

# **AgrAbility – Assistive Technology Program for Farmers with Disabilities**

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

**Modifications Pages: 24, 31, and 32**

**APPLICATION DEADLINE: April 30, 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**

**AGRABILITY: ASSISTIVE TECHNOLOGY PROGRAM FOR FARMERS WITH DISABILITIES**

**INITIAL ANNOUNCEMENT**

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

**DATES:** Applications must be received by **5 p.m. Eastern Time on April 30, 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 Assistive Technology Program for Farmers with Disabilities RFA.

Visit the [NIFA website](#) to access a factsheet on the Center of Excellence (COE) designation process, including COE criteria, and a list of programs that offer COE opportunities in FY 2018. You may also review a recording of COE outreach webinars held in February and March of 2015 and COE implementation webinars held in August and September of 2015 from the site. We will update COE webpages as appropriate.

**EXECUTIVE SUMMARY:** NIFA requests applications for the **Assistive Technology Program for Farmers with Disabilities (from here onward *AgrAbility*)** for fiscal year (FY) 2018 to increase the likelihood that farmers, farm workers and farm family members with disabilities will experience success in agricultural production. The amount available for support of this grant in FY 2018 is expected to be approximately \$4.1 million. NIFA anticipates that approximately \$2.5 million will be available for support of **new State and Regional AgrAbility Projects (SRAPs)**. The remainder of the funds will be used to support a previously awarded National AgrAbility Project (NAP) and SRAP awards eligible for continuation. Applications for the continuing NAP and SRAPs will be solicited separately. 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 AgrAbility projects, deadline dates, funding information, eligibility criteria for projects and applicants, and application forms and associated instructions needed to apply for an AgrAbility grant

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## PART I—FUNDING OPPORTUNITY DESCRIPTION

### A. Legislative Authority

The Assistive Technology Program for Farmers with Disabilities, or AgrAbility, is authorized in section 1680 of the Food, Agriculture, Conservation and Trade Act of 1990 (7 U.S.C. 5933), as amended.

### B. Purpose and Priorities

The AgrAbility program supports the United States rural communities by encompassing the USDA/NIFA's agricultural, social and human sciences. The program addresses:

- USDA's Strategic Goals for FY 2018-2022 <https://www.usda.gov/our-agency/about-usda/strategic-goals>, Goals 2 and 4;
- 2014 USDA's Research, Education, and Economics (REE) Action Plan <https://nifa.usda.gov/resource/ree-action-plan>, Goal 7, Strategy 3 and Strategy 4;
- NIFA Strategic Plan for 2014-2018 [https://nifa.usda.gov/search?keyword=NIFA%20strategic%20Plan&sort\\_by=search\\_api\\_relevance](https://nifa.usda.gov/search?keyword=NIFA%20strategic%20Plan&sort_by=search_api_relevance), Goal 1. Sub-goals 1.1 and 1.7;
- NIFA's Agricultural Systems Portfolio priorities in the area of agricultural safety in farming and ranching, and Family & Consumer Sciences Portfolio priorities in the areas of family well-being and community vitality.

AgrAbility increases the likelihood that individuals with disabilities and their families engaged in production agriculture (AgrAbility customers) will become more successful. The program supports cooperative projects in which State Cooperative Extension based at either 1862 or 1890 Land Grant universities subcontract to private, non-profit direct service disability organizations.

NIFA is soliciting applications for the **AgrAbility** program under the following areas:  
**State and Regional AgrAbility Projects (SRAPs)**

### C. Program Area Description

To address the specialized needs of AgrAbility customers, the program builds service capacity on national, regional, state, and local levels through **education** and **networking**. To accommodate disability in farming in individuals who engage in farming and farm-related occupations, the program provides **direct assistance**. Assistance addresses AgrAbility customer's immediate needs that are inadequately addressed by health, farm, and government service providers. Finally, AgrAbility projects use **marketing** activities to direct the public to initiatives in AgrAbility-related education, networking and assistance.

The AgrAbility program funds projects that deliver education, networking, direct assistance

and marketing activities with following elements:

### **1. Education**

- Within the context of production agriculture, learning objectives focus on enhancing competencies necessary to accommodate disabilities and avoid secondary injuries in persons with disabilities.
- Audience includes farmers as well as rural agricultural professionals, rehabilitation and health care providers, vocational counselors, and other providers of service to individuals with disabilities, and their families, who engage in farming or farm-related occupations.
- Delivery formats include authoring or adapting printable resources, live presentations taught in-person or remotely, recorded presentations that may encourage audience interaction, and internet presence.
- Projects must have means to appraise efficacy of AgrAbility educational efforts.

### **2. Networking**

- Objectives encourage the sharing of information among, and the provision of services, value, or funds from, individuals or organizations not employed by AgrAbility.
- Partners include customers, peer supporters, volunteer groups, university student groups, stakeholders, and public and private funding organizations.
- Delivery formats include the donation of goods and services of direct benefit to AgrAbility customers.
- Projects must have means to appraise economic value of services rendered to AgrAbility and its customers.

### **3. Direct Assistance**

- Objectives focus on the early identification of farm and rural families that are in need of services related to the disability of an individual and on providing individualized consultative services that increase the likelihood that AgrAbility customers and their farm operations experience success.
- Audience includes AgrAbility customers and others working on the same farms.
- Delivery formats include product selection advice, accessibility and ergonomic recommendations, life activities and farm operations planning guidance, and advocacy to obtain service and financial aid. Assistance can occur in person or remotely. Projects must have means to appraise successes experienced following intervention.

### **4. Marketing**

- Objectives concentrate on program and project awareness and are intended to make key audiences aware of SRAPs' efforts. This excludes information required to provide education, assistance, or facilitate networking.
- Audience includes the general public.

- Delivery formats include public appearances with displays and the production or distribution of program awareness materials, press releases, public service announcements, print advertisements, web pages with awareness content, newsletters, or electronic notices.
- Projects must have means to link their marketing activities with registration, requests for information and consultation, and networking successes.

The program encourages collaborations among 1862 and 1890 Land Grant Institutions within or across state lines on joint, single grant applications, as well as with Land Grant Institutions not eligible to apply as lead institutions (such is the case with 1994 Land Grants), within or across state lines. Furthermore, the program encourages proposals from 1890 Land Grant Institutions as lead institutions.

All applications must show that Land Grant Institutions collaborating on a joint SRAP proposal have a substantial and equitable involvement in the project throughout the life of the project. The lead applicant on a proposal must collaborate on the project with, and subcontract part of work to, a private, non-profit organization providing direct service to individuals with disabilities

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

The anticipated amount available for the AgrAbility grants in FY 2018 is approximately \$4.1 million. NIFA anticipates that approximately \$2.5 million will be available to support new SRAPs.

The remainder of the funds will be used to support a previously awarded National AgrAbility Project (NAP) and SRAP awards eligible for continuation funding. Applications for the continuing NAP and SRAPs will be solicited via a separate request.

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 an application to the AgrAbility Program only as one of the following types of requests:

**New application.** This is a project application that has not been previously submitted to the AgrAbility 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 NIFA but not funded. Project Directors (PDs) must respond to the previous review panel summary (see Response to Previous Review, Part IV). Resubmitted applications must be received by the relevant due date and they will be evaluated in competition with other pending applications in the appropriate area to which they are assigned and reviewed according to the same evaluation criteria (Part V, B) as new applications. If you are submitting a resubmission application, enter the NIFA-assigned proposal number of the previously-submitted application in the Federal field (Field 4 on the form). Project and Grant Types.

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

#### **Project Types**

AgrAbility supports two project types – State and Regional AgrAbility Projects

(SRAPs) and the National AgrAbility Project NAP. In FY 2018, NIFA is soliciting applications for new SRAPs only.

The AgrAbility program has established a maximum award size for SRAPs in FY 2018 at the \$180,000 per year level. Applications requesting more than the maximum will not be considered for funding. Total project periods may not exceed 4 years.

<b>Number of New SRAP Awards Anticipated for FY 2018</b>	<b>Estimated Minimum</b>	<b>Estimated Maximum</b>
up to 14	\$150,000	\$180,000

Since new SRAPs are expected to cooperate with the existing NAP, both project types are explained below.

***State and Regional AgrAbility Projects (SRAPs)***

SRAPs operate within a geographic area defined on the basis of counties, states, or both. SRAPs within the same State may function independently of each other. States with insufficient potential clientele to merit individual AgrAbility projects or seeking to partner with 1862, 1890, 1994, Minority-Serving and/or Hispanic-Serving institutions outside their state, may submit regional, multi-state proposals.

At a minimum, the lead (i.e. primary) institutions on a SRAP grant applicant must subcontract to one private, non-profit direct service disability organization.

Applicants proposing to serve remote and/or diverse customer populations may wish to form partnerships that include one or more Land Grant Institutions, Non-Land Grant Institutions, Hispanic-serving Institutions, or additional private non-profit organizations necessary to effectively serve the entire population eligible to receive AgrAbility services.

SRAPs receive technical assistance and networking support from the National AgrAbility Project – NAP. (Please see page 9 of the RFA for description of NAP and NAP contact information.) SRAPs also submit cumulative client demographics data and monthly activities reports to NAP. NIFA views the relationship between the SRAPs and the NAP as critical to the success of the AgrAbility program overall. Hence, prior to applying for AgrAbility funding from NIFA, applicants should contact the current NAP (see page 9 for NAP contact details) for information concerning standard operating procedures, best field practices, and access to the NAP’s library of AgrAbility-related materials.

SRAP applicants may propose projects with budgets for a maximum duration of four years. *The project period should begin approximately July 2nd, 2018. It is anticipated that FY 2018 appropriations will fund the awarded project’s first-year budget. Each project may submit a request for up to \$180,000 per year for each year of requested funding.*

Funding levels will be adjusted based on technical review of the projects and budget

constraints. Multi-year funding will depend on the availability of funds and the demonstration of satisfactory annual progress.

In addition to delivering education, networking, direct assistance and marketing activities, SRAPS commitments include also: attending annual national training workshops with at least one representative from each of the lead university and non-profit disability organization partner (two-person minimum); participating in NAP-led efforts to collect project outcome and impact data across AgrAbility projects; and submitting annual and final reports to NIFA (see Part VI, D.). SRAP applicants may request within their proposals funds to pay for these commitments.

### **The National AgrAbility Project (NAP)**

NAP helps SRAPs become more successful at meeting their objectives. NAP typically produces or recommends the education materials or forums, networking tactics, assistance protocols, and marketing products for SRAPs to adopt for their own use. NAP connects all SRAPs by: moderating information sharing forums; identifying, promoting, and addressing opportunities and challenges for AgrAbility; recognizing and capitalizing on economies of scale; and evaluating the program's impacts annually. The NAP also provides limited, on-demand SRAP-type services in geographic areas without SRAPs.

Annually, NAP develops and implements the AgrAbility National Training Workshop (NTW). NTW educates project personnel in addition to the standard education audience. The workshop delivers many sessions, including those focused on new staff orientation; staff development; forums for discussing pressing issues and project progress, successes and failures; and presentation of reports of interest to the entire program.

Because SRAPs symbiotically interact with NAP, failure to comply with NAP's operating, documentation, and reporting requirements will result in NAP suspending service and NIFA suspending funding to the non-compliant SRAP.

Prior to applying, applicants should contact NAP for detailed information concerning standard operating procedures and best field practices. Since FY 2008, NAP has been housed with and led by Purdue University. Applicants may contact NAP at: the National AgrAbility Project; c/o Purdue University; Department of Agricultural and Biological Engineering; 225 S. University St.; West Lafayette, IN 47907-2093 Voice/TT (800) 825-4264; Fax: (765) 496-1356; Web: <http://www.agrability.org>.

All delivery formats, training, and educational programs should be marketed as the AgrAbility Project and use the AgrAbility logo (see below). Other branding on any materials produced through this grant requires consent of the NIFA program contact.



- a. **Grant Type Standard.** This is an award instrument by which NIFA agrees to support a specified level of effort for a predetermined project period without the announced intention of providing additional support at a future date.

#### **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.

## **PART III—ELIGIBILITY INFORMATION**

### **E. Eligible Applicants**

Applications may be submitted only by Cooperative Extension at 1862 Land Grant Colleges and Universities and 1890 Land Grant Colleges and Universities, including the University of the District of Columbia, Tuskegee University, West Virginia State University, and Central State University.

Applicants must partner on their projects with private non-profit organizations providing direct service to individuals with disabilities.

Award recipients may subcontract to organizations not eligible to apply (such as 1994 Land Grant Colleges, Hispanic-Serving Institutions, eXtension) provided such organizations are necessary for the conduct of the project.

The 1862 and 1890 Land Grant Institutions may partner with each other and/or other Land Grant Institutions (e.g., 1994 Land Grants) and Non-Land Grant Institutions within their state or their region on joint proposals.

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.

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

NIFA does not require matching or cost sharing support for this program, and matching resources will not be factored into the review process as evaluation criteria or during final ranking of proposals.

### **C. Centers of Excellence**

Pursuant to Section 7214 of the Agricultural Act of 2014 (Pub. L. 113-79), beginning in Fiscal Year 2015, for applicable competitive research and extension programs, NIFA will recognize and provide priority in the receipt of funding to applications from “centers of excellence” that carry out research, extension, and education activities that relate to the food and agricultural sciences. NIFA held listening sessions in July 2014 and accepted written comments from stakeholders to inform NIFA’s implementation of the COE provision. Information from the webinars and a summary of the input are available on NIFA’s website at <http://nifa.usda.gov/centers-excellence>.

A COE is composed of one or more of the following entities that provide financial or in-kind support to the COE.

- (A) ) State agricultural experiment stations;
- (B) ) Colleges and universities;
- (C) ) University research foundations;

- (D) Other research institutions and organizations;
- (E) ) Federal agencies;
- (F) ) National laboratories;
- (G) ) Private organizations, foundations, or corporations;
- (H) Individuals; or
- (I) Any group consisting of two or more of the entities described in (A) through (H).

## **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-SLBCD-006537**

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:

- a. Funding Opportunity Number (FON)
- b. Name of agency you are applying to
- c. 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:

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

2. Phone: 202-401-5048

3. 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.

### **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.

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

The summary should also include the relevance of the project to the goals of the AgrAbility Program. See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

All proposals must include a Project Summary/Abstract. Please use the template suggested in Part V. 4.7 of [NIFA Grants.gov Application Guide](#) and also found at <https://nifa.usda.gov/resource/application-support-templates>. Project Summary must provide the following information, in the order listed below:

- Project title;
- List of Project Directors (PDs) and Co-PDs and their institutions/organizations;
- List of other collaborating institutions/organizations/farmer groups;
- Concise (250 words or less) description of the project;
- Funding amount requested, *per year* (2018, 2019, 2020, and 2021) *and in total*;
- List of any previous or current AgrAbility projects that PD or co-PDs have been a part of leading (list project director and award number; 20XX-XXXXX-XXXXX); and
- Proposal type (New Submission or Resubmission).

### **Field 8. Project Narrative.**

NOTE: The Project Narrative shall not exceed 20 pages of written text and up to 5 additional pages for figures and tables. We have established this maximum of 25 pages) to ensure fair and equitable competition. The Project Narrative must include all of the following:

- 1-inch margins;
- Times New Roman 12 point font; and
- Single- or double-spaced text.

Please **include a one-page Table of Contents in the project narrative, which will not count towards the narrative's 25-page limitation**. Your application will be reviewed and scored according to the quality of your response to the requirements in Sections A-G listed below.

In developing the Project Narrative section of your application, use the sections headings listed below. Indicate the Section letter and number in your response, e.g., type “A.1”, “A.2”, etc., before your response to each question. Please do not combine two or more questions or refer to another section of the Project Narrative in your response, such as indicating that the response for B.2 is in C.7.

### **Section A: Introduction - Statement of Need and Significance of the Proposed SRAP**

1. Describe the nature and magnitude of the issue your SRAP is seeking to address. Provide the most recent relevant data for the State(s) in which your proposed SRAP will be implemented, including data on the incidence of injuries and health issues among the farming population. Provide references for data. Explain and substantiate any assumptions made.
2. Briefly describe ongoing or recently completed programs available to farmers with disabilities in the state(s) in which your proposed SRAP will operate.
3. Describe how your proposed SRAP fits within the context of those other State-level activities. Will your SRAP be duplicating/adding to/enhancing any existing/completed efforts with farmers? What is the public value/state or regional significance of what you are proposing to do?
4. *Prior AgrAbility Accomplishments* -- If the Project Director (PD) and/or Co-PDs are involved/have been involved in leading SRAPs currently/previously funded by NIFA’s AgrAbility program, **add to the Introduction section a subheading “Prior AgrAbility Accomplishments”** and **in no more than two (2) pages** provide the following:
  - a) A brief description of the project(s), focusing on project accomplishments in the areas of direct assistance, education, marketing, and networking.
  - b) Provide a brief description of what was learned from the past project(s), what can be improved upon, and how those lessons and improvements are being incorporated into the current application to make the project more effective and successful at meeting program goals.
  - c) Description of efforts to contribute to NAP-led national evaluation of SRAPs’ outcomes and impacts (specifically client demographics data and Quality of Life Survey). If the SRAP was not able to make such contributions to date, briefly describe challenges faced and how those challenges will be addressed should your proposal be recommended for funding in FY 2018.
  - d) If your SRAP had a gap in funding from NIFA, explain how and at what level the SRAP was sustained since it last received funding from NIFA.

### **Section B: Proposed Approach**

1. Clearly identify farming population(s) your proposed SRAP will reach out to and serve. In addition to farmers with disabilities in general, indicate if your SRAP will seek to serve specific farmer groups such as aging farmers, beginning farmers with disabilities, farmer veterans with disabilities, women farmers with disabilities, ethnic/racial and/or linguistic minority farmers with disabilities, etc.). Support for identifying these specific groups must be clearly reflected in the data and estimates provided for the state(s) in which the proposed SRAP will operate.
2. Provide an estimate for how many new and how many returning farmers with disabilities you expect to serve directly during each year of the proposed project. Indicate what percentage of

your SRAP clients, per year, will be from minority farmer groups you identified in Section B.1.

3. How will farmers with disabilities be identified and how will they be recruited to receive direct assistance from your SRAP?
4. If proposing to work with specific minority farmer groups, describe prior experience your SRAP team has had in addressing the needs of that target audience. Describe your ability and readiness to provide appropriate (i.e., ethnically-, racially-, linguistically- and socio-economically-sensitive) education, training, and outreach for such an audience(s). For example, if you will be serving Spanish-speaking farmers or Native American communities, how will you ensure that your outreach and services are culturally appropriate and linguistically understandable?
5. Provide a clear description of the activities you are proposing to undertake for each of the four (4) program objectives addressed in Part 1, Section B of the RFA (i.e., Direct Assistance, Education, Networking, and Marketing). All activities listed under an objective must be grouped by project year (FY 2018, FY 2019, FY 2020, and FY 2021) in a sequence in which the activities are to be performed. The sum of activities under each objective must lead to completion of that objective within the 4-year maximum project duration. In addition, for each activity, indicate the following:
  - a) Which target audience is the intended beneficiary;
  - b) What are expected/desired result(s)/outcome(s) of the activity;
  - c) Means by which results/outcomes will be monitored and assessed;
  - d) How results will be used and by whom; and
  - e) Limitations to the proposed procedures and how you plan to mitigate them.

Please keep in mind that, and as indicated on pages 6-7 of this RFA, all SRAP proposals must show how they will appraise: efficacy of projects' educational efforts, successes experienced following intervention, economic value of services rendered to AgrAbility and its customers; and link between marketing activities and projects' successes with registration, requests for information and consultation, and networking.

Make sure this section of your proposal reflects activities your SRAP will be undertaking under the guidance from the National AgrAbility Project (NAP), such as submitting client demographics data so that we may assess national outreach of the AgrAbility program; contributing to monthly AgrAbility e-Note Newsletter; participating, if applicable, in Quality of Life Survey; and attending annual AgrAbility National Training Workshop.

### **Section C: Project Performance Assessment**

Project performance assessment plans allow projects to annually review outcomes achieved and to use results to inform, refine and adjust future project plans as needed. Applicants to the AgrAbility Program need to submit a plan for monitoring and measuring performance of their SRAPs. The plan must include the following elements:

1. A logic model or alternative schematic that illustrates the causal linkages between planned activities and desired outcomes. A logic model template and explanation of its components can be located at: <https://nifa.usda.gov/resource/integrated-programs-logic-model-planning-process>.

2. A Timeline to demonstrate the duration and the sequence of project activities, as well as division of labor (as noted in the next section of this RFA). Each goal will have multiple activities. Chart against a quarterly scale, so that the Timeline depicts 4 years and 16 quarters.
3. Indicate the amount of funding that will be set aside for monitoring and performance measurement.
4. Indicate who on the team will provide the project performance assessment oversight. NIFA does not require but it does encourage SRAPs to include on their teams project performance measurement experts or evaluators who can help develop the monitoring plan and, if feasible, participate in carrying out the plan.

#### **Section D: Institutional Capacity, Division of Labor and Management Plan**

1. Briefly describe your institution's and team's ability to meet the gaps and limitations in services by detailing your accomplishments from similar projects and your experience serving the identified farmer audience. If the project involves collaboration between Land Grant Institutions, clearly identify each institution's relevant previous work that speaks to its ability to successfully participate on the proposed SRAP.
2. Identify your non-profit direct service disability organization partner. Provide justification for selection of the non-profit disability organization partner. Clearly state the organization's previous and current work that make it a good fit for the proposed project. If the non-profit organization has worked with/served farming communities in the past, in general, and farmers with disabilities, in particular, please indicate so and describe how the organization's past experiences and successes will be used to ensure quality service for your SRAP customers.
3. Clearly identify any other partners on the proposed project and briefly indicate how the organizations' past experiences and successes will contribute to the success of your proposed SRAP.
4. Provide a brief summary of key staff that will manage the proposed SRAP, their individual roles on the project, and percent of time they will be dedicating to the project. If the percentages are expected to change in Years 2, 3, or 4 of the proposed project, please indicate so and provide a brief explanation.
5. Describe how the relationship between the State Cooperative Extension System and the non-profit disability organization partner will be managed. If the proposed SRAP represents a collaboration between two or more Land Grant Institutions, provide an explanation of how the relationship between the agencies will be managed, as well as the relationship of each agency to the non-profit disability organization partner.
6. Describe the fiscal and administrative oversight provided by the Land Grant Institution(s) and the non-profit disability organization partner.
7. Describe planned interface with the non-profit disability organization partner around client demographics data and with NAP around SRAP client demographics data and Quality of Life Survey.

1. **Section E: Budget Justification.** There must be a direct relationship between the items in the budget and budget justification, as well as between budget justification and the objectives/activities contained in the Project Narrative. Every item in the budget must be justified in the proposal. The amount of detail depends on the nature of the project and the breakdown of costs.
2. Proposed budgets for SRAPs must not exceed \$180,000 per year level or request funding for more than 4 years in total. Budget breakdown needs to be provided for each year of funding being requested.
3. Annual budgets must include estimated 4-day travel costs for 2 persons minimum (one representative from the Land Grant Institution and one from the non-profit disability organization) to attend AgrAbility NTWs. SRAPS that represent a collaboration between two or more Land Grant institution must include at least one representative from each of the Land Grant institutions. Applicants, especially those new to the AgrAbility program, are encouraged to consult with NAP in estimating costs associated with NTW attendance and project outcomes tracking.

#### **Section F: Project Sustainability Plan**

1. Describe steps you will undertake during the course of the proposed SRAP activities to ensure project's sustainability beyond the life of the NIFA AgrAbility grant. Include your proposed project sustainability activities in the proposal timeline.
2. Identify opportunities (e.g., resources, trainings, collaborations) you plan to tap-into/develop/enhance during the life of the proposed project that will help you sustain program operations after NIFA funding has expired.
3. Describe how you plan to track your project sustainability planning efforts during the course of the proposed SRAP implementation.

#### **Section G: Center of Excellence Justification (if applicable)**

For consideration as a COE, you must provide a brief justification statement, as part of your Project Narrative and within the page limits provided, which describes how you meet the standards of a COE, based on the following criteria:

(A) The ability of the COE to ensure coordination and cost effectiveness by reducing unnecessarily duplicative efforts in the research, teaching, and extension activities outlined in this application;

(B) In addition to any applicable matching requirements, the ability of the COE to leverage available resources by using public-private partnerships among agricultural industry groups, institutions of higher education, and the federal government in the proposed research and/or extension activities outlined in this application. Resources leveraged be commensurate with the size of the award;

(C) The planned scope and capability of the COE to implement teaching initiatives that increase awareness and effectively disseminate solutions to target audiences through extension activities of the proposed research and/or extension activity outlined in this application; and

(D) The ability or capacity of the COE to increase the economic returns to rural communities by identifying, attracting, and directing funds to high-priority agricultural issues in support of and as a result of the implementation of the proposed research and/or extension activity outlined in this application.

Additionally, where practicable (not required), COE applicants should describe proposed efforts to improve teaching capacity and infrastructure at colleges and universities (including Land Grant colleges and universities, cooperating forestry schools, certified Non-Land Grant Colleges of Agriculture (NLGCA) (list of certified NLGCA is available at [http://www.nifa.usda.gov/funding/pdfs/nlgca\\_colleges.pdf](http://www.nifa.usda.gov/funding/pdfs/nlgca_colleges.pdf)), and schools of veterinary medicine).

### **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.

- **Re-submitted Application’s Response to Previous Review - PDF Attachment.** One-page Limit. Title the attachment as “ResponseToPreviousReview”. This requirement only applies to “Resubmitted Applications” as described under Part II, B. (2), “Types of Applications”. PDs must respond to the previous review panel summary. If desired, additional comments may be included in the text of the Project Narrative, subject to the page limitations of that section.
- **Letter of Commitment from the Non-Profit Partner** stating the non-profit organization’s readiness to collaborate on the proposed SRAP and describing the organization’s specific role on the project. Title the attachment as “NonProfitLetter”.
- **Letter(s) of Commitment from other Collaborators on the Proposed SRAP** (e.g., 1862, 1890 or 1994 Land Grant Institutions, Minority Serving Institutions, eXtension.) The letters must state partner institution’s readiness to collaborate on the proposed SRAP and describe the partner’s specific role on the project.

*(Note: If partnering with eXtension, you must have a letter of acknowledgement from eXtension and a letter of commitment from the Ag Safety and Health Community of Practice. For detailed guidance on how to partner with eXtension, go to <http://create.extension.org/node/2057>.) Title the attachment(s) as, for example, “LGULetter”, “MSILetter” or “eXtensionLetter”.*

**Do not add any other attachments not specifically requested in this RFA.** For example, do not attach support letters from groups or individuals not directly involved in the project, examples of educational/PR materials used in prior iteration of the project, or past media articles. **Reviewers will be instructed to disregard all attachments not specifically requested by the RFA.**

### **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.

**Biographical Sketch** - The following are additional instructions of information to include:

- a. Author identifier (ORCID, <https://orcid.org>) of the researcher if available.
- b. Digital Object Identifier (DOI) of all publications where possible.

You may also include a list of data publications or published data products relevant to the proposed project, following recommended data citation format.

**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.

### **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 “AgrAbility”) and the program code (i.e., enter “LQ”). 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.

#### ***Applications will not be accepted for review if they do any of the following:***

- Exceed the maximum federal budget request for the type of application proposed (\$180,000 per year for up to 4 years);
- Propose objectives or approach that do not fit the purpose and scope of the AgrAbility Program; and
- Exceed the maximum pages allowed for the Project Narrative.
- Fail to include any of the following items:
  - Summary/Abstract;
  - Project Narrative with all required sections;
  - Logic Model and Timeline
  - Budget for each year of project work, plus a total budget for the entire project duration;
  - Budget Narrative;

- Current and Pending Support forms;
- Conflict of Interest forms;
- Response to Previous Review (if applicable); and
- Letters of Commitment from key partners.

**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 30th, 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.**

#### **D. Funding Restrictions**

Pursuant to Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA), as amended, 7 U.S.C. 3319, **indirect costs and tuition remission are not allowable costs under Section 3(d) of Smith-Lever funded projects, and no funds will be approved for this purpose.** Costs that are a part of an institution’s indirect cost pool (e.g., administrative or clerical salaries) may not be reclassified as direct costs for the purpose of making them allowable.

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.

Unallowable costs include, but are not limited to, the following examples:

1. Entertainment Costs not permitted include banquets, award ceremonies, and meals for persons not traveling on behalf of the project except when provided to maintain the continuity of a meeting, tickets to shows or sporting events, and alcoholic beverages.

2. Awards and Certificates of Achievement are disallowed by 2 CFR 200 Subpart E- Cost Principles
3. Facility Costs not permitted include 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.
4. 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.

#### **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 the AgrAbility program will recommend that your project be approved for support from currently available funds or be declined due to insufficient funds or unfavorable review.

The AgrAbility program 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**

A reviewer's written evaluation entails two levels of assessment. First, the reviewer summarizes how well the application addressed each evaluation criterion. After the application has been assessed for strengths and weaknesses of each criterion, the reviewer then evaluates the overall likelihood that the project will have significant outcome and impact. These written reviews are used to begin panel discussions with other reviewers serving on the peer review panel. Through these discussions, peer review panelists come to consensus on the final rating and ranking of proposals. **A complete description of NIFA's peer review process can be found at the NIFA website: [: https://nifa.usda.gov/sites/default/files/resource/NIFA-Peer-Review-Process-for-Competitive-](https://nifa.usda.gov/sites/default/files/resource/NIFA-Peer-Review-Process-for-Competitive-)**

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

**(1) Statement of Need and Significance of the Proposed SRAP – 15 points;**

This criterion is used to assess the likelihood that the project will have an impact upon and advance the quality of life for farmers with disabilities and how the proposed project is of public value and significance, how it helps to solve a critical state or regional needs of farmers with disabilities. Factors include those identified in the project narrative.

**(2) Proposed Approach – 35 points;**

This criterion relates to the development and delivery of proposed SRAP to farmers with disabilities, their families, and communities. Factors include those identified in the project narrative.

**(3) Project Performance Assessment – 25 points;**

This criterion relates to program performance outcomes and program performance monitoring. Elements include the soundness of the proposed performance monitoring approach including delineation of appropriate objectives, methodology, plan of operation, timetable, logic model, expected products and results, performance metrics/targets, and dissemination plans. Factors include those identified in the project narrative.

**(4) Institutional Capacity, Division of Labor and Management Plan - 10 points;**

This criterion relates to the institution's capability to perform the project and to the degree to which key personnel have expertise and management plan in place to successfully carry out the proposed work. Factors include those identified in the project narrative.

**(5) Budget Justification – 10 points;**

This criterion relates to how well the total budget 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, and focuses expertise and activity.

**(6) Project Sustainability Plan – 5 points.**

This criterion relates to the institution's readiness to develop, implement, and track progress on their SRAP sustainability plan during the course of the proposed work. Factors include those identified in the project narrative.

### **Center of Excellence Status**

All eligible applicants will be competitively peer reviewed (as described in Part V, A and B of this RFA), and ranked in accordance with the evaluation criteria. Those that rank highly

meritorious and requested to be considered as a COE will be further evaluated by the peer panel to determine whether they have met the standards to be a COE (Part III, C. and Part IV, B). In instances where they are found to be equally meritorious with the application of a non-COE, based on peer review, selection for funding will be weighed in favor of applicants meeting the COE criteria. NIFA will effectively use the COE prioritization as a “tie breaker.” Applicants that rank highly meritorious but who did not request consideration as a COE or who are not deemed to have met the COE standards may still receive funding.

In addition, the applicant’s Notice of Award will reflect that, for the particular grant program, the applicant meets all of the requirements of a COE. Entities recognized as COE will maintain that distinction for the duration of their period of performance or as identified in the terms and conditions of that award.

### **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 the AgrAbility program 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 –

**Aida Balsano, Ph.D.**

National Program Leader  
National Institute of Food and Agriculture  
U.S. Department of Agriculture Waterfront  
Centre  
800 9<sup>th</sup> St SW Room  
4433  
Washington, D.C. 20024  
(202) 720 – 4436  
Email: [abalsano@nifa.usda.gov](mailto:abalsano@nifa.usda.gov)

**Steven Thomson, Ph.D.**

National Program Leader  
National Institute of Food and Agriculture  
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800 9<sup>th</sup> St SW Room  
3240  
Washington, D.C. 20024  
(202) 401 – 6301  
Email: [Steven.J.Thomson@nifa.usda.gov](mailto:Steven.J.Thomson@nifa.usda.gov)

Administrative/Business Contact –

**Bruce Mertz**

Team Leader, Team I  
Office of Grants and Financial Management National  
Institute of Food and Agriculture  
U.S. Department of Agriculture Waterfront  
Centre  
800 9<sup>th</sup> St SW Room  
2174  
Washington, D.C. 20024  
(202) 401 – 5062  
Email: [bmertz@nifa.usda.gov](mailto:bmertz@nifa.usda.gov)

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## **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.

#### **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

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

AgrAbility program information will be made available on the NIFA web site at <https://nifa.usda.gov/program/agrability>. The following are among the materials available on the web page:

1. Information about the program
2. External resources
3. AgrAbility Projects Funded to Date