

# Expanded Food and Nutrition Education Program (EFNEP)

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*MODIFICATION: PAGE 9 (10/2/2014).*

*2015 Request for Applications*

**APPLICATION DEADLINE: October 17, 2014**



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

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

**The Expanded Food and Nutrition Education Program (EFNEP)**

**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 **5:00 p.m. Eastern Time on October 17, 2014**. Comments regarding this request for applications (RFA) are requested within 6 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) seeks your comments about this RFA. We will consider the comments when we develop the next RFA for the program, if applicable, and we'll use them 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)). Submit written stakeholder comments by the deadline set forth in the DATES portion of this Notice to: Policy and Oversight Division, Office of Grants and Financial Management (OGFM), NIFA/USDA, Stop 2271, 1400 Independence Avenue, SW, Washington, DC 20250-2271; fax: (202) 401-1804; or e-mail: [policy@nifa.usda.gov](mailto:policy@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 **Expanded Food and Nutrition Education Program (EFNEP) RFA**.

**EXECUTIVE SUMMARY:** NIFA requests applications for the **Expanded Food and Nutrition Education Program (EFNEP)** for fiscal year (FY) **2015** to assist all States, U.S. Territories and the District of Columbia in carrying out a program of extension activities designed to employ and train professionals and paraprofessionals to engage in direct nutrition education of low-income families and in other appropriate nutrition education programs.

This RFA is being released prior to the passage of an appropriations act for FY 2015. Enactment of continuing resolutions (CR) or an appropriations act may affect the availability or level of funding for this program. Subject to any 2015 Continuing Resolution, funds will be distributed to the institutions on a quarterly basis and according to the amounts allocated in FY 2014. Adjustments will be made to the allocations for FY 2015 once the FY 2015 appropriations are finalized. The amount available for support of this program in FY 2014 was \$67,934,000. Funds are to be distributed through grants to the institutions on a quarterly basis. The specific distributions are included in Appendix A of this RFA. In FY 2015, subject to the availability of funds and the applicant having met the previous year's reporting requirements, quarterly payments will be issued.

This notice identifies the objectives for **EFNEP**, the eligibility criteria for projects/program and applicants, and the application forms and associated instructions needed to apply for an **EFNEP** grant.

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## **PART I—FUNDING OPPORTUNITY DESCRIPTION**

### **A. Legislative Authority and Background**

Section 3(d) of the Smith-Lever Act provides that The Secretary of Agriculture may fund extension work in the several States, Territories, and possessions. Section 1425 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (as amended) (7 U.S.C. 3175) is also known as the Expanded Food and Nutrition Education Program (EFNEP). This law provides the basis for Federal funding for extension activities associated with disseminating the results of food and nutrition research performed or funded by the U.S. Department of Agriculture to enable low-income individuals and families to engage in nutritionally sound food purchase and preparation practices. Funding extends to EFNEP at State land-grant colleges established under the Morrill Act of July 2, 1862, as amended, and the Morrill Act of August 30, 1890, as amended, including Tuskegee University and West Virginia State University.

Section 7116 of the Food, Conservation, and Energy Act of 2008 (FCEA) amended Section 1425 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3175) to accomplish the following:

Notwithstanding section 3(d) of the Smith-Lever Act of May 8, 1914 (7 U.S.C. 343(d)) for administration, technical, and other services for coordinating the extension work of the Department and the several States, Territories, and possessions the remainder shall be allocated among the States as follows:

1. 1862 Institutions shall receive a base in an amount equaling their FY 1981 allocation.
2. Four percent (4%) shall be available for administrative expenses.
3. \$100,000 will be distributed to each 1862 and 1890 Land-Grant Institution including the University of the District of Columbia.
4. For fiscal year (FY) 2015 – 15 percent of funds appropriated for EFNEP in excess of funds appropriated in FY 2007 will be allocated to the 1890 Institutions in an amount that bearing the same ratio to the population living at or below 125 percent of the poverty level (as prescribed by the Office of Management and Budget and as adjusted pursuant to section 673(2) of the Community Services Block Grant Act (42 U.S.C.9902(2))) in the State where the 1890 Institution is located; bears to the total population living at or below 125 percent of the poverty level in all States where 1890 Institutions are located; as determined by the most recent decennial census whenever the appropriated amount exceeds levels appropriated for EFNEP in FY 2007.
5. The remainder will be allocated to each State in an amount that bears the same ratio to the total amount allocated as the population living at or below 125 percent of the poverty level in the State; bears to the total population living at or below 125 percent of poverty level in all States; as determined by the most recent decennial census at the time at which each such additional amount is first appropriated.

Under the Federal Funding Accountability and Transparency Act (FFATA), the U.S. Office of Management and Budget (OMB) was required to develop and maintain a public searchable data base for all Federal financial assistance awards, and Federal agencies are required to report specific data elements which will be collected via these applications (e.g., Dun and Bradstreet data Universal Numbering (D-U-N-S®) numbers, legal names of institutions, legal addresses, congressional districts, etc.). OMB makes this information available at [www.usaspending.gov](http://www.usaspending.gov).

Please note that the submission of this application package does not change the following:

- Delegated authorities of the State Extension Director or 1890 Extension Administrator;
- How funds are managed at your institution; and
- Indirect costs and tuition remission are unallowable costs.

## **B. Purpose**

The purpose of this funding is to increase the impact of nutrition education disseminated to low-income families and youth in the 50 states, the U.S. territories, and the District of Columbia.

Programming conducted through the Expanded Food and Nutrition Education Program (EFNEP) should consist of employing and training professional and paraprofessional (peer educator) staff to engage in direct nutrition education and other appropriate nutrition education efforts with low-income families and youth. To the maximum extent practicable, peer educators shall be hired from the “indigenous target population<sup>1</sup>.”

EFNEP serves two primary low-income audiences: 1) families with young children (parents and other caregivers with primary responsibility for feeding young children); and 2) youth/children (grade range - kindergarten through 12th grade).

The priorities of EFNEP are to assist low-income families and youth in acquiring knowledge, skills, attitudes, and changed behaviors necessary for nutritionally sound diets and to contribute to their personal development and improvement of the total family diet and nutritional well-being. Participation in EFNEP should result in improved diets and nutritional well-being of the total family.

Individuals and families should experience improvements in four core areas:

- Diet Quality and Physical Activity—Improved diets and nutritional and physical well-being through the adoption of federal food and physical activity recommendations.
- Food Resource Management—Increased ability to buy, grow, or otherwise appropriately obtain, prepare, and store food that meets nutritional needs.
- Food Safety—Improved household food safety and sanitation practices.
- Food Security—Increased ability to get food directly—and from food assistance programs where necessary—to ensure having enough healthy food to eat.

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<sup>1</sup> The Agriculture and Food Act 1981-Nutrition Education Program, Sec. 1423. Section 1425 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (& U.S.C. 3175), available - [www.nifa.usda.gov/nea/food/efnep/pdf/program-policy.pdf](http://www.nifa.usda.gov/nea/food/efnep/pdf/program-policy.pdf)

Community involvement with EFNEP should result in:

- Increased referrals across programs, organizations, and community groups to address participants' needs and to strengthen their capacity with respect to EFNEP's four core areas.
- Increased coordination, cooperation, and collaboration to accomplish local and state identified priorities associated with EFNEP's four core areas.

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

Subject to any 2015 Continuing Resolution, funds will be distributed to the institutions on a quarterly basis and according to the amounts allocated in FY 2014. Adjustments will be made to the allocations for FY 2015 once the FY 2015 appropriations are finalized. The amount available for support of this program in FY 2014 was \$67,934,000.

EFNEP funds are expected to be fully expended in the fiscal year of appropriation; however funds may be carried over for up to four (4) years after the end of the year for which they were appropriated. No additional carry-over requests beyond the allowable four years may be considered or approved as no legislative authority to do so is provided.

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 [www.nifa.usda.gov/business/method\\_of\\_payment.html](http://www.nifa.usda.gov/business/method_of_payment.html).

### **B. Type of Application**

In FY 2015, submit applications to the EFNEP RFA as a “new” application.

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Applications may only be submitted by State colleges and universities in accordance with Section 3(d) of the Smith-Lever Act: Auburn University; Alabama A & M University; Tuskegee University; University of Alaska; American Samoa Community College; University of Arizona; University of Arkansas; University of Arkansas – Pine Bluff; University of California; Colorado State University; University of Connecticut; University of Delaware; Delaware State University; University of the District of Columbia; University of Florida; Florida A & M University; University of Georgia; Fort Valley State University; University of Guam; University of Hawaii; University of Idaho; University of Illinois; Purdue University; Iowa State University; Kansas State University; University of Kentucky; Kentucky State University; Louisiana State University; Southern University; University of Maine; University of Maryland (College Park); University of Maryland (Eastern Shore); University of Massachusetts; Michigan State University; College of Micronesia; University of Minnesota; Mississippi State University; Alcorn State University; University of Missouri; Lincoln University; Montana State University; University of Nebraska; University of Nevada; University of New Hampshire; Rutgers University; New Mexico State University; Cornell University; North Carolina State University; North Carolina A & T University; North Dakota State University; Northern Marianas College; Ohio State University; Oklahoma State University; Langston University; Oregon State University; Pennsylvania State University; University of Puerto Rico; University of Rhode Island; Clemson University; South Carolina State University; South Dakota State University; University of Tennessee; Tennessee State University; Texas A&M University; Prairie View A & M University; Utah State University; University of Vermont; University of the Virgin Islands; Virginia Polytechnic Institute and State University; Virginia State University; Washington State University; West Virginia University; West Virginia State University; University of Wisconsin; and University of Wyoming.

Applications may only be submitted by **October 17, 2014**. Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project. Failure to meet an eligibility criterion by the time of application deadline may result in the application being excluded from consideration or, even though an application may be reviewed, will preclude NIFA from making an award.

### **B. Cost Sharing or Matching**

There is no cost-sharing or matching requirement for this program.

## 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. We urge you to submit early to the Grants.gov system. For an overview of the Grants.gov application process see [www.grants.gov/web/grants/applicants/grant-application-process.html](http://www.grants.gov/web/grants/applicants/grant-application-process.html).

#### **New Users of Grants.gov**

Prior to preparing an application, we recommend that the Project Director/Principal Investigator (PD/PI) first contact an Authorized Representative (AR, also referred to as Authorized Organizational Representative or AOR)<sup>2</sup> (see B.,1.,d. of this Part to determine if the organization is prepared to submit electronic applications through Grants.gov. If not (e.g., the institution/organization is new to the electronic grant application process through Grants.gov), then you must complete the one-time registration process PRIOR to submitting an application. It can take as long as 2 weeks to complete the registration process so it is critical to begin as soon as possible. In such situations, the AR should go to **“Register” in the top right corner of the Grants.gov web page (or go to [www.grants.gov/web/grants/register.html](http://www.grants.gov/web/grants/register.html)) for information on registering the institution/organization with Grants.gov.** Item 2. below mentions the “NIFA Grants.gov Application Guide.” Part II., 1. of the NIFA Grants.gov Application Guide contains additional explanatory language regarding the registration process.

#### **Steps to Obtain Application Package Materials**

To receive application materials:

1. You must download and install a version of Adobe Reader compatible with Grants.gov to access, complete, and submit applications. For basic system requirements and download instructions, see [www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html](http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html). Grants.gov has a test package that will help you determination whether your current version of Adobe Reader is compatible.
2. To obtain the application package from Grants.gov, go to [www.grants.gov/web/grants/applicants/apply-for-grants.html](http://www.grants.gov/web/grants/applicants/apply-for-grants.html). Under Step 1 click on “Download a Grant Application Package,” and enter the funding opportunity number **USDA-NIFA-SLBCD-004701** in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

The application package contains the “NIFA Grants.gov Application Guide.” This guide contains an introduction and general Grants.gov instructions, information about how to use a

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<sup>2</sup>The Authorized Representative (AR) must have the authority to represent and bind the organization for any agreement (i.e., the individual who is authorized to commit the awardee’s time and other resources to the project, to commit the awardee to comply with the terms and conditions of the award instrument including those set out herein, and to otherwise act for or on behalf of the awardee institution or organization).

Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

**If you require assistance to access the application package** (e.g., downloading or navigating Adobe forms) **or submitting the application**, refer to resources available on the Grants.gov website ([www.grants.gov/web/grants/applicants/applicant-resources.html](http://www.grants.gov/web/grants/applicants/applicant-resources.html)).

Grants.gov assistance is also available at:

Grants.gov customer support

800-518-4726 toll-free or 606-545-5035

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

Email: [support@grants.gov](mailto:support@grants.gov)

Grants.gov iPortal: Top 10 requested help topics (FAQs), searchable knowledge base, self-service ticketing and ticket status, and live web chat (available 7 am - 9 p.m. ET). Get help now!

Have the following information available when contacting Grants.gov:

- Funding opportunity number (FON)
- Name of agency to which you are applying
- Specific area of concern

See [www.nifa.usda.gov/funding/electronic.html](http://www.nifa.usda.gov/funding/electronic.html) for additional resources for applying electronically.

## **B. Content and Form of Application Submission**

You should prepare electronic applications following Parts V and VI of the NIFA Grants.gov Application Guide. This guide is part of the corresponding application package (see Section A. of this part). The following is **additional information** needed 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., PDF) in Part III, Section 3. of the guide. ANY PROPOSALS THAT ARE NON-COMPLIANT WITH THE REQUIREMENTS (e.g., content format, PDF file format, file name restrictions, and no password protected files) WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW. Partial applications will be excluded from NIFA review. We will accept subsequent submissions of an application until the established deadline in the RFA (see Part V, 2.1 of the NIFA Grants.gov Application Guide for further information).**

**Grants.gov provides online tools to assist if you do not own PDF-generating software. You will find PDF conversion software at <http://test.grants.gov/web/grants/support/technical-support/software/pdf-conversion-software.html>.**

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

- Email: [electronic@nifa.usda.gov](mailto:electronic@nifa.usda.gov)
- Phone: 202-401-5048
- Business hours: Monday through Friday, 7 a.m. – 5 p.m. ET, excluding federal holidays.

Each grant application must contain a(n):

- “Application for Federal Assistance,” Form SF-424 R&R Cover Sheet
- Key Contacts Form.
- NIFA Supplemental Information Form.

The following is an optional form:

- Attachment Form

The NIFA Grants.gov Application Guide includes instructions for additional forms that are not needed for an application in response to this RFA. Complete and submit only the forms associated with the funding opportunity package and as instructed below.

### **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. The following are additional instructions.

- Field 1. Type of Submission** – Check “application.”
- Field 8. Type of Application** – Enter “new.”
- Field 15. Estimated Project Funding** – For item a. enter your institution’s FY 2014 allocation as listed in Appendix A to this announcement.

### **2. Key Contacts Form**

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

- Contact 1 Project Role:** Enter the contact information for the State Extension Director or 1890 Extension Administrator.
- Contact 2 Project Role:** Enter the contact information for the State Extension Director’s or 1890 Extension Administrator’s designee.
- Contact 3 Project Role:** Enter the contact information for the Business Office Manager/Administrator.
- Contact 4 Project Role:** Enter the contact information for the person responsible for drawdowns.

### **3. 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. The following are additional instructions.

- Field 2. Program to which you are applying.** Enter the program code name (i.e., enter “**Expanded Food and Nutrition Education Formula Program**”) and the program code (i.e., enter “**EFNEP**”).
- Field 8. Conflict of Interest List.** Do not attach a conflict of interest list.

### **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 **5:00 p.m. Eastern Time on October 17, 2014**. Applications received after this deadline will normally not be considered for funding.

**If you have trouble submitting an application to Grants.gov, you should 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.**

We send email correspondence to the AR regarding the status of submitted applications. Therefore, we strongly encourage applicants to provide accurate e-mail addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

If the AR has not received correspondence **from NIFA** regarding a submitted application within 30 days of the established deadline, contact the Agency 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 processed and funding being held. Once the application has been assigned a proposal number, you should cite this number on all future correspondence.**

### **D. Funding Restrictions**

#### **(1) Approved NIFA EFNEP Projects**

EFNEP federal funding must be used on NIFA approved EFNEP projects.

#### **(2) Indirect Costs and Tuition Remission**

In accordance with section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3319), indirect costs and tuition remission are unallowable as EFNEP formula grant expenditures.

### **E. Other Submission Requirements**

**You should follow the submission requirements noted in Part IV, Section 1.9 of the NIFA Grants.gov Application Guide.**

For information about the **status of a submitted application**, see Part III, Section 6. of the NIFA Grants.gov Application Guide.

## **PART V—APPLICATION REVIEW REQUIREMENTS**

### **A. General**

NIFA will review submitted documents to determine if all program, financial, and administrative requirements have been met and are current.

### **B. 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. This requirement is 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. We will provide you forms for use in fulfilling these requirements as part of the preaward process. Although an applicant may be eligible, there are factors that 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**

All current program and administrative requirements must be met by the eligible institution, before funding will be released. The Capacity Grants Branch, Awards Management Division, OGF, will notify the institutions when all requirements have been met or approved.

Within the limit of funds available for such purpose, the NIFA awarding official shall make grants to those responsible, eligible applicants. All funds granted by NIFA under this RFA may be used only for the purpose for which they are granted in accordance with the approved application and budget, regulations, terms and conditions of the award, applicable federal cost principles, and USDA 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:

- (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 and the Federal Agency Identification Number assigned by NIFA;
- (5) Project period, specifying the amount of time NIFA intends to support the project;
- (6) Total amount of financial assistance approved for the award;
- (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 [www.nifa.usda.gov/business/awards/awardterms.html](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, the ones listed below. Note that the list includes current documents however some of these documents may cease to exist and new ones put in place with the December 26, 2014 implementation of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

2 CFR Part 220—Cost Principles for Educational Institutions (OMB Circular A-21).

2 CFR Part 225—Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87).

2 CFR Part 230—Cost Principles for Non-profit Organizations (OMB Circular A-122).

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, A-87, and A-122, now codified at 2 CFR Parts 220, 225 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 3016—USDA implementation of Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

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—USDA implementation of Governmentwide Requirements for Drug-Free Workplace (Grants).

7 CFR Part 3022—Research Institutions Conducting USDA-Funded Extramural Research; Research Misconduct.

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

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

7 CFR 3430—Competitive and Noncompetitive Non-formula Financial Assistance Programs--General Award 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).

### **Administrative Guidelines**

Guidelines for the administration of this program are published as Chapter III, Financial Operations, of the Administrative Handbook for Cooperative Extension Work, which may be accessed at [www.nifa.usda.gov/business/awards/formula/manuals/coopextension.pdf](http://www.nifa.usda.gov/business/awards/formula/manuals/coopextension.pdf). Please note that any instructions in this RFA supersede policies and procedures identified in this manual.

NIFA prepared draft guidance entitled “National Institute of Food and Agriculture (NIFA) Federal Assistance Policy Guide.” The draft guidance discusses the statutory and regulatory responsibilities of recipients of Federal funds administered by NIFA. This draft guidance compiles and updates the statutory, regulatory, policy guidance previously distributed to Capacity Grant recipients as Administrative Manuals. The draft NIFA Federal Assistance Policy Guide also addresses procedures and policies followed by NIFA in the administration of Federal assistance. In other words, the Policy Guide is a single, comprehensive guidance document applicable to NIFA grants, cooperative agreements, endowments, and other financial assistance. NIFA intends to publish a final version of the Policy Guide to reflect any public comments, as well as the requirements of the Agricultural Act of 2014 and USDA's implementation of the Office of Management and Budget “OMB Uniform Guidance: Cost Principles, Audit, and

Administrative Requirements for Federal Awards”. When appropriate, NIFA will post the Policy Guide on the NIFA web site ([www.nifa.usda.gov/business/managing\\_grant.html](http://www.nifa.usda.gov/business/managing_grant.html)).

### **Requirement for Central Contractor Registration (CCR)**

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

In July 2012, the System for Award Management (SAM), a new system that combines eight federal procurement systems, including the CCR, and the Catalog of Federal Domestic Assistance (CFDA) into one new system, was implemented. The CCR activities are now being conducted through SAM (the CCR website will redirect users to SAM). Those organizations that need to register are to now visit <https://www.sam.gov/sam/>. Those organizations that already have a CCR registration are to visit the SAM website and should note the following:

- You’ll create a new SAM User ID and Password.
- Your CCR permissions will be verified via your email account.
- Your CCR registration information (Entity Information) will be waiting for you in SAM.

### **Requirement for Data Universal Numbering System (DUNS) Numbers**

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

Definitions - For purposes of this award term:

1. *Central Contractor Registration (CCR)* means the Federal repository into which an entity must provide information required for the conduct of a business as a recipient. The CCR activities are now being conducted through SAM (see above).
2. *Data Universal Numbering System (DUNS) number* means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
3. *Entity*, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
  - a. A Governmental organization, which is a State, local government, or Indian Tribe;

- b. A foreign public entity;
- c. A domestic or foreign nonprofit organization;
- d. A domestic or foreign for-profit organization; and
- e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

4. *Subaward:*

- a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, *see* Sec .210 of the attachment to OMB Circular A-133, “Audits of States, Local Governments, and Non-Profit Organizations”).

**Federal Agency Identification Number (FAIN)**

A FAIN is a unique number federal agencies assign to federal financial assistance awards. NIFA assigns a FAIN to each award and includes it in block 8. of the award document (NIFA-2009). Awardees must document the assigned FAIN on each subaward under the Federal award.

**Assurance Regarding Felony Conviction or Tax Delinquent Status for Corporate Awardees**

Awards resulting from this RFA are subject to the provisions contained in the Consolidated and Further Continuing Appropriations Act, 2013, Pub. L. No. 113-6, Division A, Title VII, Sections 732 and 733 regarding corporate felony convictions and corporate federal tax delinquencies. Accordingly, by accepting an award the recipient acknowledges that it: (1) does not have a tax delinquency, meaning that it is not subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, and (2) has not been convicted (or had an officer or agent acting on its behalf convicted) of a felony criminal violation under any Federal or State law within 24 months preceding the award, unless a suspending and debaring official of the United States Department of Agriculture has considered suspension or debarment of the recipient corporation, or such officer or agent, based on these convictions and/or tax delinquencies and determined that suspension or debarment is not necessary to protect the interests of the Government. If the recipient fails to comply with these provisions, NIFA will annul this agreement and may recover any funds the recipient has expended in violation of sections 732 and 733.

**D. Expected Program Outputs and Reporting Requirements**

Universities must provide a WebNEERS Report (university’s end of year evaluation data), using the Web-based Nutrition Education Evaluation and Reporting System (WebNEERS). The FY 2014 WebNEERS Report is due November 1, 2014.

Universities must provide an EFNEP Annual Update, an EFNEP Budget Sheet and an EFNEP Budget Justification, using WebNEERS. The Annual Update and the “preliminary” (draft) EFNEP Budget Sheet and EFNEP Budget Justification are due November 1, 2014 for FY 2015. A “final” EFNEP Budget Sheet and EFNEP Budget Justification based on the final allocation amounts for FY 2015 is due through WebNEERS 45 days after the final allocations are published. The actual due date will be announced over the EFNEP listservs.

Instructions for submitting reporting requirements through WebNEERS are available on the EFNEP Capacity RFA Webpage – [www.nifa.usda.gov/nea/food/efnep/formula\\_grant.html](http://www.nifa.usda.gov/nea/food/efnep/formula_grant.html). If you need information about or access to WebNEERS, contact your university’s EFNEP Coordinator.

**All program-specific reporting requirements must be received and approved by NIFA program staff before funds can be released.** For FY 2015, the WebNEERS Report; EFNEP Annual Update; “Preliminary” (draft) EFNEP Budget Sheet and EFNEP Budget Justification; and “Final” EFNEP Budget Sheet and EFNEP Budget Justification must be approved for quarterly payments to be released (see due dates above).

#### Other Requirements

Program coordinators, or their designees, are expected to fully participate in the annual EFNEP meeting, webinars, and other EFNEP trainings.

### **1. Reporting**

Financial reporting via the SF-425, Federal Financial Report for FY 2015 is due to the Capacity Grants Branch, Awards Management Division, OGF, on December 31, 2015, for the period October 1, 2014, through September 30, 2015, and annually thereafter until the award is closed out.

Additional details of annual, final technical and financial reporting requirements are included on the NIFA web site at [www.nifa.usda.gov/business/reporting/form\\_report.html](http://www.nifa.usda.gov/business/reporting/form_report.html).

### **2. Reporting Subawards and Executive Compensation**

In accordance with the Office of Management and Budget guidance published in the Federal Register (FR), 75 FR 55663, on September 14, 2010, “Requirements for Federal Funding Accountability and Transparency Act Implementation,” awardees must comply with the requirements of this award term.

#### a. Reporting of first-tier subawards

**1. Applicability.** Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

**2. Where and when to report.**

i. You must report each obligating action described in paragraph a.1. of this award term to [www.fsrc.gov](http://www.fsrc.gov).

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2013, the obligation must be reported by no later than December 31, 2013.)

**3. What to report.** You must report the information about each obligating action that the submission instructions posted at [www.fsrc.gov](http://www.fsrc.gov) specify.

**b. Reporting Total Compensation of Recipient Executives**

**1. Applicability and what to report.** You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

i. the total Federal funding authorized to date under this award is \$25,000 or more;

ii. in the preceding fiscal year, you received--

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the Executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at [www.sec.gov/answers/execomp.htm](http://www.sec.gov/answers/execomp.htm)).

**2. Where and when to report.** You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at <https://www.sam.gov/sam/>.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

**c. Reporting of Total Compensation of Subrecipient Executives**

**1. Applicability and what to report.** Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if--

- i. In the subrecipient's preceding fiscal year, the subrecipient received--
  - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
  - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
- ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at [www.sec.gov/answers/execomp.htm](http://www.sec.gov/answers/execomp.htm)).

**2. Where and when to report.** You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

- i. To the recipient.
- ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

- i. Subawards, and
- ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions

For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR Part 25:
  - i. A Governmental organization, which is a State, local government, or Indian tribe;
  - ii. A foreign public entity;

- iii. A domestic or foreign nonprofit organization;
  - iv. A domestic or foreign for-profit organization;
  - v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
2. Executive means officers, managing partners, or any other employees in management positions.
3. Subaward:
- i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
  - ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --- .210 of the attachment to OMB Circular A-133, “Audits of States, Local Governments, and Non-Profit Organizations”).
  - iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
4. Subrecipient means an entity that:
- i. Receives a subaward from you (the recipient) under this award; and
  - ii. Is accountable to you for the use of the Federal funds provided by the subaward.
5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
- i. Salary and bonus.
  - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
  - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
  - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
  - v. Above-market earnings on deferred compensation which is not tax-qualified.
  - vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

## **PART VII—AGENCY CONTACT**

### **For questions regarding the Expanded Food and Nutrition Education Program (EFNEP) and program specific reporting requirements:**

Stephanie Blake, Program Coordinator, Institute of Food Safety and Nutrition, NIFA/USDA, Stop 2225, 1400 Independence Avenue, SW, Washington, DC 20250-2225; Telephone: (202) 720-6079; Fax: (202) 720-9366; E-mail: [sblake@nifa.usda.gov](mailto:sblake@nifa.usda.gov)

or

Helen Chipman, National Program Leader, Institute of Food Safety and Nutrition, NIFA/USDA, Stop 2225, 1400 Independence Avenue, SW, Washington, DC 20250-2225; Telephone: (202) 720-8067; Fax: (202) 720-9366; E-mail: [hchipman@nifa.usda.gov](mailto:hchipman@nifa.usda.gov).

### **For questions relating to the completion of the grants.gov forms:**

Brenda Barnett, OGFN, NIFA/USDA, Stop 2271, 1400 Independence Avenue, SW, Washington, DC 20250-2271; Telephone: (202) 401-6520; Fax: (202) 401-1804; E-mail: [formulagrantsquestions@nifa.usda.gov](mailto:formulagrantsquestions@nifa.usda.gov).

## **PART VIII—OTHER INFORMATION**

The USDA NIFA home page for EFNEP is: [www.nifa.usda.gov/efnep](http://www.nifa.usda.gov/efnep).

## Appendix A

### UNITED STATE DEPARTMENT OF AGRICULTURE National Institute of Food and Agriculture

#### FY 2014 Distribution of Expanded Food Nutrition Education Program (EFNEP) Funding\* Authorized Under the Smith-Lever Act, Section 3(d) (Award #2014-41510)

\*Amounts listed below are actual FY 2014 allocations. Adjustments will be made to FY 2015 allocations upon enactment of a FY 2015 Appropriations Act.

<b>Institution</b>	<b>State</b>	<b>Grant Number</b>	<b>FY 2014 Allocation</b>
<b>ALABAMA</b>			
Auburn University	AL	2014-41510-00100	\$ 1,983,681
Alabama A&M University	AL	2014-41510-08901	113,313
Tuskegee University	AL	2014-41510-08902	113,313
<b>ALASKA</b>			
University of Alaska	AK	2014-41510-00200	263,078
<b>AMERICAN SAMOA</b>			
American Samoa Community College	AS	2014-41510-05500	103,110
<b>ARIZONA</b>			
University of Arizona	AZ	2014-41510-00300	715,966
<b>ARKANSAS</b>			
University of Arkansas	AR	2014-41510-00400	1,299,556
University of Arkansas-Pine Bluff	AR	2014-41510-08903	116,907
<b>CALIFORNIA</b>			
University of California	CA	2014-41510-00500	3,612,006
<b>COLORADO</b>			
Colorado State University	CO	2014-41510-00600	663,703
<b>CONNECTICUT</b>			
University of Connecticut	CT	2014-41510-00700	539,358
<b>DELAWARE</b>			
University of Delaware	DE	2014-41510-00800	309,564
Delaware State University	DE	2014-41510-08904	103,161
<b>DISTRICT OF COLUMBIA</b>			
University of the District of Columbia	DC	2014-41510-05400	110,505
<b>FLORIDA</b>			
University of Florida	FL	2014-41510-00900	2,233,797
Florida A&M University	FL	2014-41510-08905	192,827
<b>GEORGIA</b>			
University of Georgia	GA	2014-41510-01000	2,227,582
Ft. Valley State University	GA	2014-41510-08906	151,571
<b>GUAM</b>			

University of Guam	GU	2014-41510-05301	103,831
<b>HAWAII</b>			
University of Hawaii	HI	2014-41510-01100	347,341
<b>IDAHO</b>			
University of Idaho	ID	2014-41510-01200	388,061
<b>ILLINOIS</b>			
University of Illinois	IL	2014-41510-01300	2,188,092
<b>INDIANA</b>			
Purdue University	IN	2014-41510-01400	1,284,801
<b>IOWA</b>			
Iowa State University	IA	2014-41510-01500	958,887
<b>KANSAS</b>			
Kansas State University	KS	2014-41510-01600	763,934
<b>KENTUCKY</b>			
University of Kentucky	KY	2014-41510-01700	1,687,407
Kentucky State University	KY	2014-41510-08907	124,229
<b>LOUISIANA</b>			
Louisiana State University	LA	2014-41510-01800	1,869,644
Southern University	LA	2014-41510-08908	125,526
<b>MAINE</b>			
University of Maine	ME	2014-41510-01900	499,043
<b>MARYLAND</b>			
University of Maryland	MD	2014-41510-02000	910,779
University of Maryland-Eastern Shore	MD	2014-41510-08909	116,702
<b>MASSACHUSETTS</b>			
University of Massachusetts	MA	2014-41510-02100	1,038,488
<b>MICHIGAN</b>			
Michigan State University	MI	2014-41510-02200	1,869,294
<b>MICRONESIA</b>			
College of Micronesia	FM	2014-41510-05600	106,401
<b>MINNESOTA</b>			
University of Minnesota	MN	2014-41510-02300	1,060,098
<b>MISSISSIPPI</b>			
Mississippi State University	MS	2014-41510-02400	1,718,607
Alcorn State University	MS	2014-41510-08910	119,895
<b>MISSOURI</b>			
University of Missouri	MO	2014-41510-02500	1,594,106
Lincoln University	MO	2014-41510-08911	127,625
<b>MONTANA</b>			
Montana State University	MT	2014-41510-02600	382,103
<b>NEBRASKA</b>			
University of Nebraska	NE	2014-41510-02700	610,634
<b>NEVADA</b>			

University of Nevada	NV	2014-41510-02800	293,525
<b>NEW HAMPSHIRE</b>			
University of New Hampshire	NH	2014-41510-02900	324,919
<b>NEW JERSEY</b>			
Rutgers University	NJ	2014-41510-03000	1,140,223
<b>NEW MEXICO</b>			
New Mexico State University	NM	2014-41510-03100	596,281
<b>NEW YORK</b>			
Cornell University	NY	2014-41510-03200	3,408,524
<b>NORTH CAROLINA</b>			
North Carolina State University	NC	2014-41510-03300	2,564,911
North Carolina A&T University	NC	2014-41510-08912	149,502
<b>NORTH DAKOTA</b>			
North Dakota State University	ND	2014-41510-03400	420,294
<b>NORTHERN MARIANAS ISLANDS</b>			
Northern Marianas College	MP	2014-41510-05700	102,751
<b>OHIO</b>			
Ohio State University	OH	2014-41510-03500	2,251,313
<b>OKLAHOMA</b>			
Oklahoma State University	OK	2014-41510-03600	1,110,713
Langston University	OK	2014-41510-08913	119,354
<b>OREGON</b>			
Oregon State University	OR	2014-41510-03700	600,465
<b>PENNSYLVANIA</b>			
Pennsylvania State University	PA	2014-41510-03800	2,693,840
<b>PUERTO RICO</b>			
University of Puerto Rico	PR	2014-41510-03900	1,434,409
<b>RHODE ISLAND</b>			
University of Rhode Island	RI	2014-41510-04000	385,924
<b>SOUTH CAROLINA</b>			
Clemson University	SC	2014-41510-04100	1,571,751
WEB-NEERS Database **			180,000
South Carolina State University	SC	2014-41510-08914	124,915
<b>SOUTH DAKOTA</b>			
South Dakota State University	SD	2014-41510-04200	463,120
<b>TENNESSEE</b>			
University of Tennessee	TN	2014-41510-04300	2,006,166
Tennessee State University	TN	2014-41510-08915	133,730
<b>TEXAS</b>			
Texas A&M University	TX	2014-41510-04400	4,339,717
Prairie View A&M University	TX	2014-41510-08916	236,042
<b>UTAH</b>			
Utah State University	UT	2014-41510-04500	410,541

<b>VERMONT</b>			
University of Vermont	VT	2014-41510-04600	319,441
<b>VIRGIN ISLANDS</b>			
University of the Virgin Islands	VI	2014-41510-05200	103,485
<b>VIRGINIA</b>			
Virginia Polytechnic Inst. & State U.	VA	2014-41510-04700	1,722,793
Virginia State University	VA	2014-41510-08917	127,454
<b>WASHINGTON</b>			
Washington State University	WA	2014-41510-04800	794,970
<b>WEST VIRGINIA</b>			
West Virginia University	WV	2014-41510-04900	1,018,710
West Virginia State University	WV	2014-41510-08920	109,958
<b>WISCONSIN</b>			
University of Wisconsin	WI	2014-41510-05000	1,033,203
<b>WYOMING</b>			
University of Wyoming	WY	2014-41510-05100	275,850
Payment to States			\$ 67,417,320
Federal Administration			516,680
Total Appropriation			<u>\$ 67,934,000</u>

Note: An additional \$180,000 was included in Clemson's FY 2014 (Off-The-Top)  
Allocation to sustain and upgrade Web-NEERS \*\*