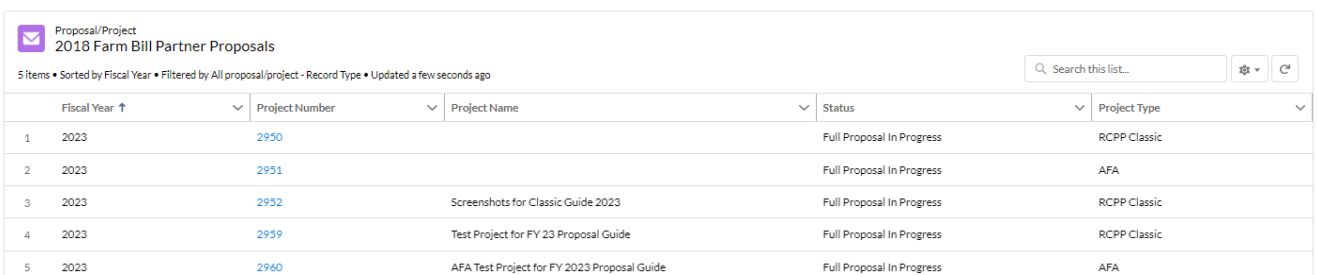
If all sections of the proposal have been completed, you will see checkmarks in every tab at the left side of the screen. In the screenshot below two sections are incomplete and will result in an error message.



To see what errors need to be fixed, click  at the top right of the screen. A popup will give you detailed instructions to correct the proposal. If all errors are resolved the submit button will no longer be gray.

### 3.5. View/Editing a Proposal

47. Click the **RCPP Proposals** tab. A list of the Partner’s proposals will be displayed and include the Fiscal Year, Project Number (link to the proposal), Project Name, and Status.



	Fiscal Year ↑	Project Number	Project Name	Status	Project Type
1	2023	<a href="#">2950</a>		Full Proposal In Progress	RCPP Classic
2	2023	<a href="#">2951</a>		Full Proposal In Progress	AFA
3	2023	<a href="#">2952</a>	Screenshots for Classic Guide 2023	Full Proposal In Progress	RCPP Classic
4	2023	<a href="#">2959</a>	Test Project for FY 23 Proposal Guide	Full Proposal In Progress	RCPP Classic
5	2023	<a href="#">2960</a>	AFA Test Project for FY 2023 Proposal Guide	Full Proposal In Progress	AFA

48. Find the proposal in the *Full Proposal in Progress* status.
49. Click the project number to access the proposal. The proposal opens in the same screen.

- 
50. Use the left side panel to navigate the various proposal sections to view and/or edit.

**Please note:** Proposals can only be edited while in the status “Full Proposal in Progress” and before the proposal submission deadline. If you want to edit your proposal after submission, please see instructions below for “un-submitting” your proposal.

### 3.6. Submitting a Proposal.

51. Click the **RCPP Proposals** tab. A list of the Partner’s proposals will be displayed and include the Fiscal Year, Project Number (link to the proposal), Project Name, and Status.
52. Find the proposal in the *Full Proposal in Progress* status.
53. Click the project number to access the proposal. The proposal opens in the same screen.
54. Click the **Submit** button to submit the proposal for review.

**Please note:** Upon submission, (1) the Status of the Proposal changes to Full Proposal Submitted, (2) the user receives an email confirmation for their submission, and (3) the pre-proposal is locked for editing.

The Submit button is only available if before the Proposal deadline, all Proposal sections are complete, and the Status is Full Proposal in Progress.

Upon approval or denial of the Proposal by the RCPP Team, the Partner will receive an email notification.

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### 3.7. Un-Submitting a Proposal

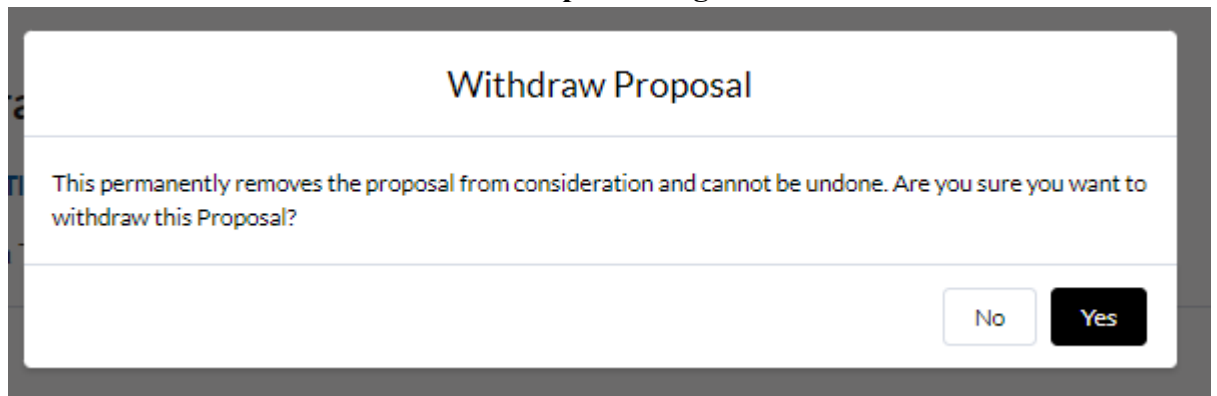
55. Click the **RCPP Proposals** tab and select **2018 Farm Bill**. A list of the Partner's proposals will be displayed and include the Fiscal Year, Project Number (link to the proposal), Project Name, and Status.
56. Find the proposal in the *Proposal Submitted* status.
57. Click the project number to access the proposal. The proposal opens in the same screen.
58. Click the button **Un-Submit** to un-submit the Proposal.
59. A message is displayed: Do you really want to un-submit this Proposal? Click the **Yes** button to continue.

**Please note:** Upon clicking the Un-Submit button, (1) the Status of the Proposal changes back to Full Proposal in Progress, (2) the user receives an email confirmation that their proposal was un-submitted, and (3) the pre-proposal is unlocked for editing.

The Un-Submit button is only available if before the Proposal deadline and the status is Proposal Submitted. User can make appropriate changes and re-submit before the Proposal deadline.

### 3.8. Withdrawing a Proposal

60. Click the **RCPP Proposals** tab and select **2018 Farm Bill**. A list of the Partner's proposals will be displayed and include the Fiscal Year, Project Number (link to the proposal), Project Name, and Status.
64. Find the proposal in the Proposal Submitted status, click on the project number to access and the proposal entry. The proposal opens in the same screen.
65. At the top of the screen click  to completely remove the proposal from consideration.
66. The message below will be displayed prompting users to confirm that they want to withdraw the proposal and understand this action is permanent. Click yes to confirm the proposal withdrawal. **If this is done in error, please contact your RCPP State Coordinator or submit a ticket to the help desk to get this corrected.**



**Please note:** Upon clicking the Withdraw button, (1) the Status of the Proposal changes to Withdrawn, (2) the user receives an email confirmation that their proposal was withdrawn, and (3) the Proposal is locked for editing.

Proposals can be withdrawn at any time. If the Status was Proposal in Review, an email notification is also sent to the RCPP Team.

## Appendix A – Financial Assistance Activity Types

RCPP Activity Type	Associated Covered Program Authorities
Land improvement / management/ restoration	EQIP, CSP, ACEP-Wetland Reserve Easements (WRE) (restoration), HFRP (restoration), Public Law 83-566
Land rental	CRP
Easement (U.S.-held)	ACEP-WRE, HFRP (easement), Public Law 83-566 (floodplain easement); expanded to include land uses other than those traditionally eligible under the covered programs (e.g. grasslands, agricultural lands, riparian areas)
Easement (entity-held)	ACEP-ALE (currently); expanded to include easements on land uses other than those traditionally eligible under the covered programs (e.g., wetlands, floodplains, forest lands)
Public works/watersheds	Public Law 83-566

### Land Improvement/Land Management/Restoration Activities

Land improvement/land management/restoration contracts will be offered based on an EQIP/CSP-like contracting model between NRCS and an eligible producer, including private landowners, committed to addressing RCPP project resource concerns on eligible lands. The conservation activities included under this category also include restoration and land management practices authorized under ACEP-WRE, HFRP, and Public Law 83-566 (land treatment).

Funds awarded for these purposes will utilize proven aspects of NRCS planning, implementation, and contracting methodology, and are expected to be based principally on NRCS conservation practice standards, existing CSP enhancements, stewardship activities, and existing payment schedules.

Application, ranking, and contracting will emulate similar aspects of EQIP and CSP program implementation. Producer and land eligibility restrictions tied to specific EQIP and CSP regulatory requirements, such as CSP “whole operation” requirements or EQIP irrigation history requirements do not apply to RCPP land management contracts.

Processes will be provided for consideration of adjustments to payment percentages, payment scenarios and/or the development and use of interim practice standards, subject to NRCS consideration and approval in accordance with Agency policy. Additional flexibilities that may be afforded to RCPP partners include project/partner-driven ranking pools, the potential for blending of previously distinct program activities in a single contract, and the potential for leveraging partner contributions for greater conservation benefits.

## Land Rental Activities

Land rental activities will be offered based on a combination of the EQIP and CRP contracting model between NRCS and an eligible producer committed to addressing RCPP project resource concerns on eligible lands. Application, ranking, and contracting will emulate applicable aspects of NRCS ranking processes.

However, unlike the traditional CRP program, RCPP land rental authority is not generally expected to be used for landscape-scale soil erosion protection. Rather, NRCS will consider funding rental components of RCPP applications in which the lead partner is proposing that RCPP land rental activities focus on short-term, targeted rental needs in the context of a larger RCPP project. Examples include paying 1–3 years of foregone income to incentivize adoption of an innovative cropping system or to transition to an organic production system.

These awards will incorporate proven aspects of NRCS planning, implementation, and contracting methodology, and are expected to be based principally on an estimate of foregone income. Processes will be provided for consideration of partner-driven development of payment levels and payment standards. Anticipated flexibility and benefits of these awards, relative to existing covered program awards, will be in the possibility of project/partner driven ranking pools, potential for partner innovation in proposed conservation purposes warranting short-term rental payments, and in the potential for leveraging partner contributions for greater conservation benefits.

## RCPP Conservation Easements

RCPP easements will retain some elements of ACEP and HFRP easements while differing in substantial ways. Both U.S.-held and entity-held easements are offered. Below is a table summarizing RCPP easements, with explanatory narratives below the table.

	Easements Held by the United States (Classic Only)	Easements Held by Entities
<b>Easement Holder</b>	Acquired and held by the United States through the USDA NRCS	Acquired and held by an eligible entity that meets the requirements of 7 CFR 1468.3.
<b>Easement Deed Requirements</b>	Must use one of three warranty easement deeds provided by NRCS and tailor to identify project-specific conservation values and easement-specific conservation activities: (1) RCPP Warranty Easement Deed for Protection of Conservation Values (Highly restrictive);	The RCPP minimum deed terms provided by NRCS must be attached to or incorporated into the eligible entity’s own conservation easement deed terms. NRCS minimum deed terms available:  1. RCPP Minimum Deed Terms for Protection of Conservation Values (Highly restrictive);

	Easements Held by the United States (Classic Only)	Easements Held by Entities
	<p>(2) RCPP Warranty Easement Deed for Conservation Uses (Moderately restrictive); or,</p> <p>(3) RCPP Warranty Easement Deed for Working Lands (Minimally restrictive).</p> <p>Alternatively, a partner may request that NRCS use a pre-approved standard RCPP warranty easement deed that is pre-populated with conservation values and conservation activity terms based on habitat type or land use: selecting either a wetlands, floodplains, grasslands, forestlands, or agricultural land easement deed. Such deeds will not be tailored to include project-specific or easement-specific provisions.</p>	<p>2. RCPP Minimum Deed Terms for Conservation Use with Compatible Agricultural Uses (Moderately restrictive); or</p> <p>3. RCPP Minimum Deed Terms for Agricultural Use (Minimally restrictive).</p> <p>NOTE: Two versions of each set of the above-listed RCPP minimum deed terms are available, one with and one without the terms related to a US right-of-enforcement.</p> <p>An entity may propose to use an easement deed template approved for use by the eligible entity for ACEP-ALE under the 2018 Farm Bill, with appropriate adjustments made for RCPP funding and project purposes. Such template may only be used for RCPP entity-held easements with a purpose and conservation values similar to ACEP-ALE easements.</p>
<b>Duration</b>	Easements are perpetual or maximum duration allowed under state law.	
<b>Potential Eligible Land Types</b>	Private agricultural land, nonindustrial private forest land, or associated lands (e.g., riparian areas, floodplains, seasonal or flooded wetlands).	
<b>Basis for RCPP Compensation Cap</b>	<p>RCPP funds pay landowner up to 100% of the easement value as determined by the NRCS valuation methodology.</p> <p>- *A partner may pay a landowner additional compensation for an easement conveyance to NRCS.</p>	<p>RCPP cost-share provided to the eligible entity for their purchase of an easement based on a percentage of the value of the easement.</p> <ul style="list-style-type: none"> <li>• Up to 75 percent—with US right of enforcement only when transaction will result in purchase of an easement on lands owned or being purchased by historically underserved producers.</li> <li>• Up to 50 percent—with US right of enforcement, or without US right of enforcement when the transaction will result in purchase of an easement on</li> </ul>



	Easements Held by the United States (Classic Only)	Easements Held by Entities
		lands owned or being purchased by historically underserved landowner producers. • Up to 25 percent—without U.S right of enforcement
<b>Valuation Methodology</b>	Easement value generally determined via appraisal; alternative valuation methods may be considered if included in the proposal.*	
<b>Partner Match</b>	Partner match is not required for US-held easements acquisition.	Partner match is not required, however some combination of partner match and/or cost share (landowner donation) is required for entity-held easement acquisition.
<b>Partner Contribution</b>	<p>Contributions are encouraged to further RCPP project objective consistent with the partner contributing substantially towards the overall costs of a project.</p> <p>Only partner, in-kind, or cash contributions from a source other than the landowner may count towards the partner contribution for the project.</p> <p>Landowner cost-share (also known as donation or charitable contribution) associated with US held easements cannot count as partner contribution for the project.</p>	Non-federal match (partner funding or landowner donation) as well as due diligence activities performed or procured by a partner.
<b>RCPP Award Type for Easement Purchase</b>	Producer contract entered into directly with eligible landowners.	Agreement entered into by NRCS with an eligible entity that will hold the easement on eligible land.
<b>Allowed Uses of RCPP FA</b>	Cost of the easement itself, acquisition-related costs (e.g.,	Cost of the easement itself, costs for NRCS technical appraisal review, and

	Easements Held by the United States (Classic Only)	Easements Held by Entities
	appraisal, survey, due diligence, title and closing services), and restoration implementation costs.	NRCS environmental database search. RCPP financial assistance funds awarded for an entity-held easement may not be used for any other purposes.

\*Alternative valuation methods may include the use of area wide market analysis (AWMA) or other market area valuations, existing partner appraisal processes, or other industry approved valuation methods. The proposal should include how the alternative method will establish the easement value. Prior to proposal submission, an applicant interested in using an alternate valuation easement method must first consult with the relevant RCPP coordinator and the Easement Programs Division valuation team at [NRCS.NationalAppraisers@usda.gov](mailto:NRCS.NationalAppraisers@usda.gov). The proposal must include how the alternative valuation methodology is appropriate and feasible for the lands and easement types targeted for enrollment.

## U.S.-Held Conservation Easements (RCPP Classic ONLY)

RCPP conservation easement awards are offered through producer contracts with eligible landowners on eligible lands. US-held easements are perpetual or for the maximum duration allowed under State Law.

Application, ranking, easement acquisition processes, and contracting of RCPP US-held easements emulate applicable aspects of ACEP and HFRP. The acquisition of a US-held easement under RCPP, like other NRCS easement programs that result in an easement held by the United States, are subject to U.S. Department of Justice (DOJ) title standards and approval by the USDA Office of the General Counsel (OGC). Therefore, a US-held easement acquired under RCPP must use one of three standard warranty easement deeds provided by NRCS (the standard warranty easement deeds [are available on the RCPP website](#)). The standard warranty easement deeds each contain a set of terms that establish the level of restrictiveness of the easement by identifying the easement purposes, the rights being acquired by the United States, the rights being retained by the landowner, the allowable uses, restrictions, and prohibitions. The selected standard RCPP warranty easement deed may be tailored to identify project-specific and easement-specific conservation values and conservation activity terms. Such terms must be approved by NRCS on an individual project or easement basis. Alternatively, the partner may select a pre-approved standard RCPP warranty easement deed that is pre-populated with conservation values statement and conservation activity terms based on the habitat type or land use the easement will protect. Pre-approved standard RCPP warranty easement deeds are available for either wetland, floodplain, grassland, forestland, or agricultural land easements. The pre-approved standard RCPP warranty easement deed selected must be used in its entirety and may not be further tailored to include project-specific or easement-specific provisions.

The availability of these options allows NRCS, in consultation with the partner, to determine which of the standard warranty easement deeds is most appropriate to achieve the identified RCPP project purposes for a given project and protect the conservation values as stated in the easement deed.

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Selection of the appropriate warranty easement deed is a foundational component of the project proposal, PPA, with confirmation of appropriateness at time of individual landowner applications, evaluation, and ranking.

NRCS will only acquire an easement on lands it has determined to be eligible and meet all applicable requirements, including appropriate statement of conservation values and use of the appropriate corresponding warranty easement deed, and on which OGC has approved the sufficiency of title to the land for the purpose for which the easement is being acquired.

RCPP financial assistance that may be provided for the easement itself is based on the value of the easement as determined by a valuation methodology to be determined by NRCS. In general, the more restrictive the terms of the easement, the higher the easement value that may be provided for a particular parcel of land under RCPP.

NRCS may use agreements to procure easement related surveys, appraisals, closing services, or other realty-related services consistent with applicable DOJ acquisition processes and requirements. Partner contributions may be used to complement NRCS funding and provide additional compensation to a landowner.

**Please note: US-Held Easements are not available in Alternative Funding Arrangements.**

## Entity-Held RCPP Conservation Easements

RCPP awards for cost-share assistance for the purchase of entity-held easements will be offered through agreements and require collaboration between NRCS, an eligible entity, and an eligible landowner. Only an eligible entity which meets the requirements of 7 CFR §1468.3 may apply to be the holder of an RCPP entity-held easement.

Partners and landowners must follow easement acquisition and closing processes similar to ACEP-ALE and must attach or incorporate the NRCS-provided RCPP minimum deed terms to their conservation easement deeds. The RCPP minimum deed terms provided by NRCS establish one of three levels of restrictiveness of the easement (categorized as highly, moderately, or minimally restrictive) by identifying the easement purposes, the allowable uses, the limitations on use, and prohibitions. Additionally, each set of minimum deed terms has two versions, one that includes a U.S. right of enforcement and the associated provisions and one that does not include such terms (with reduced compensation cap as shown in the table in section V.). Additionally, if consistent with the project purposes, a partner may, as part of the proposal and PPA development process, request the ability to use a template deed used in one of the covered easement programs with appropriate adjustments made to address authorization, funding source, etc.

The availability of these options allows the partner, in consultation with NRCS, to determine which of set of RCPP minimum deed terms (categorized as highly, moderately, and minimally restrictive or applicable covered program easement deed terms) and which version (with or without a U.S. right of enforcement) is most appropriate to achieve the identified RCPP project purposes on a particular property. Selection of the minimum deed terms that will be used is a foundational component of the

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project proposal, PPA, with confirmation of appropriateness at time of individual landowner applications, evaluation, ranking, and determining valuation.

RCPP financial assistance that may be provided for the easement itself is based on the value of the easement as determined by a before-and-after Uniform Standards of Professional Appraisal Practice (USPAP) appraisal. This is considered the standard valuation method. In order to determine the value of the easement, the appraisal must consider the terms of the conservation easement, including the conservation values the easement will protect and the level of restrictiveness of the easement. The more restrictive the easement, the greater the value difference between the before-and-after conditions, which results in a higher easement value than a less restrictive easement would on the same piece of land. Use of an alternative valuation method may be requested in the proposal but should be discussed with the State Conservationist and the Easement Programs Division valuation team at [NRCS.NationalAppraisers@usda.gov](mailto:NRCS.NationalAppraisers@usda.gov) prior to proposal submission to vet the viability of the proposed method. The proposal must include how the alternative valuation methodology is appropriate and feasible for the lands and easement types targeted for enrollment.

Similar to ACEP-ALE, non-federal share of easement cost, other easement acquisition-related costs and easement management costs are the responsibility of RCPP partners and cannot be reimbursed by NRCS. These costs may be counted as partner contributions based on final agreement terms and negotiated project deliverables.

RCPP applicants may propose projects that incorporate pre-closing buy-protect-sell transactions for acquisition of entity-held conservation easements on agricultural lands with conservation values similar to ACEP-ALE. The applicant should identify in the proposal how buy-protect-sell transactions further the applicant's project goals. The same cost-share requirements and limitations that apply to entity-held easement transactions generally also apply to buy-protect-sell transactions. Any buy-protect-sell transactions, if funded, are limited to pre-closing transactions where the fee title to the land must be transferred to the qualified farmer or rancher at or prior to easement closing and must satisfy NRCS requirements for such transactions. At no time may an eligible entity hold simultaneously both the fee simple title and the conservation easement under an RCPP buy-protect-sell transaction. For RCPP, State or local government agencies are eligible to enter into buy-protect-sell transactions, provided all other required elements of such transactions are satisfied. RCPP buy-protect-sell type transactions may only be pre-closing transfers on agricultural land easements.

## **Public Works/Watersheds**

Through the public works/watershed projects component of RCPP, eligible partners may receive financial assistance awards to support immediate or future implementation of structural works of improvement to address watershed-scale issues for the benefit of eligible land, similar to many projects completed under Public Law 83-566. Watershed activity in support of design, design and construction, or construction only projects developed consistent with NRCS Watershed Manual and National Engineering Manual will be considered. Primary consideration among watershed projects may be afforded construction only projects, with secondary and tertiary consideration provided for design plus construction, and design only projects respectively. Projects without an NRCS approved watershed plan will not be considered for watershed activity funding under this NFO. (Note: RCPP funding is NOT available to support rehabilitation of any NRCS assisted watershed structure, as that component of PL-566 authority expressly prohibited by RCPP statute.)

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RCPP project proposals must detail proposed public works/watershed activities to the fullest extent possible to provide project reviewers information needed to assess project viability. While RCPP projects could design, and/or installation of proposed public works/watershed projects, timing is critical to fully complete a project from start to finish in the 5 (or potentially longer) years of an RCPP project, so details of both TA and FA requests associated with public works projects must be included in the questionnaire section of the proposal in the RCPP portal.

NRCS retains approval authority for planning, design, and environmental responsibilities (including adherence to NEPA and the Principles, Requirements, and Guidelines for Federal Water Resource projects) for RCPP public works activities. NRCS will generally satisfy these responsibilities by following NRCS watershed and engineering policy, except when negotiated otherwise. Note: infrastructure projects which meet NRCS requirements for Land Management activity type are not necessarily subject to the same requirements as full water resource projects; please consult RCPP coordinator in your state for additional information how to determine which activity type is the best fit for any given situation.)

RCPP project proposals containing public works activities should identify: 1) any proposed deviations from NRCS policy, 2) NRCS approved watershed plan (name, and date of approval) and 3) existing designs that might help accelerate implementation of RCPP public works activities. Final disposition of any deviations or prior approved plans and designs are subject to both project negotiations and individual NRCS review and evaluation processes.

NRCS may discontinue assistance if the negotiation, or design (in design plus construction projects) phase of a project indicates that timely project completion is unlikely. It is NRCS's intent that only those proposals with robust active plans, detailed cost proposals, and proven partner capacities advance for funding consideration.

Applicants are reminded that all RCPP public works/watershed projects must have demonstrable ties to proposed RCPP project conservation benefits and eligible agricultural lands. In contrast to Public Law 83-566, for example, RCPP program purposes do not include as eligible purposes recreation or municipal water supply.

When RCPP public works/watershed financial assistance funds are budgeted and awarded in a project, actual agreement match (vs. project-level contributions) may be required. Public works improvements targeting non-flood control purposes have a minimum 35 percent cash-match requirement. Flood control projects may request up to 100 percent RCPP financial assistance, though ranking may preclude their selection without substantial partner contributions (a feature of all RCPP projects). Similarly, RCPP TA funding could potentially pay for entirety of design, but particularly in design only projects, contributions would necessarily need to provide meaningful conservation benefits, because a design by itself is unlikely compete well against projects with more direct benefits. With NRCS approval, public works project match may be counted as RCPP project contributions, but proposed partner contributions not directly associated with the public works activities cannot be counted toward public works match requirements.

Matching funds requirements may be reduced or waived if funding is awarded to a project in which the benefits will principally accrue to communities or regions where most residents meet limited resource or socially disadvantaged criteria as included in the 1985 Act, as amended by the Agriculture Improvement Act of 2018.

Additional flexibilities associated with these awards include the potential for innovative contracting for experienced partners with demonstrated design, contracting, and implementation skills, and the potential for leveraging partner contributions for greater conservation and/or participants benefit.

As a reminder, Public Law 83-566-like land treatment activities will be funded under land improvement/ management/restoration contracts with the producer rather than public works agreements.

## Appendix B – Technical Assistance

### NRCS Technical Assistance

NRCS maintains substantial responsibility for ensuring that RCPP conservation activities are implemented consistent with Federal and agency statutes, regulations and policies. Some of NRCS’s responsibilities are non-delegable, meaning that they must be performed by NRCS. For these non-delegable responsibilities, these responsibilities **are not** part of an RCPP project funding request.

NRCS Non-Delegable TA Responsibilities
Collaborate with lead partners to develop and manage RCPP agreements and associated components.
HEL/WC, AGI and NEPA-related compliance activities.
Eligibility determinations and other producer contract activities.
Project-related communications and coordination activities.

### Implementation Technical Assistance

Technical assistance is required for conservation planning, practice design, installation and verification, U.S.-held easement due diligence and other needs associated with supporting the implementation of RCPP FA conservation activities. For RCPP, these activities are known as Implementation Technical Assistance, or TA-I.

For RCPP Classic:	For AFAs:
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TA-I funding defaults to NRCS but may be awarded, during agreement negotiations, to qualified partners to provide eligible TA-I services. Whether TA-I activities are carried out by NRCS or by partners or a third party, they must be carried out according to applicable Federal requirements, including NRCS planning procedures, conservation practice standards, and job approval authority.

Partners are expected to deliver all TA-I required for the implementation of AFAs except for tasks that NRCS cannot delegate (see section above).

## Implementation Technical Assistance—Eligible Activities

Pre-application activities related to RCPP producer contracts, watershed activities or easements. This can include completion of inventories or data collection to support environmental evaluations and other NEPA-related activities.
Conservation planning to producers or landowners directly related to installation or management of eligible conservation activities.
Practice design related to land management, rental or watershed activities.
Assistance with practice installation and verification.
FA contract support services (i.e., securing and managing contracts for third-party services like engineering studies, surveys, appraisals, etc.).

TA-I budgets in project proposals are tentative. The flexible RCPP agreement structure allows for TA-I to be either expended by NRCS or obligated to a partner at any time during the life of a project. At the start of PPA negotiations, all TA-I will be allocated for NRCS use. During both PPA and any subsequent supplemental agreement negotiations, NRCS will work with lead partners to refine proposal budgets so that TA-I is expended as efficiently as possible to ensure project success. This could include the allocation of TA-I funding to partners that have the capacity and capability to perform the work according to NRCS planning and practice standards.

**Additional Considerations**

- Land Management Activities typically have the greatest potential for TA-I to be delegated to an eligible partner.
- For Entity-Held Easements, rarely generate need for partner provided TA-I. Rather, participating entities required to provide parcel level TA and due diligence, consistent with ACEP-ALE.
- For US-Held Easements, most TA-I is performed by NRCS and cannot be delegated.
- For Watershed Projects, most TA-I is expected to be performed by an eligible partner according to an approved Watershed Plan.

## Enhancement Technical Assistance

Enhancement TA (TA-E) can be earned by partners for project-level activities—all field-level and producer/landowner-level conservation implementation activities are funded by TA-I. Enhancement activities include things such as project management, outcomes assessment and others listed in the table below. Like other RCPP funding, TA-E awards are not grants and payments are only made for verifiable completion of eligible, negotiated tasks. During PPA and subsequent supplemental agreement negotiations, NRCS will work with partner(s) to establish eligible TA-E deliverables and valuation methods.

If applicants do not request TA-E as part of their proposal, that TA funding will be folded back into program funding as determined by NRCS. Proposals submitted without TA-E requests may be allowed to convert unneeded TA-I to TA-E during proposal negotiations, but such conversions are at the sole discretion of NRCS.

The table below (and the Portal’s TA deliverable table) includes eligible TA-E activities.

<b>Enhancement Technical Assistance—Eligible Activities</b>
Develop and manage RCPP agreements with NRCS.
Other RCPP project-related producer outreach and education, including inventories, analyses, and tools needed to inform outreach.
Project-related communications and coordination activities.
Development and calculation of quantifiable project outcomes.
Development of innovative conservation approaches such as pay-for-performance or environmental credit markets.
Project management and partnership development to accomplish project goals.

**IMPORTANT:** Official NRCS approval of reimbursable TA activities included in an RCPP proposal does not occur when RCPP project selections are announced. RCPP financial awards are not grants and function similarly to contracts. Specific TA funding, deliverables and valuation methods are negotiated between NRCS and partners following project selection. All TA payment rates and performance standards will be specified and agreed to as part of these negotiations and may be subject to additional documentation requirements or approvals beyond those included in a selected proposal.



## Appendix C – Proposal Narrative Questions

### RCPP Classic Narrative Questions

1. Describe the compelling need for the project and an overview of how the project will generate targeted conservation benefits. For proposals within a CCA please note how the project will address one or more of the CCA priority resource concerns.
2. Describe the RCPP financial assistance (FA) activity types (e.g. land management, rental, entity-held easements) in proposed project and document anticipated conservation benefits of each. Document rationale for each proposed FA contracting method (e.g. LM producer contracts vs. supplemental agreements; EHE due diligence via NRCS on-call, vs. SA), and relative benefits of each included contracting method.
3. Describe the rationale for the proposed project area boundary (map). Provide an estimated number of eligible producers in the project area and document the percentage of those producers expected to receive direct benefits from project.
4. Describe proposed approach for evaluating the success of the project, including specific environmental outcomes. If applicable, also include social and economic outcomes that will be modelled, surveyed, or measured.
5. Describe how this proposal will benefit and/or address one (or more) of the priority areas/considerations listed in the NFO.
6. Describe the rationale for the partners included in this proposal. Highlight partners' ability to provide resources and/or expertise to support project objectives. Highlight any partner(s) with established producer relationships and provide examples of how they've contributed to similar successful projects. Describe lead partner's experience managing and tracking the delivery of third-party contributions (if included in the proposal).
7. Describe how partner contributions add value to the proposed project to leverage and multiply the benefits of the potential committed RCPP funding e.g. cash payments to producers based on NRCS typical costs to reduce producer out of pocket expenses, NRCS certified planner to provide planning, design and checkout assistance, certified eligible entity under ACEP-ALE for ALE like proposals, scientific modeling capacity.
8. Describe why the desired implementation approach will most effectively and efficiently achieve conservation outcomes. For example, will this project utilize covered program templates, processes, or authorities? If so which ones? Conversely, will the project benefit from inclusion of new/flexible elements of RCPP (e.g. an entity held wetland easement, or an innovative new practice)? If so, what, if any coordination has been completed with NRCS to minimize delays associated with proposed flexible project elements?
9. Does the proposal include prioritizing project funding for particular locations or producers based on a scientific assessment or research-based plan? If so, please describe how the approach will be implemented within the RCPP classic model.
10. Describe proposed producer outreach activities designed to identify, inform, and enroll eligible producers and entities in RCPP contract activities.

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11. Describe partner capacity to identify agricultural producers who have not participated in NRCS programs and outreach plan to encourage their participation in the proposed project.
  12. Describe any knowledge of the presence of historically underserved (HU) producers, including socially disadvantaged, beginning, limited resource and veteran farmers and ranchers, and Indian Tribes and organizations within the proposed project area. Describe any proposed efforts to efforts to encourage or include participation of HU producers and or document included (partner) organization(s) working with, or representing, HU groups.
  13. Do any project partner(s) have a history of collaborating with or representing HU producers? If so, describe each partner's history of collaborating with or representing HU producers. Highlight whether any partner is an HU entity or part of an HU community.
  14. Is this a brand-new project or is this part of an existing effort? Describe the extent of project activities completed to date, and how the proposed activities relate to any existing efforts. Include a brief description of any recent or historical coordination with NRCS staff or programs.
  15. Describe how this project will help agricultural and forest producers implement climate-smart conservation activities and/or otherwise address climate change mitigation and adaptation. If the project will utilize NRCS' climate smart and agricultural activities identify them and the metrics that will be used for measuring and reporting either a reduction in greenhouse gases or carbon sequestration.
  16. In RCPP Classic, land management (LM) financial assistance (FA) funding is typically contracted by NRCS via program contracts directly with eligible producers, including landowners. If this project proposal anticipates partner delivery of RCPP funded LM FA, additional program requirements apply. If this project will include partner delivery of LM FA, document why partner delivery is being proposed and how associated program requirements, particularly limits on use of Type II Supplemental Agreement, will be addressed.
  17. Identify any specific work, properties, or beneficiaries which the lead partner has determined would further objectives of this RCPP project (i.e. list specific parcels targeted for easements, participants' lands targeted for land management, rental or watershed activity)? Listed items will be considered "pre-selections," Note: inclusion here does not guarantee an FA award but may obviate the need for the need for further competition. Additionally, if project partners, members or their relatives own any of these properties, document those relationships here.
  18. Describe the lead partner's experience and current staff expertise managing Federal funding awards or similar conservation projects, including the execution of deliverables and engagement with agricultural producers including private landowners to get conservation on the ground.

## RCPP Alternative Funding Arrangement Narrative Questions

1. Describe the compelling need for the project and an overview of how the project will generate targeted conservation benefits. For proposals within a CCA please note how the project will address one or more of the CCA priority resource concerns.
2. Describe the RCPP activity type (e.g., producer land management or rental contracts, entity-held easements) proposed for the project and how each identified activity will achieve conservation benefits.
3. Describe the rationale for the proposed project area boundary (map). Provide an estimated number of eligible producers in the project area and document the percentage of those producers expected to receive direct benefits from project.
4. Describe proposed approach for evaluating the success of the project, including specific environmental outcomes that will be modelled, surveyed, or measured for project reporting. If applicable, also include social and economic outcomes that will be modelled, surveyed, or measured.
5. Describe how this proposal will benefit and/or address one (or more) of the priority areas/considerations listed in the NFO.
6. Describe the rationale for the partners included in this proposal. Highlight partners' ability to provide resources and/or expertise to support project objectives. Highlight any partner(s) with established producer relationships and provide examples of how they've contributed to similar successful projects. Describe lead partner's experience managing and tracking the delivery of third-party contributions (if included in the proposal).
7. Describe how partner contributions add value to the proposed project to leverage and multiply the benefits of the potential committed RCPP funding e.g. cash payments to producers based on NRCS typical costs to reduce producer out of pocket expenses, NRCS certified planner to provide planning, design and checkout assistance, certified eligible entity under ACEP-ALE for ALE like proposals, scientific modeling capacity.
8. Provide a justification for why this project would be more effectively carried out through an AFA rather than through the traditional RCPP Classic approach, include details of how financial assistance will be delivered in this project, from ranking, planning, design and checkout. Include discussion of contracting method e.g. partner-producer contracts (practice based contracting or pay for performance), or implemented by a partner/contrator on behalf of eligible producers or landowners.
9. Does the proposal include prioritizing project funding for particular locations or producers based on a scientific assessment or research-based plan? If so, please describe how the approach will be implemented within the RCPP AFA (partner ranking) model.
10. Describe partner capacity to identify agricultural producers who have not participated in NRCS programs and outreach plan to encourage their participation in the proposed project.
11. Describe how the lead partner intends to work with NRCS to verify producer eligibility, land eligibility, and convey data needed for NRCS to manage environmental compliance.

12. Is this a brand-new project or is this part of an existing effort? Describe the extent of project activities completed to date, and how the proposed activities relate to any existing efforts. Include a brief description of any historical coordination with NRCS staff or programs.
13. Describe the lead partner's experience managing Federal funding awards or similar projects and conservation projects, including the execution of deliverables and engagement with ag producers and private landowners to get conservation on the ground.
14. Describe any knowledge of the presence of historically underserved (HU) producers, including socially disadvantaged, beginning, limited resource and veteran farmers and ranchers, and Indian Tribes and organizations within the proposed project area. Describe any proposed efforts to encourage or include project participation of HU producers or include organization(s) working with or representing these groups as a contributing partner(s).
15. Do any project partner(s) have a history of collaborating with or representing HU producers? If so, describe each partner's history of collaborating with or representing HU producers. Highlight whether any partner is an HU entity or part of an HU community.
16. Describe how this project will help agricultural and forest producers implement climate-smart conservation activities and/or otherwise address climate change mitigation and adaptation. If the project will utilize NRCS' climate smart and agricultural activities identify them and the metrics that will be used for measuring and reporting either a reduction in greenhouse gases or carbon sequestration.
17. In some circumstances, RCPP funding may be used to purchase non-fixed/portable equipment. If such equipment purchases are proposed for this project, list the type of equipment, the per item cost of each piece of equipment, whether the equipment would be purchased using TA or FA funds and a justification for the equipment purchase(s) as it ties to the proposed conservation benefits of the project.
18. Would this project benefit from inclusion of specific properties or beneficiaries for RCPP funded FA activities (i.e. are specific parcels targeted for easements, participants' lands targeted for land management, rental or watershed activity)? List all such proposed "pre-selections." Note: inclusion here does not guarantee a future award but may eliminate need for further program competition. If project partners, members or their relatives own any of these properties, document those relationships here.

## RCPP Renewals Narrative Questions

1. Percent of project financial assistance (FA) funding obligated by June 26, 2024.\*
2. Percent of project financial assistance (FA) funding expended by June 26, 2024.\*
3. Percent of project technical assistance (TA) funding expended by June 26, 2024.\*
4. Percent of project partner contributions expended by June 26, 2024.\*

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5. Describe how the goals and objectives for the project have been met or exceeded.
  6. At the time of proposal submission, have all required progress reports and financial reports been submitted on time?
  7. Were there any agreement amendments and/or fund transfers associated with this project?
  8. Describe the top three accomplishments of the project.
  9. Describe and proposed efforts to encourage or include the participation of historically underserved producers, including socially disadvantaged, beginning, limited resource, and veteran farmers and ranchers.
  10. Describe the compelling need for renewal of this project.
  11. Describe the proposed approach for evaluating the success of a renewed project, including environmental outcomes (and economic and social outcomes if possible).
  12. Describe how partner contributions add value to the renewed project to leverage and multiple the benefits of the potential committed RCPP funding.
  13. Does the partner plan to target project funding to particular locations or producers based on a scientific assessment or research-based plan? If so, please describe the approach.
  14. Describe any proposed innovative methods or approaches for conservation planning, implementation, or assessment, and/or the proposed use of promising new technologies that have a demonstrated likelihood of success.

\*If less than 95%, describe remaining balance and any plans to expend remaining project FA by the time of the project expiration.