

# Federally Recognized Tribes Extension Program (FRTEP)

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Modifications: Pages 1, 2, & 15.

*2013 Request for Applications*

APPLICATION DEADLINE: **February 15, 2013**



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

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

**FEDERALLY RECOGNIZED TRIBES 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 **February 15, 2013** (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: [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 Federally Recognized Tribes Extension Program RFA.

**EXECUTIVE SUMMARY:** NIFA requests applications for the Federally Recognized Tribes Extension Program (FRTEP) for fiscal year (FY) 2013. This grant program was created to address a long-standing need among the Federally Recognized Tribes for equal access to Extension programs, with a focus on youth and production agriculture. The program's mission is to promote equity in access to Extension programs on Reservations. For 2013, the RFA is devoted to preserving existing FRTEP programs. Consequently, applications will be received from among the 36 active FRTEP project. These existing programs will receive a baseline of funding and may compete for additional award money, based on program and application quality, in a peer review panel.

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

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

This program is authorized under Section 3(d) of the Act of May 8, 1914, Smith-Lever Act, ch. 79, 38 Stat. 372, 7 U.S.C. 341 et seq. This program supports Extension programs on American Indian Reservations and Tribal jurisdictions to address the unique needs and problems of American Indian Tribal Nations.

Please note: Section 7403 of the Food, Conservation, and Energy Act of 2008 (FCEA) (P.L. 110-246) amended section 3(d) of the Smith-Lever Act to require funds to be awarded competitively.

### **B. Purpose and Priorities**

The purpose of this program is to support Extension education on Federally Recognized Indian Reservations and Tribal jurisdictions of Federally Recognized Tribes. This program seeks to continue the Land Grants' mission of inclusion--providing education and research-based knowledge to those who might not otherwise receive it.

NIFA, as part of USDA's Research, Education and Economics (REE) Mission area, will use the REE Action Plan as a guide in supporting Indian Country through FRTEP. The plan can be viewed on-line at this address: <http://www.usda.gov/documents/usda-ree-science-action-plan.pdf>

The goals of the REE Action Plan are as follows:

- Goal 1. Local and Global Food Supply and Security
- Goal 2. Responding to Climate and Energy Needs
- Goal 3. Sustainable Use of Natural Resources
- Goal 4. Nutrition and Childhood Obesity
- Goal 5. Food Safety
- Goal 6. Education and Science Literacy
- Goal 7. Rural Prosperity/Rural-Urban Interdependence

While all of these goals could be part of a FRTEP project, goals 1, 6 and 7 will be the most relevant to the grant. It is assumed, however, that each Tribe and their Land Grant will adapt the REE goals to the unique circumstances of their Reservation community. The resulting proposal should reflect the Tribe's Sovereignty and the community's Extension need.

### **C. Program Area Description**

This program supports Land Grants seeking to build a solid partnership with their Reservation communities through a collaborative Extension effort. Another key element of FRTEP Extension is its dynamic, non-formal nature, which accommodates a variety of youth and adult learners.

### **Breadth of 2013 Activities:**

Effective Extension involves identifying and attracting funds and resources to support an ever-changing and growing portfolio of activities in response to community needs. In consequence of this, it is understood that applicants will engage in both direct and indirect activities in support of their proposed projects. Examples of direct programs activities include, but are not limited to needs assessments, educational workshops, site visits, producers' demonstration projects and cultural events. Indirect activities might include, but are not limited to extending partnerships, expanding communication networks and acquiring additional resources in support of the overall goals and objectives of the proposed project.

### **Invitation to eXtension:**

eXtension is an interactive learning environment delivering the best, most researched knowledge from the best land-grant university minds across America. eXtension connects knowledge consumers with knowledge providers - experts who know their subject matter inside out. NIFA encourages its grant recipients to learn about and participate in eXtension. For this RFA, applicants are encouraged to consider the advantages of creating Communities of Practice (CoP) on this site. <http://www.extension.org/>

## **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 \$2.8 million will be available to fund applications in FY 2013. This RFA is being released prior to the passage of an Appropriations Act for FY 2013. Enactment of additional Continuing Resolutions or an Appropriations Act may affect the availability or level of funding for this program.

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](http://www.nifa.usda.gov/business/method_of_payment.html).

### **B. Types of Applications**

In FY 2013, applications may be submitted to the FRTEP Program as **new applications** only.

Applications should be submitted for a 4-year period, as NIFA anticipates making these awards as continuation grants ending in FY 2016. A continuation grant is an award for which an application is approved, but each year of funding is awarded on an annual basis and subject to the availability of annual appropriations and satisfactory progress.

Awards made in FY 2013 will provide funds for the first year of the project. It is expected that all four years of the project will be at the same funding level as the first year (see Part IV, D, Funding Restrictions). Funding requests must be reasonable and fully justified (see part V, B, Evaluation Criteria, Cost Effectiveness of Proposed Project.)

### **C. Project Types**

Within the REE mission areas goals, there is a broad diversity of project types that applicants may pursue. For the 2013 RFA there are two primary project types. **However, applicants may submit projects with an alternative focus in response to Tribal needs.**

**Type One: The American Indian Producer in the New Economy:** In order for the next generation of American Indian farmers to thrive in the modern agri-business climate, they must have equal access to the latest information on optimal production strategies, innovative business operations and marketing trends. In addition, American Indian producers face specific concerns, such as land tenure. Projects examples include, but are not limited to:

- Projects that help American Indian producers find new markets.
- Projects that help American Indian producers address food security in their Tribe.
- Projects that help American Indian producers adapt to new technology.
- Projects that help American Indian producers adopt sustainable agricultural practices.
- Projects that support American Indian women farmers.

**Type Two: Empowering American Indian Youth:** The future of Reservations rests with the youth of the community. This RFA supports projects that empower American Indian youth, so they may realize their full potential. Examples include:

- Projects that help American Indian youth continue or revive an agricultural tradition.
- Projects that support scientific, agricultural and health literacy among youth.
- Projects that assist youth in crisis.
- Projects that allow teenagers to mentor elementary-aged youth, or foster relationships among youth, senior citizens and Elders on the Reservation.

Proposals may focus on either project type, combine both or address neither, depending on the Reservations' needs. Applicants submitting proposals outside of the two types should include justification in their narrative, making the case for the alternative project type. A letter from the Tribe should provide further validation for direction of the project. (See Part IV, Section C other attachments—Letters of Support)

#### **D. Responsible and Ethical Conduct of Research**

The responsible and ethical conduct of research (RCR) is critical for excellence, as well as public trust, in science and engineering. Consequently, education in RCR is considered essential in the preparation of future scientists. In accordance with sections 2, 3, and 8 of 7 CFR Part 3022, institutions that conduct extramural research funded by USDA must foster an atmosphere conducive to research integrity, bear primary responsibility for prevention and detection of research misconduct and are to maintain and effectively communicate and train their staff regarding policies and procedures. In the event an application to NIFA results in an award, the AOR assures, through acceptance of the award that the institution will comply with the above requirements. Per award terms and conditions, grant recipients shall, upon request, make available to NIFA the policies and procedures as well as documentation to support the conduct of the training.

Note that the training referred to herein shall be either on-campus or the Collaborative Institutional Training Initiative (CITI) program for RCR (<https://www.citiprogram.org/rcrpage.asp>). The general content of the ethics training, at a minimum, will emphasize three key areas of research ethics: authorship and plagiarism, data and research integration and reporting misconduct. Each institution will be responsible for developing its own training system, as schools will need flexibility to develop training tailored to their specific student needs. Typically RCR education addresses the topics of: Data Acquisition and Management - collection, accuracy, security, access; Authorship and Publication; Peer Review; Mentor/Trainee Responsibilities; Collaboration; Conflict of Interest; Research Misconduct; Human Subject Research; and Use of Animals in Research.

## **E. Project Duration**

The statutory limitation for this program is five (5) years. This means that after five (5) years, the effective date of this award, any unobligated funding (unexpended and/or not drawn down) will be returned to the U.S. Treasury.

***Note: Projects funded under FRTEP in 2009 end their cycle in 2013 and cannot be extended beyond 2014. Projects funded in 2011 end their cycle in 2013 and cannot be extended beyond 2016.***

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Applications may be submitted by 1862 or 1890 Land-Grant Institutions with existing FRTEP programs.

Award recipients may sub-contract to organizations not eligible to apply, provided such organizations are necessary for the success of the project.

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

NIFA does not require matching support 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. **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 Grants.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 many 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](http://www.grants.gov/applicants/get_registered.jsp)) for information on registering the institution/organization with Grants.gov.** A quick reference guide is available as a 4-page PDF document at the following website: <http://www.grants.gov/assets/Grants.govRegistrationBrochure.pdf>. 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**

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](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-004030** 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](mailto: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 THAT ARE NON-COMPLIANT WITH THE REQUIREMENTS (i.e., 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. With documented prior approval, subsequent submissions of an application 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](mailto: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 can be found 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 can be found 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 can be found in Part V, 4. of the NIFA Grants.gov Application Guide.

a. Field 7. Project Summary/Abstract. Specifications are as follows:

1. The summary should not exceed 250 words.
2. Indicate if the proposal falls under “The American Indian Producer in the New Economy” or “Empowering American Indian Youth” special project types (See Part II, C).
3. Include the names and affiliated organizations of all PDs and Co-PDs.
4. Include the title of the project.
5. The summary must be a description of the activity to be undertaken and should focus on goals, strategies and anticipated project outcomes.

b. Field 8. Project Narrative.

PLEASE NOTE: The Project Narrative shall not exceed 20 double-spaced pages. This maximum (20 pages) has been established to ensure fair and equitable competition. The Project Narrative must include all of the following:

- 1) **Extension plan:** Describe Extension activities to be carried out and provide a timeline for their completion. Explain how the FRTEP program will improve the Tribe’s access to the Land Grant system and other federal programs.
- 2) **Community and audience analysis:** Provide evidence that the PD and Agent have met with the Tribe, stakeholders or an advisory group and understand the needs and concerns of the community they plan to serve. Demonstrate that the Land Grant and Tribe have agreed on a shared set of objectives and developed a plan to realize them. Refer to letters of support from the Tribe to make the case that consensus on the project was achieved. (See Part IV, C other attachments—Letters of Support).
- 3) **Identify the public good for Indian Country:** For this section, describe how your project will address the four items below. Include activities to be done and plans to document success.
  - a. **Equity in information access**—Tribal members will receive information otherwise unavailable to them, resulting greater skills and knowledge.

- b. Equity in resource access—Tribal members gain access to resources that would otherwise be unavailable to them.
  - c. Benefits from changed behavior: FRTEP program contributes to changes in attitudes, choices or new aspirations.
  - d. Benefits to those outside of the program: Describe how providing the FRTEP program to the target audience will benefit the greater Tribal community.
- 4) Project Review and Evaluation: The evaluation plan should describe how quantitative metrics and success stories will be captured to demonstrate the level of impact or potential impact of this project. It should be an assessment of the project's value to stakeholders and its sustainability.

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

**(1) Letters of Support. Each applicant must submit at least two letters of support.**

- A letter indicating the level of support from the Tribe and/or Tribal departments, (e.g., Land and Water, Fish and Game, Natural Resources, Agriculture). The letter must indicate support for the project's objectives. If the Tribe intends to provide direct or in-kind support this should also be in the letter. The letter must be signed by a Tribal Authorizing Representative (AR) who is in position to commit support on the Tribe's behalf.
- A letter from the state Cooperative Extension Service indicating support for the FRTEP program. If the CES office plans to provide a contribution to the success of the FRTEP program: office space, facilities, professional development, support staff time, utilities or financial support, it should be stated in the letter. The letter must be signed by a Land Grant Extension AR.

**NOTE: These two letters will be reviewed as commitment to the program.**

**(2) Table of Progress: See the end of this RFA. All applications MUST include a completed Table of Progress.**

**(3) Additional Collaborative Arrangements.** In addition to Tribe and the Cooperative Extension Service, other partners may be required. If it will be necessary to enter into formal consulting or collaborative arrangements with others, such arrangements should be fully explained and justified in the proposal and budget narrative. If the consultant(s) or collaborator(s) are known at the time of application, a vitae or resume should be provided. In addition, evidence (e.g., letter of support and/or letter of intent) should be provided showing that the collaborators involved have agreed to render these services. The applicant also will be required to provide additional information on consultants and collaborators, and their role in supporting specific project objectives, in the budget portion of the application.

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

Information related to the questions on this form can be found 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 can be found in Part V, 7. of the NIFA Grants.gov Application Guide.

The initial year of funding (FY 2013) is to be used as the basis for proposing the budget for years two through four, therefore, subsequent yearly funding requests (and budgets) must not exceed the amount requested for the first year. In addition to specific yearly budget requests, a cumulative budget is required detailing the requested total support for the overall project period.

Funds may be requested under any of the categories listed on the Budget Form, provided that the item or service for which support is requested is allowable under the authorizing legislation, the applicable statutes, regulations, and Federal cost principles, and these program guidelines, and can be justified as necessary for the successful conduct of the proposed project. Funds may be used for salaries and appropriate fringe benefits for the Reservation Extension Agent, any individual directly involved in the delivery of Extension programs, and secretarial and/or support staff time that is directly related to the project. In addition, an amount budgeted should include sufficient funds for the Reservation Extension Agent to attend the annual FRTEP meetings.

All budget categories must be individually listed (with costs) in the same order as the yearly budget and justified on a separate sheet of paper. Information related to the R&R Budget is found in Part V, 6. of the NIFA Grants.gov Application Guide. Field K. Budget Justification – **PDF Attachment. No Page Limit.** Title the attachment as ‘Budget Justification’ in the document header and save file as ‘Budget Justification’. If consulting, collaborative arrangements (Field 12, Other Project Information), or sub-contractual arrangements are included in the application, these arrangements should be fully explained and justified. Refer to Part V, 7. of the NIFA Grants.gov Application Guide for instructions on completing

**Applications must contain an annual budget for each year of the project and a cumulative budget.** A separate Budget Narrative in PDF format that justifies and documents specific expenditures and subcontracts is required. In addition to specific yearly budget requests, a cumulative budget is required detailing the requested total support for the overall project period.

**Each Sub-award recipient must also provide an annual budget for each year of the project and a cumulative budget.**

If consulting, collaborative arrangements, or sub-contractual arrangements are included in the application, these arrangements should be fully explained and justified. The rate of pay for any consultant must be included, if known at the time of application. **In addition to letters of support from the Tribe and the Cooperative Extension Service, Letters of Intent or other**

**evidence should be provided to show that any additional collaborators have agreed to participate and must be signed by the consultant or AR of the sub-contract.** For each arrangement involving the transfer of substantive programmatic work or the provision of financial assistance to a third party, a proposed statement of work, vita, and a budget must be supplied. In multi-State/territory applications, a Budget and Budget Narrative must be included for each State/territory involved. The lead State/territory and each participating State/territory must be identified.

## **7. Supplemental Information Form**

Information related to the questions on this form can be found in Part VI, 1. of the NIFA Grants.gov Application Guide.

- a. Field 2. Program Code. Enter the program code name (i.e., enter “FRTEP”) and the program code (i.e., enter “LP”).
- b. **Field 8. Conflict of Interest List.** See Part VI, 1.8 of the NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

## **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 **February 15**, 2013 (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.

**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 14 business days of the established deadline, please contact the NPL. **Failure to do so may result in the application not being considered for funding by the peer review panel.**

## **D. Funding Restrictions**

The following costs, although not all-inclusive, are **not permitted**:

- Indirect costs
- Entertainment;

- Meals (except to maintain the continuity of a meeting transmitting technical information);
- Tickets to shows or sporting events;
- Alcoholic beverages; and
- Costs associated with banquets and award ceremonies.

Awards and Certificates of Achievement are disallowed by OMB Circular, A-21 -- Cost Principles for Educational Institutions and OMB Circular A-122 -- Cost Principles for Non-Profit Organizations.

Any expense not directly related to the program or project is considered unallowable. Examples include child-care services, kitchen help hired to prepare refreshments, and promotional or appreciation gifts such as clothing, coffee mugs, or bags.

NIFA has determined that grant funds awarded under this authority may not be used for the renovation or refurbishment of research, education, or Extension space; the purchase or installation of fixed equipment in such space; or the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.

In addition, tuition remission is prohibited by Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended (7 U.S.C. 3319).

Pursuant to Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (91 Stat. 981), indirect costs are unallowable costs under Section 3(d) of the Smith-Lever Act, and no funds will be approved for this purpose. Costs that are a part of an institution's indirect cost pool may not be reclassified as direct costs for the purpose of making them allowable.

#### **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."

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

### **A. General**

Each application will be evaluated in a three-part process. First, each application will be screened to ensure that it meets the administrative requirements as set forth in this RFA. Second, each application will have an intensive, individualized review by three panelists. The final review will involve all panelists, who will rank proposals according to merit, as defined by the criteria below.

Reviewers will be selected based upon training, experience in Extension and their knowledge of Indian Country. The panel may also include reviewers who have expertise relating to a particular proposal. A priority will be to include members of Indian Country and individuals who are familiar with the FRTEP program.

### **B. Evaluation Criteria**

The criteria below will be used to review applications submitted in response to this RFA.

<b>Basic Evaluation Criteria</b>	<b>Points</b>
Quality of Extension plan	25
Quality of community and audience analysis	15
Potential for public good in Indian Country	15
Cost Effectiveness of Proposed Project	15
Quality of project evaluation plan	15
Proposal involves Farmers in the New Economy and/or Youth Development	15

#### **1. Quality of Extension plan:**

- The application presents a well-designed plan that uses current Extension practices in an innovative way, well-suited to Indian Country.
- The application provides a realistic timeline to accomplish project goals.

#### **2. Quality of community and audience analysis:**

- Proposal gives strong evidence that the applicant did due diligence in analyzing community needs and has planned the project in partnership with the Tribe.
- The letter of support confirms that the project is well designed and developed with the support of the community.

#### **3. Potential for public good in Indian Country:**

- Proposal addresses the four criteria for public good in a convincing way.
- Proposal suggests that the applicant has given full consideration of how to optimize public good through the FRTEP project.

#### **4. Cost Effectiveness of Proposed Project:**

- The budget and budget narrative are free of errors and demonstrate a well-considered plan for the use of federal funds.

- The budget narrative includes other sources of funding and describes how they will increase program delivery or services.

**5. Quality of project evaluation plan:**

- The evaluation design and methodology adequately measures the extent to which program objectives are being met.
- The evaluation has enough flexibility to provide an accurate and comprehensive picture of the project’s impact throughout its lifetime, even with possible changes
- The evaluation combines quantitative and qualitative metrics for comprehensive impact reporting.

**6. Farmers in the New Economy and/or Youth Development proposal:**

- The proposal is innovative in its use of FRTEP funds, and maximizes the good for the community it proposes to help.
- The proposal appears to be driving by stakeholder input and reflects true community need.

**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., 1801 Robert Fulton Drive, Suite 340, Reston, Virginia 20191. Phone: (888) 349-7715. Web site: <http://www.hepinc.com>.

Names of submitting institutions and individuals, as well as application content and peer evaluations, will be kept confidential. Those involved in the review process may access this information, to the extent permitted by law. In addition, the identities of peer reviewers will remain confidential throughout the entire review process, and 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), and the NIFA General Awards Administration Provisions at 7 CFR part 3430, subparts A through E.

### **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:

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 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. **NIFA will provide the award recipients with specific guidelines well in advance of the deadline reporting, which the recipient will be required to follow.**

**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;

Telephone: 202-690-0402;

E-mail: [tgrosser@nifa.usda.gov](mailto: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.

### Table of Progress

Complete this document, print it as PDF and file with your application under field 12 – additional attachments.

<b>PERCENTAGE OF PROJECT FOCUS</b>	Agriculture _____%	Natural Resources _____%	Youth _____%	Other _____%
<b>OBJECTIVES</b>	<b>Number for 2012</b>			
Number of farmer contacts:				
Number of acres improved:				
Number of youth contacts:				
Number of youth clubs:				
Number of community contacts:				
Number of volunteers:				
Number of community gardens:				
Number of health and wellness activities:				
Number of 1994 partnerships:	School names			
Number of Interns:				
Tribal (Reservation Resources Contributed):	Dollar Amts	In Kind		
Number of extension educators in FRTEP office serving Indian Country:				
Extension Educators serving Indian Country not affiliated with FRTEP:				
Funds Leveraged in FRTEP program:				
Electronic Communications: Include website, list servers or any other electronic media:				
Miles driven this award year:				
Newsletters and brochures:				