

Tribal Colleges Extension Program

FY-2011 Request for Applications

APPLICATION DEADLINE: March 16, 2011



**U.S. Department of Agriculture
National Institute of Food and Agriculture**

**NATIONAL INSTITUTE OF FOOD AND AGRICULTURE;
U.S. DEPARTMENT OF AGRICULTURE**

TRIBAL COLLEGES EXTENSION PROGRAM

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under 10.500.

DATES: Applications must be received by close of business (COB) on March 16, 2011 (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding. Comments regarding this request for applications (RFA) are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

STAKEHOLDER INPUT: The National Institute of Food and Agriculture (NIFA) is requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program, if applicable, and will be used to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFAs for competitive programs. Written stakeholder comments on this RFA should be submitted in accordance with the deadline set forth in the DATES portion of this Notice.

Written stakeholder comments should be submitted by mail to: Policy and Oversight Division; Office of Grants and Financial Management; National Institute of Food and Agriculture; USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: RFA-OGFM@nifa.usda.gov. (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the Tribal Colleges Extension Program RFA.

EXECUTIVE SUMMARY: NIFA requests applications for the Tribal Colleges Extension Program (TCEP) for fiscal year (FY) 2011 to provide funding for the 1994 Land-Grant Institutions to conduct non-formal education and outreach activities to help meet the needs of Native American people. This RFA is being released prior to the passage of an Appropriations Act for FY 2011. Enactment of additional Continuing Resolutions or an Appropriations Act may affect the availability or level of funding for this program. It is anticipated that the amount available for support of this program in FY 2011 will be approximately \$4 million.

This notice identifies the objectives for TCEP projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a TCEP grant. NIFA additionally requests stakeholder input from any interested party for use in the development of the next RFA for this program.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

This program is authorized under Section 534(b) of the Equity in Educational Land-Grant Status Act of 1994 (7 U.S.C. 301 note), as amended by the Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA) (7 U.S.C. 7601). This section amends Section 3 of the Act of May 8, 1914 (Smith-Lever Act) (7 U.S.C. 341 et seq.), as amended. Under this authority, appropriated funds are to be awarded to the 1994 Land-Grant Institutions (hereinafter referred to as 1994 institutions or Tribal Colleges and Universities or TCUs) for Extension work and funds are to be distributed on the basis of a competitive application process.

B. Purpose and Priorities

The purpose of the TCEP is to build capacity of the 1994 institutions to deliver science-based, culturally relevant extension education programs designed to address public needs and improve quality of life. The TCEP is intended to be a component of the applicant 1994 institution's land-grant roadmap or strategic planning process. To the extent practicable, proposed activities should assist in addressing the following national critical needs areas:

- 1) Development of sustainable energy;
- 2) Increased global food security;
- 3) Adaptation of agriculture and natural resources to global climate change;
- 4) Reduction of childhood and adolescent obesity; and
- 5) Improved food safety.

C. Program Area Description

Extension programs encompass six key mission areas:

- Agriculture —educational programs help individuals learn new ways to produce income through alternative enterprises, improved marketing strategies, and management skills and help farmers, foresters and ranchers improve productivity through resource management, controlling crop pests, soil testing, livestock production practices, and marketing.
- 4-H Youth Development —builds important life skills in youth that build character and assist them in making appropriate life and career choices. At-risk youth participate in school retention and enrichment programs. Youth learn science, math, social skills, and much more, through hands-on projects and activities.
- Leadership Development —trains extension professionals and volunteers to deliver programs in gardening, health and safety, family and consumer issues, and 4-H youth development and serve in leadership roles in the community.

- Natural Resources —informs landowners and homeowners how to achieve sustainable use of natural resources and enhance environmental values with educational programs in water quality, water conservation, timber management, composting, lawn waste management, and recycling.
- Family and Consumer Sciences —enhances families’ resiliency and health by teaching nutrition, food preparation skills, positive child care, family communication, financial management, and health care strategies.
- Community and Economic Development —helps local governments investigate and create viable options for economic and community development, such as improved job creation and retention, small and medium-sized business development, effective and coordinated emergency response, solid waste disposal, tourism development, workforce education, and land use planning.

Stakeholder Input on Tribal Colleges Extension Program

Each TCEP application must have a stakeholder plan. A detailed plan is required to establish, implement and describe a procedure for gathering stakeholder input regarding the focus on the planned activities and priorities of this extension program.

Accordingly, each applicant must:

- Provide a brief statement on the process used by the recipient institution to identify individuals and groups who are Stakeholders and to collect input from them; and
- Provide a statement of how collected input was considered.

Each applicant must submit with the application a plan not to exceed one page (double spaced) that describes actions to seek stakeholder input on Extension program priorities and how this was considered in setting program/project goals (see Part IV, B 3(c)).

The use of Logic Models is strongly encouraged. The logic model planning process is a tool that should be used to develop your project **before** writing your proposal. See Part IV.B.3, c. for details on where to attach this information to your application. Discuss plans to identify successes and build upon and disseminate them. Provide the numbers of students (or faculty) currently involved in food and agricultural activities and the number for those expected to be directly and indirectly impacted by activities.

At its most fundamental level, a logic model should be a graphic representation of the thought path you followed in seeing an end objective and charting a course to achieve it. This should be a graphic path that others can follow easily.

http://www.csrees.usda.gov/nea/education/in_focus/tribal_if_tribal.html

Extension

TCEP encourages projects that develop content suitable for delivery through eXtension (http://about.extension.org/mediawiki/files/5/51/EXECUTIVE_SUMMARY_-_March_14%2C_2006_-_YEAR_2.pdf). This content is for end users, as opposed to staff development, and must align with the eXtension Implementation Plan (available at <http://about.extension.org/wiki/Planning>). Funds may be used to contribute to existing Communities of Practice (COPs) (http://about.extension.org/wiki/Glossary_of_eXtension_Terms#Community_of_Practice_.28CoP.29;) or form new COPs that focus on the Tribal College Community (for examples of developing COPs and guidance on forming COPs, see http://cop.extension.org/wiki/Main_Page).

PART II—AWARD INFORMATION

A. Available Funding

There is no commitment by USDA to fund any particular application or to make a specific number of awards. It is anticipated that approximately \$4 million will be available to fund applications in FY 2011. Below is a table of TCEP funding approximations for FY 2011. This RFA is being released prior to the passage of an Appropriations Act for FY 2011. Enactment of additional Continuing Resolutions or an Appropriations Act may affect the availability or level of funding for this program.

TCEP Program Components	Approximate FY 2011 Funding Anticipated
New Extension Program Capacity Projects	\$1.1 million
Continuations Extension Program Capacity Projects Funding provided under a separate RFA	\$1.4 million
Special Emphasis Projects	\$1.2 million
Special Emphasis Leadership	\$300,000

Awards issued as a result of this RFA will have designated the Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury's Financial Management Service, as the payment system for funds. For more information see http://www.nifa.usda.gov/business/method_of_payment.html.

B. Types of Applications

In FY 2011, only new applications may be submitted to the TCEP Program under this solicitation:

New application. This is a project application that has not been previously submitted to the TCEP Program. All new applications will be reviewed competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

C. Project Types

In FY 2011, Capacity and Special Emphasis Proposals Are Combined

Starting with the new 2011 grant cycle, applications for institutional capacity and special emphasis grants will be solicited as a single application. Capacity grants are anticipated to be for \$100,000 annually for 3 years. In addition to a capacity grant, each institution may have up to two Special Emphasis grants and one Special Emphasis Leadership grant. Special Emphasis Grants will be for \$85,000 per year provided annually over a 3-year project period. Special

Emphasis Leadership grants will also be for \$85,000 per year provided annually over a 3-year project period. **Special Emphasis projects will be components of capacity applications.**

A notice regarding Special Emphasis use: Unlike previous years, Special Emphasis grants may be used to conduct planning projects and studies on how to implement a 1994 Land Grant Program. Examples include: developing plans and capacities to eventually launch a full Extension Capacity program; surveys to assess community support for potential programs; feasibility studies for future projects or initiatives; etc.

Special Emphasis Support option: An institution may opt not to apply for capacity funding for the new FY 2011 three-year cycle and, instead, apply annually for smaller program focus options. This may be a reasonable choice for schools challenged by fund management at the level provided under the capacity grant. This will allow the school to provide smaller, focused programs and simplify grant management. Applicants may discuss this option with the National Program Leader (NPL) (see Part VII) to discuss this option.

In summary, here is an outline of this grant's new structure:

A FY 2011 New, 3-Year Capacity Application

One Extension Program Capacity Project may include:

- Up to 2 Special Emphasis Grants (3 Years, \$85,000 annually)
- One Special Emphasis Leadership Grant (3 Years, \$85,000 annually)

Project types:

Extension Program Capacity: 3-year applications that build and strengthen the capacity at the 1994 Institutions to provide individuals, families and communities with Extension education, outreach and technical assistance—covering an entire extension office with multiple programs.

Special Emphasis Grants: Support innovative projects to address special community needs or complement capacity programs beyond existing funding. Projects should take advantage of important opportunities, and/or demonstrate long-term sustained benefits and positive impact at 1994 Institutions. Unlike the Special Emphasis awards of previous years, these may focus on program or planning. The funding runs up to three years.

Leadership Program Focus Option: An opportunity to mentor other Tribal Colleges and Universities or create broad-reaching and integrated extension projects to benefit the tribal community. Leadership projects will involve multiple partnerships and leveraging of resources.

The life of the Capacity Grant is for three years and the project period will end in 2013. The Special Emphasis projects will have the same lifespan.

Given that applications will be submitted for a 3-year project period, NIFA anticipates making these awards as **continuation grants** to reduce the administrative burden to the grant applicants. A continuation grant is an award for which an application is approved for a specified time

period, but each year of funding is awarded on an annual basis (within that specified time period) and subject to the availability of annual appropriations and satisfactory progress of the project. Therefore, awards made in FY 2011 will provide funds for the first year of the project.

C. Project Types

As stated earlier in this RFA, the key mission areas for this program are as follows:

- Agriculture
- 4-H and Youth Development
- Leadership Development
- Natural Resources
- Family and Consumer Sciences
- Community and Economic Development

Within those six project types a broad diversity of proposals can be made. Examples include (but are not limited to):

- Assisting farmers, foresters and ranchers in increasing efficiency of agricultural production systems and in generating high quality products and processes;
- Creating a 4-H Civics Club and planning a trip to Washington, D.C. or making a presentation before Tribal Governments;
- Increasing knowledge of market principles, economic diversification and development of sustainable farming operations;
- Increasing producers' knowledge of principles and techniques of risk management;
- Reducing the number and severity of agricultural pests, disease outbreaks and invasive species;
- Increasing use of bio-energy and biomass conversion through implementing sustainable use of natural resources;
- Reducing the incidence or prevalence of food borne illnesses and contaminants by providing extension outreach to food, animal and produce growers, owners and operators of small plants, and food preparers and handlers;
- Improving management of forest and rangelands, including land, air and water; and
- Helping youth to develop good decision-making and leadership skills and providing educational opportunities to improve their technical skills.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may be submitted by any of the Tribal colleges and universities designated as 1994 Land-Grant Institutions under the Educational Land-Grant Status Act of 1994, as amended. This Act, as amended in Section 533(a), requires that each 1994 Land-Grant Institution be accredited or making progress towards accreditation and be recognized as a legal entity. If accreditation is being sought, a college must demonstrate its progress towards accreditation by a letter from a nationally recognized accreditation agency affirming receipt of application for an accreditation site visit or other such documentation.

Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of project goals and objectives.

Only the following 1994 Land-Grant Institutions are eligible to apply for FY 2011 capacity funding under this RFA. This RFA is for applicants starting a new, 3-Year Capacity cycle in 2011.

- Bay Mills Community College
- Cankdeska Cikana Community College
- College of the Menominee Nation
- Chief Dull Knife College
- Dine' College
- Fort Belknap College
- Fort Berthold Community College
- Fort Peck Community College
- Haskell Indian Nations University
- Institute of American Indian Arts
- Leech Lake Tribal College
- Little Big Horn College
- Sisseton Wahpeton Community College
- Sitting Bull College
- Southwestern Indian Polytechnic Institute
- Tohono O'odham Community College
- White Earth Tribal and Community College

B. Cost Sharing or Matching

NIFA does not require matching support for this program, and matching resources will not be factored into the review process as evaluation criteria.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Electronic Application Package

Only electronic applications may be submitted via Grants.gov to NIFA in response to this RFA. **Applicants are advised to submit early to the Grants.gov system.**

New Users of Grants.gov

Prior to preparing an application, it is suggested that the PD/PI first contact an Authorized Representative (AR)(also referred to as Authorized Organizational Representative or AOR) to determine if the organization is prepared to submit electronic applications through Grant.gov. If the organization is not prepared (e.g., the institution/organization is new to the electronic grant application process through Grants.gov), then the one-time registration process must be completed PRIOR to submitting an application. It can take as much as two weeks to complete the registration process so it is critical to begin as soon as possible. In such situations the AR should go to “Get Registered” on the Grants.gov left navigation bar (or go to http://www.grants.gov/applicants/get_registered.jsp) for information on registering the institution/organization with Grants.gov. A quick reference guide listing the steps is available as a 4-page PDF document at the following website: <http://www.grants.gov/section910/Grants.govRegistrationBrochure.pdf>.

Steps to Obtain Application Package Materials

The steps to access application materials are as follows:

1. In order to access, complete and submit applications, applicants must download and install a version of Adobe Reader compatible with Grants.gov. This software is essential to apply for NIFA Federal assistance awards. For basic system requirements and download instructions, please see http://www.grants.gov/help/download_software.jsp. To verify that you have a compatible version of Adobe Reader, Grants.gov established a test package that will assist you in making that determination. Grants.gov Adobe Versioning Test Package: <http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.
2. The application package must be obtained via Grants.gov, go to <http://www.grants.gov>, click on “Apply for Grants” in the left-hand column, click on “**Step 1: Download a Grant Application Package and Instructions,**” enter the funding opportunity number **USDA-NIFA-SLBCD-003408** in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

Contained within the application package is the “NIFA Grants.gov Application Guide: A Guide for Preparation and Submission of NIFA Applications via Grants.gov.” This Guide contains an introduction and general Grants.gov instructions, information about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

If assistance is needed to access the application package (e.g., downloading or navigating Adobe forms), **or submitting the application** then refer to resources available on the Grants.gov Web site first (<http://www.grants.gov/>). Grants.gov assistance is also available as follows:

Grants.gov customer support

Toll Free: 1-800-518-4726

Business Hours: 24 hours a day, 7 days a week. Closed on [Federal Holidays](#).

Email: support@grants.gov

See <http://www.nifa.usda.gov/funding/electronic.html> for additional resources for applying electronically.

B. Content and Form of Application Submission

Electronic applications should be prepared following Parts V and VI of the document entitled “A Guide for Preparation and Submission of NIFA Applications via Grants.gov.” This guide is part of the corresponding application package (see Section A. of this Part). The following is **additional information** needed in order to prepare an application in response to this RFA. **If there is discrepancy between the two documents, the information contained in this RFA is overriding.**

Note the attachment requirements (e.g., portable document format) in Part III section 3. of the Guide. ANY PROPOSALS CONTAINING NON-PDF DOCUMENTS WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW. Partial applications will be excluded from NIFA review. With documented prior approval, resubmitted applications will be accepted until close of business on the closing date in the RFA.

If you do not own PDF-generating software, Grants.gov provides online tools to assist applicants. Users will find a link to “Convert Documents to PDF” on <http://grants.gov/assets/PDFConversion.pdf>.

For any questions related to the preparation of an application please review the NIFA Grants.gov Application Guide and the applicable request for applications. If assistance is still needed for preparing application forms content, contact:

- Email: electronic@nifa.usda.gov
- Phone: 202-401-5048
- Business hours: Monday through Friday, 7:00 am – 5:00 pm Eastern Time, excluding Federal holidays.

1. SF 424 R&R Cover Sheet

Information related to the questions on this form is dealt with in detail in Part V, 2. of the NIFA Grants.gov Application Guide.

2. R&R Project/Performance Site Location(s)

Information related to the questions on this form is dealt with in detail in Part V, 3. of the NIFA Grants.gov Application Guide.

3. R&R Other Project Information Form

Information related to the questions on this form is dealt with in detail in Part V, 4. of the NIFA Grants.gov Application Guide.

- a. Field 7. Project Summary/Abstract. The summary should also include the relevance of the project to the goals of TCEP
 1. The summary should not exceed 250 words.
 2. Include the names and affiliated organizations of all PDs and Co-PDs.
 3. Include the title of the project (must be descriptive of the program).
 4. The summary must be a self-contained specific description of the activity to be undertaken and should focus on goals, strategies and specific project outcomes.
 5. List the funding streams you intend to use to build your project: Capacity, Special Emphasis or Special Emphasis - Leadership.
 6. List which of the area(s) you will be addressing: Agriculture, 4-H and Youth Development, Leadership Development, Natural Resources, Family and Consumer Sciences, Community and Economic Development (Part I.C). **Remember that a Capacity Grant reflects an entire extension program serving multiple stakeholders, and be sure to list areas to be addressed by Special Emphasis grants.**
 7. For Leadership Program Focus Option: list focus areas and partners assisting in the project.

b. Field 8. Project Narrative.

PLEASE NOTE: The Project Narrative shall not exceed 19 pages of written text, double spaced, with one inch margins and “Times New Roman” 12-point font, and up to 2 additional pages for figures and tables (maximum of 21 pages). The key is to be economical in words and thorough in meaning. All applications, with the exception of special emphasis support option candidates, will follow a similar pattern in the narrative.

- A capacity narrative of no more than 10 pages

In addition, depending on the number and type of Special Emphasis Proposals, an application may include:

- First Special Emphasis: 2 page narrative, 1 page budget description
- Second Special Emphasis: 2 page narrative, 1 page budget description
- Special Emphasis Leadership: 2 page narrative, 1 page budget description

An applicant applying for all programs will have 19 pages. A capacity only application will have 10 pages. Below are detailed instructions: first for the 10 page Capacity narrative, second for the 2 page Special Emphasis narrative follow:

Detailed Narrative Instructions: Extension Program Capacity Projects--must build and strengthen the capacity at the 1994 Institutions to provide individuals, families and communities with extension education, outreach and technical assistance. **The 1994 Institutions applying for capacity awards will need to make clear in their application that these funds will be used to support an entire extension office or effort that results in a sustainable impact, and not just a single extension activity.**

1. **Opportunity Statement:** What issue or problem is being addressed and a one sentence vision statement for the program.
2. **Target Audience(s) and Program Areas:** Who is being impacted by the project activities and which Need areas are to be addressed? Make clear that this funding supports an entire extension office at a 1994 Land Grant School. Explain any leveraging in personnel and grants outside of the Tribal College Extension Program.
3. **Specific Objectives and Activities of the 3-year Plan:**

The first paragraph should explain how this TCEP grant will contribute to the TCU's overall extension initiative. If TCEP funds will mainly cover personnel, make clear what other leveraged funding will support the extension programs to be provided. Provide details on all programs to be made available to your constituency, including agronomic, community, youth and any other programs. In addition:

 - a. Briefly describe how proposed project builds upon previous Extension or other outreach activities and how it might differ.
 - b. Describe activities and major strategies to be undertaken; anticipated program delivery methods and observations on the feasibility of reaching program objectives.
 - c. Identify barriers and obstacles to reaching objectives and plans to address them.
 - d. Provide evidence of stakeholder support.
 - e. Describe the area to be covered and the number of people served.
 - f. Identify the potential lasting impact of the project.
4. **Long-Term Benefits to the College or University:** Describe how the project relates to any available institution or department strategic plan, roadmap or business plan. Explain the degree to which Education and Research Activities are being integrated or utilized within the Extension activities. How does this fit into the department's strategic plan? Do other departments at the college or university benefit?

5. **Key Personnel and Responsibilities:** Who is responsible for doing what? Include cooperating institutions roles and responsibilities and their personnel.
6. **Timeframe for Completion:** An outline of activities and phases with projected dates of completion and responsible personnel. Using a logic model as a reference is encouraged.
7. **Expected Outcomes and Evaluation:** Identify appropriate methodologies for reviewing and evaluating the project and expected project outcomes. A logic model is strongly encouraged. In this section applicants need to provide a baseline measurement or initial “starting point” that their project will address. Success need not be dramatic, but it should show movement towards a goal. This “before and after” measurement will be used to demonstrate progress in your 2012 continuation application and progress reports. Examples of baselines you could establish include.
 - Dollar amount saved by community farmers and ranchers
 - Dollar amount earned by community farmers and ranchers
 - Number of families served by a program
 - Number of community members served
 - Number of community members in new jobs or starting new businesses
 - Change in behavior based on “before” and “after” findings
 - Change in knowledge based on “before” and “after” findings
 - Number of students joining 4-H clubs
 - Number of community gardens established
 - Number of participants in healthy lifestyle programs
 - Improved health outcomes for healthy lifestyle participants
 - Increased knowledge among 4-H youth as demonstrated in “before” and “after” findings

Detailed Narrative Instructions Special Emphasis Projects: Not to Exceed 3 pages for each initiative

Begin each Special Emphasis sub-narrative with a header that provides a project title, project type (Special Emphasis or Special Emphasis Leadership)

1. **Opportunity Statement:** Is there a need in the TCU’s community that can be addressed? (One sentence)
2. **Program plan:** Can the TCU address all or part of the need in the community with the grant money provided (\$85,000 annually)? How will this be done?
3. **Program Evaluation:** Can progress be demonstrated? How will TCU measure progress toward addressing the need?
4. **Budget Narrative:** How will the money be spent?

A reminder: Special Emphasis may be used to conduct planning projects and studies on how to implement a 1994 Land Grant Program, an effective way for first-time 1994 Land Grants to begin using NIFA’s 1994 Land Grant program funds.

Considering the Special Emphasis Leadership Options

TCUs faculty who feel confident in assuming a leadership role within the 1994 Land Grant Community may wish to consider adding this component to their 2011 capacity application. The funding is designed to support TCU faculty who aspire to greater collaboration with other tribal, state, federal, Land Grant and non-profit entities in addressing a critical need in Indian Country. This application should propose creative, multi-faceted solutions to long-standing needs. TCU faculty may also use the special emphasis to build cooperation among Extension, Equity and Research programs within their institution to focus on a concern of the local tribal community. Another option TCU faculty may choose is to reach out to another 1994 Land Grant in a mentoring role.

Special Emphases support may be awarded to no more than two schools annually—contingent upon the number of meritorious applications and availability of funds. Applicants are strongly encouraged to consult with the NPL before applying. Special emphasis grantees must demonstrate:

- A capacity to build leveraged funding and personnel; and
- A history of strong grant writing and grant management.

The TCU faculty who choose to use this option to mentor, will be required to submit a mentoring agreement that they prepare in collaboration with their chosen partner. This agreement must be signed by the AR of both schools and should be attached as a separate PDF to the grant application (see Part IV, B, 3 c). Examples of possible mentoring projects could be:

- Faculty or staff extension exchange
- Student exchange
- Collaboration to improve grant management and writing
- Collaboration on a project of interest to both schools
- Advice to a Tribal College in setting up a 1994 Land Grant Office

Available Program Area Reference Materials and Contemporary Science-Based Strategies

Applicants can gain a competitive advantage by using data to support their funding request. Journal citations can also be an effective way to make a more powerful case for an award. Be sure to include a bibliography to demonstrate your research efforts to the panel.

Bureau of Labor Statistics: <http://www.bls.gov/> This federal site can offer you data on state employment, local employment, and job prospect by field, data on green jobs and a host of other information that can help an applicant make the case for education funding. You can even narrow your search down by type of work, say food scientist, dietician or farmer and rancher.

National Center for Educational Statistics: <http://nces.ed.gov/> From research on school violence to data on students success in math, the national center for education statistics can help you make the case for any kind of educational project. The site also has data tables, search tools and

surveys broken down by education level to help you prove that your plan will help more students achieve in science, math and agronomics.

National Center for Health Statistics <http://www.cdc.gov/nchs/> and the National Institute of Health <http://www.nih.gov/> For applicants seeking a community health or nutrition grant these two websites are a great place to find data to build your case for funding with authority.

U.S. Department of Health and Human Services, Substance Abuse & Mental Health Services Administration, Office of Applied Statistics: <http://www.oas.samhsa.gov/> A comprehensive look at statistics on mental wellness and substance abuse prevention. Includes special reports by gender, racial group and age.

National Service Center for Environmental Publications (NSCEP) <http://www.epa.gov/nscep/--> This site is EPA's premier site for accessing EPA publications, with more than 7,000 in stock and 35,000 digital titles, free of charge. EPA's print publications are available through the National Service Center for Environmental Publications (NSCEP), and EPA's digital publications are stored in the **National Environmental Publications Internet Site (NEPIS)** database. You can search and retrieve, download, print and/or order only EPA publications from this site.

The Journal of Extension (JOE) <http://www.joe.org/> expands and updates the research and knowledge base for U.S. Extension professionals and other outreach educators to improve their effectiveness. JOE also serves as a forum for emerging and contemporary issues affecting U.S. Cooperative Extension education. JOE is a refereed journal. Other extension experts might also benefit from Tribal College Faculty insights and published work.

A publication of interest: The Path of Many Journeys, The Benefits of Higher Education for Native People and Communities, Institute for Higher Education Policy in collaboration with American Indian Higher Education Consortium and the American Indian College Fund, February 2007

NIFA-funded project activities should support the creation and adaptation of learning materials and teaching strategies to operationalize what we know about how students learn. Many of these concepts are identified in the National Research Council's publication: *How People Learn*, available at: http://books.nap.edu/catalog.php?record_id=9853. Projects should also promote faculty expertise and encourage widespread implementation of educational innovation. This solicitation especially encourages projects with the potential to transform classroom practices at the institutional level, to address current understanding of how students learn most effectively, and in response, how faculty adopt instructional approaches.

Applicants are strongly encouraged to refer to the recommendations for change from the National Academy of Science 2009 report entitled, *Transforming Agricultural Education for a Changing World*, for supporting your application and improving your project. This report recommends that academic institutions with undergraduate programs in the food and agricultural sciences implement the following nine steps to better meet the needs of students, employers, and the broader society. These recommendations are:

- [Implement Strategic Planning](#)
- [Broaden Treatment of Agriculture in the Overall Curriculum](#)

- [Broaden the Student Experience](#)
- [Prepare Faculty to Teach Effectively](#)
- [Reward Exemplary Teaching](#)
- [Build Stronger Connections among Institutions](#)
- [Start Early—K-12 Outreach](#)
- [Build Strategic Partnerships](#)
- [Focus Reviews of Undergraduate Programs in Agriculture](#)

For information on the full report, please refer to http://dels.nas.edu/ag_education/report.shtml and click on recommendations.

You are also encouraged to refer to a 2009 whitepaper on Human Capacity Development prepared by the Academic Programs Section of the Association of Public and Land Grant Universities. Copies of the whitepaper entitled “Human Capacity Development: The Road to Global Competitiveness and Leadership in Food, Agriculture, Natural Resources, and Related Sciences (FANRRS),” can be found at:

<http://www.aplu.org/NetCommunity/Document.Doc?id=1639>.

Remember, if you do use information from a publication or data resource, cite the author and include a bibliography. This allows panelists to confirm the publication or data source you are relying on to support your funding request.

Field 9. Bibliography & Cited References - (Must be PDF format)

Provide a complete list of all references cited in the application. **For each reference, provide the complete name for each author, the year of the publication, full title of the article, name of the journal or book published, volume, and the page numbers.** The references should be listed in alphabetical order using the last name of the first author.

Field 10. Facilities & Other Resources - (Optional Attachment – Must be PDF format)

If needed, describe the types, location, and availability of instrumentation and physical facilities necessary to carry out the work proposed. **If special academic, private or government laboratories or facilities are being used, include a letter in the application from the authorized representative of the facility describing the proposed arrangements and availability.** This letter should be included as a part of Other Attachments, see Field 12 below.

Field 11. Equipment Documentation - (Optional Attachment – Must be PDF format)

Equipment purchased (defined as in excess of \$5,000 for each item) must be fully justified under this section. Note: Equipment, as previously defined, is normally not funded in a HEC grant. Other purchases (e.g., computers, laboratory materials,...etc.) are described, instead, in the Budget Justification section under the ‘Materials and Supplies’ line item.

c. Other Attachments (Field 12. on the Form).

- **Appendices to Project Narrative – PDF Attachment.** Title the attachment as “Appendices” in the document header and save file as “Appendices”. Appendices to the Project Narrative are allowed if they are directly germane to the proposed project. The

addition of appendices should not be used to circumvent the text and/or figures and tables page limitations.

- **Collaborative Arrangements – PDF Attachment. No Page Limit.** Title the attachment as “Collaborative Arrangements” in the document header and save file as “CollaborativeArrangement.” If it is necessary to enter into formal consulting or collaborative arrangements with others, such arrangements should be fully explained and justified. If the consultant(s) or collaborator(s) are known at the time of the application, a vitae or resume should be provided. In addition, evidence (e.g., letter of support signed by the AR of the organization) should be provided that the collaborators involved have agreed to render these services. The applicant also will be required to provide additional information on consultants and collaborators in the budget portion of the application.
- **Stakeholder Implementation Plan – PDF Attachment. Not to exceed one page double-spaced.** Title attachment as “Stakeholder Implementation Plan” in the document header and save file as “StakeholderImplementationPlan.”
- **Logic Model – PDF Attachment.** Title attachment as “Logic Model” in the document header and save file as “LogicModel.”
- **Mentoring Agreement For Leadership Program Focus (If applicable)** Title attachment as “Mentoring Agreement” in the document header and save file as “MentoringAgreement.”

4. R&R Senior/Key Person Profile (Expanded)

Information related to the questions on this form is dealt with in detail in Part V, 5. of the NIFA Grants.gov Application Guide.

5. R&R Personal Data – As noted in Part V, 6. of the NIFA Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award.

6. R&R Budget

Information related to the questions on this form is dealt with in detail in Part V, 7. of the NIFA Grants.gov Application Guide.

Applications must contain an annual budget for each year of the project period and a cumulative budget. A Budget Narrative in PDF format that justifies and documents specific expenditures and subcontracts is required.

Program Focus budgets will be detailed in the main capacity budget under other direct costs. They will be labeled as: Special Emphasis or Special Emphasis - Leadership Program Focus. Instead of writing a budget narrative, a justification of proposed expenditures will be provided on the third page of the project narrative.

Reasonable travel and associated costs are allowable under the terms of this grant. PDs are required to attend a NIFA Project Directors’ meeting and/or the NIFA Administrative Officers

Meeting at least once during the duration of the project and funds should be requested for this purpose in the budget and narrative.

Remember:

- *You must have a budget for all three years of your Capacity Grant.*
- *Your Special Emphasis and Special Emphasis Leadership funding requests may be included as components of the overall budget.*
- *In page 3 of your narrative, you will need to detail how each Program Focus Funding will be allocated, where requested—i.e.: personnel, equipment and other expenditures.*

7. R&R Subaward Budget Attachment (Only required if application includes subcontracting to any other organization.)

Subcontract Arrangements. If it will be necessary to enter into a formal subcontract agreement with another institution, this must be detailed in the “R&R Subaward Budget Attachment(s) Form.

Annual and cumulative budgets and a budget justification are required for each subcontract agreement. Refer to Part V, 8. of the NIFA Grants.gov Application Guide for instructions on completing this form.

8. Supplemental Information Form

Information related to the questions on this form is dealt with in detail in Part VI, 1. of the NIFA Grants.gov Application Guide.

a. Program Code (Field 2. on the Form). Enter the program code name (i.e., enter “Tribal Colleges Extension Service Program”) and the program code (i.e., enter “NK”). USE UPPERCASE.

C. Submission Dates and Times

Instructions for submitting an application are included in Part IV, Section 1.9 of the NIFA Grants.gov Application Guide.

Applications must be received by Grants.gov by COB on **March 16, 2011** (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding.

Applicants who have problems with the submission of an application to Grants.gov are encouraged to FIRST contact the Grants.gov Help Desk to resolve any problems. Keep a record of any such correspondence. See Part IV. A. for Grants.gov contact information.

Correspondence regarding submitted applications will be sent using e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

The receipt of all applications will be acknowledged by email. Therefore, applicants are strongly encouraged to provide accurate email addresses, where designated, on the R&R Application for

Federal Assistance. In addition, including any phone number extensions will greatly facilitate processing your application should it be selected for funding.

Carefully Monitor for Confirmation E-mails from Grants.gov

Institutions (the submitting official) will receive 3 emails from Grants.gov on the progress of their submission. Applicants should be monitoring their Inbox for e-mail messages that confirm their submission status. The confirmation e-mails are as follows:

- First e-mail: Confirms receipt of the application by the Grants.gov system.
- Second e-mail: indicates that the application has either been successfully validated by the system prior to transmission to the grantor agency OR has been rejected due to errors.
- Third e-mail: confirms that the application has been passed to Grants USDA.

If applicants do not receive the first 2 e-mails within 24 hours they should contact Grants.gov to determine what corrective steps need to be taken. Be sure to obtain a case number from the Grants.gov help desk for future reference.

Within 2 weeks of submission the third e-mail should arrive. If it does not contact the NPL. Be sure to keep a record of the Grants.gov number to help the NPL track your application.

Once the application has been accepted it will be assigned a proposal number, this number should be cited on all future correspondence.

If the AR has not received correspondence **from NIFA** regarding a submitted application within 30 days of the established deadline, please contact the Program Contact identified in Part VII of the applicable RFA and request the proposal number assigned to the application. **Failure to do so may result in the application not being considered for funding by the peer review panel. Once the application has been assigned a proposal number, this number should be cited on all future correspondence.**

D. Funding Restrictions

Indirect costs are unallowable, and no funds will be approved for this purpose. Costs that are a part of the institution's indirect cost pool may not be reclassified as direct costs for the purpose of making them allowable.

The use of grant funds to plan, acquire, or construct a building or facility, or to acquire land, is not allowed under this program. With prior approval, in accordance with the cost principles set forth in OMB Circular No. A-21, grant funds may be used to purchase equipment, or for improvements, alterations, renovations, or repairs to land, buildings, or equipment, deemed necessary to retrofit existing spaces and resources in order to carry out a funded project under this grant. However, requests to use grant funds for such purposes must demonstrate that such expenditures are incidental to the major purpose for which the grant request is made and no more than twenty-five percent of the project budget may be used to purchase equipment. Any

equipment purchased with Federal funds is the property of the grantee or the sub-grantee, as appropriate.

Neither Equity education nor research projects are supported under the TCEP.

E. Other Submission Requirements

The applicant should follow the submission requirements noted in the document entitled “A Guide for Preparation and Submission of NIFA Applications via Grants.gov.”

Described below are the requirements for successful submission of an application, all of the following steps must be met for an application to be considered for peer review:

- 1) Meeting the deadline: To electronically send the application to Grants.gov the submit button is hit, which triggers a date and time stamp on the application. The date and time stamp is used to determine whether the application was received by Grants.gov before the deadline, which is prior to close of business (5:00 p.m. Eastern Time) on **March 16, 2011**. An application submitted or resubmitted after the deadline is late. Consideration of late applications is only given in extenuating circumstances (e.g., natural disasters, confirmed Grants.gov outage) with proper documentation and support of the Agency Contact (see Part VII). The occurrence of one of these situations does not automatically ensure that a late application will be accepted. If an applicant wants a late application considered under an extenuating circumstance, the applicant should contact the Agency Contact accordingly.
- 2) Successful Grants.gov validation: The Grants.gov system performs a limited check of the application, and applicants are notified by Grants.gov of the outcome of the initial review. Applications meeting Grants.gov requirements are made available to the funding agency for further processing. Applications that fail Grants.gov validation may be resubmitted to Grants.gov if the original agency deadline has not passed. (Note that the Grants.gov system may allow applications to be submitted after the deadline has passed, but the application is considered late by NIFA.)
- 3) Successful Agency validation: NIFA staff perform precursory review of the application. The agency validation process includes, for example, meeting eligibility requirements and following application guidelines (e.g., formatting, page limitations, limits on budget requests). Applicants are notified by NIFA of the outcome of this review.

PART V—APPLICATION REVIEW REQUIREMENTS

A. General

Each application will be evaluated in a 2-part process. First, each application will be screened to ensure that it meets the administrative requirements as set forth in this RFA. Second, applications that meet these requirements will be technically evaluated by a review panel.

Reviewers will be selected based upon training and experience in relevant scientific, extension, or education fields, taking into account the following factors: (a) The level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities; (b) the need to include as reviewers experts from various areas of specialization within relevant scientific, education, or extension fields; (c) the need to include as reviewers other experts (e.g., producers, range or forest managers/operators, and consumers) who can assess relevance of the applications to targeted audiences and to program needs; (d) the need to include as reviewers experts from a variety of organizational types (e.g., colleges, universities, industry, state and Federal agencies, private profit and non-profit organizations) and geographic locations; (e) the need to maintain a balanced composition of reviewers with regard to minority and female representation and an equitable age distribution; and (f) the need to include reviewers who can judge the effective usefulness to producers and the general public of each application.

B. Evaluation Criteria

For Capacity applications, the evaluation criteria in the table below will be used in reviewing applications submitted in response to this RFA. The Special Emphasis grants will be evaluated in a simplified format. This RFA will first detail the Capacity criteria, then provide an explanation of Special Emphasis criteria.

1994 Tribal College Extension Grant Criteria
1. Quality of Application, Statement of Need, and Program Objectives
2. Program Approach, Design and Implementation Methodologies
3. Institutional Commitment and Resources
4. Budget Cost Effectiveness
5. Evaluation Methodologies and Proposed Outcomes
6. Special Emphasis Activities

1. Quality of Application; Statement of Need and Program Objectives

- Is the application logically structured and were RFA directions followed?
- Did the opportunity statement clearly identify the need? Did the applicant make a well-considered case for overcoming a problem or taking advantage of an opportunity?

- Is the Extension program Vision succinct and inspirational?
- Are the specific program objectives written in clear, concise, complete, measurable and logically arranged statements? Are barriers addressed in a sound manner?

2. Program Approach, Program Design and Methodologies

- Will the program designs and strategies described in the objectives likely produce the outcomes needed to meet the objectives? How do proposed Program Focus initiatives support the overall extension mission?
- Is the scope and duration of the program adequate to produce positive outcomes?
- Is the appropriate research base used to support the selected educational design and activities?
- Has the applicant demonstrated adequate stakeholder input in the development of the proposed project?
- Are the proposed activities, the geographic area to be covered and the number of people to be reached adequate for the funding amount requested?

3. Institutional Commitment and Resources

- Is there evidence of an institutional or department strategic plan, roadmap or business plan?
- Is there alignment between proposed activities and any such plan?
- Is there alignment with institutional Research and Education activities and extension best practices?
- Is the project sufficiently focused and does it contain a critical mass of leadership and resources to undertake the activity?

4. Budget and Cost Effectiveness

This element relates to the extent to which the total budget adequately supports the project and is cost-effective. Elements considered include the necessity and reasonableness of costs to carry out project activities and achieve project objectives; the appropriateness of budget allocations between the applicant and collaborating institution(s); and the adequacy of time committed to the project by key project personnel.

5. Evaluation Methodologies and Proposed Outcomes

- Is there an evaluation plan?
- Are there proposed outcomes? Is there any evidence of use of a logic model?
- Are the evaluation designs and methodologies adequate to measure the extent to which program objectives are being met?

6. Special Emphasis Simplified Evaluation Criteria

- All Special Emphasis: Did the application make a case that a need exists? Did the plan for funding address that need? Can it be demonstrated that progress was made toward meeting the need? Is the budget cost effective?
- For Special Emphasis Leadership (Mentoring): Did the application make a case that a need exists? Did the plan for funding address that need? Can it be demonstrated that progress was made toward meeting the need? Is the budget cost effective? Does the planned project offer benefits to the mentored school that will make it a stronger institution?

C. Conflicts of Interest and Confidentiality

During the peer evaluation process, extreme care will be taken to prevent any actual or perceived conflicts of interest that may impact review or evaluation. For the purpose of determining conflicts of interest, the academic and administrative autonomy of an institution shall be determined by reference to the current Higher Education Directory, published by Higher Education Publications, Inc., 6400 Arlington Boulevard, Suite 648, Falls Church, Virginia 22042. Phone: (703) 532-2300. Web site: <http://www.hepinc.com>.

Names of submitting institutions and individuals, as well as application content and peer evaluations, will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of peer reviewers will remain confidential throughout the entire review process. Therefore, the names of the reviewers will not be released to applicants.

D. Organizational Management Information

Specific management information relating to an applicant shall be submitted on a one time basis, with updates on an as needed basis, as part of the responsibility determination prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another NIFA program. NIFA will provide copies of forms recommended for use in fulfilling these requirements as part of the preaward process. Although an applicant may be eligible based on its status as one of these entities, there are factors which may exclude an applicant from receiving Federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

PART VI—AWARD ADMINISTRATION

A. General

Within the limit of funds available for such purpose, the awarding official of NIFA shall make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the awarding official of NIFA as the effective date of the grant shall be no later than September 30 of the Federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. It should be noted that the project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by NIFA under this RFA shall be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles, and the Department's assistance regulations (parts 3015 and 3019 of 7 CFR).

B. Award Notice

The award document will provide pertinent instructions and information including, at a minimum, the following:

- (1) Legal name and address of performing organization or institution to whom the Director has issued an award under the terms of this request for applications;
- (2) Title of project;
- (3) Name(s) and institution(s) of PDs chosen to direct and control approved activities;
- (4) Identifying award number assigned by the Department;
- (5) Project period, specifying the amount of time the Department intends to support the project without requiring recompetition for funds;
- (6) Total amount of Departmental financial assistance approved by the Director during the project period;
- (7) Legal authority(ies) under which the award is issued;
- (8) Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
- (9) Applicable award terms and conditions (see <http://www.nifa.usda.gov/business/awards/awardterms.html> to view NIFA award terms and conditions);
- (10) Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award; and

(11) Other information or provisions deemed necessary by NIFA to carry out its respective awarding activities or to accomplish the purpose of a particular award.

C. Administrative and National Policy Requirements

Several Federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These include, but are not limited to:

7 CFR Part 1, subpart A—USDA implementation of the Freedom of Information Act.

7 CFR Part 3—USDA implementation of OMB Circular No. A-129 regarding debt collection.

7 CFR Part 15, subpart A—USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.

7 CFR Part 331 and 9 CFR Part 121—USDA implementation of the Agricultural Bioterrorism Protection Act of 2002.

7 CFR Part 3015—USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21 and A-122 (2 CFR Parts 220 and 230), and incorporating provisions of 31 U.S.C. 6301-6308 (formerly the Federal Grant and Cooperative Agreement Act of 1977, Pub. L. No. 95-224), as well as general policy requirements applicable to recipients of Departmental financial assistance.

7 CFR Part 3017—USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement).

7 CFR Part 3018—USDA implementation of Restrictions on Lobbying. Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans.

7 CFR Part 3019—USDA implementation of OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (2 CFR Part 215).

7 CFR Part 3021—Governmentwide Requirements for Drug-Free Workplace (Financial Assistance).

7 CFR Part 3052—USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Nonprofit Organizations.

7 CFR Part 3407—NIFA procedures to implement the National Environmental Policy Act of 1969, as amended.

7 CFR 3430—Competitive and Noncompetitive Non-formula Grant Programs--General Grant Administrative Provisions.

29 U.S.C. 794 (section 504, Rehabilitation Act of 1973) and 7 CFR Part 15b (USDA implementation of statute) —prohibiting discrimination based upon physical or mental handicap in Federally assisted programs.

35 U.S.C. 200 et seq. —Bayh Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in Federally assisted programs (implementing regulations are contained in 37 CFR Part 401).

D. Expected Program Outputs and Reporting Requirements

Grantees are to submit initial project information and annual summary reports to NIFA's electronic, Web-based inventory system that facilitates both grantee submissions of project outcomes and public access to information on Federally-funded projects. The details of these reporting requirements are included in the award terms and conditions.

Any additional reporting requirements will be identified in the terms and conditions of the award (see Part VI, B.9. for a link to view the NIFA award terms and conditions).

PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact

Tim Grosser;

National Program Leader;

National Institute of Food and Agriculture;

U.S. Department of Agriculture;

Waterfront Centre;

Room 4345;

Telephone: 202-690-0402;

E-mail: tgrosser@nifa.usda.gov

PART VIII—OTHER INFORMATION

A. Access to Review Information

Copies of reviews, not including the identity of reviewers, and a summary of the panel comments will be sent to the applicant PD after the review process has been completed.

B. Use of Funds; Changes

1. Delegation of Fiscal Responsibility

Unless the terms and conditions of the award state otherwise, the awardee may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of award funds.

2. Changes in Project Plans

a. The permissible changes by the awardee, PD(s), or other key project personnel in the approved project shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the awardee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the Authorized Departmental Officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.

b. Changes in approved goals or objectives shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes. In no event shall requests for such changes be approved which are outside the scope of the original approved project.

c. Changes in approved project leadership or the replacement or reassignment of other key project personnel shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes.

d. Transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not Federal funds are involved, shall be requested by the awardee and approved in writing by the ADO prior to effecting such transfers, unless prescribed otherwise in the terms and conditions of the award.

e. The project period may be extended by NIFA without additional financial support, for such additional period(s) as the ADO determines may be necessary to complete or fulfill the purposes of an approved project, but in no case shall the total project period exceed any applicable statutory limit or expiring appropriation limitation. Any extension of time shall be conditioned upon prior request by the awardee and approval in writing by the ADO, unless prescribed otherwise in the terms and conditions of award.

f. Changes in Approved Budget: Unless stated otherwise in the terms and conditions of award, changes in an approved budget must be requested by the awardee and approved in writing by the

ADO prior to instituting such changes, if the revision will involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or award.

C. Confidential Aspects of Applications and Awards

When an application results in an award, it becomes a part of the record of NIFA transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. The original copy of an application that does not result in an award will be retained by the Agency for a period of three years. Other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

D. Regulatory Information

For the reasons set forth in the final Rule related Notice to 7 CFR part 3015, subpart V (48 FR 29114, June 24, 1983), this program is excluded from the scope of the Executive Order 12372 which requires intergovernmental consultation with State and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of information requirements contained in this Notice have been approved under OMB Document No. 0524-0039.

E. Definitions

Please refer to 7 CFR 3430, Competitive and Noncompetitive Non-formula Grant Programs-- General Grant Administrative Provisions, for the applicable definitions for this NIFA grant program.

Eligible institution(s) (see 1994 Institution or 1994 Land-Grant Institution.)

Institutional Review Board refers to an administrative body charged with protecting the rights and welfare of human subjects involved in activities conducted by the affiliated institution. It approves, requires modifications in, or disapproves all activities within its jurisdiction.

TCU, Tribal College or Tribal University means the same as 1994 Land-Grant Institution or 1994 Institution.

Tribe means any of the groups of Native Americans having origins in the original peoples of North America that are recognized by the Federal government.