

# **Secondary Education, Two-Year Postsecondary Education, and Agriculture in the K-12 Classroom Challenge Grants Program (SPECA)**

## **2018 Request for Applications (RFA)**

**APPLICATION DEADLINE: April 4, 2018**

**ELIGIBILITY: See Part III, A of RFA**



United States  
Department of  
Agriculture

National Institute  
of Food and  
Agriculture

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

**Secondary Education, Two-Year Postsecondary Education, and Agriculture in the K-12 Classroom Challenge Grants Program**

**INITIAL ANNOUNCEMENT**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE:** This program is listed in the Catalog of Federal Domestic Assistance under **10.226**.

**DATES:** Applications must be received by **5 p.m. Eastern Time on April 4, 2018**. Applications received after this deadline will normally not be considered for funding (see Part IV, C of this RFA). 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:** We at the National Institute of Food and Agriculture (NIFA) seek your comments about this RFA. We will consider your 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 your written stakeholder comments by the deadline set forth in the DATES portion of this notice via email to [Policy@nifa.usda.gov](mailto:Policy@nifa.usda.gov). (This email address is only for receiving comments regarding this RFA and *not* for requesting information or forms.) In your comments, please state that you are responding to the Secondary Education, Two-Year Postsecondary Education, and Agriculture in the K-12 Classroom Challenge Grants Program RFA.

**EXECUTIVE SUMMARY:** NIFA requests applications for the Secondary Education, Two-Year Postsecondary Education, and Agriculture in the K-12 Classroom (SPECA) Challenge Grants Program for fiscal year (FY) 2018 to promote and strengthen food, agriculture, natural resource and human (FANH) science education. The anticipated amount available for grants in FY 2018 is approximately \$800,000. This RFA is being released prior to the passage of an appropriations act for FY 2018. Enactment of additional continuing resolutions or an appropriations act may affect the availability or level of funding for this program.

This notice identifies the objectives for SPECA projects, deadline dates, funding information, eligibility criteria for projects and applicants, application forms and associated instructions needed to apply for a SPECA grant.

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

### **A. Legislative Authority**

Section 1405 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA), as amended, (7 U.S.C. 3121) designates the U.S. Department of Agriculture (USDA) as the lead Federal agency for agriculture research, extension and teaching in the food, agricultural, natural resources and human (FANH) sciences. Authority for this program is contained in section 1417(b)(1) of NARETPA (7 U.S.C. 3152(j)).

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

The SPECA Program directly aligns with:

- USDA Strategic Plan. specifically addressing Goal 2 (<https://www.usda.gov/our-agency/about-usda/strategic-goals>);
- USDA Research, Education and Economics (REE) Action Plan (March 2014 version, [https://www.ree.usda.gov/ree/news/USDA\\_REE\\_Action\\_Plan\\_03-2014.pdf](https://www.ree.usda.gov/ree/news/USDA_REE_Action_Plan_03-2014.pdf)), specifically addressing Goal 6.
- NIFA Strategic Plan (2014-2018) (<http://nifa.usda.gov/sites/default/files/resource/NIFA%20Strategic%20Plan%20FY2014-FY2018.pdf>), specifically addressing Strategic Goal No. 1

The purpose of the Secondary Education, Two-Year Postsecondary Education and Agriculture in the K-12 Classroom (SPECA) Challenge Grants Program is to award grants to -

**1. Enhance the quality of K-14 instruction in order to help meet current and future national food, agricultural, natural resources, and human (FANH) sciences workplace needs.**

**2. Increase the number and diversity of students who will pursue and complete a 2 - or 4 year degree in the food, agricultural, natural resources and human (FANH) sciences.**

SPECA-funded projects encourage academic institutions, in partnership with organizations and employers to identify and address a challenges facing the FANH sciences education and workforce community.

As noted in the [2016 National Academies \(NAS\) Press Report, Barriers and Opportunities for 2-Year and 4- Year STEM Degrees](#) and the [2016 NAS workshop on Creating the Future Workforce in Food, Agriculture, and Natural Resources](#), the talent pipeline for the agriculture workforce begins well before college admission and a focus on secondary programs holds tremendous potential to increase not only the number, but the diversity of students entering baccalaureate programs, a requisite for the innovation needed in the FANH sciences.

Accordingly, SPECA-funded project activities shall support the creation, adaptation, and adoption of learning materials and teaching strategies to operationalize what we know about how students learn. Many of these concepts are identified in the National Research Council's publication: [How People](#)

Learn. SPECA-funded projects shall also focus on imparting both technical knowledge as well as ‘soft’ skills such as communication, team work, and problem solving, as these are abilities expected by employers. These concepts may be found in the publication: [Comparative Analysis of Soft Skills: What is Important for New Graduates?](#)

### Leadership Skills Development:

The development of leadership skills, knowledge, and qualities are necessary to prepare students for agricultural and related careers in the private sector, government, and academia. SPECA education applications must demonstrably incorporate a leadership development component to equip students with technical and leadership abilities upon graduation.

Specific activities may include:

- Developing practical applications to increase understanding of leadership roles, including critical thinking, problem solving, and communication skills; ethics and professionalism; and working in teams;
- Connecting the academic classroom experience with daily leadership roles and organizational activities;
- Providing opportunities for mentoring and shadowing; and
- Organizing leadership academies, workshops, trainings, etc.

### Global Engagement

NIFA supports global engagement that advances U.S. agricultural goals. To attain the agency's goals for U.S. agriculture, global competence of our nation's agricultural workforce, and safe and nutritious food security in a growing world, NIFA recognizes that collaboration with international partners can contribute to advances in U.S. agriculture. In an increasingly interconnected world, these U.S. advances may have global importance. Thus, applications in response to NIFA programs are strongly encouraged to include collaborations with international partners, but may only be submitted by eligible U.S. institutions. Such applications may include subcontracts to international partners or other institutions and must clearly demonstrate benefits to the U.S. Additional guidance on including international activities is provided on the NIFA Global Engagement Programs webpage” <https://nifa.usda.gov/program/global-engagement-programs>.

### eXtension

SPECA encourages (but does not require) projects that develop content suitable for delivery through eXtension (<https://extension.org>).

## **C. Program Area Description**

### **Key Information:**

**Program Code** – SPECA

**Program Code Name** – Secondary and Two-Year Postsecondary Education Challenge

**Code of Federal Domestic Assistance-** 10.226

**Requested Project Types** – Education/ Teaching Projects

## Requested Grant Types – Regular and Collaborative Grants only

Grant Application Type	Maximum # of Applications per year per institution	Maximum Award	Submission Due Date (5:00pm Eastern)
Regular	No Limit	\$50,000	April 4, 2018
Collaborative Type 1	No Limit	\$150,000	April 4, 2018
Collaborative Type 2	No Limit	\$300,000	April 4, 2018

Letter of Intent **not required** for this program

**Program Area Contact** – Dr. Victoria LeBeaux, (202)-720-2067, [victoria.s.lebeaux@nifa.usda.gov](mailto:victoria.s.lebeaux@nifa.usda.gov)

### 1) Program Category

Your project must support, academic instruction with a primary focus in at least one of the following three K-14 **Grade Levels**:

**(a) Agriculture in the K-12 Classroom (AITC):** Projects specifically developed by or for the state AITC program (<https://www.agclassroom.org/affiliates/contacts.cfm>). (Note: A letter of support from the relevant state AITC organization endorsing your project, clarifying the absence of duplication with existing materials or projects, and explaining its implementation process into the academic system must accompany applications submitted in this Program Category);

**(b) Secondary School:** Projects with a specific focus on any of the academic grades 9 through 12;

**(c) Junior or Community College:** Projects with a specific focus on associate degree level (2-year postsecondary) activities

A SPECA-funded project must focus on any of the K-14 grade levels. Projects with a target audience of baccalaureate or higher level students or teachers should, instead, be referred to the Higher Education Challenge Grants Program offered through NIFA at:

<http://nifa.usda.gov/funding-opportunity/higher-education-challenge-hec-grants-program>

### 2) Educational Need Areas

When preparing a SPECA-funded project, the rationale for choosing a particular Educational Need Area below must be explained in the context of how the project can contribute to the development of a cadre of students who will either pursue higher degrees in the FANH sciences or be prepared to enter the FANH sciences workforce.

*Educational Need Areas* for the SPECA program are:

**(a) Curriculum Development, Instructional Delivery Systems and Expanding Student Career Opportunities:** To promote new and improved curricula and materials to increase the quality of, and continuously renew, the Nation's K-14 academic programs in the FANH sciences. Projects shall

stimulate the development and facilitate the use of exemplary education models and materials that incorporate the most recent advances in subject matter research, research on teaching and learning theory, and instructional technology.

Examples of eligible projects in this *Need Area* may include, but **are not limited to**, the following strategies:

- The development of innovative course content, including innovative ways to integrate scientific research experiences into K-14 curricula;
- The use of new approaches to the study of traditional subjects or the introduction of new FANH sciences subjects;
- Hands-on learning experiences and methods to extend learning beyond the classroom and provide students with opportunities to solve complex problems in the context of real-world situations;
- Opportunities for students to complete apprenticeships, internships, career mentoring experiences or other participatory learning experiences. Targeted summer programs providing a bridge to 4-year FANH sciences degrees for underrepresented high-school students are encouraged; and
- Creating career placement or higher education academic counseling activities to encourage graduates to pursue postsecondary FANH sciences degrees.

**(b) Faculty preparation and enhancement for teaching.** To advance faculty development in the areas of teaching competency, subject matter expertise, pedagogy, responsiveness to changes in student demographic composition and learning styles, and student recruitment and advising skills. Training of targeted faculty recipients must be relevant to the identified educational needs of the students, who will be the beneficiaries of such faculty development. Any individual recipient of federal funds must be an "eligible participant" as defined in the definitions section of this RFA (Part VIII, D).

Examples of eligible projects in this *Need Area* may include, but not limited to, the following strategies:

- Engaging graduate students enrolled in agricultural education degree program (and/or existing faculty in agricultural education) to more effectively interact with K-14 FANH science programs;
- Creating assessments that document student learning outcomes or that identify conceptual areas or skills particularly challenging to students, followed by appropriate changes in instructional approaches to effectively address these issues; and
- Exploring web-based approaches for faculty professional development.

**(c) Facilitating Interaction with Other Academic Institutions.** To promote K14 focused activities that form linkages between secondary, 2-year postsecondary, and baccalaureate degree-granting institutions to maximize the use of resources supporting outstanding education in the FANH sciences. Activities should focus on ensuring completion of secondary degrees, enrollment into postsecondary programs and/or transfer to a 4-year institution. Partnerships, collaborative arrangements and shared resources between institutions (including course credit sharing arrangements) are encouraged.

Examples of projects strategies include:

- Development and use of articulation agreements, 2+2 or 2+2+2 arrangements (policies and programs designed to foster credit transfer between high schools, community colleges and four-year institutions), advanced placement credit transfer, or the sharing of faculty and facilities;
- A project that focuses on developing and implementing comprehensive, multi-institutional practices proven to recruit and retain K-14 level students with a focus on cultivating those students to pursue a postsecondary FANH sciences degree; and
- A project that will result in establishing and implementing programs or procedures (faculty sharing, articulation agreements, electronic exchange of coursework, etc.) to disseminate curricula, instructional methods, or training practices to faculty across the state or region.

### **Additional Information**

1. SPECA- funded projects shall engage more than a single course or an individual instructor.
2. Any individual (eligible participant) receiving Federal funds must be a citizen or national of the United States, as defined in this RFA (see Part VIII, D.). Where eligibility is claimed under 8 U.S.C. 1101(a) (22), documentary evidence from the Immigration and Naturalization Service as to such eligibility must be made available to NIFA upon request.
3. Applicants are encouraged to collaborate with an agency or research facility, including a USDA agency, to leverage grant funds and/or contribute towards overall goals and objectives. USDA agencies may be found at <https://www.usda.gov/our-agency/agencies>

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

The anticipated amount available for SPECA grants in FY 2018 is approximately \$800,000. This RFA is being released prior to the passage of an appropriations act for FY 2018. Enactment of additional continuing resolutions or an appropriations act may affect the availability or level of funding for this program.

There is no commitment by USDA to fund any particular application or to make a specific number of awards.

The Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury's Bureau of the Fiscal Service, is the designated payment system for awards resulting from this RFA. For more information see [https://www.fiscal.treasury.gov/fsservices/gov/pmt/asap/asap\\_home.htm](https://www.fiscal.treasury.gov/fsservices/gov/pmt/asap/asap_home.htm).

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

In FY 2018, you may submit applications to the SPECA Program as one of the following types of requests:

**New application.** This is a project application that has not been previously submitted to the SPECA Program. We will review all new applications competitively using the screening for administrative requirements, review panel evaluation of proposals using evaluation criteria and selection process described in Part V—Application Review Requirements.

**Resubmitted application.** This is an application that had previously been submitted to the SPECA Program but not funded. Project Directors (PDs) must respond to the previous review panel summary (see Response to Previous Review, Part IV). We must receive resubmitted applications by the relevant due dates. We will evaluate resubmitted applications in competition with other pending applications in the appropriate area to which they are assigned and review them according to the same evaluation criteria (Part V, B) as new applications.

### **C. Project and Grant Types**

Applicants may submit one of the following three types of projects: Regular, Collaborative Type 1, Collaborative Type 2.

#### **1. Regular**

- Applicants may request up to \$50,000 (total, not per year) for a Regular Grant.
- Applicant executes the project without the requirement of sharing grant funds with other project partners.

#### **2. Collaborative Grant Type 1 (CG1) (Applicant + One or more Partners)**

- Applicants may request up to \$150,000 (total, not per year) for a

Collaborative Grant Type 1 (CG1) project.

- Applicant executes the project with assistance from at least one additional partner. The partners must share grant funds (see explanation of required fund distribution percentage among partners in the definition of a Collaborative Grant Type 1 in Part VIII, D.).

***Documented Impacts of CG1 projects must include, but are not limited to:***

- An assessment of significant progress toward addressing the national challenge of increasing the number and diversity of FANH sciences graduates
- Expansion of the number of students who enroll in postsecondary courses in FANH sciences;
- Enhanced retention rates of students exposed to CG1 project activities;
- An informed FANH sciences community and others about the effectiveness of this CG1 project through a comprehensive project evaluation, using the indicators and methods defined in this grants program.

CG1 projects must include both the R&R Fed and Non-Fed Budget and the R&R Fed and Non-Fed Subaward Budget Attachment Forms. The forms should clearly identify the total grant funding anticipated for the applicant and each partner to demonstrate the required sharing percentage. All expenditures for the applicant and all partners should be further itemized in the Budget Justification. Funds do not have to be divided equally among project years.

**3. Collaborative Grant Type 2 (CG2) (Applicant + Two or more Partners)**

- Applicants may request up to \$300,000 (total, not per year) for a Collaborative Grant Type 2 (CG2) project.
- Applicant executes the project with assistance from at least two additional partners. The additional partners must share grant funds (see explanation of required funds distribution percentage among partners in the definition of a CG2 in Part VIII, D.).
- A CG2 project differs from a CG1 in project scope and impact. CG2 projects must support a multi-partner approach to solving a major state or regional challenge in FANH sciences education at K-14 grade levels. CG2 projects are characterized by multiple partners (each providing a specific expertise) organized and led by a strong applicant with documented project management knowledge and skills to organize and carry out the initiative.

***Documented Impacts of CG2 projects must include, but are not limited to:***

- An assessment of significant progress toward addressing the national challenge of increasing the number and diversity of FANH sciences graduates, while addressing the specific state or regional opportunity defined in the grant application;
- Expansion of the number of students who enroll in postsecondary courses in FANH sciences;
- Enhanced retention rates of students exposed to CG2 project activities;
- An informed FANH sciences community and others about the effectiveness

of this CG2 project through a comprehensive project evaluation, using the indicators and methods defined in this grants program.

CG2 projects must include both the R&R Fed and Non-Fed Budget and the R&R Fed and Non-Fed Subaward Budget Attachment Forms. The forms should clearly identify the total grant funding anticipated for the applicant and each partner to demonstrate the required cost sharing percentage. All expenditures for the applicant and all partners should be further itemized in the Budget Justification. Funds do not have to be divided equally among project years.

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

In accordance with sections 2, 3, and 8 of 2 CFR Part 422, institutions that conduct USDA-funded extramural research must foster an atmosphere conducive to research integrity, bear primary responsibility for prevention and detection of research misconduct, and maintain and effectively communicate and train their staff regarding policies and procedures. In the event an application to NIFA results in an award, the Authorized Representative (AR) assures, through acceptance of the award that the institution will comply with the above requirements. Award recipients shall, upon request, make available to NIFA the policies, procedures, and documentation to support the conduct of the training. See <http://nifa.usda.gov/responsible-and-ethical-conduct-research> for more information.

#### **E. Project Duration**

**Regular** and **CG1** project periods may range from 24 to 36 months, including time to evaluate the results and report the impacts.

**CG2** projects are required to have project periods of 36 months.

**For project budget and timeline purposes, the project start date should not occur prior to September 2018.**

#### **F. Number and Size of Grant Awards**

The total number of grants awarded by this grant program will depend on the number and type of meritorious applications submitted in response to this notice. There is no predetermined number of Regular, or Collaborative Project Proposals that may be awarded in any grant cycle.

Based on the project scope and budget of all applications selected for awards, the actual, individual grant amounts awarded by NIFA under this grants program may differ from the funds requested by the applicant. In such cases, revised budgets and revised plans of work may be required by NIFA before an award is made.

#### **G. Application Submission and Award Limitations**

There is no limit on the number of applications that may be submitted by an eligible applicant. However, a successful applicant institution/organization will only be awarded a maximum of two grants per year under this program. A successful CG2 grant applicant institution/organization will only be awarded a maximum of one CG2 grant in any one, annual SPECA grants program competition, an individual academic (or other) unit (a college, school of agriculture, etc.) within the institution/organization may only have one active, CG2 grant in effect at any time.

#### **H. Funding Limitations per Institutions**

There are no limits on the total grant program funds that may be awarded to any one institution/organization in successive years of this competition. Successful award recipients may apply for additional awards in subsequent years either as a lead applicant or as a partner on a project (note CG2 project focus restriction in item G, directly above).

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Applications may only be submitted by: (1) public secondary schools, (2) public or private nonprofit junior and community colleges, (3) institutions of higher education, or (4) nonprofit organizations (Attach IRS 501(c)(3) status under R&R ‘Other Project Information’ Field 12 Other Attachments). Failure to meet an eligibility criterion by the 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.

*School boards are not eligible as legal recipients of the award.*

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

In accordance with Section 1492 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3371), as added by section 7128 of the Agricultural Act of 2014 (Pub. L. 113-79), for grants awarded after Oct. 1, 2014, the recipient of an award from the **SPECA** program must provide funds, in-kind contributions, or a combination of both, from sources other than funds provided through such grant in an amount that is at least equal to the amount awarded by NIFA unless one of the exemptions described herein is applicable. Note that NIFA included information at

[http://www.nifa.usda.gov/business/awards/matching\\_require.html](http://www.nifa.usda.gov/business/awards/matching_require.html) to further assist you in determining if you must meet the new matching requirement.

The matching funds requirement does not apply to grants awarded:

1. To a research agency of the U.S. Department of Agriculture (USDA); or
2. To an entity eligible to receive funds under a capacity and infrastructure program (as defined in section 251(f)(1)(C) of the Department of Agriculture Reorganization Act of 1994, 7 U.S.C. 6971(f)(1)(C)), including a partner (see Part VIII, D., Definitions, for definition of partnership) of such an entity.

Entities eligible to receive funds under a capacity and infrastructure program and exempt from the matching funds requirement include:

- a. 1862 land-grant institutions, including State Agricultural Experiment Stations receiving funding under the Hatch Act of 1887
- b. 1890 land-grant institutions
- c. 1994 land-grant institutions
- d. Entities eligible to receive funds under the of Continuing Animal Health and Disease, Food Security, and Stewardship Research, Education, and Extension Program Funds — Capacity and Infrastructure Program (CIP)
- e. Hispanic-Serving Agricultural Colleges and Universities (HSACU)
- f. Insular area schools eligible to receive funds from the Distance Education/Resident Instruction Grant Programs

- g. Entities eligible to receive funds under the of McIntire-Stennis Cooperative Forestry Program Funds
- h. Non-Land Grant Colleges of Agriculture (NLGCA) – (for exemption from the new matching requirement, these applications must include NLGCA certification, see instructions for requesting certifications at <http://www.nifa.usda.gov/form/form.html> and for attaching the certification, in Part IV, B of this RFA)
- i. Entities eligible to receive funds under a program established under Section 1417(b) of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3152(b)), including: (1) 1890 Institution Teaching, Research, and Extension Capacity Building Grants Program; (2) Higher Education Challenge Grants Program; (3) Higher Education Multicultural Scholars Program; and (4) Food and Agricultural Sciences National Needs Graduate and Postgraduate Fellowship Grants Program
- j. Individual public or private, nonprofit Alaska Native-Serving and Native Hawaiian-Serving Institutions of higher education (see 20 U.S.C. 1059d).

Proposal submissions to this RFA may indicate that multiple entities will complete work as a collaborative partnership. All partners must have a substantial involvement in the project throughout the life of the project. Proposals for partnerships among multiple entities must clearly identify the following:

- 1) A narrative that clearly establishes each entity's role in the project;
- 2) How each project partner will contribute to execution of project objectives; determine experimental design; develop the project work plan and time table; and submit collaborative, timely reports; and
- 3) A comprehensive project budget that reflects each entity's financial or third party in-kind contribution (see section 2 of 7 CFR 3430 or section 96 of 2 CFR part 200) to the total project budget costs.

If a proposal indicates that multiple entities, as partners, complete work on the project, and at least one entity is exempt from the matching requirement under #2 above, the entire project will be exempt from the matching requirement. Any partner entity may serve as the lead entity on the project. All partners must be significantly involved in the project.

NIFA will examine proposals recommended for award to determine if the proposed division of work reflects substantial involvement of all entities involved. If a proposal is recommended for award to a lead entity that is not otherwise exempt from the matching requirement, and the proposal does not reflect substantial involvement of at least one partner that is exempt under #2 above, then the matching requirement will apply. Exemption from the matching requirement for an entity not otherwise exempt is limited to the project for which it is a partner.

Waiver of Match: NIFA may waive the matching funds requirement for a recipient for one year for a competitive grant that involves research or extension activities that are consistent with the priorities established by the National Agricultural Research, Education, Extension and Economics Advisory Board (NAREEEAB) for the year involved. Refer to the [Research, Education and Economics Action Plan \(https://nifa.usda.gov/resource/ree-action-](https://nifa.usda.gov/resource/ree-action-)

[plan](#)) to determine whether proposed activities are consistent with the priorities of the NAREEEAB. See R&R Budget under Part IV, B, of this RFA.

## **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 information about the pre-award phase of the grant lifecycle see <http://www.grants.gov/web/grants/learn-grants/grants-101/pre-award-phase.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) 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 the one-time registration process must be completed PRIOR to submitting an application. It can take as long 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 **“Register,” in the top right corner of the Grants.gov web page (or go to <http://www.grants.gov/web/grants/register.html>), for information on registering the institution/organization with Grants.gov.** Part II,1 of the NIFA Grants.gov Application Guide contains detailed information regarding the registration process. Refer to item 2, below, to locate the “NIFA Grants.gov Application Guide.”

### **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 <http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>. Grants.gov has a test package that will help you determine whether your current version of Adobe Reader is compatible.
2. To obtain the application package from Grants.gov, go to <http://www.grants.gov/web/grants/applicants/download-application-package.html> and enter the funding opportunity number where appropriate

### **Funding Opportunity Number: USDA-NIFA-SAECP-006488**

Click “Search.” On the displayed page, click the corresponding link to continue. A Grant Application Package is tied to a particular funding opportunity. You may submit an application ONLY to the particular funding opportunity to which the Grant Application Package is associated.

Contained within the application package is the “NIFA Grants.gov Application Guide.” 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 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 (<https://www.grants.gov/web/grants/support.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 (see <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>): Top 10 requested help topics (FAQs), Searchable knowledge base, self-service ticketing and ticket status, and live web chat (available 7 a.m. - 9 p.m. EST).

Have the following information available when contacting Grants.gov:

- Funding Opportunity Number (FON)
- Name of agency you are applying to
- Specific area of concern

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

Electronic applications are to be prepared 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** you need 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. Grants.gov does not check for NIFA required attachments or whether attachments are in PDF format; see Part III, Section 6.1 of the guide for how to check the manifest of submitted files. Partial applications will be excluded from NIFA review. We will accept subsequent submissions of an application until close of business on the closing date in the RFA (see Part V, 2.1 of the NIFA Grants.gov Application Guide for further information).**

**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. EST, excluding [federal holidays](#).

### **1. SF 424 R&R Cover Sheet**

Information related to the questions on this form is dealt with in detail in Part V, 2 of the NIFA Grants.gov Application Guide. See Part V, Section 2.18 of the NIFA Grants.gov Application Guide for the required certifications and assurances (e.g., Prohibition Against Entities Requiring Certain Internal Confidentiality Agreements).

### **2. SF 424 R&R Project/Performance Site Location(s)**

Detailed information related to the questions on this form is available in Part V, 3 of the NIFA Grants.gov Application Guide.

### **3. R&R Other Project Information Form**

Detailed information related to the questions on this form is available in Part V, 4 of the NIFA Grants.gov Application Guide.

#### **a. Field 7. Project Summary/Abstract.**

Application will not be accepted for review if the project summary/abstract is not included, missing information, or not in PDF format.

Please use the project summary/abstract template available in the ‘Program Specific Resources’ section of the SPECA program webpage:

<https://nifa.usda.gov/program/secondary-education-two-year-postsecondary-education-and-agriculture-k-12-classroom>

Include the following information:

- Project Title;
- Project Director (and any) Co-Project Director(s) (include institutional affiliation for each);
- Program Category: (see Part I, C.1.);
- Educational Need Area: (Part I, C.2.);
- Projected number of students or faculty to be served by the project during the project period (i.e., using a new curriculum, instructional delivery system, student career opportunity; benefitting from a partnership between institutions; etc.)
- Primary Discipline Code/Academic Discipline: (Select one from the list below);

#### Discipline Codes & Academic Discipline

G-General Food, Agriculture and Human Sciences(includes multidisciplinary problems)  
M- Agribusiness(includes Management, Marketing, and Agricultural Economics)  
E- Agriscience (includes Agricultural/Biological Engineering)  
S-Agricultural Social Sciences (includes Agricultural Education, Agricultural Communications and Rural Sociology)  
A-Animal Sciences  
Q- Aquaculture  
C-Conservation and Renewable Natural Resources (includes Forestry)  
J-Entomology-Animal

T-Entomology-Plant  
W-Water Science  
L-Environmental Sciences/ Management  
F-Food Science/Technology and Manufacturing  
N-Human Nutrition  
H-Human Sciences/ Family and Consumer Sciences  
I-International Education/Research (enhancement of US programs)  
P-Plant Sciences and Horticulture  
B- Related Biological Sciences (includes General/Basic Biotechnology, Biochemistry and Microbiology)

- Grant Type: Regular, Collaborative 1 or Collaborative 2
- Total Funds Requested: List total Federal funds requested for this application. (If this project is a collaborative project, also list each partner’s total funds requested next to the institution/organization’s name); and

- Partners: If a collaborative proposal, list all partner institutions/organizations that will share grant funding. (Note: Each Partner so identified needs to have their budget information submitted on a separate subaward budget attachment);
- Summary Text: Provide a very concise (max. 250 word) summary of your project.

**Application will not be accepted for review if the summary text exceeds 250 words.**

Summary text should include:

- Purpose: What is the major problem your project will address?
- Audience: Who are the intended beneficiaries? Who will be impacted?
- Products: What will be produced?
- Outcome/Impact: What is the intended result (consequence) of your project?

**b. Field 8. Project Narrative.**

The Project Narrative shall not exceed **20** pages of double spaced text (excluding up to a maximum of **5** additional pages for supporting figures and tables). We have established this maximum (25 pages) to ensure fair and equitable competition. **Applications will not be accepted for review if the project narrative is not included, exceeds 25 total pages, or is not in PDF format.**

The Project Narrative in this Field 8 attachment contains the major description of your project. It follows the SPECA program’s Evaluation Criteria (Part V. B). Accordingly, please provide your responses in the following format:

(To facilitate application review and evaluation, **include the following, underlined wording as headings in your attached Project Narrative**, followed by your response for each item.)

**The Project Narrative must include all of the following:**

1. Potential for Advancing the Quality of Education; Significance of the Problem:
  - a. Identification of Educational Problem and Project Impact: Briefly state: (1) the specific instructional problem/challenge (or opportunity) to be addressed; (2) the anticipated project audience; and (3) the project’s target objectives (what change in education is proposed?) and its anticipated, overall *impact* on improving the quality of FANH sciences education (Your *impact* shall be a change you can measure at the project’s conclusion.). Clearly identify and explain how the proposed project will address your *Educational Need Area* described in Part I, C.2.

- b. Project Justification: Summarize the body of knowledge justifying the need for the proposed project. Describe any ongoing or recently completed, significant activities related to the proposed project for which funding was received under a previous SPECA award.
- c. Institutional Long-range Goals: Demonstrate how the institution/organization attributes a high priority to the project; discuss how the project will: (1) contribute to the achievement of the institution/organizations' long-term (five- to ten-year) goals; (2) help satisfy the institution's high-priority objectives; and (3) be linked to/supported by the institution's strategic plan.
- d. Innovation: Describe the proposal's creative approach to improving the quality of FANH sciences education, solving an education problem, or promoting programs that advance equal opportunity for all students. Using either actual experiences or literature background information, show why this approach was chosen.

2. Proposed Approach and Cooperative Linkages:

- a. Plan of Operation and Methodology: Describe procedures for accomplishing the objectives of the project. Describe plans for management of the project to ensure its proper and efficient administration. Describe the way in which resources and personnel will be used to conduct the project.
- b. Timetable: Identify all important project milestones (performance targets that indicate when project goals will be met) and dates as they relate to project start-up, execution, evaluation, dissemination, and closeout.
- c. Products, Results, and Measurable Outcomes: Outline the expected products/results and their outcome (impact) on strengthening FANH sciences education in the United States. **Make sure to differentiate among the three terms:**
  - 1. "Products" may be actual *items or services* acquired with funds, e.g., "...developed three, new Web-based courses";
  - 2. "Results" are *accomplishments* related to the products, e.g., "...additional course materials now available online to reinforce student learning during non-classroom hours"; and
  - 3. "Impacts" are the *benefits* to your audience. Impacts are the consequences of your project and the most critical elements in your Evaluation Plan. They are a measure of the results by comparison to what might have happened in the absence of the funded project, e.g., "...an observed, overall increase in student learning based upon 8% higher average test scores of those students who both attended class and used the supplemental, Web-based course materials".)

- d. Evaluation Plans: State the methodologies to be used in assessing the accomplishment of stated products, results and measurable impacts from the project. Discuss the strategies and metrics for evaluating progress toward meeting the two SPECA Program Goals from Part I, A. Describe any data to be collected and analyzed. Demonstrate how the project will improve education. This section shall clearly indicate how you plan to measure impacts. (See: <https://nifa.usda.gov/program/secondary-education-two-year-postsecondary-education-and-agriculture-k-12-classroom> or additional resources on how to create evaluation plans)
- e. Dissemination Plans: The application must document how project accomplishments (products, results and impacts...etc.) will be published or otherwise disseminated to the broadest extent throughout the academic community. Discuss the institution/organization's commitment to disseminate project results and products and the potential for institutionalization. Identify target audiences and explain methods of communication. (See Part I.C.4. for additional *Dissemination Plan* information)
- f. Partnerships and Collaborative Efforts: Explain how the project will maximize partnership and collaborative efforts to strengthen FANH sciences education. Provide evidence, via letters from the parties involved in the partnership or collaborative arrangement.

### 3. Institutional Capability and Capacity Building:

- a. Institutional/organizational Commitment and Capability: Demonstrate that the program administration is committed to this project and has the capability to ensure its completion.
- b. Institutional/organizational Resources: Document that necessary institutional/organizational resources (administrative, facilities, equipment, and/or materials), and other appropriate resources, will be made available to the project. Demonstrate how the institutional/organizational resources to be made available to the project, when combined with the support requested from USDA, will be adequate to carry out the activities of the project.
- c. Continuation Plans: Discuss the likelihood of, or specific plans for, continuation or expansion of the project beyond the period of USDA support. For example, does the institution's/organization's long-range budget or academic plan provide for the realistic continuation or expansion of the initiative undertaken by this project after the grant period ends, are plans for eventual self-support built into the project, are plans being made to institutionalize the program if it meets with success, and are there indications of other continuing non-Federal support.
- d. Key Personnel: Discuss the adequacy and specific attributes and project responsibilities of each key person associated with the project. Also include the background and qualifications of those personnel who will be responsible for assessing project results and administering the project evaluation and reporting process.

4. Budget and Cost-effectiveness:

- a. Budget: In addition to the separate, required budget forms and budget justification, discuss how the budget specifically supports the proposed project activities. Explain how such budget items as professional or technical staff time and salary, travel, equipment, etc., are necessary and reasonable to achieve project objectives. Justify that the total budget, including funds requested from USDA and any matching support provided, are allocated adequately between the applicant and any collaborating institution/organization(s), and will be appropriate to carry out the activities of the project. Provide a summary of sources and amounts of all third party matching support. If the application addresses more than one *Educational Need Area* (see Part I, C.2.), applicants should include estimates of the proportion of the funds requested from USDA that will support each respective area.
- b. Cost-effectiveness: Justify the project's cost-effectiveness. Show how the project maximizes the use of limited resources, optimizes educational value for the dollar, achieves economies of scale, or leverages additional funds.

**c. Field 12. Add Other Attachments**

See Part V. Section 4.12 of the NIFA Grants.gov Application Guide (Field 12 on the form) for instructions regarding mandatory Felony Convictions or Tax Delinquent Status. The following list is not exhaustive:

- **Response to Previous Review – PDF Attachment. 1 Page Limit.** Title the attachment as ‘Response to Previous Review’ in the document header and save file as ‘Response to Previous Review’. This requirement only applies to “Resubmitted Applications” as described under Part II, B., “Types of Applications”. PDs must respond to the previous review panel summary on **no more than one page**. If desired, additional comments may be included in the text of the Project Narrative, subject to the page limitations of that section.
- **Appendices to Project Narrative – PDF Attachment.** Title the attachment as ‘Appendices’ in the document header and save file as ‘Appendices’. Appendices to the Project Narrative are allowed if they are directly germane to the proposed project. The addition of appendices should not be used to circumvent the text and/or figures and tables page limitations.
- **Collaborative Arrangements – PDF Attachment.** Title the attachment as ‘Collaborative Arrangements’ in the document header and save file as ‘Collaborative Arrangement’. If it is necessary to enter into formal consulting or collaborative arrangements with others, such arrangements should be fully explained and justified. If the consultant(s) or collaborator(s) are known at the time of the application, a vitae or resume should be provided. In addition, evidence (e.g., letter of support signed by the AR of the consultant/collaborating organization) should be provided that the collaborators involved have agreed to render these services. The applicant also will be required to provide additional information on consultants and collaborators in the budget portion of the application.
- **IRS 501(c)(3) Status – PDF Attachment.** Title the attachment as ‘IRS 501 (c)(3) Status’ in the document header and save file as ‘IRS501(c)(3)Status’.

- Non-Land Grant College of Agriculture (NLGCA) Certification – PDF Attachment.**  
 Applicants claiming exemption from the new matching requirement as NLGCA, must attach the NLGCA certification letter they requested and received from NIFA. Title attachment ‘NLGCA Certification’ and save file as ‘NLGCA Certification’. To request certification as an NLGCA, complete the form at <http://www.nifa.usda.gov/form/form.html>. Note that certification can take up to 30 days from submission of request form.
- Expected Outcomes – PDF Attachment.** Tile the attachment “Expected Outcomes” in the document header and name the file to be saved as “Expected Outcomes”. Please use a format, similar to what is provided below, to submit expected impacts and attach it as the last page of the application.

<b>Total expected student impact during entire grant period</b>	<b>Expected Number</b>	<b>Justification for Expected Numbers</b>
Number of products to be developed through grant funds during the grant period (i.e., curricula, academic programs, recruitment/retention programs, materials, experiential learning opportunities)		
Number of faculty supported by this grant for professional development during the grant period: participation in sabbaticals, workshops, conferences, etc.		
Number of students who will indirectly benefit from the products produced from the grant during the grant period (i.e., using the curriculum/instrumentation, enrolled in the program, recruited or retained but not paid by the grant using scholarships, fellowships and assistantships).		

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

Detailed information related to the questions on this form is available in Part V, 5 of the NIFA Grants.gov Application Guide. This section of the guide includes instructions about senior/key person profile requirements, and details about the biographical sketch and the current and pending support, including a link to a suggested template for the current and pending support.

**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. Part V.6 also notes the importance and use of the information.

**6. R&R Budget**

Detailed information related to the questions on this form is available in Part V, 7 of the NIFA Grants.gov Application Guide.

**Matching**

If you conclude that matching funds are not required as specified under Part III, B Cost-Sharing or Matching, you must include an explanation for your conclusion in the Budget Justification. We will consider this justification when determining final matching requirements or if required matching can be waived. NIFA retains the right to make final determinations regarding matching requirements.

For grants that require matching funds as specified under Part III, B, the Budget Justification must list matching sources along with the identification of the entity(ies) providing the match as well as the total dollar amount being pledged. NIFA is no longer requiring written verification of commitments of matching support (a pledge agreement). However, you are still subject to documentation, valuing and reporting requirements, etc. as specified in 2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the Uniform Guidance),” 7 CFR 3430, “Competitive and Noncompetitive Non-Formula Federal Assistance Programs – General Award Administrative Provisions,” and program-specific regulations, as applicable. In instances where match is required, any resulting award will require the signature of an Authorized Representative. Only when NIFA receives the award signed by the AR will award funds be released and available for drawdown.

You must establish the value of applicant contributions in accordance with applicable cost principles. Refer to 2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the Uniform Guidance),” for further guidance and other requirements relating to matching and allowable costs.

**Indirect Costs.**

For information and instructions regarding indirect costs, refer to Part V, section 7.9 of the NIFA Grants.gov Application Guide. For indirect cost funding restrictions, refer to Part IV, D. of this RFA.

**7. Supplemental Information Form**

Detailed information related to the questions on this form is available in Part VI, 1 of the NIFA Grants.gov Application Guide.

- a. Field 2. Program to which you are applying.** Enter the program code name (i.e., enter “Secondary and Two-Year Postsecondary Education Challenge”) and the program code (i.e., enter “**SPECA**”). Note that accurate entry of the program code is very important for proper and timely processing of an application.
- 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**

We recommend that you conduct an administrative review of the application before submission of it via Grants.gov to ensure that it complies with all preparation instructions. An application checklist is included in Part VII of the NIFA Grants.gov Application Guide to assist with this review.

**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 p.m. Eastern Time on April 4, 2018**. 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. We strongly encourage you to provide accurate email 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 RFA and request the proposal number assigned to the application. **Failure to do so may result in the application not being considered for funding by the peer review panel. Once the application has been assigned a proposal number, you should cite this number on all future correspondence.**

### **C. Submission Dates and Times**

Section 713 of the Consolidated Appropriations Act, 2017 (Pub. L. 115-31) limits indirect costs to 30 percent of the total federal funds provided (or 42.857 percent of total direct costs) under each award. Similar language may be included in the FY 2018 appropriation, therefore, when preparing budgets, you should limit your request for the recovery of indirect costs to the lesser of your institution's official negotiated indirect cost rate or the equivalent of 30 percent of total Federal funds awarded. See Part V section 7.9 of the NIFA Grants.gov Application Guide for further indirect cost information.

Consistent with other competitive grant programs, NIFA has determined that grant funds awarded under this authority may not be used for student tuition remission, room and board, academic fees or other financial assistance (scholarships or fellowships).

Stipends to support students' experiential, academic learning activities outside of the traditional classroom are permitted (as long as such activities are clearly related to a student's degree program and are not extracurricular). Stipends may be requested for materials or supplies to facilitate a student's broad exposure to research/field techniques and methodologies, as well as for reasonable

Travel expenses and per diem related to student educational experiences (e.g., field trips, data collection, and scientific meetings) directly supporting this funded project. In order for the students to receive a stipend, they must be currently matriculating in the institution (s) where the projects are being implemented.

You may not use grant funds awarded under this authority to renovate or refurbish research,

education, or extension space; purchase or install fixed equipment in such space; or the plan, repair, rehabilitate, acquire, or construction of buildings or facilities.

The use of grant funds to plan, acquire, or construct a building or facility is not allowed under this program. With prior approval, and in accordance with the cost principles set forth in 2 CFR part 200, some grant funds may be used for minor alterations, renovations, or repairs deemed necessary to retrofit existing teaching or research spaces in order to carry out a funded project. However, requests to use grant funds for such purposes must demonstrate that the work is essential to achieving the major purpose of the project. Grant funds may not be used for endowment investing.

Promotional items (e.g., T-shirts and other give-a-ways) and food functions (e.g., cookouts or other social meal gatherings) are considered ‘entertainment’ expenses, and are not allowed under this grants program. See 2 CFR for additional guidance on allowable expenses for this grant program. These limitations apply to the entire budget including matching contributions.

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

**You should follow the submission requirements noted in Part IV, Section 1.9 in the document entitled “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**

We evaluate each application in a two-part process. First, we screen each application to ensure that it meets the administrative requirements as set forth in this RFA. Second, a technical review panel will evaluate applications that meet the administrative requirements.

We select reviewers based upon their training and experience in relevant scientific, extension, or education fields, taking into account the following factors:

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

After each peer review panel has completed its deliberations, the responsible program staff of SPECA will recommend that your project be approved for support from currently available funds or be declined due to insufficient funds or unfavorable review.

SPECA reserves the right to negotiate with the PD/PI and/or with the submitting organization or institution regarding project revisions (e.g., reductions in the scope of work, funding level, period, or method of support) prior to recommending any project for funding.

We will send copies of reviews, *not* including the identity of reviewers, and a summary of the panel comments to the PD after the review process has been completed.

### **B. Evaluation Criteria**

We will use the evaluation criteria below to review applications submitted in response to this RFA:

1. **Potential for Advancing Quality of Education/Significance of the Problem (30 points).** This criterion is used to assess the likelihood that the project will have an impact upon and advance the quality of FANH sciences by strengthening institutional capacities to meet clearly delineated needs. Elements considered include institutional long-range

goals, identification of a problem or opportunity to be addressed, justification for the project, innovation, advancing educational equity, multidisciplinary and/or problem-based focus, and potential for adoption by other institutions/organizations. The proposed project must also show its relevance to the goals of the SPECA Program of increasing the number, diversity, and quality of the FANH workforce. Potential project impacts must be stated.

**2. Proposed Approach and Cooperative Linkages (25 points).**

This criterion relates to the soundness of the proposed approach including objectives, methodology, plan of operation, timetable, expected products and results, evaluation, and dissemination plans. The project evaluation plan must state the methodologies to be used in assessing the accomplishment of stated products, results and measurable impacts from the project. The approach must be based on sound research concepts and educational principles and may be documented through background literature or actual institutional data. Emphasis is placed on the quality of educational or research support provided to the applicant institution/organization through its partnerships and collaborative initiatives, and on the potential cooperative linkages likely to evolve as a result of this project. Any perceived pitfalls and alternative strategies or approaches are addressed.

**3. Institutional Capability and Capacity Building (20 points).**

This criterion relates to the institution's capability to perform the project and the degree to which the project will strengthen its teaching or research capacity. Elements include the institution's commitment to the project, the adequacy of institutional resources (administrative, facilities, equipment, and/or materials) available to carry out the project, potential for academic or research enhancement, and plans for project continuation or expansion beyond the period of USDA support. Institutional data (i.e., financial, personnel and physical resources available to support the project could all be potential data provided by the applicant, depending upon the particular Need Area) should be included to show the institution's ability to support the proposed project.

**4. Key Personnel (15 points).**

This criterion relates to the adequacy of the number, qualifications and expertise of key persons who will develop and carry out the project, and the qualifications of project personnel who will provide for the assessment of project results and impacts and the dissemination of these findings. Specific roles for each key personnel must be defined to ensure appropriate project leadership and to avoid any duplication of effort. For a CG2 proposal, qualifications and expertise of key persons representing all contributors should be included. Such expertise should address all critical activities of the CG2 project.

**5. Budget and Cost-Effectiveness (10 points).**

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

educational value for the dollar, achieves economies of scale, leverages additional funds, and focuses expertise and activity on high-priority educational or research need areas.

### **C. Conflicts of Interest and Confidentiality**

During the peer evaluation process, we take extreme care to prevent any actual or perceived conflicts of interest that may impact review or evaluation. See [http://www.nifa.usda.gov/business/competitive\\_peer\\_review.html](http://www.nifa.usda.gov/business/competitive_peer_review.html) for further information about conflicts of interest and confidentiality as related to the peer review process.

### **D. Organizational Management Information**

Specific management information relating to an applicant shall be submitted one-time, with updates on an as-needed basis. This requirement is part of the responsibility determined 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 copies of forms recommended for use in fulfilling these requirements as part of the pre-award process. Although an applicant may be eligible based on its status as one of these entities, 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).

### **E. Application Disposition**

An application may be withdrawn at any time before a final funding decision is made regarding the application. Each application that is not selected for funding, including those that are withdrawn, will be retained by SPECA for a period of three years.

## **PART VI—AWARD ADMINISTRATION**

### **A. General**

Within the limit of funds available for such purpose, the NIFA awarding official 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 NIFA awarding official 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. 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 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, USDA assistance regulations, and 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 information described in [2 CFR 200.210](#).

See <http://www.nifa.usda.gov/business/awards/awardterms.html> to view current NIFA award terms and conditions.

### **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 may include, but are not limited to, the ones listed on the NIFA web page – <http://nifa.usda.gov/federal-regulations>.

NIFA Federal Assistance Policy Guide—a compendium of basic NIFA policies and procedures that apply to all NIFA awards, unless there are statutory, regulatory, or award-specific requirements to the contrary—is available at <http://nifa.usda.gov/policy-guide>.

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

Refer to Part II, D for more information.

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

The output and reporting requirements are included in the award terms and conditions (see <http://www.nifa.usda.gov/business/awards/awardterms.html> for information about NIFA award terms). If there are any program or award-specific award terms, they will be identified in the award.

## **PART VII—AGENCY CONTACT**

Applicants and other interested parties are encouraged to contact:

Programmatic Contact –

Victoria LeBeaux, Ph.D.; National Program Leader

Division of Community and Education

National Institute of Food and Agriculture; U.S. Department of Agriculture; STOP 4441;

1400 Independence Ave., SW;

Washington, DC 20250-2251

(202) 720 - 2067

Fax: (202) 720 - 9366

Email: [victoria.s.lebeaux@nifa.usda.gov](mailto:victoria.s.lebeaux@nifa.usda.gov)

Administrative/Business Contact –

Adriene Woodin

Branch Chief

Awards Management Division

Office of Grants and Financial Management

National Institute of Food and Agriculture; U.S. Department of Agriculture; STOP 2182;

1400 Independence Ave., SW;

Washington, DC 20250-2251

(202) 401 - 4320

Fax: (202) 401 – 6271

Email: [awoodin@nifa.usda.gov](mailto:awoodin@nifa.usda.gov)

## **PART VIII—OTHER INFORMATION**

### **A. Use of Funds; Changes**

#### **1. Delegation of Fiscal Responsibility**

Unless the terms and conditions of the award state otherwise, awardees 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 Budget or Project Plans**

In accordance with [2 CFR 200.308](#), awardees must request prior approval from NIFA for the following program or budget-related reasons:

- (i) Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).
- (ii) Change in a key person specified in the application or the federal award.
- (iii) The disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.
- (iv) The inclusion, unless waived by the federal awarding agency, of costs that require prior approval in accordance with 2 CFR 200 Subpart E—Cost Principles of this part or 45 CFR Part 75 Appendix IX, “Principles for Determining Costs Applicable to Research and Development under Awards and Contracts with Hospitals,” or 48 CFR Part 31, “Contract Cost Principles and Procedures,” as applicable.
- (v) The transfer of funds budgeted for participant support costs as defined in §200.75 Participant support costs to other categories of expense.
- (vi) Unless described in the application and funded in the approved federal awards, the subawarding, transferring or contracting out of any work under a federal award, including fixed amount subawards as described in §200.332 Fixed amount subawards. This provision does not apply to the acquisition of supplies, material, equipment, or general support services.
- (vii) Changes in the approved cost-sharing or matching provided by the non-federal entity.
- (viii) The need arises for additional federal funds to complete the project.

The awardee will be subject to the terms and conditions identified in the award. See <http://www.nifa.usda.gov/business/awards/awardterms.html> for information about NIFA award terms.

### **B. 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 of Agriculture 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. We will retain for three years a copy of an application that does not result in an award. 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.

### **C. Regulatory Information**

This program is not subject to the provisions of 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.

### **D. Definitions**

Refer to [7 CFR 3430, Competitive and Noncompetitive Non-formula Financial Assistance Programs--General Award Administrative Provisions](#), for applicable definitions for this NIFA grant program.

Citizen or national of the United States means: (1) a citizen or native resident of a State; or, (2) a person defined in the Immigration and Nationality Act, 8 U.S.C.

1101(a)(22), who, though not a citizen of the United States, owes permanent allegiance to the United States.

Collaborative Grant Type 1 (CG1) Project means an application for a project: which will involve the applicant institution and **one or more** other colleges, universities, community colleges, junior colleges, or other institutions, each of which will assume a major role in the conduct of the proposed project, and for which **the applicant institution will transfer at least one-half of the awarded funds to the other institutions participating in the project.** Only the applicant institution must meet the definition of “eligible institution” as specified in §3405.2(i); the other institutions participating in a CG1 project proposal are not required to meet the definition of “eligible institution” as specified in §3405.2(i), nor required to meet the definition of “college” or “university” as specified in §3405.2(f).

Collaborative Grant Type 2 (CG2) Project is defined as a project:

(1) which will involve the applicant institution/organization working in cooperation with **two or more** other entities not legally affiliated with the applicant institution/organization, including other schools, colleges, universities, community colleges, junior colleges, units of State government, private sector organizations, or a consortium of institutions; and (2) where the applicant institution/organization and each cooperating entity will assume a significant role in the conduct of the proposed project. To demonstrate a substantial involvement with the project, **the applicant institution/organization submitting a CG2 proposal must retain at least 30 percent but not more than 70 percent of the awarded funds and no cooperating entity may receive less than 10 percent of awarded funds.** Only the applicant institution/organization must meet the definition of an eligible institution/organization as specified in this RFA; other entities participating in a joint project proposal are not required to meet the definition of an

eligible institution/organization. CG2 Project Proposals must support a multi-partner approach to solving a major state or regional challenge in agricultural sciences education at any of the K-14 grade levels. CG2 Project Proposals are characterized by multiple partners (each providing a specific expertise) organized and led by a strong applicant with documented project management ability to organize and carry out the initiative.

Eligible institution/organization is defined as a public secondary school, a public or private nonprofit junior or community college, an institution of higher education, or a nonprofit organization. **School districts are not eligible applicants.** (See Part III, A.).

Eligible participant is defined as an individual who is a citizen or national of the United States. Citizen or national of the United States means: (1) a citizen or native resident of a State; or, (2) a person defined in the Immigration and Nationality Act, 8 U.S.C. 1101(a)(22), who, though not a citizen of the United States, owes permanent allegiance to the United States.

Where eligibility is claimed under 8 U.S.C. 1101(a) (22), documentary evidence from the Immigration and Naturalization Service as to such eligibility must be made available to NIFA upon request.

Fiscal agent is defined as a third party designated by the an authorized representative of an eligible institution/organization which would receive and assume financial stewardship of federal grant funds and perform other activities as specified in the agreement between it and the eligible institution/organization.

Institution of higher education is defined as an educational institution in any State that: (1) admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate; (2) is legally authorized within such State to provide a program of education beyond secondary education; (3) provides an educational program for which the institution awards a bachelor's degree or provides not less than a 2-year program that is acceptable for full credit toward such a degree; (4) is a public or other nonprofit institution; and (5) is accredited by a nationally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted pre-accreditation status by such an agency or association that has been recognized by the Secretary of Education for the granting of pre-accreditation status, and the Secretary of Education has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.

Junior or community college is defined as an institution of higher education that: (1) admits as regular students persons who are beyond the age of compulsory school attendance in the State in which the institution is located and who have the ability to benefit from the training offered by the institution; (2) does not provide an educational program for which the institution awards a bachelor's degree (or an equivalent degree); and (3) (i) provides an educational program of not less than 2 years in duration that is acceptable for full credit toward such a degree; or (ii) offers a 2-year program in engineering, mathematics, or the physical or biological sciences, designed to prepare a student to work as a technician or at the semiprofessional level in engineering, scientific, or other technological fields requiring the understanding and application of basic engineering, scientific, or mathematical principles of knowledge (20 U.S.C. 1101a(a)(6)).

Nonprofit or Nonprofit Organization, as applied to a school, junior or community college, agency, organization, or institution, is defined as a school, junior or community college, agency, organization, or institution owned and operated by one or more nonprofit corporations or associations, no part of the net earnings of which inures, or may lawfully inure, to the benefit of any private shareholder or individual.

Outcomes is defined as specific, measurable project results and benefits that, when assessed and reported, indicate the project's plan of operation has been achieved.

Plan of Operation is defined as a detailed, step-by-step description of how the applicant intends to accomplish the project's outcomes. At a minimum, the plan should include a timetable indicating how outcomes are achieved, a description of resources to be used or acquired, and the responsibilities expected of all project personnel.

Regular project proposal is defined as an application for a project: (1) where the applicant institution/organization will be the sole entity involved in the execution of the project; or (2) which will involve the applicant institution/organization and one or more other entities, but where the involvement of the other entity(ies) does not meet the requirements for a collaborative grant type 1 or collaborative grant type 2 project proposal as defined in this section.

Secondary school is defined as a nonprofit institutional day or residential school that provides secondary education, as determined under State law, except that such term does not include any education beyond grade 12 (Section 14101(25) of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 8801(25))). **Note that school districts are not eligible applicants.**

Teaching is defined as formal classroom and/or laboratory instruction, or practicum experience in the food, agricultural and human sciences and matters related thereto (such as faculty development, student recruitment and services, curriculum development, instructional materials and equipment, and innovative teaching methodologies) conducted by eligible educational institutions.

## **E. Materials Available on the Internet**

SPECA program information will be made available on the NIFA website at:

<https://nifa.usda.gov/program/secondary-education-two-year-postsecondary-education-and-agriculture-k-12-classroom>

The following are among the materials available on the web page:

1. Frequently Asked Questions
2. SPECA Webinar
3. SPECA Proposal Evaluation Plan Guidance
4. SPECA Project Summary/Abstract Template