



# Technical Assistance and Construction for Innovative Regional Wastewater Treatment Solutions Grant Pilot Program | Fiscal Year 2023 Application Guide

## Instructions and notice to applicants:

- This guide is intended to help you, but you don't have to use it to submit an application.
- Using the application guide will not favorably impact your application.
- Regardless of whether you use the guide, you must complete and submit all required federal forms and registrations and include documentation that supports applicant and project eligibility claims, priority points, and verifications of reserved and matching funds.
- You also must ensure you provide complete responses to all questions in the application.
- Incomplete applications **will not** be considered for funding.
- Certifications, statements, and other standard terms used in this guide (examples include "you," "I," "we," "it," "applicant," "entity," and "grantee," among others) refer to the **legal entity** applying for the Technical Assistance and Training Grant program. By checking, signing, or otherwise acknowledging these elements, you confirm they are true and correct.
- To be considered for Technical Assistance and Training Grant program funding, you must submit your complete, signed application and all required documents to no later than **11:59 p.m. eastern time on July 31, 2023**.

*A note about website links: For ease of reference, this guide provides links to relevant, useful information hosted outside the USDA domain. Please be aware that, when you access information through a link provided in this document, you are subject to the copyright and licensing restrictions of those sites. All links in this document were active as of May 2023.*

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# **Section 1: Technical Assistance and Construction for Innovative Regional Wastewater Treatment Systems Grant Pilot Program**

## **1.1 Introduction**

The Technical Assistance and Construction for Innovative Regional Wastewater Treatment Solutions (TAC-RWTS) Grant Pilot Program will allow qualified regional consortia to identify, evaluate, and construct economically feasible, regional wastewater systems for historically impoverished communities in areas which have had difficulty installing traditional wastewater treatment systems due to soil conditions. The successful applicant(s) will be, or coordinate with, a regional university to solve untreated raw sewage issues with innovative technologies, while taking into consideration strategic management and regulatory models. Grants are for wastewater-related technical assistance, including such services as developing needs assessments, testing wastewater options, preliminary design assistance, developing regulatory guidance, and submitting applications for financial assistance. Additionally, the grant funds may be used to construct the identified solutions, including eligible associated costs.

The focus of this grant is raw sewage discharge in rural communities in the Mid-South, particularly historically impoverished communities that have had difficulty utilizing USDA programs. These communities face unique challenges, both due to income level and soil type. Emphasis should be placed on promoting racial equity of service in rural communities and ensuring access to communities suffering from systemic racism and other forms of discrimination.

In this guide, you will find information to help you:

- A listing of application items needed
- Explanation of scoring criteria for the TAC-RWTS Grant Program

This program is administered by the USDA Rural Utilities Service (RUS), Water and Environmental Programs (WEP), in coordination with USDA Rural Development.

## **1.2 Authorization**

This program is authorized pursuant to 5 U.S.C. 301; 7 U.S.C. 1989; 16 U.S.C. 1005; Division B, Title VII General Provisions, Section 783 of the Further Consolidated Appropriations Act, 2020 (Pub. L. 116–94); and Division A, Title VII General Provisions, Section 771 of the Consolidated Appropriations Act, 2021 (Pub. L. 116–260). The program is implemented through 7 CFR part 1775, Technical Assistance Grants, and the provisions of the Notice of Funding Opportunity (NOFO). Other Federal statutes and regulations are listed at 7 CFR 1775.8, Other Federal statutes.

In addition to the Notice of Funding Opportunity (NOFO), the regulations and guidance primarily supporting the implementation of the TAC-RWTS program can be found at [7 Code of Federal Regulations \(CFR\) 1775, Technical Assistance Grants](#), and [2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for](#)

[Federal Awards](#). Except for scoring priorities, which are outlined in the NOFO, should any differences result in the interpretation of the FY 2023 TAC-RWTS Application Guide and the regulations, the regulations will take precedence over information contained in this guide. This guide is to be used in conjunction with the NOFO and regulations.

### **1.3 Available funding for Fiscal Year 2023**

There is currently \$5,150,091 in funding available through the NOFO. Additional funding may become available after the Fiscal Year (FY) 2023 budget is approved by Congress.

### **1.4 Program Contacts**

USDA RUS, WEP staff administer this program. The grant manager is Christina Cerio, Community Programs Specialist. If you have any questions, contact the WEP staff early in your application process.

Email: [Water-RD@usda.gov](mailto:Water-RD@usda.gov)

Telephone: 315-403-3112

### **1.5 Online Resources**

TAC-RWTS program information is available at: <https://www.rd.usda.gov/programs-services/water-environmental-programs/technical-assistance-and-training-innovative-regional-wastewater-treatment-solutions-grant-pilot>.

Additional application guidance can be found in the Fiscal Year 2023 NOFO available at <https://www.grants.gov>.

## **Section 2: Requirements for a Complete Grant Application**

### **2.1 Preparing the Application**

To be considered for funding, you must be an eligible entity and must submit a complete application by the deadline date. You should consult the cost principles and general administrative requirements for grants pertaining to their organizational type to prepare the budget and complete other parts of the application. You also must demonstrate compliance (or intent to comply), through certification or other means, with other public policy requirements.

All applications for assistance will follow 7 CFR 1775.10, Applications, and the NOFO when considering what documents are required. Projects that propose technical assistance related efforts will adhere to the 7 CFR 1775 when considering eligible costs, limitations, and other associated factors. Proposals that are construction-based will follow the NOFO and 2 CFR 200 when determining eligible costs, limitations, and other factors. Similarly, the respective guidelines will be followed during the period of performance should the applications be selected for funding.

Should the proposed project lead to the construction of a public wastewater facility that will be owned by an entity that is not the TAC-RWTS applicant, the benefiting organization shall also meet the eligibility criteria outlined within the NOFO. The entity that will own the facility must be a party to the consortium agreement or be an active participant in the project and demonstrate the capacity to own, operate, and maintain the facility. The entity that will take ownership of the facility upon completion must obtain any prior approvals from leadership and include a commitment in writing with this application. Should the project be selected for funding, the entity must agree to submit any financials or other supporting documentation required by the NOFO, grant agreement, or other applicable guidance. This includes documentation supporting the applicant's inability to fund the project from its own resources or through conventional credit at reasonable rates and terms.

## 2.2 Required Forms

Applicants must complete and submit the following forms electronically through [www.grants.gov](http://www.grants.gov) to apply for a TAC-RWTS grant. **Note:** Forms are available via [www.sam.gov](http://www.sam.gov) or [www.grants.gov](http://www.grants.gov). All forms are required.

- Standard Form 424, "Application for Federal Assistance – Non-construction"
- Standard Form 424A, "Budget Information—Non-Construction Programs"
- Standard Form LLL, "Disclosure of Lobbying Activity"
- Form RD 400-1, "Equal Opportunity Agreement"
- Other required supporting forms and information as listed in [7 CFR 1775.10](#) (c) and (d).
- Applications shall include a Project Proposal. Construction-related projects that are selected for funding may be required to further define the scope of work post-obligation if the exact service area, technology, or other factors are not established.

## 2.3 Project Proposal

A project proposal will be submitted under this NOFO for both technical assistance and construction-related activities. The project proposal or supporting documentation must confirm the ability of the grantee to administer the funding in accordance with established program standards, and state and federal laws. Any application that is proposing both technical assistance and construction-related activities must adequately document both elements in a clearly and succinctly.

The project proposal must outline the project in sufficient detail to provide the reader with a complete understanding of how the proposed project will work. Explain what your project will accomplish by utilizing the grant funds. Demonstrate the feasibility of the proposed project in meeting the objectives of this grant program. The project proposal should not be more than 20 pages long, double-spaced with size 12 Times New Roman or Arial font. The proposal must cover the following elements:

## **1. Project Summary**

Present a brief project overview. Explain the purpose of the project, how it relates to the TAC-RWTS's purposes, how you will carry out the project, what the project will produce, and who will direct it. Discuss how the technical assistance will be delivered, the area under consideration and, for construction-related projects, what type of technology will be used, such as centralized, cluster, mini-cluster, and/or centrally managed individual facilities. Outline the proposed outcomes of the work.

## **2. Needs Assessment**

Describe why the project or service is necessary. Demonstrate why eligible entities need grant funds. Quantify the number of prospective communities or provide statistical or narrative evidence that a sufficient number of communities exist to justify the grant award. Describe the service area, including the names of communities to be served, population, median household income (MHI), and overall financial capacity. Address the specific needs of the proposed service area, including any environmental resources present, specifically as related to innovative treatment solutions of regional wastewater systems for historically impoverished communities that have had difficulty installing traditional wastewater treatment systems due to soil conditions. Reference the condition of any existing facilities.

## **3. Project Goals and Objectives**

Clearly state your project goals. Your objectives must clearly describe these goals and be concrete and specific enough to be quantitative or observable. They must also be feasible and relate to the purpose of the project and the need identified in the Needs Assessment.

## **4. Project Narrative**

The narrative must cover in more detail the items briefly described in the Project Summary. It must establish the basis for any claims that you have substantial expertise in providing effective technical assistance or construction administration. The narrative must address the following points:

### **a. Work Plan**

The work plan must include a list of proposed services to be provided, including how communities will be selected, financial need and persistent poverty status of selected communities, discussion of any inequity of service due to systemic racism or other forms of discrimination that will be mitigated, and known soil condition that will be mitigated. The work plan must emphasize the innovative aspects of the scope of work, and how it will address regional needs.

Provide a description of the type of technical assistance or construction to be delivered. The tasks to be contracted must be detailed along with the number of personnel on staff or to be contracted to provide the service, and their experience with similar projects.

Show how proposed tasks and activities will be accomplished with available resources during the grant period. Clearly address cost effectiveness of technical assistance or treatment method selected. Show the work you plan to do to achieve the anticipated outcomes, goals, and objectives set out for the TAC-RWTS Program. Include a brief description of how the service will be provided, and whether currently employed personnel or contracted personnel will be used.

Construction-related projects should discuss the consideration of practical alternatives, and how they arrived at the proposed project. That includes any analysis of life cycle costs or nonmonetary factors. The Work Plan should contain a fully developed description of the proposed project, including a schematic for any treatment processes, a layout of the system, and a location map of the proposed facilities. Information should be included related to preliminary project design, project schedule, permit requirements, sustainability considerations, total project cost estimate, and the annual operating budget. If the specifics of the construction are not established at the time of application, the project should be discussed generally. If funded, the Work Plan or an Agency-approved alternate document will be required prior to proceeding with any additional work.

#### **b. Budget and Budget Justification**

Provide an estimated breakdown of costs (direct and indirect) including those to be funded by grantee as well as other sources. Sufficient detail should be provided to permit the approving official to determine reasonableness, applicability, and eligibility. The written justification for projected costs must explain how budget figures were determined for each category and indicate which costs are to be covered by grant funds, by your organization, or by other entities. All expenditures discussed in the narrative must be accounted for in the budget justification. Provide evidence of the budget and accounting system proposed or already in place. The administrative costs for operating the budget must be expressed as a percentage of the overall budget. The budget justification must provide specific budget figures, rounding-off figures to the nearest dollar. Applicants must consult [2 CFR Part 200, Subpart E "Cost Principles."](#) for information about appropriate costs for each budget category.

Construction-related projects should also consider the impacts of the Build America Buy America Act, and American Iron and Steel Provisions that may be applicable. Construction cost breakouts should be comprehensive and also consider reasonable construction contingencies.



**c. Area(s) to be Served**

Describe in detail the areas to be served, including population, non-metropolitan MHI information, financial need, and the name and state of entity or type of entity that will be served as defined by 7 CFR Part 1775.2 (available at this link: <https://go.usa.gov/xMfdz>). Also describe the method used to select the entity or entities that will receive the assistance.

**d. Summary of Experience**

Provide a short summary of applicant's experience in providing services similar to those proposed. Include a brief description of successfully completed projects including the need that was identified and objectives accomplished. More details, including experience of key staff members, resumes, and person(s) providing the technical assistance, construction administration or oversight, can be included in an appendix.

**e. Sustainability Evaluation Method**

In detail, provide a description of how the effectiveness and results of the proposed TAC-RWTS project will be measured. The description should be clear and concise but provide enough detail to discuss the impacts to both short-term and long-term sustainability, as well as other impacts.

**f. Duration of Project or Service**

Clearly detail and describe the maximum number of months it would take to complete the project, not to exceed 48 months. The grant period typically begins on the first of the month following the grant approval. For construction projects, be sure to include detail related to the project schedule, including key benchmarks such as:

1. Land and Easement Acquisition;
2. Plans and Specifications, and Design;
3. Permits Acquisition;
4. Initial Advertisement for Bids;
5. Award Contract(s)/Initiate Construction;
6. Substantial Completion; and,
7. Final Completion.

**g. Administrative Points**

Only include if the applicant would like to be considered for administrative points on the factors listed in Section 4.3.

## **2.4 Required Information Not Found on Standard Application Forms**

In addition to completing the standard application forms, you must submit the following supplementary materials:

### **1. Evidence of Legal Existence**

Demonstrate that the organization applying on behalf of the consortium is legally recognized under state and federal law and has the authority for the proposed project. Examples of satisfactory documentation include certificates from the Secretary of State, or copies of state statutes or laws establishing your organization.

Applicant organizations must demonstrate that they meet the qualifications established in the NOFO and below. This includes the composition of the consortium of regional institutions of higher education, academic health and research institutes, or economic development entities that located in the region identified to be served and that have experience in addressing the issues in the region. The consortium must include a regional university, or the proposed scope of work must include coordinating with a regional university, to solve untreated raw sewage issues with innovative technologies and strategic management and regulatory models.

A consortium agreement, signed and dated by all members of the consortium, must identify each member's role and the transfer of funds from the lead entity to other members. A copy of the signed consortium agreement must be submitted. The agreement must outline the roles of each organization, including responsibility for completing actions, methods of payment, and actions related to failure of a party to complete the assigned tasks. Also, the agreement needs to address whether the members of the consortium will conduct work for the project via contract, or some other arrangement. If the consortium agreement is more than 12 months old, a signed certification stating that none of the members or their roles have changed must be provided.

An applicant is eligible to apply for the TAC-RWTS grant, on behalf of the consortium if it:

- 1) Represents a consortium (as defined in the definitions section of the NOFO);
- 2) Is legally established and located within one of the following:
  - (a) A state within the United States;
  - (b) The District of Columbia;
  - (c) The Commonwealth of Puerto Rico; or
  - (d) A United States territory;
- 3) Has the legal capacity and authority to carry out the grant purpose;
- 4) Has no delinquent debt to the federal government or no outstanding judgments to repay a federal debt;
- 5) Demonstrates that it possesses the financial, technical, and managerial capability to comply with federal and state laws and requirements. For construction projects whereby ownership is retained by the applicant or

consortium, the application must demonstrate the capacity to own, operate, and maintain the facility; and,

- 6) Is not a corporation that has been convicted of a felony (or had an officer or agent acting on behalf of the corporation convicted of a felony) within the past 24 months. Any corporation that has any unpaid federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability is not eligible.

## **2. List of Directors and Officers**

Submit a current certified list of directors and officers of the applicant organization, with their respective terms.

## **3. IRS Tax exempt Status**

Submit evidence of tax-exempt status from the Internal Revenue Service (IRS).

## **4. Audit**

Submit a copy of the most recent audit of the applicant organization. A link for website access to an audit is **not** acceptable.

If the project includes a proposal to construct a facility, which will be owned by an entity other than the TAC-RTWS applicant, the financial audits of the assuming entity may be required when assessing the technical, managerial, and financial capacity of the organization prior to transferring the facility.

## **5. Financial statements**

Submit the latest financial information to show the applicant's financial capacity to carry out the proposed work, including:

- Balance sheets
- Income and cash flow statements for the last three years.
- If the applicant organization was formed fewer than three years ago, financial statements must be submitted for the periods from inception to the present, including the pro-forma balance sheet at start-up and for at least three additional years.

Similar to Section 2.4, Audit, should the proposed project lead to the construction of a facility that will be owned by an entity that is not the TAC-RWTS applicant, the applicable financial statements for the benefiting organization may be required to determine the technical, managerial, and financial capacity of the organization prior to transferring the facility.

## **6. Other Organizational Documents**

If delivering the scope of work with an affiliated organization, provide the contract or legal documents that illustrate the affiliation between the contractor and your organization.

### **2.5 Additional Information Not Found on Standard Application Forms**

You can present additional information to support and describe your plan for achieving the grant objectives. This information, which can include such things as letters of support, resolutions, and policies, can be regarded as essential for understanding and evaluating your proposed project. Such supplements can be presented in appendices to your proposal.

## **Section 3: Application Submission Process**

### **3.1 Electronic Filing**

Applications must be filed electronically using Grants.gov (available at this link: <https://www.grants.gov>). The TAC-RWTS application package can be found by searching for the grant opportunity number located on the NOFO available at this link: [Technical Assistance and Construction for Innovative Regional Wastewater Treatment Solutions \(TAC-RWTS\) Grant Pilot Program | Rural Development \(usda.gov\)](#).

NOTE: USDA will not accept applications by email or fax. If you have questions, see Section 1.4 for contact information.

### **3.2 Actions Required Prior to Submitting Your Application**

You are required to get a Unique Entity ID (UEI) and maintain active registration in the U.S. Government's System for Award Management (SAM) database, available at this link: <https://sam.gov/content/home>. Your registration must be renewed and revalidated every 12 months for as long as you have an active loan, guaranteed loan, or grant with USDA Rural Development's Rural Utilities Service.

To ensure your information is current, accurate, and complete, and to prevent SAM account expiration, reviews and updates must be performed within 365 days of the initial account activation date. The registration process can take up to 10 business days to complete. Additional information about the SAM is available in 2 CFR Part 25,

Universal Identifier and System for Award Management, available at this link: [https://go.usa.gov/x\]bS4](https://go.usa.gov/x]bS4). You can also check the “Help” section at SAM.gov.

### **3.3 Application Window**

The FY 2023 application window opens on May 30, 2023. To be considered for FY 2023 funding, your application must be time-stamped electronically on [www.grants.gov](http://www.grants.gov) no later than 11:59 p.m. Eastern Standard Time on the filing deadline July 31, 2023.

NOTE: If a receipt date falls on a weekend or a federal holiday, the deadline will be extended to the next business day.

## **Section 4: Application Review Process**

### **4.1 Receipt Acknowledgment**

USDA will acknowledge by email receipt of your application. It will be reviewed for completeness to determine if you included all required items.

### **4.2 Evaluating the Application**

A review team, composed of at least three WEP members, will independently evaluate all applications and proposals. This team will make overall recommendations based on factors such as eligibility, clarity, detailed information, application completeness, and conformity to application requirements. They will score the applications based on criteria in the next section.

### **4.3 Scoring Criteria**

The application and supporting information will be used to determine the applicant's priority for available funds. All applications will be reviewed and scored for funding priority in accordance with this application guide. Points will be given only for factors that are well documented in the application package and, in the opinion of the USDA, meet the objective outlined under each factor, as guided by the [Notice of Funding Opportunity](#) and outlined below.

1. Applicant experience, including members in the Consortium Agreement, at developing and implementing successful technical assistance or construction projects similar to the proposed scope of work (10 points possible)
  - More than ten years (10 points)
  - Five to ten years (5 points)
  - Less than five years (0 points)
2. Applicant resources: Use of grant funds for Consortium staff versus contract personnel to carry out the technical assistance or construction. (10 points possible)
  - At least 75 percent staff (10 points)

Between 50 percent and 74.99 percent staff (5 points)  
Fewer than 50 percent staff\* (0 points or ineligible)

3. Service Area: Direct Efforts Towards Identified Communities in Historically Impoverished Counties as defined with the NOFO. (15 points possible)
4. Mid-South: Direct Efforts Towards Identified Communities in the Mid-South Region as defined within the NOFO. (15 points possible)
5. Goals and Objectives: Goals and objectives are clearly defined and tied to need, results and measurable outcomes. (10 points possible)
6. Needs Assessment: The problem or issue being addressed is clearly defined, supported by data, and addresses the need. (10 points possible)
7. Scope of Work: Extent to which the work plan clearly articulates a well-thought-out approach to accomplishing objectives; and clearly defines how the applicant would respond to historically impoverished communities in areas which have had difficulty installing traditional wastewater treatment systems due to soil conditions.\*\* (35 points possible)
8. Innovative Approach: Innovative Approach to Identifying and Targeting Wastewater Treatment. (10 points possible)
9. Sustainability: Applicant demonstrates ability to sustain project without federal award using a thorough financial analysis to include: cash on hand, projected revenues, outside source contributions, and show a steady increase to sustainability within five years. (10 points possible)
10. In-kind support (up to 10 points possible)
  - Demonstrated commitment of non-federal resources of more than 25 percent of the total project costs (10 points)
  - Demonstrated commitment of non-federal resources of ten percent to 25 percent of the total project costs (5 points)
  - Fewer than ten percent of non-federal resources committed toward total project costs (0 points)
11. Administrator discretion: The Administrator for the Rural Utilities Service can provide additional points based on geographic, economic, or agency priority issues\*\* (up to 15 points possible)

\* 7 CFR 1775.35(e)(3), Eligibility (available at this link: <https://go.usa.gov/xMw5X>) - Applicants proposing to implement technical assistance can contract with a nonaffiliated organization for not more than 49 percent of the grant to provide the proposed assistance. WEP's definition of an affiliated organization is as follows:

1. In corporate law and taxes, an affiliate is a company that is related to another company, usually by being in the position of a member or a subordinate role (must be verified by organizational documentation). Two companies may be

affiliated if one company has control over the other, or if both are controlled by a third company, and

2. One corporation can be affiliated with another corporation by shareholdings, by holding a minority interest, or one corporation might be a subsidiary of another.

\*\* USDA has an online resource that can be used for evaluation and determining soil conditions, which can then be used to support the proposed project scope of work. Resource can be accessed here: <https://websoilsurvey.sc.egov.usda.gov/>

\*\*\* Administrator Points: To receive points, the project must be located in a Disadvantaged Community or a Distressed Community. A Disadvantaged Community will be determined by the Agency by using the Council on Environmental Quality's Climate and Economic Justice Screening Tool (which is incorporated into the USDA look-up map) which identifies communities burdened by climate change and environmental injustice. Additionally, all communities within the boundaries of Federally Recognized Tribes and Alaska Native Villages will also be determined to be Disadvantaged Communities by the Agency. Distressed Community will be determined by the Agency by using the Economic Innovation Group's Distressed Communities Index (which is incorporated into the USDA look-up map), which uses several socio-economic measures to identify communities with low economic well-being. To determine if your project is located in a Disadvantaged Community or a Distressed Community, please use the following USDA look-up map: <https://ruraldevelopment.maps.arcgis.com/apps/webappviewer/index.html?id=4acf083be4c44bb7864d90f97de0c788>. The administrator points will be awarded solely on the aforementioned factors, up to a total of 15 points.

#### **4.4 Application Selection**

The Agency will rank all qualifying applications by their final averaged score. Administrator points will be added to the averaged total scores of all reviewers. Applications will be selected for funding based on the highest scores and the availability of funding for TAC-RWTS program. USDA reserves the right to make no grant awards if all applications are incomplete or score or earn low scores, in the opinion of USDA. All applicants will be notified of their selection status by email.

#### **4.5 Possible RUS Actions on the Application**

The Agency will decide among the following:

- Eligible and selected for funding
- Eligible but offered fewer funds than requested
- Eligible but not selected for funding
- Ineligible for the grant

## 4.6 Appeals Process

In accordance with 7 CFR Part 1900, Subpart B (available at this link: <https://go.usa.gov/xJDaW>), applicants generally have the right to appeal adverse decisions. However, some adverse decisions, such as a denial due to lack of available TAC-RWTS program funds, cannot be appealed.

Applicants can request review by the National Appeals Division (NAD). The appeal must be received within the proper timeframe, in writing, and filed with the appropriate NAD regional office. A list of regional offices is available at this link: <https://go.usa.gov/xJDaN>. You can call NAD toll-free at (877) 487-3262.

## Appendix—Rules and Regulations

These rules and regulations have been mentioned throughout the text of the guide but are listed in one place for easy reference.

- 7 CFR Part 1775, “Technical Assistance Grants” – available at this link: <https://www.ecfr.gov/current/title-7/subtitle-B/chapter-XVII/part-1775>
- 7 CFR Part 1780, “Water and Waste Loans and Grants” – available at this link: <https://www.ecfr.gov/current/title-7/subtitle-B/chapter-XVII/part-1780>
- 7 CFR Part 1900, Subpart B: Adverse Decisions and Administrative Appeals – available at this link: <https://go.usa.gov/xJDaW>
- 2 CFR Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – available at this link: <https://go.usa.gov/xJjq4>
- 2 CFR Part 400: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – available at this link: <https://go.usa.gov/xJDrv>
- Code of Federal Regulations – available at this link: <https://www.ecfr.gov/>

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family or parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary. Those with disabilities who need alternative means of communication (for example, Braille, large print, audiotope, and American Sign Language, among others) can contact the responsible agency or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Program information also can be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, available at this link: <https://go.usa.gov/xzzfW>, and at any USDA



office. Or write a letter addressed to USDA and provide all of the information requested in the form. Call (866) 632-9992 to request a copy of the complaint form. Submit your completed form or letter to USDA by: (1) postal mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 (2) fax: (202) 690-7442, or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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