

# **Biodiesel Fuel Education Program**

---

***Fiscal Year 2014 Request for Applications***

**APPLICATION DEADLINE: June 27, 2014**



**U.S. Department of Agriculture**

**National Institute of Food and Agriculture**

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

**BIODIESEL FUEL EDUCATION PROGRAM**

**INITIAL ANNOUNCEMENT**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE:** This program is listed in the Catalog of Federal Domestic Assistance under **10.306**.

**DATES:** Applications must be received by **5:00 p.m. Eastern Time on June 27, 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 Biodiesel Fuel Education Program RFA.

**EXECUTIVE SUMMARY:** NIFA requests applications for the Biodiesel Fuel Education Program (Biodiesel Education) for fiscal year (FY) 2014 to educate governmental and private entities that operate vehicle fleets, other interested entities, and the public about the benefits of biodiesel fuel use. The amount available for support of this program in FY 2014 is approximately \$960,000.

This notice identifies the objectives for Biodiesel Education projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a Biodiesel Education grant.

**Table of Contents**

**PART I—FUNDING OPPORTUNITY DESCRIPTION ..... 4**  
    **A. Legislative Authority and Background ..... 4**  
    **B. Purpose and Priorities ..... 4**

**PART II—AWARD INFORMATION ..... 6**  
    **A. Available Funding..... 6**  
    **B. Types of Applications ..... 6**  
    **C. Project Types..... 6**

**PART III—ELIGIBILITY INFORMATION..... 7**  
    **A. Eligible Applicants..... 7**  
    **B. Cost Sharing or Matching..... 7**

**PART IV—APPLICATION AND SUBMISSION INFORMATION..... 8**  
    **A. Electronic Application Package..... 8**  
    **B. Content and Form of Application Submission..... 9**  
    **C. Submission Dates and Times ..... 12**  
    **D. Funding Restrictions ..... 12**  
    **E. Other Submission Requirements..... 13**

**PART V—APPLICATION REVIEW REQUIREMENTS ..... 14**  
    **A. General..... 14**  
    **B. Evaluation Criteria ..... 14**  
    **C. Conflicts of Interest and Confidentiality ..... 15**  
    **D. Organizational Management Information ..... 16**

**PART VI—AWARD ADMINISTRATION ..... 17**  
    **A. General..... 17**  
    **B. Award Notice..... 17**  
    **C. Administrative and National Policy Requirements ..... 18**  
    **D. Expected Program Outputs and Reporting Requirements..... 19**

**PART VII—AGENCY CONTACTS ..... 20**

**PART VIII—OTHER INFORMATION ..... 21**  
    **A. Access to Review Information ..... 21**  
    **B. Use of Funds; Changes ..... 21**  
    **C. Confidential Aspects of Applications and Awards ..... 22**  
    **D. Regulatory Information ..... 22**  
    **E. Definitions..... 22**

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

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

Sec. 9006 of the Agricultural Act of 2014 (Pub. L. 113-333), amended the Farm Security and Rural Investment Act of 2002 (7 U.S.C. 8106(d)) to re-establish the Biodiesel Fuel Education Program which requires that the Secretary make competitive grants to eligible entities to educate governmental and private entities that operate vehicle fleets, other interested entities (as determined by the Secretary), and the public about the benefits of biodiesel fuel use.

The Secretary delegated this authority to the Chief Economist, who in turn delegated this authority to the Director of the Office of Energy Policy and New Uses (OEPNU). OEPNU has joined with NIFA for assistance in administering Biodiesel Education under the authorities found in the Economy Act (31 U.S.C. 1535) and Section 1472 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3318). Specific Biodiesel Education administrative provisions are found in 7 CFR 2903.

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

The goals of the Biodiesel Fuel Education Program as originally established in Sec. 9004 of the Farm Security Investment Act of 2002 (7 U.S.C. 8104) were to stimulate biodiesel consumption and to stimulate the development of a biodiesel infrastructure. The information and outreach activities to raise awareness of the benefits of biodiesel fuel use complemented the incentives provided by the Energy Policy Act of 2005 (EPAAct) (Pub. L. 109-58), and the Energy Independence and Security Act of 2007 (Pub. L. 110-140). As a result of increased awareness and consumption of biodiesel over the past decade, the FY 2014 Biodiesel Education program will focus on educational programs which will support advances in infrastructure, technology transfer, fuel quality, fuel safety and increasing feedstock production.

Biodiesel Education will address the need to balance the positive environmental, social, and human health impacts of biodiesel utilization with the increased per gallon cost to the user. Applications are being solicited for Biodiesel Education projects that will develop practical indicators or milestones to measure their progress towards achieving the following objectives:

- (1) Enhance current efforts to collect and disseminate biodiesel information;
- (2) Coordinate with other biodiesel educational or promotional programs, and with Federal, State and local programs aimed at encouraging biodiesel use, including the EPAAct program;
- (3) Create a nationwide networking system that delivers biodiesel information to targeted audiences, including users, distributors and other infrastructure-related personnel;
- (4) Identify and document the benefits of biodiesel, including lifecycle costing; and
- (5) Gather data pertaining to information gaps and develop strategies to address the gaps.

NIFA is soliciting applications for FY 2014 which focus on achieving these five (5) objectives with education projects that are specifically designed to stimulate expanded training

opportunities, research, interest, and information sharing in the following need areas as identified by fleet operators and other stakeholders including potential users of this alternative fuel:

- (1)** Infrastructure to support the expanding biodiesel industry;
- (2)** Technology transfer of new biodiesel technologies;
- (3)** Fuel quality to help achieve consistent standards set for B100 (100 percent) and biodiesel blends, as standardized by American Society of Testing and Materials International (ASTM); and
- (4)** Feedstock expansion to meet the increasing demand for biodiesel.

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

The amount available for NIFA support of this program in FY 2014 is approximately \$960,000. There is no commitment by USDA to fund any particular application or to make a specific number of awards.

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**

In FY 2014, only new applications may be submitted to the Biodiesel Education.

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

### **C. Project Types**

OEPNU and NIFA anticipate that approximately \$960,000 will be available to fund Biodiesel Education grants in each of FYs 2014 through 2018. In FY 2014, OEPNU and NIFA plan to award one (1) or two (2) new continuation grants for an initial project period of one (1) year. A **new continuation grant** is an award for a successful project application that has not been previously submitted, and by which the Department agrees to support a specified level of effort for a predetermined project period with a statement of intention to provide additional support at a future date, contingent upon the availability of appropriated funds and the satisfactory progress of this project, and the determination that continued support would be in the best interest of the Federal government and the public. If these three (3) elements are met, OEPNU intends to provide additional support to the funded project(s) in each of FYs 2015 through 2018. Project budgets may not exceed \$960,000 per year. Project periods may be up to three (3) years.

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Applications may only be submitted by nonprofit organizations and institutions of higher education that have demonstrated knowledge of biodiesel fuel production, use, or distribution; and the demonstrated ability to conduct educational and technical support programs.

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, may preclude NIFA from making an award.

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

There are no matching funds requirements for the Biodiesel Education 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-OP-004529** 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 (2) 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 Biodiesel Education. See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

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

NOTE: The Project Narrative shall not exceed 15 pages of written text regardless of whether it is single- or double-spaced and up to six (6) additional pages for figures and tables. We have established this maximum (21 pages) to ensure fair and equitable competition. The Project Narrative must include all of the following:

- i. Describe how the project will increase the sharing of knowledge and stimulate stakeholder efforts to: research, collect, and disseminate biodiesel information, e.g. implementing new and innovative approaches and information systems; and raise public awareness of the benefits of biodiesel;
- ii. Design education and outreach programs to:
  - Promote expansion and diversification of feedstocks;
  - Training and technical assistance programs for feedstock producers; and
  - Train-the-trainer programs that provide; industry trainers, educators, extension leaders, and others; the tools with which to address fuel quality, fuel safety and infrastructure issues.
- iii. Describe how the project will coordinate with other biodiesel educational or promotional programs, and with Federal, State and local programs aimed at encouraging biodiesel use for federal fleets;
- iv. Develop a nationwide networking system that delivers biodiesel information to targeted audiences, including users, automakers, distributors and other infrastructure-related personnel, specifically:
  - Government and private fleet operators;

- The trucking industry;
- The marine industry;
- Agricultural sector;
- Fuel distributors and refiners;
- The railroad industry;
- Related manufacturing industries (e.g., furnace manufacturers, engine and engine part manufacturers);
- Underground mining; and
- Non-industrial consumers.

v. Identify, document, create, and disseminate educational materials that share the benefits of biodiesel e.g., including lifecycle costing;

vi. Gather data pertaining to new technologies, technical gaps, and information gaps and provide public access to educational materials and data;

vii. Identify markets, develop a procedure for measuring how much biodiesel is sold into those markets (including export markets); provide public access to this data, use this data in the development of educational materials; and

viii. Develop practical indicators or milestones to measure progress towards achieving objectives.

#### **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. This section of the Guide includes information about the people who require a Senior/Key Person Profile, 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.

There are no matching funds requirements for the Biodiesel Education and matching resources will not be factored into the review process as evaluation criteria.

#### **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 code name (i.e., enter “Biodiesel Fuel Education Program” and the program code (i.e., enter “BX”).
- 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 **June 27, 2014 (5 p.m. Eastern Time)**. Applications received after this deadline will normally not be considered for funding.

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

We send email correspondence to the AR regarding the status of submitted applications. 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 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.**

### D. Funding Restrictions

#### 1. Indirect Costs

For the Biodiesel Fuel Education Program, applicants should use the current indirect cost rate negotiated with the cognizant Federal negotiating agency. Indirect costs may not exceed the negotiated rate.

When NIFA is not the cognizant Federal agency. The applicant should use the current negotiated indirect cost rate established by its cognizant Federal agency (the agency that provides the most funds). If awarded, the applicant will be required to produce a negotiated indirect cost rate agreement from the cognizant agency in order to recover indirect costs. Applicants may request (i.e., budget) indirect costs using the lesser of: (a) the negotiated rate; or (b) the maximum statutory rate stated in the Request for Application, if any. If unable to obtain a negotiated rate from its cognizant agency, the applicant is not permitted indirect cost reimbursement. Rather, the

applicant may only be reimbursed for allowable direct costs. Violation of Cost Accounting Standards is not permitted when re-budgeting or charging costs to awards.

When NIFA is the cognizant Federal agency. If the applicant does not have a negotiated rate, and NIFA is the cognizant agency, the applicant must calculate an indirect cost rate in order to request indirect costs. NIFA's indirect cost website provides several sample indirect cost rate calculations. NIFA's website is found at:  
[http://nifa.usda.gov/business/indirect\\_cost\\_process.html](http://nifa.usda.gov/business/indirect_cost_process.html).

During the application process, the applicant is not required to complete the entire indirect cost package identified on NIFA's website. Rather, the applicant need only calculate an indirect cost rate to serve as a basis for requesting indirect costs. If awarded, the applicant will be required to submit a complete Indirect Cost Proposal (ICP) package as explained on NIFA's indirect cost website.

See Part V.7, of the NIFA Grants.gov Application Guide for further details.

No other indirect cost recovery caps apply to these funds.

## **2. Construction and Renovation**

Funds made available under Biodiesel Education shall not be used for the construction of a new building or facility or the acquisition, expansion, remodeling, or alteration of an existing building or facility (including site grading and improvement, and architect fees).

The statutory time limit for this Program is five (5) years

## **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.

We select reviewers based upon their training and experience in relevant scientific, extension, or education fields, taking into account the following factors: (a) 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; (b) the need to include as reviewers experts from various areas of specialization within relevant scientific, education, or extension fields; (c) the need to include as reviewers 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; (d) the need to include as reviewers 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; (e) the need to maintain a balanced composition of reviewers with regard to minority and female representation and an equitable age distribution; and (f) the need to include reviewers who can judge the effective usefulness to producers and the general public of each application.

### **B. Evaluation Criteria**

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

#### **1. Project Application Relevance (10 Points):**

a. Relevance of proposed project to current and future issues related to the production (feedstock expansion), use, distribution (infrastructure), fuel quality, and fuel properties of biodiesel, including:

- i. Demonstrated knowledge about markets, state initiatives, impacts on local economies, regulatory issues, standards, and technical issues (technology transfer);
- ii. Demonstrated knowledge about issues associated with developing a biodiesel infrastructure; and
- iii. Quality and extent of stakeholder involvement in planning and accomplishment of program objectives.

#### **2. Project Application Rationale (50 points):**

a. Sufficiency of scope and strategies to provide a consistent message in keeping with existing standards and regulations;

- b. Adequacy of Project Description, suitability and feasibility of methodology to develop and implement program;
- c. Clarity of objectives, milestones, and indicators of progress;
- d. Adequacy of plans for reporting, assessing and monitoring results over project's duration; and
- e. Demonstration of feasibility, and probability of success.

### **3. Project Application Technical Quality (40 points):**

- a. Suitability and qualifications of key project personnel;
- b. Institutional experience and competence in providing alternative fuel education, including:
  - i. Demonstrated knowledge about programs involved in alternative fuel research and education;
  - ii. Demonstrated knowledge about other fuels, fuel additives, engine performance, fuel quality and fuel emissions;
  - iii. Demonstrated knowledge about Federal, State and local programs aimed at encouraging alternative fuel use;
  - iv. Demonstrated ability in providing educational programs and developing technical programs; and
  - v. Demonstrated ability to analyze technical information relevant to the biodiesel industry.
- c. Adequacy of available or obtainable resources; and
- d. Quality of plans to administer and maintain the project, including collaborative efforts, evaluation and monitoring efforts.

### **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 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).

## **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:

- (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 2903--Biodiesel Fuel Education Program Administrative Provisions

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.

It should be noted that with respect to continuation awards that grantees should expect the award to include the requirement that annual progress reports be electronically submitted through NIFA's electronic, Web-based inventory system within 90 days prior to the end of the current budget period, i.e., current expiration date of the award. Untimely submission of these reports may delay processing of the award and failure to submit these reports will likely result in the restriction of the funding increment.

## **PART VII—AGENCY CONTACTS**

Applicants and other interested parties are encouraged to contact:

Programmatic Contact –

**James Duffield**

Agricultural Economist

Office of Energy Policy and New Uses

U.S. Department of Agriculture

Telephone: (202) 401-0523

E-mail: [jduffield@oce.usda.gov](mailto:jduffield@oce.usda.gov)

**OR**

**Daniel Cassidy**

National Program Leader

Division of Bioenergy

USDA National Institute of Food and Agriculture

Telephone: 202-401-6444

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

Administrative Contact –

**Susan Bowman**

Branch Chief

USDA National Institute of Food and Agriculture

Telephone: 202-401-4324

E-mail: [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, 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 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 (3) 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](#) and 7 CFR 2903, Biodiesel Fuel Education Program, for applicable definitions for this NIFA grant program.

In addition, the following definitions apply to this program:

***Biodiesel*** means a monoalkyl ester that meets the requirements of an appropriate American Society for Testing and Materials Standard.

***Institution of higher education***, as defined in sec. 101 of the Higher Education Act of 1965 (20 U.S.C. 1001), means an educational institution in any State that:

- (1) Admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate;
- (2) Is legally authorized within such State to provide a program of education beyond secondary education;

(3) Provides an educational program for which the institution awards a bachelor's degree or provides not less than a two-year program that is acceptable for full credit toward such a degree;

(4) Is a public or other nonprofit institution; and

(5) Is accredited by a nationally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted preaccreditation status by such an agency or association that has been recognized by the Secretary of Education for the granting of preaccreditation status, and the Secretary of Education has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.

**Lifecycle costing** means the amortized annual cost of a product, including capital costs, installation costs, operating costs, maintenance costs, and disposal costs discounted over the lifetime of the product.

**Nonprofit organization** (as defined by the U.S. Small Business Administration) means an organization which uses its profit to improve its services, rather than pay dividends to investors.

**OEPNU** means the Office of Energy Policy and New Uses.

**Program** means the Biodiesel Fuel Education Program.