

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

## **2019 Request for Applications**

**APPLICATION DEADLINE: November 19, 2018**



United States  
Department of  
Agriculture

National Institute  
of Food and  
Agriculture

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

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

**INITIAL ANNOUNCEMENT**

**ASSISTANCE LISTING formerly known as the Catalog of Federal Domestic Assistance:** This program is listed in the Assistance Listings under 10.514.

**DATES:** Applications must be received by **5:00 p.m. Eastern Time on November 19, 2018**. Comments regarding this request for applications (RFA) are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

**STAKEHOLDER INPUT:** The National Institute of Food and Agriculture (NIFA) seeks your comments about this RFA. We will consider all comments when we develop the next RFA for the program, if applicable, and we will use the input to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA) (7 U.S.C. 7613(c)(2)). Submit written stakeholder comments by the deadline set forth in the DATES portion of this notice to [policy@nifa.usda.gov](mailto:policy@nifa.usda.gov). This email address is intended only for receiving comments regarding this RFA and not for requesting information or forms. In your comments, state that you are responding to the Expanded Food and Nutrition Education Program (EFNEP) RFA.

**EXECUTIVE SUMMARY:** NIFA requests applications for the Expanded Food and Nutrition Education Program (EFNEP) for fiscal year (FY) 2019 to assist all states, U.S. territories and the District of Columbia in carrying out a program of extension activities designed to employ and train professional and paraprofessional aides to engage in direct nutrition education of low-income families and in other appropriate nutrition education programs. This RFA is being released prior to the passage of the FY 2019 appropriations bill. Based on the initial 2019 Continuing Resolution (CR) (P.L. 115-245) and subject to any additional 2019 CRs, NIFA will distribute funds to the institutions quarterly and according to the amounts allocated in FY 2018. Enactment of additional CRs or an appropriations act may affect the availability or level of funding for this program. We will make adjustments to the allocations for FY 2018 once the FY 2019 appropriations are finalized. The amount available for support of this program in FY 2018 was \$67,417,320. Appendix A of this RFA includes specific distributions. NIFA will issue FY 2019 quarterly payments subject to the availability of funds and the applicant having met the previous year's reporting requirements. Part III, B, identifies if matching is a requirement and, if so, you should pay particular attention to the matching instructions included in Part III, B, 4.

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

## **What's new for 2019?**

- If a 2018 Farm Bill is passed into law during FY 2019, and that Farm Bill changes the authorization for the EFNEP program (7 U.S.C. 3175) in any substantive way, this RFA will be modified and the application deadline extended accordingly.
- Effective Fiscal Year (FY) 2019, capacity extension programs will see a change in their Catalog of Federal Domestic Assistance (CFDA) number. This change is being made to provide individual programs a unique CFDA. The change in numbers will be effective for awards made on or after October 1, 2018; grants awarded prior to FY 2019 grants will retain CFDA Number 10.500 until the grants expire. Attached is a memorandum providing background for this change, as well as action steps that need to be taken by NIFA grantees prior to October 1. More information is available [online](#). If you have questions, please email Ruth Dunmore at [rdunmore@nifa.usda.gov](mailto:rdunmore@nifa.usda.gov).
- NIFA's Office of Grants and Financial Management, Office of Information Technology, and Data Governance Working Group are working on a pilot initiative to better identify and track institutions and associated departments that receive capacity awards. As part of this pilot, NIFA is providing guidance in the form of additional columns in the capacity RFA appendices to specify information we require each applicant to enter into the Legal Name, Organizational DUNS, and Department Name fields of the SF-424. The information provided is based on applications received for FY 2018 and is intended to streamline award processing through our ezFedGrants system. If changes have occurred to this information, please contact NIFA as soon as possible to discuss options to minimize potential issues and delays.
- **Felony Convictions or Tax Delinquent Status-** See Part V, Section 4.12. of the NIFA Grants.gov Application Guide for instructions regarding mandatory Felony Convictions or Tax Delinquent Status. For Capacity programs, this mandatory information must be included in the Attachment Form.
- **All Standard Form (SF)-425 Federal Financial Reports** for the awards (not the project financial reports that are submitted in REEport), whether annual or final, will be due December 29 each year. Most programs already have this requirement, but it was decided that all programs will follow this practice. This change took effect for the FY 2017 awards.  
Annual and final report templates are made available in the ezFedGrants portal on October 1 for all capacity agreements. Recipients will submit the SF-425 directly in the portal. Detailed instructions on the submission of SF-425s in the ezFedGrants portal can be found under the training tab on the ezFedGrants page <https://www.nfc.usda.gov/ezFedGrants>.
- **ezFedGrants** - is the USDA solution for grants management. NIFA will publish RFAs on its website and Grants.gov. You will continue to apply through Grants.gov and your applications will automatically be downloaded into ezFedGrants.

- **Matching Funds**-If matching funds are required as specified under Part III, B. Cost-Sharing or Matching, the matching is an eligibility criteria and grantees must include and attach a pdf. document identifying the non-federal source of match documentation with the application. We will consider this documentation when ascertaining final matching requirements or in determining if required matching can be waived. NIFA retains the right to make final determinations regarding matching requirements.
  - The matching documentation must include the non-federal sources (specify whether the source is 3<sup>rd</sup> party, cash, state or non-state, county or non-tax and the amount for each source) and amount of all matching support including matching from outside the applicant institution and place that information in PDF format (see Part III, Section 3. of the guide for attachment requirements) and include as a separate attachment to the Attachment Form.
  - 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”, for further guidance and other requirements relating to matching and allowable costs.
  
- **FY 16 Appropriations Act Funding under Grants and Cooperative Agreements with Entities Requiring Certain Internal Confidentiality Agreements**—Public Law 114-113 prevents the Federal Government from making grants or cooperative agreements to entities requiring employees or contractors to sign nondisclosure agreements or statements prohibiting them from reporting waste, fraud or abuse to an investigative or law enforcement representative of the Federal Government. Information related to the questions on this and other assurances on the SF 424 R&R Cover Sheet form is dealt with in detail in Part V, 2. of the NIFA Grants.gov Application Guide. See Section 2.18 of the NIFA Application Guide which provides that the applicant’s electronic signature on the SF-424 affirms its agreement with Federal representations and assurances (e.g., Prohibition against FY 16 Appropriations Act Funding under Grants and Cooperative Agreements with Entities Requiring Certain Internal Confidentiality Agreements...)

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

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

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

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

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

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

## **B. Purpose**

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

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

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

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

Individuals and families should experience improvements in four core areas:

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

Community involvement with EFNEP should result in:

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

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<sup>1</sup> The Agriculture and Food Act 1981-Nutrition Education Program, Sec. 1423. Section 1425 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (& U.S.C. 3175), available - <https://nifa.usda.gov/resource/national-agricultural-research-extension-and-teaching-policy-act-1977>

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

Subject to additional 2019 CRs, NIFA will distribute funds to the institutions quarterly and according to the amounts allocated in FY 2018. NIFA will make adjustments to the allocations for FY 2018 once the FY 2019 appropriations are finalized. The amount available for support of this program in FY 2018 was \$67,417,320.

The Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury's Bureau of the Fiscal Service, will be the payment system for all NIFA grant awards. 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. Type of Application**

In FY 2019, submit applications to EFNEP as a “new” application.

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Only Auburn University; Alabama A & M University; Tuskegee University; University of Alaska; American Samoa Community College; University of Arizona; University of Arkansas; University of Arkansas – Pine Bluff; University of California; Colorado State University; University of Connecticut; University of Delaware; Delaware State University; University of the District of Columbia; University of Florida; Florida A & M University; University of Georgia; Fort Valley State University; University of Guam; University of Hawaii; University of Idaho; University of Illinois; Purdue University; Iowa State University; Kansas State University; University of Kentucky; Kentucky State University; Louisiana State University; Southern University; University of Maine; University of Maryland (College Park); University of Maryland (Eastern Shore); University of Massachusetts; Michigan State University; College of Micronesia; University of Minnesota; Mississippi State University; Alcorn State University; University of Missouri; Lincoln University; Montana State University; University of Nebraska; University of Nevada; University of New Hampshire; Rutgers University; New Mexico State University; Cornell University; North Carolina State University; North Carolina A & T University; North Dakota State University; Northern Marianas College; Ohio State University; Central State University; Oklahoma State University; Langston University; Oregon State University; Pennsylvania State University; University of Puerto Rico; University of Rhode Island; Clemson University; South Carolina State University; South Dakota State University; University of Tennessee; Tennessee State University; Texas A&M University; Prairie View A & M University; Utah State University; University of Vermont; University of the Virgin Islands; Virginia Polytechnic Institute and State University; Virginia State University; Washington State University; West Virginia University; West Virginia State University; University of Wisconsin; and University of Wyoming may submit applications (as authorized in the Farm Bill). Award recipients may subcontract to organizations not eligible to apply provided the subcontracts are necessary for the conduct of the project. Failure to meet an eligibility criterion by the time of application deadline may result in the application being excluded from consideration, or, even though an application may have been reviewed, will preclude NIFA from making an award.

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

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

## PART IV—APPLICATION AND SUBMISSION INFORMATION

### A. Electronic Application Package

Submit only electronic applications 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)<sup>2</sup> 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), you must complete the one-time registration process PRIOR to submitting an application. The registration process can take as long as two weeks to complete. It is, therefore, critical to begin the process as soon as possible. To register, the AR should select “**Register**” in the top right corner of the Grants.gov web page (or go to <http://www.grants.gov/web/grants/register.html>).

#### **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 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:

**Funding Opportunity Number: USDA-NIFA-10514-EFNEPXXX-19-0001**

in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package. A Grant Application Package is tied to a particular funding opportunity. Applications must be submitted ONLY to the particular funding opportunity to which the Grant Application Package is associated. The application package also contains the “NIFA Grants.gov Application Guide.” This guide contains an

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

introduction and general Grants.gov instructions, additional information about the Grants.gov registration process, 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 (<http://www.grants.gov/web/grants/applicants.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. Eastern Time).

Have the following information available when contacting Grants.gov:

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

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

You should prepare electronic applications following Parts V and VI of the NIFA Grants.gov Application Guide. This guide is part of the corresponding application package (see Section A of this part). The following **additional information** is needed to prepare an application for this RFA. **If there is discrepancy between the two documents, the information contained in this RFA is overriding.**

**Note the attachment requirements (e.g., PDF) in Part III, Section 3 of the guide. ANY PROPOSALS THAT ARE NON-COMPLIANT WITH THE REQUIREMENTS (e.g., content format, PDF file format, file name restrictions, and no password protected files) WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW. Partial applications will be excluded from NIFA review. We will accept subsequent submissions of an application until the established deadline in the RFA (see Part V, 2.1 of the NIFA Grants.gov Application Guide for further information).**

**For any questions related to the preparation of an application**, review the NIFA Grants.gov Application Guide and the applicable RFA. If you need further assistance, contact:

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

Each grant application must contain the following:

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

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

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

Information related to the questions on this form is available in Part V, 2 of the NIFA Grants.gov Application Guide. The following are additional instructions.

Please note new instructions are included below for Field 5. The Organizational information NIFA has included in Appendix A is based on FY18 applications received for this program. If your organization intends to submit an application using information other than what appears in Appendix A, please contact us at [formulagrantsquestions@nifa.usda.gov](mailto:formulagrantsquestions@nifa.usda.gov) or (202) 401-6520 prior to submitting your application

**a. Field 1. Type of Submission** – Check “Application”

**b. Field 5. Applicant Information**

- Enter Legal Name of the Applicant as registered in the System for Awards Management which appears in the first column of Appendix A to this RFA.
- Enter Organizational DUNS as it appears in the third column of Appendix A to this RFA.
- Enter Department Name of Eligible Recipient as it appears in the second column of Appendix A to this RFA.

**c. Field 8. Type of Application** – Enter “new”

**d. Field 15. Estimated Project Funding** – For item a, enter your institution’s FY 2017 allocation as listed in Appendix A to this announcement

**e. Field 17. Complete Certification** - 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. Key Contacts Form**

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

**a. Contact 1 Project Role:** Enter the contact information for the State Extension Director or Administrator.

**b. Contact 2 Project Role:** Enter the contact information for the State EFNEP Coordinator who has direct oversight of the program.

**c. Contact 3 Project Role:** Enter the contact information for the Business Office Manager/Administrator.

**d. Contact 4 Project Role:** Enter the contact information for the person responsible for drawdowns.

### **3. Supplemental Information Form**

Information related to the questions on this form is available in Part VI, 1 of the NIFA Grants.gov Application Guide. The following are additional instructions.

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

### **4. Attachment Form**

Information related to the questions on this form is available in Part VI, 5 of the NIFA Grants.gov Application Guide. The following are additional instructions.

- a. **Felony Convictions or Tax Delinquent Status** - See Part V, Section 4.12. of the NIFA Grants.gov Application Guide for instructions regarding mandatory Felony Convictions or Tax Delinquent Status. For Capacity programs, this mandatory information must be included in the Attachment Form.

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

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

Applications must be received by Grants.gov by **5 p.m. Eastern Time on November 19, 2018.** Applications received after this deadline will normally not be considered for funding.

**In case of 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.**

Once NIFA accepts your application, you may check the status of your application in the ezFedGrants portal or by looking in Grants.gov. Please refer to the training tab on the ezFedGrants page to learn how to access ezFedGrants: <https://www.nfc.usda.gov/ezFedGrants>.

If you are not able to validate that NIFA received your application by December 19, 2018, contact the Agency Administrative Contact identified in Part VII of this RFA. Failure to do so may result in the application not being processed and funding being held. You should cite your Grants.gov tracking number on all inquiries until an award number is assigned.

### **D. Funding Restrictions**

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

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

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

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

## **E. Other Submission Requirements**

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

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

**Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)** – each applicant (unless excepted under 2 CFR § 25.110(b) or (c), or has an exception approved by the federal awarding agency under 2 CFR § 25.110(d)) is required to:

- be registered in SAM before submitting its application;
- (ii) provide a valid DUNS number in its application; and
- (iii) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency.

If you have not complied with all applicable DUNS and SAM requirements you may be considered unqualified to receive an award.

**Your SAM registration information determines your organization ID in the ezFedGrants system and the information must match your ASAP recipient DUNS and EIN.**

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

### **A. General**

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

### **B. Organizational Management Information**

Specific management information relating to an applicant shall be submitted on a one-time basis, with updates as-needed. This requirement is part of the responsibility determination prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another NIFA program. We will provide you the forms to fulfill these requirements as part of the pre-award process. Although an applicant may be eligible, there are factors that may exclude an applicant from receiving federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

## **PART VI—AWARD ADMINISTRATION**

### **A. General**

Within the limit of funds available for such purpose, the NIFA awarding official shall make grants to those responsible, eligible applicants.

### **B. Award Notice**

The notice of federal award is the authorizing document. The award document contains award provisions and other pertinent information. See Notice of Award section at <https://nifa.usda.gov/wait-notification> for further details.

### **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, those listed at <https://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 <https://nifa.usda.gov/policy-guide>.

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

Refer to Part II, C for more information.

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

Universities must provide three program documents using the Web-based Nutrition Education Evaluation and Reporting System (WebNEERS):

- EFNEP Annual Update – due July 1, 2018 for FY 2019.
- EFNEP Budget Costs and EFNEP Budget Justification based on the final allocation amounts for FY 2019 – due 45 days after the final allocations are published. The majority (51) percent or more of the total annual Federal appropriation to each university is to be used for paraprofessional personnel and their support costs. The actual due date will be announced over the EFNEP listservs.
- WebNEERS Report (university’s evaluation data for previous fiscal year (FY 2018)) – due November 1, 2018.

Instructions for submitting reporting requirements through WebNEERS are available on the EFNEP Reporting Requirements Webpage – <https://nifa.usda.gov/efnep-reporting-requirements>. If you need information about or access to WebNEERS, contact your university’s EFNEP Coordinator.

**All program-specific reporting requirements must be received and approved by NIFA program staff before quarterly funds can be released. For FY 2019:**

- EFNEP Annual Updates must be approved for first quarter and subsequent payments to be released,
- WebNEERS Reports must be approved for second quarter and subsequent payments to be released, and
- “Final” EFNEP Budget Costs and EFNEP Budget Justifications must be approved for quarterly payments to be released, specific quarter that may be held will be contingent on the publication date of the final allocation amounts. The majority (51) percent or more of the total annual Federal appropriation to each university is to be used for paraprofessional personnel and their support costs.

#### Other Requirements

Program coordinators, or their designees, are expected to: 1) fully participate in the 2.5 day National EFNEP conference held annually in the DC area; 2) actively participate in webinar and other trainings as required by the Federal Office; and 3) read and respond (if requested) in a timely manner to messages sent by the Federal Office to Program Coordinators/their designees either directly or via the National EFNEP listservs.

## **PART VII—AGENCY CONTACT**

For questions regarding EFNEP, please contact: Helen Chipman; National Program Leader, Division of Nutrition; IFSN, NIFA/USDA, Stop 2225, 1400 Independence Avenue, SW, Washington, DC 20250-2225; Telephone: (202) 720-8067; Fax: (202) 720-9366; E-mail: [hchipman@nifa.usda.gov](mailto:hchipman@nifa.usda.gov), or Mallory Koenings, Interim EFNEP Coordinator, Division of Nutrition; IFSN, NIFA/USDA, Stop 2225, 1400 Independence Avenue, SW, Washington, DC 20250-2225; Telephone: (202) 401-5286; Fax: (202) 401-4888; E-mail: [mallory.koenings@nifa.usda.gov](mailto:mallory.koenings@nifa.usda.gov).

For administrative questions relating to the completion of the grants.gov forms please contact Brenda Barnett or Allison Owens, OGFN, NIFA/USDA, Stop 2271, 1400 Independence Avenue, SW, Washington, DC 20250-2271; Telephone: (202) 401-6520; Fax: (202) 401-1804; Email [formulagrants@nifa.usda.gov](mailto:formulagrants@nifa.usda.gov).

For questions relating to REEport forms and submissions, please contact the Planning, Accountability, and Reporting Staff; Telephone: (202) 690-0009; Fax: (202) 690-0634; email [electronic@nifa.usda.gov](mailto:electronic@nifa.usda.gov) or [reeport@nifa.usda.gov](mailto:reeport@nifa.usda.gov).

For questions relating to the 5-Year Plan of Work Update or the Annual Report of Accomplishments and Results, contact Planning, Accountability, and Reporting Staff, NIFA/USDA, Stop 2213, 1400 Independence Avenue, SW, Washington, DC 20250-2213; Telephone: (202) 401-5482; Fax: (202) 720-7714; Email [pow@nifa.usda.gov](mailto:pow@nifa.usda.gov).

## **PART VIII—OTHER INFORMATION**

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

**UNITED STATES DEPARTMENT OF AGRICULTURE**

**National Institute of Food and Agriculture**

**FY 2019 Distribution of Expanded Food Nutrition Education Program (EFNEP)**

**Funding Authorized Under the Smith-Lever Act, Section 3(d)**

**Appendix A**

<b>Legal Name (From SAM)</b>	<b>Department (Eligible Institution or Department)</b>	<b>DUNS Number</b>	<b>State</b>	<b>Allocation</b>
AUBURN UNIVERSITY	Auburn University	066470972	AL	\$ 1,984,658
ALABAMA A & M UNIVERSITY	Alabama A&M University	079121448	AL	112,779
TUSKEGEE UNIVERSITY	Tuskegee University	128214178	AL	112,779
UNIVERSITY OF ALASKA FAIRBANKS	University of Alaska Fairbanks	615245164	AK	263,162
AMERICAN SAMOA COMMUNITY COLLEGE	American Samoa Comm. College	854990793	AS	103,143
UNIVERSITY OF ARIZONA	College of Agriculture	961605172	AZ	717,206
UNIVERSITY OF ARKANSAS SYSTEM	Cooperative Extension Service	039796771	AR	1,300,176
UNIVERSITY OF ARKANSAS SYSTEM	U. of Arkansas at Pine Bluff	627198211	AR	116,229
REGENTS OF THE UNIVERSITY OF CALIFORNIA, THE	Regents of the U of California	080668243	CA	3,618,605
COLORADO STATE UNIVERSITY	Colorado State University	829068126	CO	664,443
UNIVERSITY OF CONNECTICUT	University of Connecticut	614209054	CT	539,753
UNIVERSITY OF DELAWARE	University of Delaware	059007500	DE	309,680
DELAWARE STATE UNIVERSITY	Delaware State University	114337629	DE	103,034
UNIVERSITY OF THE DISTRICT OF COLUMBIA	U. of the District of Columbia	137460275	DC	110,616
UNIVERSITY OF FLORIDA	University of Florida	969663814	FL	2,237,199
FLORIDA A & M UNIVERSITY	Florida A&M University	623751831	FL	189,108
UNIVERSITY OF GEORGIA	University of Georgia	619003127	GA	2,229,473
FORT VALLEY STATE UNIVERSITY	Fort Valley State University	073459083	GA	149,505
UNIVERSITY OF GUAM	University of Guam	779908151	GU	103,871
UNIVERSITY OF HAWAII SYSTEMS	U. of Hawaii System Office	930124792	HI	347,506
REGENTS OF THE UNIVERSITY OF IDAHO	University of Idaho	075746271	ID	388,341
UNIVERSITY OF ILLINOIS	University of Illinois	041544081	IL	2,190,069
PURDUE UNIVERSITY	Purdue University	072051394	IN	1,285,875
IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY	Iowa State University	005309844	IA	959,314
KANSAS STATE UNIVERSITY	Kansas State University	929773554	KS	764,369
UNIVERSITY OF KENTUCKY	University of Kentucky	007400724	KY	1,688,296
KENTUCKY STATE UNIVERSITY	Kentucky State University	071317788	KY	123,258
LOUISIANA STATE UNIVERSITY	Louisiana State University	075050765	LA	1,870,580
SOUTHERN UNIVERSITY AGRICULTURAL & MECHANICAL COLLEGE	Southern U. and A&M College	786908579	LA	124,503
UNIVERSITY OF MAINE SYSTEM	University of Maine	186875787	ME	499,249
UNIVERSITY OF MARYLAND	U. of Maryland College AGNR	837696475	MD	911,391
UNIVERSITY OF MARYLAND	U. of Maryland Eastern Shore	082611302	MD	116,033
UNIVERSITY OF MASSACHUSETTS	U. of Massachusetts	153926712	MA	1,039,290
MICHIGAN STATE UNIVERSITY	Michigan State University	193247145	MI	1,871,075
COLLEGE OF MICRONESIA LAND GRANT PROGRAM	College of Micronesia	854812422	FM	106,469
REGENTS OF THE UNIVERSITY OF MINNESOTA	U. of Minnesota-Twin Cities	555917996	MN	1,060,784
MISSISSIPPI STATE UNIVERSITY	Mississippi State University	075461814	MS	1,719,336
ALCORN STATE UNIVERSITY EDUCATIONAL BUILDING CORPORATION, THE	Alcorn State University	075084897	MS	119,098

Legal Name (From SAM)	Department (Eligible Institution or Department)	DUNS Number	State	Allocation
UNIVERSITY OF MISSOURI SYSTEM	U. of Missouri-Columbia	153890272	MO	1,595,118
LINCOLN UNIVERSITY	Lincoln University of Missouri	071970164	MO	126,518
MONTANA STATE UNIVERSITY, INC	Montana State University	625447982	MT	382,273
BOARD OF REGENTS OF THE UNIVERSITY OF	University of Nebraska Lincoln	555456995	NE	610,899
UNIVERSITY OF NEVADA, RENO	University of Nevada-Reno	146515460	NV	293,968
UNIVERSITY SYSTEM OF NEW HAMPSHIRE	Cooperative Extension Service	964184584	NH	325,046
RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY	Rutgers State U. of New Jersey	030501568	NJ	1,141,216
NEW MEXICO STATE UNIVERSITY	New Mexico State University	173851965	NM	596,732
CORNELL UNIVERSITY, INC	Cornell University	872612445	NY	3,411,723
NORTH CAROLINA STATE UNIVERSITY	North Carolina State U.	042092122	NC	2,566,725
NORTH CAROLINA AGRICULTURAL AND TECHNICAL	North Carolina A&T State U.	071576482	NC	147,519
NORTH DAKOTA STATE UNIVERSITY	North Dakota State University	803882299	ND	420,386
NORTHERN MARIANAS COLLEGE	Northern Marianas College	854851201	MP	102,780
COOPERATIVE STATE RESEARCH, EDUCATION, AND	OSU Cooperative Ext Service	175373752	OH	2,253,271
CENTRAL STATE UNIVERSITY	Central State University	008873747	OH	151,281
OKLAHOMA STATE UNIVERSITY	Oklahoma State University	049987720	OK	1,111,422
LANGSTON UNIVERSITY	Langston University	071222780	OK	118,579
OREGON STATE UNIVERSITY	Oregon State University	053599908	OR	601,142
PENNSYLVANIA STATE UNIVERSITY, THE	Pennsylvania State University	003403953	PA	2,695,693
PUERTO RICO AGRICULTURAL EXTENSION	U. of Puerto Rico Mayaguez CES	176086184	PR	1,436,156
UNIVERSITY OF RHODE ISLAND	University of Rhode Island	144017188	RI	386,077
CLEMSON UNIVERSITY	Clemson University	042629816	SC	1,572,664
SOUTH CAROLINA STATE UNIVERSITY	South Carolina State U.	626143457	SC	123,917
SOUTH DAKOTA STATE UNIVERSITY	South Dakota State University	929929743	SD	463,247
UNIVERSITY OF TENNESSEE	U. of Tennessee Extension	134399448	TN	2,007,402
TENNESSEE STATE UNIVERSITY	Tennessee State University	108814179	TN	132,379
TEXAS A&M AGRILIFE EXTENSION SERVICE	AgriLife Extension Service	781568837	TX	4,344,704
PRAIRIE VIEW A & M UNIVERSITY	Prairie View A&M University	138170220	TX	230,591
UTAH STATE UNIVERSITY	Utah State University	072983455	UT	410,933
UNIVERSITY OF VERMONT & STATE AGRICULTURAL	University of Vermont	066811191	VT	319,524
UNIVERSITY OF THE VIRGIN ISLANDS	U. of the Virgin Islands	090003765	VI	102,508
VIRGINIA POLYTECHNIC INSTITUTE & STATE UNIVERSITY	Virginia Tech University	003137015	VA	1,723,799
VIRGINIA STATE UNIVERSITY	Virginia State University	074744624	VA	126,354
WASHINGTON STATE UNIVERSITY	Washington State University	959235664	WA	795,952
WEST VIRGINIA UNIVERSITY	West Virginia University	929332658	WV	1,019,075
WEST VIRGINIA STATE UNIVERSITY	West Virginia State University	874797876	WV	109,559
UNIVERSITY OF WISCONSIN SYSTEM	U. of Wisconsin Extension	003255648	WI	1,034,012
UNIVERSITY OF WYOMING	University of Wyoming	069690956	WY	275,921
Total Payment to States				\$67,417,320
Federal Administration				\$516,680
<b>Appropriation</b>				<b>\$67,934,000</b>