

# **Tribal Colleges Extension Program: Special Emphasis**

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## **FY 2014 Request for Applications**

**Application Due Date: May 9, 2014 by 5:00 pm Eastern Time**

**Catalog of Federal Domestic Assistance (CFDA) 10.500**

**Program Name Code: TCEP**

**Program Code: NK**

**Funding Opportunity Number: USDA-NIFA-SLBCD-004512**



**U.S. Department of Agriculture**

**National Institute of Food and Agriculture**

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

**TRIBAL COLLEGES EXTENSION PROGRAM: SPECIAL EMPHASIS**

**INITIAL ANNOUNCEMENT**

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

**DATES:** Tribal Colleges Extension Program: Special Emphasis (TCEP-SE) Applications must be received by **5:00 p.m. Eastern Time on May 9, 2014**. 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 6 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 the 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 written stakeholder comments by the deadline set forth in the DATES portion of this Notice to: Policy and Oversight Division; Office of Grants and Financial Management; National Institute of Food and Agriculture; USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: [Policy@nifa.usda.gov](mailto:Policy@nifa.usda.gov). (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the Tribal Colleges Extension Program: Special Emphasis (TCEP-SE) RFA.

**EXECUTIVE SUMMARY:**

NIFA requests applications for the Tribal Colleges Extension Program: Special Emphasis (TCEP-SE) for fiscal year (FY) 2014 to provide funding for the 1994 Land-Grant Institutions to conduct non-formal education and outreach activities to help meet the needs of Native American people.

Pursuant to H.R. 3547, the Consolidated Appropriations Act, 2014, the amount available to support this program in FY 2014 is approximately **\$800,000**.

This notice identifies the objectives for Tribal Colleges Extension Program: Special Emphasis (TCEP-SE) projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a TCEP: Special Emphasis grant.

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

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

This program is authorized under Section 534(b) of the Equity in Educational Land-Grant Status Act of 1994 (7 U.S.C. 301 note), as amended by the Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA) (7 U.S.C. 7601). This section amends Section 3 of the Act of May 8, 1914 (Smith-Lever Act) (7 U.S.C. 341 et seq.), as amended. Under this authority, appropriated funds are to be awarded to the 1994 Land-Grant Institutions (hereinafter referred to as 1994 Institutions) for Extension work and funds are to be distributed on the basis of a competitive application and review process.

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

The purpose of the Tribal Colleges Extension Program: Special Emphasis (TCEP-SE) grant opportunity is to support additional outreach programs at 1994 institutions that:

- Have identified additional program need not covered by Extension Capacity funding;
- Have a 1994 Extension Office or capability that will support an additional program initiative; and/or
- Can identify expertise, either 1994 or otherwise, that can be harnessed to implement a new program.

TCEP-SE will support similar program initiatives that Extension Capacity supports plus any other outreach initiative that is well supported by an Extension Capacity needs assessment. It should also be highly stakeholder driven, help build institutional outreach capacity and have a likelihood of measurable success. TCEP-SE programs should be coordinated out of the Extension Capacity Office but may be independent outreach initiatives.

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

TCEP-SE encourages projects that develop content and programs suitable for delivery through the Cooperative Extension System's eXtension Initiative. You may use funds to contribute to existing Communities of Practice (CoP) or to form a new CoP focused on TCEP-SE purposes and priorities. Projects must align with the eXtension vision, mission, and values. You must have a letter of acknowledgement from eXtension; you may also need a letter of support from one or more of the Communities of Practice. For detailed guidance on how to partner with eXtension, go to <http://create.extension.org/node/2057>.

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

The amount available for NIFA support of this program in FY 2014 is approximately \$800,000; which has set aside for Special Emphasis awards. There is no commitment by USDA to fund any particular application or to make a specific number of awards.

FY 2014 TCEP: Special Emphasis (TCEP-SE) projects will represent new two-year continuation awards. Applications submitted to NIFA may request up to \$85,000 for each of the two years; or up to a \$170,000 total for the entire project period. However, funds for the second year are contingent upon satisfactory progress and availability of funds.

There is no limit on the number of applications that will be accepted from each 1994 institution. NIFA will however, award no more than two TCEP-SE awards to any one 1994 under this RFA. Tribal Colleges Extension Program: Capacity awards will not count against the number of TCEP-SE awards that can be made – meaning that a 1994 can get one TCEP: Capacity and up to two TCEP-SE awards in FY 2014.

Awards issued as a result of this RFA will have designated the Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury’s Financial Management Service, as the payment system for funds. For more information see [http://www.nifa.usda.gov/business/method\\_of\\_payment.html](http://www.nifa.usda.gov/business/method_of_payment.html).

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

**New application.** This is a project application that has not been previously submitted to the TCEP-SE Program. We will review all new applications competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

TCEP-SE applications should be listed as ‘New’ on the grants.gov form.

This Request for Applications (RFA) supports the Tribal College Extension Program: Special Emphasis (TCEP-SE) grant opportunity offered to eligible 1994 Land Grant Institutions. This grant opportunity is offered as a two-year continuation award.

### **C. Project Types**

#### **Single Function Extension Projects**

The TCEP: Special Emphasis (TCEP-SE) program is a two-year continuation grant. The funding will help support a multi-functional, multi-disciplined Extension effort within the 1994 to serve a range of community members. Program delivery should focus on the Reservation or Tribe and should support community-based programs which may include face-to-face interaction, workshops, electronic, radio or print communications. Applicants are responsible for creating the

right combination of programs to address their stakeholders' needs. Extension Projects may also 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.

TCEP-SE Projects address one or more of the following key strategic actions:

- a. Promote cultural and language preservation and education;
- b. Support informal education to increase food and agricultural science literacy;
- c. Develop new applications of instructional tools that can effectively reach tribal audiences with the goal of promoting tribal sovereignty and security; and/or
- d. Develop programs that increase tribal community knowledge and engagement leading to actions that protect or enhance the reservation and tribal food supply, agricultural productivity, environmental quality, community vitality, and/or public health and well-being.

These projects should lead to measurable, documented changes in learning, actions, or conditions in an identified audience or stakeholder group. These projects should strive to synthesize and incorporate a wide range of the latest research results and thinking from both western science and traditional and native science.

### **Stakeholder Input Plan**

As TCEP-SE funds informal outreach education at the community level, gathering input from stakeholders is critical, and will guide project development. This will help guide the Project Director (PD) to tailor activities to their stakeholder needs. (See field 12 of this RFA.)

This report is not to exceed one page and must contain the following:

- A statement on the process used to identify individuals and groups who are stakeholders
- Highlights of the input these stakeholders provided
- A statement of how collected input was considered
- A plan for gaining feedback from stakeholders as the project unfolds

For additional guidance regarding former TCEP: Special Emphasis projects you may utilize the CRIS database: <http://cris.csrees.usda.gov/cgi-bin/starfinder/0?path=crisassist.txt&id=anon&pass=&OK=OK> and search under topic headings of interest to your stakeholders. Also review the Journal of Extension <http://www.joe.org/> for further insights on how others have addressed concerns similar to those of your stakeholders.

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Applications may be submitted by any 1994 Land Grant that was authorized as such prior to the passage of the Agricultural Act of 2014. Applicant institutions must also be accredited or in the process of renewing accreditation status.

Award recipients may subcontract to organizations not eligible to apply provided such organizations 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 be reviewed, will preclude NIFA from making an award.

### **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 an overview of the Grants.gov application process see <http://www.grants.gov/web/grants/applicants/grant-application-process.html>.

#### **New Users of Grants.gov**

Prior to preparing an application, we recommend that the PD/PI first contact an Authorized Representative (AR, also referred to as Authorized Organizational Representative or AOR) to determine if the organization is prepared to submit electronic applications through Grants.gov. If 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 2 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.** Item 2. below mentions the “NIFA Grants.gov Application Guide.” Part II.1. of the NIFA Grants.gov Application Guide contains additional explanatory language regarding the registration process.

#### **Steps to Obtain Application Package Materials**

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/support/technical-support/software/adobe-reader-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/apply-for-grants.html>. Under Step 1 click on “Download a Grant Application Package,” and enter the funding opportunity number **USDA-NIFA-SLBCD-004512** in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

Contained within the application package is the “NIFA Grants.gov Application Guide.” 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-resources.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: 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. ET). Get help now!

Have the following information available when contacting Grants.gov:

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

See <http://www.nifa.usda.gov/funding/electronic.html> for additional resources for applying electronically.

## **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** needed 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. 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).**

**Grants.gov provides online tools to assist if you do not own PDF-generating software. You will find PDF conversion software at <http://test.grants.gov/web/grants/support/technical-support/software/pdf-conversion-software.html>.**

**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. ET, 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.

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

Information related to the questions on this form is dealt with in detail in Part V, 3. of the NIFA Grants.gov Application Guide.

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

Information related to the questions on this form is dealt with in detail in Part V, 4. of the NIFA Grants.gov Application Guide.

**a. Field 7. Project Summary/Abstract.** The summary should also include the relevance of the project to the goals of **TCEP-SE**. See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

1. The summary should not exceed 250 words;
2. Include the names and affiliated organizations of all PDs and Co-PDs;
3. Give the title of the project. Be sure the words “Special Emphasis” are included;
4. List which of the area(s) you will be addressing:
  - Agriculture
  - Tribal Youth and 4-H
  - Leadership Development
  - Conservation of Natural Resources and Land Issues
  - Family and Consumer Science, Health and Nutrition and/or
  - Economic Development; and
5. Include the following chart – complete and cut and paste this chart into the Summary:

<b>Primary project need or strategy area/goal used (check all that apply):</b>	
Scholarship/fellowship	<input type="checkbox"/>
Instructional delivery system	<input type="checkbox"/>
Curricula design	<input type="checkbox"/>
Faculty development	<input type="checkbox"/>
Student recruitment/retention	<input type="checkbox"/>
Teaching methodology or student experiential learning	<input type="checkbox"/>
Instrumentation for teaching	<input type="checkbox"/>
<b>Primary Farm Bill Priority Area targeted by the project (check all that apply):</b>	
Plant Health and Plant Production	<input type="checkbox"/>
Animal Health and Animal Production	<input type="checkbox"/>

Renewable Energy, Natural Resources, and Environment	<input type="checkbox"/>
Food Safety, Nutrition, and Health	<input type="checkbox"/>
Agriculture Systems and Technology	<input type="checkbox"/>
Agriculture Economics and Rural Communities	<input type="checkbox"/>
<b>Primary project discipline or field of study targeted: (May list from above)</b>	<b>PRIMARY FIELD OF STUDY:</b>
<b>Total anticipated number of students to be served by the project.</b> Include those participating in a learning opportunity, using the developed curriculum or instrumentation, scholarship/fellowships, etc.	<b>TOTAL NUMBER OF STUDENTS:</b>

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

The Project Narrative for TCEP: Special Emphasis (TCEP-SE) projects shall not exceed eight pages of written text regardless of whether it is single or double spaced (including figures and tables). We have established this maximum of 8 pages to ensure fair and equitable competition.

The TCEP-SE Project Narrative must include all of the following:

- 1) The Extension Special Emphasis Approach: Indicate the degree to which this project supports the vision or mission of the 1994 Extension Office. Describe how this project supports the overall goals and objectives of the college. If applicable, describe how the proposed Extension project fits into the larger Land Grant Mission of Research, Education and Extension;
- 2) Extension Plan and Timeline: Outline the specific activities that will be implemented and a timeline that indicates the start dates, personnel responsible for each activity and expected outcomes. A table may be used to show the timeline;
- 3) Community and Audience Analysis: Provide evidence that the PD or Extension Educator has met with the PD of the Capacity Extension Office, Tribal representatives, stakeholders or an advisory group or otherwise show that the proposed outreach undertaking is consistent with institution, tribal and community goals and objectives. Demonstrate that the proposed outreach program is constructed in such a way as to have a realistic likelihood of being successful and impactful;
- 4) Project Review and Evaluation: Include an evaluation plan. Indicate how success will be determined and the methods, quantitative metrics and stories employed. It should be an assessment of how the project was conducted in addition to the project's value to stakeholders and the likelihood of this effort being continued after the grant expires;
- 5) Collaborative Relationships: Detail any collaborative work or plans for cooperation with a FRTEP office, 1862 cooperative extension, Tribal outreach offices or other entities; and

- 6) **Logic Model:** A logic model is strongly encouraged. It can be used as a planning tool and submitted as a separate PDF attachment – Field 12, Other Attachments.

**Field 9. Bibliography & Cited References - (Must be in PDF format)**

Provide a complete list of all references cited in the application. **For each reference provide the full name of each author, year of the publication, full title of the article, name of the journal or book published, volume, and page numbers.** The references should be listed in alphabetical order by author.

NOTE: Adding research to support your proposal concept is recommended. If you do reference peer-reviewed articles, be sure to cite the material in your bibliography. In using scientific and educational journals, the citation should support your concepts in a meaningful way.

**Field 10. Facilities & Other Resources - (Optional Attachment – Must be in PDF format)**

If needed, describe the types, location, and availability of instrumentation and physical facilities necessary to carry out the work proposed. **If special academic, private or government laboratories or facilities are being used, include a letter in the application from the authorized representative of the facility describing the proposed arrangements and availability.** This letter should be included as a part of Other Attachments, see Field 12 below.

**Field 11. Equipment Documentation - (Optional Attachment – Must be in PDF format)**

Equipment purchased (defined as in excess of \$5,000 for each item) must be fully justified under this section. Note: Equipment, as previously defined, is normally not funded in this grant. Other purchases (e.g., computers, laboratory materials, etc.) are described in the Budget Justification section under the ‘Materials and Supplies’ line item.

**c. Other Attachments (Field 12. on the Form). Must be attached as a PDF file**

- **Stakeholder Input Plan** - Save the file as “StakeholderPlan”;
- **Logic Model** - if included, save as “LogicModel”;
- **Table of Progress** – Capacity PD will submit – not required under this RFA;
- **Facilities Letter** – Capacity PD will submit – not required under this RFA;

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

Information related to the questions on this form is dealt with in detail in Part V, 5. of the NIFA Grants.gov Application Guide. Part V, 5. of the NIFA Grants.gov Application Guide includes information about the individuals for which a Senior/Key Person Profile must be completed, 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.

**6. R&R Budget**

Information related to the questions on this form is dealt with in detail in Part V, 7. of the NIFA Grants.gov Application Guide. Proposals should include a budget page for each year of the grant (up to \$85,000 per year), plus a cumulative budget.

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

**Reminders:**

- *Applications require a budget for each year of funding;*
- *Applications must include a cumulative budget;*
- *Applications must include a budget narrative justifying proposed expenditures for each year; and*
- *Use this on-line tutorial to answer budget questions*  
<http://nifa-connect.nifa.usda.gov/budget/>.

**7. Supplemental Information Form**

Information related to the questions on this form is dealt with in detail in Part VI, 1. of the NIFA Grants.gov Application Guide.

**a. Field 2. Program to which you are applying.**

Enter the program name code - **TCEP** and the program code **NK**.

Use **UPPER CASE** for these codes.

**b. Field 8. Conflict of Interest List.** See Part VI, 1.8 of the NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

**C. Submission Dates and Times**

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

**Applications must be received by Grants.gov by COB on May 9, 2014 (5 p.m. Eastern Time).**

Applications received after this due date and time will normally not be considered.

**If you have trouble submitting an application to Grants.gov, you should FIRST contact the Grants.gov Help Desk to resolve any problems. Keep a record of any such correspondence. See Part IV. A. for Grants.gov contact information.**

We send email correspondence to the AR regarding the status of submitted applications. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

If the AR has not received correspondence **from NIFA** regarding a submitted application within 30 days of the established deadline, contact the Agency Programmatic Contact identified in Part VII of the applicable 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, this number should be cited on all future correspondence. This follow up is essential to ensure the proposal will be reviewed at panel.**

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

**Indirect costs are unallowable** and no funds will be approved for this purpose. Costs that are a part of the institution's indirect cost pool may not be reclassified as direct costs for the purpose of making them allowable.

The use of grant funds to plan, acquire, or construct a building or facility, or to acquire land, is not allowed under this program. With prior approval, in accordance with the cost principles set forth in OMB Circular No. A-21, grant funds may be used to purchase equipment, or for improvements, alterations, renovations, or repairs to land, buildings, or equipment, deemed necessary to retrofit existing spaces and resources in order to carry out a funded project under this grant. However, requests to use grant funds for such purposes must demonstrate that such expenditures are not the primary purpose for which the grant request is made. No more than twenty-five percent of the project budget may be used to purchase equipment. Any equipment purchased with Federal funds is the property of the grantee or the sub-grantee, as appropriate.

Award funds are intended to be used to support activities and expenses set forth in this application. TCEP-SE funds may not be used to fund activities associated with the 1994 Equity education and Research awards.

In addition, the following costs, although not all-inclusive, **are not permitted**:

- Entertainment;
- Meals (except when provided to maintain the continuity of a meeting);
- Tickets to shows or sporting events;
- Alcoholic beverages;
- Costs associated with banquets and award ceremonies; and/or
- Incentives.

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

**You should follow the submission requirements noted in Part IV, section 1.9 in the document entitled “NIFA Grants.gov Application Guide.”**

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

## PART V—APPLICATION REVIEW REQUIREMENTS

### A. General

We evaluate each application in a 2-part process. First, we screen each application to ensure that it meets the administrative requirements as set forth in this RFA. Second, a review panel will technically evaluate applications that meet these requirements.

Reviewers will be selected based upon their knowledge of Indian Country and expertise in project focus area(s) as submitted in the application.

### B. Evaluation Criteria

The evaluation criteria below will be used in reviewing TCEP: Special Emphasis applications in response to this RFA:

<b>Tribal Colleges Extension: Special Emphasis Criteria</b>	<b>Points</b>
Extension: Special Emphasis Plan and Timeline	30
Project Review and Evaluation	20
Community and Audience Analysis	15
Budget and Budget Narrative	10
Extension: Special Emphasis Approach	10
Collaborative Relationships	10
Quality of Application and Clarity of Writing	5

- 1) Extension Special Emphasis Plan and Timeline: Plan should be well thought out, detailed to indicate that the activities proposed show evidence of thoughtful planning and are realistic in scope. Plan should be designed for measurable impacts and be targeted for a change in target audience. Timeline should be simple and clear with monthly or quarterly activities and responsible personnel.
- 2) Project Review and Evaluation: Evaluation plan should be clear and indicate methods and metrics to be measured. Plan should indicate an evaluator who has some experience with project review and evaluation. Plan should be an assessment of how the project was conducted in addition to the project's value to stakeholders and the likelihood of this effort being continued after the grant expires.
- 3) Community and Audience Analysis: There should be evidence that the PD or Extension Educator has met with the PD of the Capacity Extension Office, Tribal representatives, stakeholders or an advisory group or otherwise show that the proposed outreach undertaking is consistent with institution, tribal and community goals and objectives. Evidence of thought as to how stakeholder input will be addressed in the proposed activities.

- 4) Budget and Budget Narrative: Is the budget realistic and supportive of the Extension outreach activities ? Are the budget line items balanced and appropriate ? Is the narrative supportive of the line items and provide enough detail to explain the expenditures?
- 5) Extension: Special Emphasis Approach: Is the Extension project supportive of vision or mission of the 1994 Extension Office or of the college or overall institution? Is there a Land Grant Mission mentioned and is the project integrated into that Mission?
- 6) Collaborative Relationships: Does the project plan on working within the existing 1994 Extension Office activities? Is there a plan to work with 1862 Extension expertise or with any Federally Recognized Tribes Extension – FRTEP work being done ? Will the project utilize other 1994 faculty or Tribal Government expertise or of any community volunteers or elders?
- 7) Quality of the Application and Clarity of Writing: Is the application clearly presented and free of errors? Is there evidence that the application was or was not proofread?

### **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. For the purpose of determining conflicts of interest, we determine the academic and administrative autonomy of an institution by reference to the current Higher Education Directory, published by Higher Education Publications, Inc., 1801 Robert Fulton Drive, Suite 555, Reston, VA, 20191. Phone: (888) 349-7715. Web site: <http://www.hepinc.com>.

Names of submitting institutions and individuals, as well as application content and peer evaluations, are kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of peer reviewers will remain confidential throughout the entire review process, to the extent permitted by law; therefore, the names of the reviewers will not be released to applicants.

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

Specific management information relating to an applicant shall be submitted on a one time basis, with updates on an as needed basis. 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 copies of forms recommended for use in fulfilling these requirements as part of the preaward process. Although an applicant may be eligible based on its status as one of these entities, there are factors 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 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 (parts 3015 and 3019 of 7 CFR), 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 following:

- (1) Legal name and address of performing organization or institution to whom the director has issued an award under the terms of this request for applications;
- (2) Title of project;
- (3) Name(s) and institution(s) of PDs chosen to direct and control approved activities;
- (4) Identifying award number assigned by NIFA;
- (5) Project period, specifying the amount of time NIFA intends to support the project without requiring recompetition for funds;
- (6) Total amount of financial assistance approved for the award;
- (7) Legal authority(ies) under which the award is issued;
- (8) Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
- (9) Applicable award terms and conditions (see <http://www.nifa.usda.gov/business/awards/awardterms.html> to view NIFA award terms and conditions);

- (10) Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award; and
- (11) Other information or provisions deemed necessary by NIFA to carry out its respective awarding activities or to accomplish the purpose of a particular award.

### **C. Administrative and National Policy Requirements**

Several federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These include, but are not limited to:

- 2 CFR Part 220 – Cost Principles for Educational Institutions (OMB Circular A-21).
- 2 CFR Part 225 – Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87).
- 2 CFR Part 230 – Cost Principles for Non-profit Organizations (OMB Circular A-122).
- 7 CFR Part 1, subpart A—USDA implementation of the Freedom of Information Act.
- 7 CFR Part 3—USDA implementation of OMB Circular No. A-129 regarding debt collection.
- 7 CFR Part 15, subpart A—USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.
- 7 CFR Part 331 and 9 CFR Part 121—USDA implementation of the Agricultural Bioterrorism Protection Act of 2002.
- 7 CFR Part 3015—USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21, A-87, and A-122, now codified at 2 CFR Parts 220, 225 and 230), and incorporating provisions of 31 U.S.C. 6301-6308 (formerly the Federal Grant and Cooperative Agreement Act of 1977, Pub. L. No. 95-224), as well as general policy requirements applicable to recipients of departmental financial assistance.
- 7 CFR Part 3016 – USDA Implementation of Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- 7 CFR Part 3017—USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement).
- 7 CFR Part 3018—USDA implementation of Restrictions on Lobbying. Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans.
- 7 CFR Part 3019—USDA implementation of OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (2 CFR Part 215).

7 CFR Part 3021—USDA Implementation of Governmentwide Requirements for Drug-Free Workplace (Grants).

7 CFR Part 3022 —Research Institutions Conducting USDA-Funded Extramural Research; Research Misconduct.

7 CFR Part 3052—USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Nonprofit Organizations.

7 CFR Part 3407—USDA procedures to implement the National Environmental Policy Act of 1969, as amended.

7 CFR 3430—Competitive and Noncompetitive Non-formula Financial Assistance Programs--General Award Administrative Provisions.

29 U.S.C. 794 (section 504, Rehabilitation Act of 1973) and 7 CFR Part 15b (USDA implementation of statute) —prohibiting discrimination based upon physical or mental handicap in Federally assisted programs.

35 U.S.C. 200 et seq. —Bayh Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in Federally assisted programs (implementing regulations are contained in 37 CFR Part 401).

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

Grantees are to submit initial project information and annual and summary reports to NIFA's electronic, Web-based inventory system that facilitates both grantee submissions of project outcomes and public access to information on Federally-funded projects. The details of these reporting requirements are included in the award terms and conditions. Details of annual and final technical reporting requirements also are included in the award terms and conditions.

## **PART VII—AGENCY CONTACTS**

Applicants and other interested parties are encouraged to contact:

### **Programmatic Contact:**

Tim Grosser  
National Program Leader  
Institute of Youth, Family, and Community  
Division of Community Education  
**Location:** 4445 Waterfront Centre  
[Full Address and Directions](#)  
**Phone:** (202) 690-0402  
**Email:** [tgrosser@nifa.usda.gov](mailto:tgrosser@nifa.usda.gov)

### **Administrative/Business Contact:**

**Susan Bowman**  
Branch Chief, Branch I  
Office of Grants and Financial Management  
Awards Management Division  
**Location:** 2240 Waterfront Centre  
[Full Address and Directions](#)  
**Phone:** (202) 401-4324  
**Fax:** (202) 401-6271  
**Email:** [sbowman@nifa.usda.gov](mailto:sbowman@nifa.usda.gov)

## **PART VIII—OTHER INFORMATION**

### **A. Access to Review Information**

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

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

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

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

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

a. The permissible changes by the awardee, PD(s), or other key project personnel in the approved project shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the awardee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the Authorized Departmental Officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.

b. The awardee must request, and the ADO must approve in writing, all changes in approved goals or objectives prior to effecting such changes. In no event shall requests be approved for changes that are outside the scope of the original approved project.

c. The awardee must request, and the ADO must approve in writing, all changes in approved project leadership or the replacement or reassignment of other key project personnel, prior to effecting such changes.

d. The awardee must request, and the ADO must approve in writing, all transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not federal funds are involved, prior to instituting such transfers, unless prescribed otherwise in the terms and conditions of the award.

e. The project period may be extended without additional financial support, for such additional period(s) necessary to complete or fulfill the purposes of an approved project, but in no case shall the total project period exceed any applicable statutory limit or expiring appropriation limitation. The terms and conditions of award include information about no-cost extensions of the award and when ADO's prior approval is necessary.

f. Changes in Approved Budget: Unless stated otherwise in the terms and conditions of award, changes in an approved budget must be requested by the awardee and approved in writing by the

ADO prior to instituting such changes, if the revision will involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or award.

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

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

### **D. Regulatory Information**

For the reasons set forth in the final Rule related Notice to 7 CFR part 3015, subpart V (48 FR 29114, June 24, 1983), this program is excluded from the scope of the Executive Order 12372 which requires intergovernmental consultation with State and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of information requirements contained in this Notice have been approved under OMB Document No. 0524-0039.

### **E. Definitions**

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