

# **Federally Recognized Tribes Extension Program - FRTEP**

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## **2017 Request for Applications (RFA)**

**Application Due Date: April 26, 2017 by 5:00 pm Eastern Time**

**Funding Amount: Approximately \$2.9 Million**



United States  
Department of  
Agriculture

National Institute  
of Food and  
Agriculture

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

**FEDERALLY RECOGNIZED TRIBES EXTENSION PROGRAM**

**INITIAL ANNOUNCEMENT**

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

**DATES:** Applications must be received by **5 p.m. Eastern Time** on April 26, 2017. 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 Federally Recognized Tribes Extension Program RFA.

**EXECUTIVE SUMMARY:** NIFA requests applications for the Federally Recognized Tribes Extension Program (FRTEP) for fiscal year (FY) 2017. The anticipated amount available for grants in FY 2017 is approximately \$2.9 million. This RFA is being released prior to the passage of an appropriations act for FY 2017. Enactment of additional continuing resolutions or an appropriations act may affect the availability or level of funding for this program. The intent and mission of this competitive grant program is to establish:

- 1) An Extension presence to promote equity in access to Extension outreach;
- 2) To provide resources to address long-standing need among Federally Recognized Tribes.

This program seeks to continue the Land Grants mission of inclusion--providing education and research-based knowledge to those who might not otherwise receive it.

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

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

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

The Secretary of Agriculture, acting through the National Institute of Food and Agriculture, shall establish appropriate extension education programs on Indian Reservations and tribal jurisdictions ([7 U.S.C. 5930](#)).

This program is listed under Section 3(d) of the Act of May 8, 1914, Smith-Lever Act, ch. 79, 38 Stat. 372, 7 U.S.C. 341 et seq. Section 7403 of the Food, Conservation, and Energy Act of 2008 (FCEA) (P.L. 110-246) amended section 3(d) of the Smith-Lever Act to require funds to be awarded competitively.

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

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

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

All FRTEP projects specifically address the goals of the Research, Education, and Economics Action Plan (REE) under Goal 7. ([USDA REE Action Plan](#))

This grant also addresses the NIFA strategic plan's ([NIFA Strategic Plan](#)) Sub-Goal 1.7.

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

#### **Main Priorities Include:**

- a. Tribal Youth and 4-H
- b. Indian Farmer and Rancher Productivity and Management
- c. Indian Community Development:
  - Economic and Workforce Development
  - Food Systems, Farm and Community Markets
  - Natural Resource Conservation and Adaptation to Environmental Changes
  - Human Nutrition and Reduction of Childhood and Adolescent Obesity
  - Indian Cultural and Language Preservation

### **Breadth of 2017 Activities:**

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

### **eXtension:**

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

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

The anticipated amount available for FRTEP grants in FY 2017 is approximately \$2.9 million. This RFA is being released prior to the passage of an appropriations act for FY2017. 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 2017, applications may be submitted to the FRTEP Program as **new applications** only.

**New application:** This is a project application new to the FRTEP Program. NIFA 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.

Applications should be submitted for a 4-year period. NIFA anticipates making these awards providing funding for the initial year and subsequent years (i.e, remaining three years) as a continuation. A continuation is an award for which an application is approved, but each year of funding is awarded on an annual basis and subject to the availability of annual appropriations and satisfactory progress. It is expected that subsequent years of the project will be at the same funding level as the first year.

### **C. Project Types**

**Single Function Extension Programs:** To conduct programs and activities that deliver science-based knowledge and informal educational programs to people, enabling them to make practical decisions. Program delivery must be community-based. Extension Projects may include related matters such as certification programs, in-service training, client recruitment and services, curriculum development, instructional materials and equipment, and innovative instructional methodologies appropriate to informal educational programs.

Programs should lead to measurable, documented changes in learning, actions, or conditions in an identified audience or stakeholder group. Programs should incorporate a wide range of relevant research as well as best practices for reaching diverse and traditional communities.

#### **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**

### **A. Eligible Applicants**

Applications may be submitted by 1862 or 1890 Land-Grant Institutions that have a Federally Recognized Tribe within their state jurisdiction. For a state-by-state listing of Indian tribes or groups that are federally recognized, see <http://www.ncsl.org/research/state-tribal-institute/list-of-federal-and-state-recognized-tribes.aspx>.

Failure to meet an eligibility criterion by the application deadline will result in the application being excluded from consideration or, even though an application may be reviewed, will preclude NIFA from making an award.

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

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

NIFA does not require matching support for this program and matching resources will not be factored into the review process as evaluation criteria.

## **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

#### **Funding Opportunity Number: USDA-NIFA-SLBCD-006265**

From the search result, click “Select Package” to access the application package. 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 (<http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html>). Grants.gov assistance is also available at:

Grants.gov customer support

800-518-4726 Toll-Free or 606-545-5035

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

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

Grants.gov iPortal (see <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>):

Top 10 requested help topics (FAQs), Searchable knowledge base, self-service ticketing and ticket status, and live web chat (available 7 a.m. - 9 p.m. EST).

Have the following information available when contacting Grants.gov:

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

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

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

**Note the attachment requirements (e.g., PDF) in Part III, Section 3 of the guide. ANY PROPOSALS THAT ARE NON-COMPLIANT WITH THE REQUIREMENTS (e.g., content format, PDF file format, file name restrictions, and no password protected files) WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW. Grants.gov does not check for NIFA required attachments or whether attachments are in PDF format; see Part III, Section 6.1 of the guide for how to check the manifest of submitted files. Partial applications will be excluded from NIFA review. We will accept subsequent submissions of an application until close of business on the closing date in the RFA (see Part V, 2.1 of the NIFA Grants.gov Application Guide for further information).**

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

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

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

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

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

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

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

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

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

**PDF Attachment. One page limit.** As noted in Part V. section 4.7 of the NIFA Grants.gov Application Guide, there are instructions including a suggested template for your use. The summary also should include the following in the order listed below:

- 1) Names and Titles of any Extension Educators, agents or assistants other than the PD.
- 2) Indicate the priority area (s) Tribal youth, farmer rancher, and human nutrition etc., list as many as appropriate.
- 3) Give a brief overview of proposed project – goals and objectives, intended outcomes, etc.

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

NOTE: The Project Narrative shall not exceed 18 pages using single-spaced with 1.15 or 1.5 line spacing format. This maximum (18 pages) has been established to ensure fair and equitable competition. The Project Narrative must include all of the following sections using the **section titles in bold text**.

- 1) **Opportunity Statement:** Three to five sentences that succinctly answer two questions:
  - a) What will the tribe or community gain over four years if funded?
  - b) What opportunity will be lost to the tribe or community if not funded?
- 2) **Current State of Extension Services:** Outline your existing Extension efforts with the applicable Federally Recognized Tribe (s). This section should not exceed one page and address your relationship with the tribe(s), the type of initiatives undertaken (tribal youth, agriculture, etc.), approximate length of time of each initiative, the amount of resources already devoted to the initiative, and any programmatic inroads or impacts that you have encountered. If possible, this section should indicate the level of trust the Tribe has in your institution along with documentation to support your assertion. Also include your level of appropriate personnel, Extension curricula, cultural awareness that you can bring to a FRTEP effort. This should not be a report nor a list of specific activities of existing programs.

**3) Overall Extension Outreach Strategy:**

**Goals and Objectives:**

- a) Outline the medium-term goals and supporting objectives of the proposed program that determine the program direction.
- b) Provide sufficient data to support the goals and objectives of the program direction. Indicate the level of importance in accomplishing objectives.

**4) Stakeholder Input:**

- a) Describe the stakeholder input strategy that was followed or plan to be followed and how that information was or will be used to guide program objectives and implementation.

Describe the process of Tribal or Reservation government consultation on the proposed program, provide information to support the level of cooperation and enthusiasm applicable Tribe(s) have in the prospective program and objectives, and demonstrate that the Land Grant and Tribes have agreed on a shared set of priorities, objectives and activities (See c. Field 12. Other Attachments on MOU).

**5) Program Priorities:**

- a) List the focus (i.e., priority) of the program (Tribal Youth, Farmers/Ranchers, etc.).
- b) If there are multiple priorities, indicate the proposed percentage of time the overall project will dedicate to each priority.
- c) For each priority, provide a rationale for choosing it, describe the problem to be solved or opportunity to be had, and how it fits into a unified extension strategy. The priority(ies) must be Tribal centric.
- d) Describe the ‘target audience’ who – specifically – is intended to benefit directly from this program and what other indirect audiences are likely to benefit.
- e) List the Tribal and Cooperative Extension resources (including financial assistance) available to implement the proposed program. Discuss if these resources combined with the requested amount is sufficient and appropriate to accomplish the proposed program.

**6) Extension Activities and Timeline:**

List the activities being proposed and outputs expected for each activity. Indicate who will undertake the activity, an anticipated timeframe for starting and completing each activity along with what measures will be used to determine success. This should be in a table format by year with emphasis on the first year.

- 7) **Outputs and Outcomes:** Identify and describe short- and medium-term outcomes the requested funding will help to achieve. Explain how programmatic activities will help to achieve these outcomes. Outcomes must be measurable and quantifiable. Qualitative evidence to support progress toward the goals and objectives may also be used.

Describe possible challenges facing your proposed program and how you plan to address those challenges.

**The FRTEP Extension Planning Model:** ([Logic Model Builder Site](#))

This is a suggested resource for developing the overall extension strategy. A specific Planning Model document may be submitted as an attached PDF to Field 12 Other Attachments, but is not required.

- 8) **Annual Assessment:** Describe an annual assessment process for progress toward completing the 4-year objectives. It should be structured to determine what is working, what is not working and what needs to be adjusted or changed. It can also be used in the 4-year program evaluation and in annual reporting to NIFA.

9) **Program 4-Year Measurement of Success:**

Include a performance measurement plan that clearly indicates how progress towards achieving each program goal and objective will be measured, the project's most significant successes, and explains the methods by which those successes will be measured. Be as specific as possible in describing the linkages among activities and changes in participant knowledge, awareness, competency, finances and behavior or changes in condition.

A final four-year program assessment is required. This comprehensive plan is to be in place with the application or finalized within the first quarter of the award start date. A specific evaluator need not be identified at the time of application submission. Regardless of the methodology chosen, NIFA will require a report, in addition to a final REEport submission, that assesses the FRTEP 4-year program against the following framework measures:

- i. Amount of resources (dollar, personnel and in-kind) leveraged from the Tribe and the applicant institution.
- ii. Amount of resources (dollar, personnel and in-kind) leveraged from Federal or state entities as a direct result of the FRTEP program.
- iii. Measure the growth in extension program personnel who were able to contribute to the project as a direct result of other University, Tribal, Federal and non-federal resources leveraged through or by your FRTEP program. (Office assistants, part-time educators, tribal department personnel, NGOs etc.).

- iv. List the extension collaborations with other Land Grant Institutions or other institutions with an extension capability (1994s, etc.) and the strengths and challenges of each collaboration.
- v. What type of unanticipated ‘emerging need’ arose that required a program commitment (natural disasters, community emergencies, individual emergencies, etc.) and how was the FRTEP office able to respond?
- vi. Percentage of the annual FRTEP award going toward salaries and benefits.
- vii. Indicate the size of the tribe(s) or Reservation or portion of the Reservation (total population and total land area). Provide a measure of the portion of those who were generally exposed to the FRTEP activity and the number or portion of those who received or participated in program activities that have led to changes in their situation, behavior or economic activity, (percent or actual number).
- viii. If applicable, what economic benefits to the community or individuals were achieved as a result of program activities?
- ix. What was the most effective extension outreach methodology employed over the 4-years (demonstration projects, in-person workshops or trainings, printed material, radio or television spots, social media/electronic distribution, community fairs, youth clubs, farmer/rancher organizations, Extension Specialist visits, etc.)?
- x. If applicable, briefly describe any unexpected/unplanned outcomes that resulted from your project.
- xi. Provide a short qualitative paragraph of the one thing that was accomplished that the PD or Extension Educator is most proud of.

A sample matrix will be available for reporting on these framework measures prior to the end of the first year. This 4-year assessment will be a critical component of the next 4-year FRTEP competition.

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

See Part V. Section 4.12 of the NIFA Grants.gov Application Guide (Field 12 on the form) for instructions regarding mandatory Felony Convictions or Tax Delinquent Status. The following are additional instructions.

- 1) **Memorandum of Understanding – MOU: Required.** Applicants must submit an MOU signed by the submitting university and collaborating tribal government. The MOU must include signatures (including name and title) of the responsible tribal or university entity authorized to approve of the proposed FRTEP program and be able to commit to any agreed upon resources, an understanding of the proposed program, agreement with proposed activities, level of committed resources, and responsibilities of each party. The level of contributions by either side to the success of the FRTEP program – office space, transportation, utilities, staff time, financial support, professional development, etc. should be specific.

A sample MOU template link is on the FRTEP web page – [FRTEP Web Link](#). Other formats are acceptable. If final signatures are not available at the time of application submission, the draft MOU must be submitted along with any correspondence relating to the request for signatures and an estimated timeframe for final MOU. **NIFA will not make an award or release funds to a successful application that does not have a finalized MOU.**

3. **Letters of Support:** Signed letters of support from other tribal departments, cooperating institutions, state or federal agency representatives, community members or NGO organizations are encouraged. Letters should indicate an understanding of the proposed program and outline any agreed-upon level of involvement or commitment of resources.
4. **Additional Collaborative Arrangements.** In addition to the MOU and letters of support, other partners may be required. If it will be necessary to enter into formal consulting or contractual arrangements with others, such arrangements should be fully explained and justified in the proposal and budget narrative. If the consultant(s) or collaborator(s) are known at the time of application, a vitae or resume should be provided. In addition, evidence (e.g., letter of support and/or letter of intent) should be provided showing that that the collaborators involved have agreed to render these services. The applicant also will be required to provide additional information on consultants and collaborators, and their role in supporting specific project objectives, in the budget portion of the application.

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

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

**5. R&R Personal Data** – As noted in Part V, 6 of the NIFA Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award. Part V.6 also notes the importance and use of the information.

#### **6. R&R Budget**

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

**Applications must contain an annual budget for each year of the project and a cumulative budget.**

The initial year of funding (FY 2017) is to be used as the basis for proposing the budget for years two through four, therefore, subsequent yearly funding requests (and budgets) must not exceed the amount requested for the first year.

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

All budget categories must be individually listed (with costs) in the same order as the yearly budget and justified, see Field K below. Information related to the R&R Budget is found in Part V, 6. of the NIFA Grants.gov Application Guide.

**Field K. Budget Justification – Required. PDF Attachment. No Page Limit.** Title the attachment as ‘Budget Justification’ in the document header and save file as ‘Budget Justification’. If sub-contractual arrangements are included in the application, these arrangements should be fully explained and justified. Refer to Part V, 7, of the NIFA Grants.gov Application Guide for instructions on completing

**Each Sub-award recipient, if any, must also provide an annual budget for each year of the project and a cumulative budget along with a budget justification.**

The rate of pay for any consultant must be included, if known at the time of application. For each arrangement involving the transfer of substantive programmatic work or the provision of financial assistance to a third party, a proposed statement of work and a budget must be supplied. In multi-State/territory applications, a Budget and Budget Narrative must be included for each State/territory involved. The lead State/territory and each participating State/territory must be identified.

#### **7. Supplemental Information Form**

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 “FRTEP”) and the program code (i.e., enter “LP”). Note that accurate entry of the program code is very important for proper and timely processing of an application.
- b. Field 8. Conflict of Interest List.** See Part VI, 1.8 of the NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

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

We recommend that you conduct an administrative review of the application before submission of it via Grants.gov to ensure that it complies with all preparation instructions. An application

checklist is included in Part VII of the NIFA Grants.gov Application Guide to assist with this review.

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

Applications must be received by Grants.gov by **5 p.m. Eastern Time on April 26, 2017**. 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.**

NIFA will send email correspondence to the Authorized Representative (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 application due date, 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. Project Duration**

The period of performance for this program is five (5) years. This means that after five (5) years, the effective date of this award, any funds remaining in the ASAP account will be returned to the U.S. Treasury.

*Note: Projects funded under FRTEP in 2013 cannot be extended beyond June 30, 2018.*

#### **E. Funding Restrictions**

The following costs are **not permitted (this list is not all inclusive)**:

- Indirect costs;
- Entertainment including tickets to shows or sporting events;
- Meals (except to maintain the continuity of a meeting transmitting technical information);
- Alcoholic beverages;
- Costs associated with banquets and award ceremonies;
- Awards and Certificates of Achievement;
- Expenses not directly related to the program – child care services, kitchen help, etc;
- Renovation and refurbishment of research, extension and education space and

- Tuition remission.

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

#### **F. Oher 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**

NIFA will evaluate each application in a two-part process. First, applications are screened to ensure that it meets the administrative requirements as set forth in this RFA. Second, a peer review panel will evaluate applications that meet the administrative requirements.

Reviewers are selected based upon their training and experience in relevant extension, education or scientific fields and their knowledge and experience with Indian Country. The following factors are also considered:

- the need to include reviewers who can judge the effective usefulness of each application to tribal communities, Indian farmers and ranchers and tribal youth programmers.
- 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.

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

FRTEP reserves the right to negotiate with the PD and 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.

NIFA will send copies of summary reviews that include panel comments and recommendations for improvement after the review process has been completed. This will *not* include the identity of the panel reviewers.

## B. Evaluation Criteria

We will use the evaluation criteria below to review applications submitted in response to this RFA. Evaluations will consider the extent to which the applications provides support for and meets the below criteria; or the extent to which the application includes information on and/or addresses the following:

| <b>Evaluation Criteria</b>  | <b>Points</b> |
|---|---------------|
| Opportunity Statement   | 5             |
| Current State of Extension Services                                   | 10            |
| Goals and Objectives  | 10            |
| Stakeholder, Tribal and Community Input + MOU & Letters               | 10            |
| Program Priorities  | 15            |
| Activities and Time-Line  | 10            |
| Outputs and Outcomes  | 10            |
| Annual Assessment Process   | 5             |
| 4-Year Measurement of Success Plan                                    | 10            |
| Budget and Budget Justification                                       | 5             |
| Quality (presentation, clarity, editing, organization) of Application | 5             |
| Overall Evidence of an Impactful 4-Year Extension Program             | 5             |
|   |               |

**Application Evaluation Questions pertaining to the Evaluation Criteria (see the language in the Project Narrative for more detail:**

### 1. Opportunity Statement:

- Is there a concise and relevant statement answering both questions?

### 2. Current State of Extension Services:

- Is there sufficient evidence that an existing Extension presence exists?
- Is there sufficient evidence that the applicant has met with Tribal leadership and secured buy-in to that presence?
- Is there acknowledgement of a working relationship with the Tribe?
- Is there enough Extension work to build a solid Extension effort as outlined in the application?

### 3. Goals and Objectives:

- Are the goals and objectives clearly stated?
- Is there sufficient data to justify the goals and objectives?

**4. Stakeholder, Tribal and Community Input:**

- Is there a broad university, tribal and community input to the proposed program?
- Is there a signed MOU between the tribal government and applicant?
- Does the MOU clearly state both sides of the agreement and agreement on resources or activities being proposed?
- If MOU in process, is there enough to demonstrate a thorough attempt at a signed document?

**5. Program Priorities:**

- Are the priorities listed and explained with time percentages?
- Do the priorities relate to the needs of the tribe, have a strong correlation with proposed activities and support the overall extension strategy?
- Is the ‘target audience clearly identified and is there evidence of sufficient resources to undertake the activities?

**6. Activities and Time-Line:**

- Is there a table indicating clear major activities, a responsible person for each, brief measures for success and a time-frame for starting and completing each major activity?
- Is the year-one activities in more detail but evidence of a 4-year plan?

**7. Outputs and Outcomes:**

- Are the listed outputs and outcomes clear and linked to the activities?
- Is there evidence that they are easily measured?
- Is there evidence that short and medium term outcomes have been thought through?
- Are challenges mentioned and treated in the narrative?

**8. Annual Assessment Process:**

- Is there a plan for or treatment of how an annual assessment will be carried out?

**9. 4-Year Measurement of Success Plan:**

- Is there a solid performance measurement plan?
- Does it reference proposed changes in participant knowledge, awareness, competency, finances, behavior or changes in condition as to how they will be measured?

**10. Budget and Budget Justification:**

- Is there four-year budget, cumulative budget and a budget justification?

**11. Quality of Application – Clarity, Editing and Organization:**

- Is the application free of errors, clearly written and organized?

**12. Overall Evidence of an Impactful 4-Year Extension Program:**

- Does the overall application communicate the potential for an impactful 4-year extension program?

### **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 FRTEP 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, those, if any, will be identified in the award.

## **PART VII—AGENCY CONTACT**

Applicants and other interested parties are encouraged to contact:

Programmatic Contact -

**Tim Grosser**

National Program Leader

National Institute of Food and Agriculture

U.S. Department of Agriculture

Phone: 202-690-0402

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

Administrative Contact –

**Susan Bowman**

Branch Chief, Awards Management Division

National Institute of Food and Agriculture

U.S. Department of Agriculture

Phone: 202-401-4324

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

## **PART VIII—OTHER INFORMATION**

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

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

Unless the terms and conditions of the award state otherwise, awardees may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of award funds.

#### **2. Changes in Budget or Project Plans**

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

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

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

## **B. Confidential Aspects of Applications and Awards**

When an application results in an award, it becomes a part of the record of NIFA transactions, available to the public upon specific request. Information that the Secretary of Agriculture determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. We will retain for three years a copy of an application that does not result in an award. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

## **C. Regulatory Information**

For the reasons set forth in the final Rule related Notice to 2 CFR Part 415, Subpart C, this program is excluded from the scope of the Executive Order 12372, which requires intergovernmental consultation with state and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. Chapter 35), the collection of information requirements contained in this notice have been approved under OMB Document No. 0524-0039.

## **D. Definitions**

Please 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**

FRTEP program information is available on the NIFA website at <https://nifa.usda.gov/funding-opportunity/federally-recognized-tribes-extension-program-frtep-formerly-extension-indian>