



## 2009 Request for Applications (RFA)

### Western Center for Risk Management Education Extension Risk Management Education Grants Program

**Pre-Proposal Opening Date: November 3, 2008**

**Pre-Proposal Closing Date: December 11, 2008**

## OVERVIEW

### Legislative Background

Section 133 of the Agricultural Risk Protection Act (ARPA) of 2000, Pub. L.106-224 requires USDA/CSREES to establish a program under which competitive grants are made to qualified public and private entities for the purpose of educating agricultural producers about the full range of risk management activities including futures, options, agricultural trade options, crop insurance, cash forward contracting, debt reduction, production diversification, farm resources risk reduction and other risk management strategies. Under this mandate the USDA's Cooperative State Research, Education and Extension Service (CSREES) established four Regional Centers to address the educational needs within their regions. These four Regional Centers have together carried out a competitive Risk Management Education grants program on a national basis since 2001.

The 2008 Farm Bill, in Section 12026, amends this program by placing a special emphasis on risk management strategies, education and outreach specifically targeted at: (\*\*)

- A. beginning farmers or ranchers;
- B. legal immigrant farmers or ranchers that are attempting to become established producers in the United States;
- C. socially disadvantaged farmers or ranchers;
- D. farmers or ranchers that
  - a. are preparing to retire; and
  - b. are using transition strategies to help new farmers or ranchers get started; and
- E. new or established farmers or ranchers that are converting production and marketing systems to pursue new markets.

*\*\*Definitions for the producer audience groups identified above may be found on the Western Center's website under "Competitive Grants" (<http://www.westrme.wsu.edu/funding/index.htm>).*

Section 133 of the ARPA established the continuing intent of the program, which is to *educate agricultural producers about the full range of risk management activities*. All organizations serving agricultural producers, especially those serving the special emphasis audiences, are strongly encouraged to apply. Applications must clearly identify how agricultural producers will improve their risk management as a result of participating in the proposed project.

## **PROGRAM PURPOSE**

The Western Center for Risk Management Education (Western Center), in conjunction with the Northeast, North Central and Southern Center, announces a funding opportunity for projects that help farm and ranch families succeed through targeted risk management strategies. The return sought on the investment of the grant awards is the improved ability of farm and ranch families to manage the risks associated with their farming and ranching businesses. In addition to crop insurance, effective risk management involves selecting tools and approaches that reduce the adverse financial effects of the uncertainties of weather, yields, prices, government policies, global markets and other factors that can cause wide swings in farm income or threaten economic viability. Alternative production and management strategies may create a different set of business risks, and/or may sometimes increase those risks. Effective risk management education should help producers make a comparative risk assessment of alternative production or management practices.

The Western Center will announce 18-month awards by April 23, 2009 for risk management education projects to begin on July 1, 2009 and to be completed on or before December 31, 2010. If your project is funded, we will offer whatever help we can give you to make the project a success. Our goal is to partner with you to create improved risk management education results for agricultural producers and their families.

### **Size of Awards**

Grant awards will normally not exceed \$50,000 for single region projects. Generally, the range of awards, for single region projects is from \$5,000 to \$50,000; however there is no absolute upper or lower limit on the funds provided to a project. The awards will reflect a mix of project sizes to meet our investment goal of a balanced portfolio.

### **Eligibility**

Organizations eligible and encouraged to apply for grants are private and public groups, organizations and institutions including land grant colleges and universities, Cooperative Extension, other colleges and universities and qualified public and private entities in the region with a demonstrated capacity to develop and deliver educational programs, for agricultural producers and their families. These entities include farm organizations, commodity groups, lenders, consultants, marketers, risk management service providers such as crop insurance agents and other non-governmental and community-based organizations. Collaboration between the public and private sectors is strongly encouraged.

This program encourages applications that help producers, belonging to the Special Emphasis groups identified in Section 12026 of the 2008 Farm Bill, learn about risk management strategies and tools that can be applied to their farm businesses. Organizations that provide risk management education and assistance to these producers are eligible and encouraged to submit applications.

The Western Center serves Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming and the U.S. affiliated Pacific Islands.

## **STAKEHOLDER INPUT**

Comments received from the Western Center's Fall 2008 email request for Stakeholder Input were considered in the development of this RFA.

The Western Center for Risk Management Education welcomes comments, suggestions and/or recommendations regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the Extension Risk Management Education Grants Program. Written stakeholder comments should be submitted by mail to: Jonathan Newkirk, Director, Western Center, 222 N Havana, Spokane WA 99202, or via e-mail to: Jo Ann Warner at [warnerj@wsu.edu](mailto:warnerj@wsu.edu).

## **RISK MANAGEMENT PRIORITIES AND TOPIC AREAS**

The Western Region Advisory Council has identified three topic areas of interest:

1. Food safety
2. Labor supply and retention; and
3. Managing the financial risks associated with dramatically increased input costs and input shortages, worsening debt to asset positions expected with declining commodity prices, credit issues, and/or the volatility in farm gate product prices.

Projects addressing these risk topic areas may be given extra consideration. However, the Western Center is interested in projects that cover the spectrum of risk management needs for agricultural producers, so proposals submitted in these areas must compete effectively with the other applications by showing clear risk management results for producers. All projects must clearly show that the training they provide will improve producers' ability to analyze and manage the financial risks associated with the risk topic.

## **INVESTMENT CRITERIA**

Please read the following information carefully. This RFA gives clear instructions on results-based grant awards. Closely following the principles and directions of results-based grant making will improve your chances for success. Proposals that fail to follow these principles and directions will be excluded from consideration.

### **Projects Must Be Results-Based**

Awards will be made to projects that clearly identify risk management results for the participants and that have a well thought-out approach for achieving those results. Risk Management Results (explained in the following section) are the results you believe the participants in your project will achieve. It is important, to understand this concept, because our application selection process focuses on the probability that the participants in your project will learn, achieve and apply the proposed risk management results you identify. The context and principles of our results-based process are described in detail in this RFA. Applicants who take the time to understand results-based grant making will have a far greater chance of success in receiving funds from the Western Center.

### **Risk Management Results**

The Proposed Risk Management Results for your participants are the key focus of project selection. They are the specific, measurable and verifiable results that participants will learn, achieve and apply immediately after, or within 6 months to a year, following completion of your project. At the end of your program delivery, the Proposed Results should translate into actual risk management tools and strategies that producers use to improve and manage their overall financial risk. Examples of risk management results are: (1) A producer completed a business plan as a result of participating in your project; (2) A producer identified a new market as a result of participating in your project; and (3) An extended family developed a succession plan as a result of participating in your project. The online application requires that you identify how many of your project participants will achieve each Proposed Result. Do not confuse the actions your project team takes or materials they develop with actions that producers will take to improve their ability to manage risk.

### **Risk Management Education Defined**

To put the investment criteria in context, you should understand our definition of Risk Management Education. Risk is an important aspect of the farming business. Risk management involves choosing among alternatives that reduce the adverse financial effects of the uncertainties of weather, yields, prices, government policies, global markets and other factors that can cause wide swings in farm income. Risk Management Education, within the context of the enabling legislation for the Extension Risk Management Education Program, is defined as training that improves the ability of agricultural producers and their families to effectively manage risks. Five general risk categories associated with farm and ranch businesses are described below.

**Production Risk** – Production risk derives from the uncertain natural growth processes of crops and livestock. Weather, disease, pests and other factors affect both the quantity and quality of commodities produced.

Price or Market Risk – Price or market risk refers to uncertainty about the prices producers will receive for commodities. The nature of price risk varies significantly from commodity to commodity.

Financial Risk – Financial risk results when the farm business borrows operating money and/or creates an obligation to repay debt. Rising interest rates, the prospect of loans being called by lenders, issues that change the debt/asset ratio and the prospect of restricted credit availability are also aspects of financial risk.

Institutional/Legal Risk – Institutional or legal risk results from uncertainties surrounding government actions. Tax laws, regulations for chemical use, rules for animal waste disposal and the level of price or income support payments are examples, of government decisions, that can have a major impact on the farm business.

Human/Personal Risk – Human or personal risk refers to factors such as succession, disability, estate problems, wellness, or human relationships that impact the viability of the farm (i.e., divorce, sibling rivalry and intergenerational issues). Labor relations or labor supply are another area of human risk that can impact the financial well-being of the farm or ranch business.

### **Risk Management Areas and Topics**

For each Risk Management Result you propose for the producers participating in your project (Proposed Results), you will be asked to select a corresponding Risk Area (from the five categories listed above) and a specific Risk Management Topic within that area. The online application will ask you to identify a Risk Area and a Risk Management Topic from the following list for each Proposed Result:

- Production
  - Economic risks of new technologies
  - Insurance products
  - Product and enterprise diversification
  - Transition to new production systems
  - Water use decisions
- Price
  - Analysis of market fundamentals
  - Cash and futures pricing tools
  - Marketing plans and strategies
  - Branded, certified or identity preserved marketing
  - Direct marketing
  - Contract Production
- Financial
  - Agri-tourism and alternative energy investments
  - Asset management including leasing and renting
  - Business and strategic planning
  - Cost of production and benchmarking
  - Economics of input decisions
  - Financial records and analysis
  - Returns to alternative energy investments
  - Value-added enterprises

- Legal
  - Contracts and leases
  - Environmental regulations
  - Food safety liability
  - Labor regulations
  - Personal and business liability
- Human
  - Employee management and communication
  - Health, stress and well being
  - Interpersonal, family and business relationships
  - Labor supply, recruitment and retention
  - Transition and estate planning

### **Portfolio Approach**

In selecting projects for funding, the Western Center seeks to invest in a balanced portfolio of Risk Management Education projects that represent:

- Diversity in terms of different types of producers to be served
- Diversity in terms of risk management tools and strategies to be taught
- Diversity in terms of the organizations that receive support
- An array of public-private partnerships that will strengthen project results and continuity
- An approach that recognizes the importance of the family to farm/ranch businesses
- A geographical balance of funded projects in the region

## **PROJECT DIRECTOR DESIGNATION**

The designated Project Director must be actively involved at all stages of the proposal process, from the Pre-Proposal through to the Full Proposal (if invited to submit a Full Proposal Application) and is responsible for completing the project. This includes project management, subcontracting, funds oversight, meeting project time schedules, reporting progress and submitting the final report. The Review Panel's assessment of whether or not producers can achieve the proposed risk management results will be based upon the capacity of the Project Director and team to deliver results-based risk management training.

### **CHANGE IN PROJECT DIRECTOR DESIGNATION**

The Project Director will be responsible for the entire project. Change in project director designation requires approval from Jonathan Newkirk, the Western Center Director. The existing Project Director must send a letter to the Center Director requesting the change. In addition, the newly designated Project Director must also provide a letter which states his/her qualifications and experiences for assuming the responsibilities associated with the project. Failure to notify the Center of a change in project director designation could result in a pre- or full proposal being withdrawn from consideration, or the withholding of funds if an award has been made.

## PUBLIC-PRIVATE PARTNERSHIPS AND COLLABORATION

Applicants must indicate the collaborators they will use to strengthen their project. A project will not be considered for funding unless it identifies meaningful collaborators. Collaborators are outside people and organizations from both the public and private sectors that will provide technical expertise and/or access to producers. Collaborators need only to be identified in the Pre-Proposal. Letters of commitment from Team Members and Collaborators or their organizations are required as part of the Full Proposal Application.

### EVALUATION CRITERIA

The following evaluation criteria will guide our selection of projects. Because we believe the risk management results producers achieve are the return on investment of our funds, the highest priority will be placed on the Proposed Results for participants. An application that does not identify the risk management results that participants will achieve has a limited chance of success. Strong emphasis will also be placed on Results Verification, Producer Demand and Collaborators. Although we are interested in the criteria that deal with innovative approaches and wide application, our primary focus will be on whether or not a project can deliver the proposed risk management results.

Successful applications will address the following criteria by showing the direct connection between what you propose to do and how these activities will lead to risk management results for participants. The evaluation criteria are listed in the order of their importance, with the first one being the most important.

**Proposed Results (40 percent weight).** Proposed risk management results are what you anticipate participants will learn, achieve and apply through their participation in your project. At the end of your program delivery, the proposed risk management results should put producers in a better position to manage their overall financial risk and are the single most important factor the panel considers when deciding whether your project is funded.

**Results Verification (20 percent weight).** Results Verification identifies the method and/or tool that you will use to verify (measure) how many participants are able to accomplish the proposed risk management results listed in your application. Careful consideration should be given to the type of verification tool(s) that can most effectively measure the risk management accomplishments of the producers.

**Producer Demand (20 percent weight).** Producer Demand describes why your target audience will choose to participate in your project. You must be able to provide evidence that there is clearly a need, expressed by producers, for the project being proposed. Although market research data is not required, evidence of producer demand through a market analysis of your anticipated audience can help to strengthen your application.

**Collaborators (10 percent weight).** Collaborators are outside people or organizations that can provide either technical expertise or access to producers. This may include partners, either individuals or groups, in the public and/or private sectors, working through the joint efforts of existing networks or the formation of new educational networks. (This criterion will require

reviewers to come to the conclusion that the proposal adequately indicates that the collaborators are really part of the project and that their participation strengthens the project).

**Innovative Approaches (5 percent weight).** This may include approaches and methods that further contribute to the existing knowledge base, materials and/or tools available. Innovation may also deal with approaches that address the lack of time producers have, the marketing and delivery of the proposed project to potential participants and other creative techniques that may further motivate producers and their families to participate in the project.

**Wide Application (5 percent weight).** Demonstration or description of how the proposed project or its inherent techniques and strategies developed and delivered might have wide application. Descriptions of program techniques might include adapting materials to specialized audiences, marketing and promotion techniques, eliciting high interest in basic risk management principles with new methodologies or other ideas that might make the project have wide application if others were to pick up on the idea or processes involved. Will aspects of the project contribute to the work of others who may wish to borrow or adopt the processes and procedures being proposed?

## **HOW TO APPLY**

### **Online Application Website**

The Pre-Proposal application (and later Full Proposal application, if requested) must be submitted online through the [Western Center \(http://www.westrme.wsu.edu/\)](http://www.westrme.wsu.edu/) website. Detailed information on the application process is also provided on the [Ag Risk Education Library](#) website. If you are unable to complete the application online, please call the Western Center at 509-477-2168 or email [warnerj@wsu.edu](mailto:warnerj@wsu.edu).

### **Grant Application Process**

There are **two stages** in the RME Program grant application process, which are described below.

### **STAGE ONE: SUBMIT PRE-PROPOSAL**

**Pre-Proposals are due by 5 pm PST on Thursday December 11, 2008.**

Pre-Proposal Defined – The Pre-Proposal is a short application that must be completed online. The information provided in the Pre-Proposal will become part of your Full Proposal application if you are selected to proceed to the next stage of the application process.

Pre-Proposal Content – We are looking for Pre-Proposals that express clarity and conviction. Excessive rhetoric or extraneous details should be avoided. The Pre-Proposal should provide a clear but brief description of how your project will work to produce specific risk management results for your participants. There must be a clear connection between what you propose to do and the results the participants will learn, achieve or apply. The Pre-Proposal is not graded on writing skill or complexity; however, it does need to stay within the prescribed word limits.

IMPORTANT: If you exceed the word count limitations as specified in the application instructions, those in excess may not be considered by the reviewers.

Selection Process – Conceptually, it is important to keep in mind that the selection process centers first on whether the applicant has clearly identified the risk management results the participants will learn, achieve and apply. At the Pre-Proposal stage, the application should provide a sense to the panel that project participants can achieve the proposed results by participating in the project. At the Full Proposal stage, the application, with its additional detail, must provide sufficient information so that the panel can make an informed decision as to whether the agricultural producers will achieve the proposed risk management results through participation in the project.

Project Director Designation – The Project Director must be actively involved, at all stages of the proposal process, from the Pre-Proposal through to the Full Proposal (if invited to submit a Full Proposal). Carefully review the information on Project Director Designation on page 6 of the RFA.

Change in Project Director Designation – Change in project director designation requires approval from Jonathan Newkirk, the Western Center Director. Carefully review the information on Change in Project Director Designation on page 6 of this RFA.

*Please note that Collaborator/Team letters, the SF424 Research & Related Cover Sheet and the online Budget form are **not** required for Pre-Proposals.*

### **Information Required for the Online Pre-Proposal:**

- **Proposed Results** – Identify the specific measurable and verifiable risk management results that you want your participants in the project to learn, achieve and apply. Make sure there is a logical connection between the information you provide in the project summary and these Proposed Results. In this section you will also be asked to identify, for each result, the risk area, risk management topic, producer action and the number of producers you anticipate will achieve that action. Next, you will be asked to identify the method and/or tool(s) that you will use to verify (measure) how many participants were able to accomplish the proposed risk management results.
- **Producer Demand** – Describe why your target audience will choose to participate in your project. You must be able to provide evidence that there is clearly a need, expressed by producers, for the project being proposed. Provide a brief description of your target audience and then describe a typical participant and why they would be motivated to participate in your project.
- **Audience Emphasis** – Identify the producer audiences your project will intentionally target. If your project will place special emphasis on risk management strategies, education and outreach specifically targeted toward one of the audience groups listed, then check the primary audience to whom you will be delivering. You may check up to 3 primary audience groups.

- **Review of Past Projects** – This section will require you to identify and review two past projects that your proposed project may build upon or collaborate with. You can review all previously funded Extension Risk Management Education projects in the Ag Risk Education Library (<http://www.agrisk.umn.edu/>). Go to *Funded Projects*, *Search Projects* and then select *Completed Projects Only*.
- **Project Summary** – In 150 words, your project summary should describe: 1) the risk management education subject you will cover; 2) the methods you will use to deliver your project; 3) your target audience, including the geographical location; 4) the number of workshops or educational activities; 5) the risk management results you expect participants to achieve from participating in the project; and 6) how many participants you expect to achieve these measurable results.
- **Additional Regions** – All four regional Extension Risk Management Education Centers welcome RME project proposals that cross regional boundaries. You may apply for funding for projects that cross these boundaries by submitting a separate application to each regional RME Center. The application requests that you identify the additional regional RME Center(s) to which you will be applying.
- **Amount Requested** – List the total amount requested (a detailed budget is *not* required for the Pre-Proposal application).
- **Project Team** – List the Project Director (Team Leader), Team Members and Project Collaborators by name and organization, including phone numbers, e-mail addresses and each person’s responsibility within the project.

### Submission of Your Pre-Proposal:

1. **Registration Information:** To register, go to the [Western Center](#) website, select [Competitive Grants](#) and follow the instructions on this page.
2. **Project Number and Password:** After you submit your online registration information, you will be emailed a *Project Number* and the *Password* you previously selected.
3. **Pre-Proposal Log In:** Go back to the Verification System website via [Competitive Grants](#) on the Western Center’s website and log in using your new *Project Number* and *Password*. Then follow the instructions for completing and submitting the Pre-Proposal.

**Instructions:**

The online application contains an instruction button labeled “*Instructions*”, that appears in the upper right-hand section of each page. When you click on *Instructions*, a separate smaller window will open that contains the instructions for the page you are working on, along with a table of contents for every section of the application. *Proposal Resources* (<http://www.agrisk.umn.edu/verification/media.htm>) also contains expanded information and provides definitions for terms that can assist you in completing the application.

**STAGE TWO: SUBMIT FULL PROPOSAL (IF SELECTED)**

**Full Proposals from finalists are due by 5 PM PST on Thursday February 26, 2009.**

Invitation to Submit a Full Proposal – The Western Center will notify applicants by *February 2, 2009* if they have been selected as finalists and will request that they submit a Full Proposal.

**Additional sections** must be filled out in the Full Proposal. Pre-Proposal information will automatically be included in the Full Proposal and will not have to be re-entered; however, you will be able to edit and make changes to your Pre-Proposal information in your Full Proposal. Please refer to the online application *Instructions* for how to fill out the additional sections required for the Full Proposal.

**Additional Information Required for the Online Full Proposal:**

- Risk Management Improvements
- Project Steps
- Project Description
- Tools and Curriculum (Project Team section)
- Budget
- Budget Narrative
- Requested Documents (All other requested materials)
  - Cover Sheet – SF424 Research & Related Cover Sheet (Download from Final Checklist Section of the online application)
  - Letters of Commitment

Online Application Process – The Full Proposal document must be submitted online by **Thursday February 26, 2009 at 5PM PST**. All other requested materials (including the Team Member and Collaborator commitment letters) must be submitted as uploaded documents within the Requested Documents section of the online application or, with special permission, as hard copies mailed to the **Western Center in Spokane, Washington** by the same closing time **Thursday February 26, 2009 at 5PM PST**. You may either upload a copy of the SF424 R&R Cover Sheet as a PDF document or mail a copy of the Cover Sheet to your Regional Center. The SF424 form is contained within the online application system.

## Requested Documents:

SF424 Research & Related Cover Sheet – Refer to the online application *Instructions* and/or the *Proposal Resources* (<http://www.agrisk.umn.edu/verification/media.htm>) for specific instructions on how to fill out this form.

Letters of Commitment – Letters of commitment from Team Members and Collaborators or their organizations are required for projects selected to submit a Full Proposal.

- Letters of commitment must identify the specific responsibilities and/or contributions of each of the team members and collaborators. Form letters and letters which only state general support for the project will not be considered.
- All team and collaborator letters of commitment must be sent to the applicant; who will then submit them as uploaded documents through the Requested Documents section of the online application as PDF File Attachments. All letters must be received by the **Western Center on or before the date** on which Full Proposals are due.
- Special permission may be obtained from the Western Center for the applicant to submit letters as hard copies.
- All letters must be submitted through the applicant. Individual letters submitted either electronically or via hard copy, directly to the Western Center will not be accepted.
- Signed and dated letters must be written on the letterhead of the team member's/collaborator's organization, addressed to **Jonathan Newkirk, Director, Western Center for Risk Management Education, 222 N. Havana, Spokane WA 99202.**

## Additional Information:

Indirect/F&A Costs – The authorizing legislation for this grant program does not allow indirect costs to be restricted. Therefore indirect costs will be allowed up to your organization's federally negotiated rate. If your organization does not have a federally negotiated indirect cost rate, you are allowed to include in your budget only those administrative costs that are directly related to the administration of your grant.

Salary Guidelines – Charges by academic institutions, for work performed by faculty members, during the summer months or other periods outside the base salary period, are to be at a monthly rate not in excess of that which would be applicable under the base salary and other provisions of the applicable cost principles. All salaries requested must be consistent with the regular practices of the institution.

Subcontractors and Consultants – If a portion of your proposed project will be performed by outside sources and/or will use a consultant, additional budget detail must be submitted. Refer to the online application *Instructions* and/or the *Proposal Resources* (<http://www.agrisk.umn.edu/verification/media.htm>) for more information.

Purchasing of Curriculum – Note: Projects that propose, to use a purchased curriculum, must identify the title, cost and source of the curriculum and identify specifically how the project proposes to pay for the curriculum. The budget narrative must identify if any Western Center

funds will be used to pay for trainer certification fees. The applicant will need to identify how or whether participants will be asked to pay a fee to help offset the cost of that curriculum. If the applicant has used the curriculum previously, the applicant should be prepared to provide evidence, if asked, of the past success of the curriculum, including participant response.

## **FINAL REVIEW OF FULL PROPOSALS**

### **Follow-up Telephone Call – A Possibility**

After the full proposals are reviewed by the respective regional RME Center Review Panel, a Center Director may contact finalists to clarify any issues raised during the review process. In addition, a Center Director, at the request of the Review Panel, may contact individuals who know about you and your past leadership experience to see if they think you are likely to be successful with your proposed project. It is possible that Western Center staff may also contact your collaborators or team members. A collaborator you have identified who is not familiar with your project may jeopardize your success in receiving funds. Remember that Project Team and Collaborator letters of commitment are due by the same deadline as the Full Proposal: **Thursday February 26, 2009 at 5PM PST.**

**Awardees will be notified by April 23, 2009.  
All grant contracts will be finalized by July 1, 2009.**

*Please note that situations may arise, over which the Western Center has no control, which could possibly delay these dates.*

### **Reporting Requirements and Other Information for Grant Awardees**

Reporting System – All reporting is online and is submitted through the Risk Management Education Results Verification System; the same system where Pre-Proposal and Full Proposal applications are entered. It is a simple and straight-forward process, with sections of the Full Proposal already available online for project managers to report against. The final report on each project is a public document and will be made available for viewing through the Ag Risk Education Library.

Progress Reports – Grantees will be contractually required to submit four progress reports – by October 1, February 1, May 1 and then the following October 1 of the 18-month project period. If desired, additional progress reports may be submitted.

Final Report – Upon project completion, awardees must also make a final report on the achievement of participants reaching the Risk Management Results identified in the application. The final report is due within the time frame directed by each Regional Center.

Provision of Materials Developed as a Result of the Project – Electronic copies of all project materials (promotional materials, educational materials and evaluations/reports) must be uploaded to the Risk Management Education Results Verification System for posting in the Ag Risk Education Library.

Final Payment – Final payment (or up to 15 percent of project costs) will be withheld until all reporting requirements are met.

## APPLICANT ASSISTANCE

### Contact Us for Help

It is strongly recommended that applicants download and carefully read all [Proposal Resources](http://www.agrisk.umn.edu/verification/media.htm) (<http://www.agrisk.umn.edu/verification/media.htm>). We also encourage you to contact us if you have questions. If you would like more information, about any of our concepts, principles or directions for the grant application process or if you have questions regarding your specific Pre-Proposal or Full Proposal, please contact:

Jo Ann Warner  
Western Center for Risk Management Education  
Washington State University Extension  
222 N. Havana St.  
Spokane, WA 99202

Voice: (509) 477-2168  
Fax: (509) 477-2197  
[warnerj@wsu.edu](mailto:warnerj@wsu.edu)

URL: <http://www.westrme.wsu.edu/>

### Key Deadline and Announcement Dates

Closing Date for Pre-Proposal Submission	5 PM PST, December 11, 2008
Finalists Selected to Submit a Full Proposal.	February 2, 2009
Full Proposal Due with All Required Materials	5 PM PST, February 26, 2009
Award Decisions Announced	April 23, 2009
2009 Award Contracts Finalized	July 1, 2009

## IMPORTANT ADDITIONAL INFORMATION

### Do Not Miss the Deadline

Online applications received after the posted submission deadlines will not be accepted for review. However, in the event, of an extraordinary circumstance, not under the control of the applicant (such as a blizzard, hurricane, tornado or other natural or man-made disaster) that results in the shutdown of the submitting organization, or results in courier or mail service delays, a determination will be made on a case-by-case basis by each respective RME Center as to whether to accept a late submission for review. The provision of supporting evidence is the responsibility of the applicant organization and/or the Project Director.

## Definitions

Definitions for terms used in this RFA and in the supporting documents required for Full Proposal applications, are available on the Extension Risk Management Education Results Verification System website ([Proposal Resources](http://www.agrisk.umn.edu/verification/media.htm) (<http://www.agrisk.umn.edu/verification/media.htm>)).

## Risk Management Education Reference Materials

Applicants seeking additional information on risk management for agricultural producers can find a wide range of materials at the Ag Risk Education Library website (<http://www.agrisk.umn.edu>).

Another useful resource in the General Risk section of the library is the USDA-RMA/CSREES publication, *Introduction to Risk Management*, by Alan Baquet, Ruth Hambleton and Doug Jose (<http://act.fcic.usda.gov/pubs/1997/riskmgmt.pdf>).

*Washington State University Extension programs and policies are consistent with federal and state laws and regulations on nondiscrimination regarding race, sex, religion, age, color, creed, national or ethnic origin; physical, mental or sensory disability; marital status, sexual orientation, or status as a Vietnam-era or disabled veteran. Evidence of noncompliance may be reported through your local Extension office.*



**This material is supported by USDA/CSREES  
under Award Number 2007-49200-03892**