

Farm Business Management and Benchmarking (FBMB) Competitive Grants Program

FY 2014 Request for Applications

APPLICATION DEADLINE: May 30, 2014



U.S. Department of Agriculture

National Institute of Food and Agriculture

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

FARM BUSINESS MANAGEMENT AND BENCHMARKING COMPETITIVE GRANTS PROGRAM

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under **10.319**.

DATES: Applications must be received by **5:00 p.m. Eastern Time on May 30, 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. (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 **Farm Business Management and Benchmarking Competitive Grants Program RFA**.

EXECUTIVE SUMMARY: NIFA requests applications for the **Farm Business Management and Benchmarking (FBMB) Competitive Grants Program** for fiscal year (FY) 2014 to improve the farm management knowledge and skills of agricultural producers; and maintain the national, publicly available farm financial management database to support improved farm management. Approximately \$1.3 million is available to fund applications in FY 2014.

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

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

The authority for this program is under Section 7208 of the Food, Conservation, and Energy Act of 2008 (Pub. L 110 – 246) amended the Food, Agriculture, Conservation and Trade Act of 1990, by adding section 1672D (7 U.S.C. 5925 f), which authorizes the Secretary, acting through the National Institute of Food and Agriculture, to establish a competitive research and extension grants program to support improved farm management.

The Senate amendment adds a new section, 1468, to NARETPA that establishes a National Farm Management Center to improve farm management knowledge and the skills of agriculture producers through an education program. It also authorizes the creation of a database that will allow for the comparison of farm management data among producers.

This program contributes to *Objective 1.2 Create Thriving Communities, of the USDA Strategic Plan for FY 2010-2015*. The program also focuses on the following *Goals of the 2012 USDA’s Research, Education, and Economics (REE) Action Plan: Goal 7- Rural-Urban Interdependence and Prosperity (Strategy 2: Support information and technology transfer and translational research, “transformational extension,” to inform citizens and enable and support vibrant and resilient communities; Strategy 3: Establish the determinants of rural prosperity and develop indicators to measure regional assets and performance; and Strategy 4: Build new partnerships with underserved and non-traditional populations.)*

B. Purpose and Priorities

As specified in 7 U.S.C. 5925f, applications are being solicited for the purpose of:

- Improving the farm management knowledge and skills of agricultural producers; and
- Establishing and maintaining a national, publicly available farm financial management database.

The assistance provided by these programs, to the extent practicable, shall be coordinated with and delivered in cooperation with similar services or assistance by other Federal Agencies or programs supporting improved farm management.

The Secretary may give priority to applicants that:

- Demonstrate an ability to work directly with agricultural producers;
- Collaborate with farm management and producer associations;
- Address the farm management needs of a variety of crops and regions of the United States; AND
- Use and support the national farm financial management database.

The goal of the Farm Business Management and Benchmarking (FBMB) Competitive Grant Program is to strongly support the intellectual talent and collaborative efforts to maintain the national, publicly available farm financial management database needed to meet the challenges facing the nation’s agriculture and food systems. Meeting these challenges will require

innovative approaches that foster multi-disciplinary projects. This means that farm management producers must be educated and prepared to work effectively across disciplines in order to work to solve agricultural and educational challenges. The goal of this program is to engage producers in improving the United States farm management knowledge and skills by encompassing the USDA/NIFA's food, agricultural, natural resources, and human sciences.

C. Program Area Description

The Farm Business Management and Benchmarking Program outlined in this RFA seeks to expand upon work begun in FY2010 to improve the farm management knowledge and skills of individuals directly involved in the production agriculture. Specifically, FY2014 applications are being solicited to address one (1) or more of the following objectives:

1. Maintain and expand the already established national, publicly available farm financial management database to support improved farm management for producers of a variety of crops and livestock throughout multiple regions of the United States.
2. Establish or expand collaborative farm management and producer association partnerships with the existing national farm financial management benchmarking database to improve the farm management knowledge and skills of agricultural producers.

In addition, applications may address one (1) or more of the following objectives:

1. Advance data gathering and conduct research on cost of production, farm profitability factors, and farm policy.
2. Develop or expand cooperation and data sharing among existing farm management associations and farm business management education programs across the nation to convert their financial analysis activities to a uniform system.
3. Provide training, assistance, and software to states with farm management associations to facilitate uniform financial procedures and software.
4. Improve the profitability and competitiveness of small and medium-sized farms and ranches by providing access to high quality, uniform farm business management benchmarking information.
5. Improve producers' abilities to successfully manage their agricultural operations through periods of high risk, volatility, and financial stress.

FBMB 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) focused on FBMB. 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 (1) 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 support of this program in FY 2014 will be approximately \$1.3 million. 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.

B. Types of Applications

In FY 2014 you may submit applications to the FBMB Program as one (1) of the following types of requests:

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

(2) Renewal application. This is a project application that requests additional funding for a project beyond the period that was approved in an original or amended award. Applications for renewed funding must contain the same information as required for new applications; they also must contain a Progress Report (see Project Narrative, Part IV). ***Failure to submit a Progress Report may disqualify your application for renewal.*** Renewal applications must be received by the relevant due dates, will be evaluated in competition with other pending applications in the area to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

C. Project Types

In response to the FY 2014 FBMB RFA, integrated, multistate, and/or multi-functional proposals can be submitted.

Integrated proposals:

Integration of research, education, and extension is regularly assessed as part of NIFA's portfolio review process. An integrated project might have as a goal of increasing farm production through a community-based program that includes research, extension, and education components. Integrated projects are expected to generate new knowledge and/or apply existing knowledge quickly through the dissemination of information on specific issues where results may be visible in the short term.

Multistate proposals:

A multistate project is carried out by teams from several universities or other institutions through multistate groups. These groups provide cooperative, coordinated attacks on problems of regional and national interest and may include specialists from several land-grant institutions, the USDA Agricultural Research Service, and one or more of the agricultural experiment stations located in every state.

Multi-functional proposals:

An interactive group of individuals brought together from more than one functional area of a business to work on a problem or process, which requires the knowledge, training and capabilities across the areas to successfully complete the work. Multifunctional teams typically comprise individuals with a functional home base (e.g. R&D, marketing, production, personnel), but who work collaboratively on issues or processes requiring diverse resources.

Project periods cannot exceed the statutory time limit of five (5) years.

D. Responsible and Ethical Conduct of Research

The responsible and ethical conduct of research (RCR) is critical for excellence, as well as public trust, in science and engineering. Consequently, we consider education in RCR essential to the preparation of future scientists. In accordance with sections 2, 3, and 8 of 7 CFR Part 3022, 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. Per award terms and conditions, grant recipients shall, upon request, make available to NIFA the policies, procedures, and to support the conduct of the training.

Note that the training referred to herein shall be either on-campus or off-campus training. The general content of the ethics training will, at a minimum, emphasize three (3) key areas of research ethics: authorship and plagiarism, data and research integration, and reporting misconduct. Each institution will be responsible for developing its own training system, as schools will need flexibility to develop training tailored to their specific student needs. Grantees should consider the Collaborative Institutional Training Initiative (CITI) program for RCR (<https://www.citiprogram.org/rcrpage.asp>). Typically this RCR education addresses the topics of: Data Acquisition and Management - collection, accuracy, security, access; Authorship and Publication; Peer Review; Mentor/Trainee Responsibilities; Collaboration; Conflict of Interest; Research Misconduct; Human Subject Research; and Use of Animals in Research.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may be submitted by numerous entities. Pursuant to 7 U.S.C. 450 i(b)(7), eligible applicants means: (A) State agricultural experiment stations; (B) Colleges and universities; (C) University research foundations; (D) Other research institutions and organizations; (E) Federal agencies; (F) National laboratories; (G) Private organizations or corporations; (H) Individuals; or (I) Any group consisting of two (2) or more of the entities described in subparagraphs (A) through (H).

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-FBMB-004523** 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

Grants.gov iPortal: Top 10 requested help topics (FAQs), Searchable knowledge base, self-service ticketing and ticket status, and live web chat (available 7 am - 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
- 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 FBMB. 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.

PLEASE NOTE: The Project Narrative shall not exceed 15 pages of written text regardless of whether it is single- or double-spaced and up to five (5) additional pages for figures and tables. We have established this maximum (20 pages) to ensure fair and equitable competition. The Project Narrative must include all of the following:

- A Summary Statement of the applicant's Intentions in submitting a proposal that addresses the purpose and priorities of the Farm Business Management and Benchmarking Grants Program based on one (1) of the six (6) objectives listed under Part I, C. of this RFA.
- A clear Statement of Purpose, along with Goals and Objectives for the proposed Center of the farm financial management database.
- A Discussion of the relevant Body of Knowledge sufficient to demonstrate the applicant's understanding of the needs of agricultural producers for farm financial management and benchmarking capabilities. The discussion should include estimates of the relative importance of the issues to stakeholders and to ongoing State-Federal food and agricultural research, education and extension programs.
- A Description of Planned Data Management and Coordination Efforts and Mechanisms to achieve them, sufficient to demonstrate the applicant's proficiency administering a database. This description should include discussion of any relevant past activities.
- A Plan of Work, including Methods and Procedures for establishing the Center, and Action Steps for establishment and implementation of a farm financial management database, collaboration with farm management and producer associations, and direct work with agricultural producers. This plan of work should provide a description of the

Facilities in which the Center will operate, along with Personnel Needs, Assignments, and the Division of Labor anticipated for implementation of the proposed plan. The methods and procedures section of the plan of work should include but not necessarily be limited to:

- a. A description of the proposed project activities in the sequence in which it is planned to carry them out;
 - b. Techniques to be employed, including their feasibility and rationale for their uses in program implementation;
 - c. Kinds of results expected;
 - d. Means by which data will be collected, analyzed, interpreted, and used;
 - e. Details of plans to communicate programming and results to stakeholders and the public;
 - f. Pitfalls that might be encountered and how they might be overcome;
 - g. Limitations of the proposed project; and
 - h. A project timetable outlining all important phases as a function of time, year by year, for the entire project, including, if appropriate, periods beyond the grant funding period.
- A Description of Prospective Partners for collaboration and the role each will play in the Center's efforts. The description should include the role of stakeholders in problem identification, planning, implementation, and evaluation, as appropriate.
 - A Description of the Evaluation Component to assess the effectiveness of the Center's coordination efforts and database management and benchmarking outcomes.
 - Evidence and Discussion of Past Experience and Compliance with Federal Reporting Requirements.
 - Bibliography & References Cited – PDF Attachment. No Page Limit. Title the attachment as 'Bibliography & References Cited' in the document header and save file as 'Bibliography'.

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.

NIFA does not require matching support for this program 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 “Farm Business Management and Benchmarking”) and the program code (i.e., enter “FBMB”).

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 30, 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

Section 716 of the Consolidated Appropriations Act, 2014 (H.R. 3547) limits indirect costs to 30 percent of the total Federal funds provided under each award. Therefore, when preparing budgets, applicants should limit their requests for recovery of indirect costs to the lesser of their institution’s official negotiated indirect cost rate or the equivalent of 30 percent of total Federal funds awarded.

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.

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.

Project periods cannot exceed the statutory time limit of 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:

Significance of the problem and potential for enhancing farm management (by any one (1) of the five (5) objectives below:

- Advance data gathering and conduct research on cost of production, farm profitability factors, and farm policy.
- Develop or expand cooperation and data sharing among existing farm management associations and farm business management education programs across the nation to convert their financial analysis activities to a uniform system.
- Provide training, assistance, and software to states with farm management associations to facilitate uniform financial procedures and software.
- Improve the profitability and competitiveness of small and medium-sized farms and ranches by providing access to high quality, uniform farm business management benchmarking information.
- Improve producers' abilities to successfully manage their agricultural operations through periods of high risk, volatility, and financial stress.

This criterion is used to assess the likelihood that the project will have an impact upon and advance the knowledge and skills of agricultural producers and establishment or maintenance of a national publicly available farm financial management database. Elements considered include: identification of a problem or opportunity to be address; body of knowledge, and preliminary data and other past activities used to substantiate the need for the proposed project.

Proposed Approach, Program Design and Methodology

This criterion is used to assess the soundness of the proposed approach. Elements considered include the adequacy of the scope of the project to produce expected outcomes/changes in knowledge, awareness, attitudes, and /or behaviors in targeted population; objectives; soundness/evidence-base of educational curricula to be used in the project; proposed activities and sequence of activities; participant recruitment; methodology and limitations of the proposed approach; project timeline; and expected new products and results (e.g., educational approaches including training curricula, workshops, meetings, conferences, exhibits, publications, electronic communication, fact sheets, newsletters, and mass media).

Evaluation Design and Methodologies

This criterion is used to assess the adequacy of the evaluation design and evaluation methodology, and its capacity to measure the extent to which program objectives are met. Elements considered include: evaluation question(s), the methodological approach proposed for answering these questions, justification for the type of data to be collected, a data collection plan, data analysis plan, and strengths and limitations of the proposed evaluation approach.

Applications that provide evidence of the following criteria will most likely receive the higher scores.. The applicant has already:

- a) Established and maintains collaborative partnerships with more than five (5) farm management associations that are representative of agricultural diversity in multiple regions of the United States;
- b) Maintained and continues to maintain farm financial analysis software applicable to the production and management of a wide range of crop and livestock agricultural commodities (including some organic commodities):
- c) Established procedures that enable producers to (i) benchmark the farms of the producers against peer groups; and (ii) to query the benchmarking database by location, farm type, farm size, and commodity at the overall business and individual enterprise levels; and
- d) Has provided and continues to provide public online access to farm and ranch financial benchmarking databases.

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 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.

To foster interactions and mutual learning among projects, Dr. Susan Shockey, Family & Consumer Economics National Program Leader will facilitate networking among cohort grant awardees throughout the year. Three (3) organized conferences will be held; either by webinar or phone. During these conferences, each award team will share their progress to date (including any ongoing challenges and those solved), present next steps, and consider collaboration opportunities with one or more award teams on issues of mutual interest and for joint benefit.

At the end of the grantee's final year, the grantee must prepare a final report to USDA/NIFA that summarizes all significant activities undertaken towards achieving the outcomes of the project. The report should include basic demographics and total numbers on [participants served / resources developed]; tables, graphs, and other figures to facilitate comparing targeted project

results with actual results, aggregated for the entire project; for projects expected to lead to measurable, documented changes in participants' learning, actions or conditions, final numbers of participants who showed/reported significant changes in learning, actions or conditions; project list of all educational materials (including web links when appropriate) produced by the project; and success stories and pictures showcasing project impacts. Sylvia Montgomery, Family & Consumer Sciences Specialist will provide a form recommended for use in completing the final report as part of the post-award management process. Reports must be received by Dr. Susan Shockey, Family & Consumer Economics National Program Leader within 60 days of the expiration date of the award.

PART VII—AGENCY CONTACTS

Applicants and other interested parties are encouraged to contact:

Programmatic Contact

Name: Susan Smith Shockey

Title: National Program Leader

Unit: Division of Family and Consumer Sciences

Location: 4425 Waterfront Centre

[Full Address and Directions](#)

Phone: (202) 690 - 2674

Fax: (202) 690 - 2469

Email: sshockey@nifa.usda.gov

Administrative/Business Contacts

Name: Duane Alphs

Title: Team Leader

Unit: Office of Grants and Financial Management

Location: 2152 Waterfront Centre

[Full Address and Directions](#)

Phone: (202) 401 - 4326

Email: dalphs@nifa.usda.gov

Or,

Name: Rochelle McCrea

Title: Team Leader, Team I

Unit: Branch II

Location: 2160 Waterfront Centre

[Full Address and Directions](#)

Phone: (202) 401 - 2880

Fax: (202) 401 - 6271

Email: rmccrea@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](#) for applicable definitions for this NIFA grant program.

For the purpose of this program, the following additional definitions are applicable:

BENCHMARK, BENCHMARKING – The term “benchmark” or “benchmarking” means the process of comparing the performance of an agricultural enterprise against the performance of other similar enterprises, through the use of comparable and reliable data, to identify business management strengths, weaknesses, and steps necessary to improve management performance and business profitability.

FARM MANAGEMENT ASSOCIATION – A public or nonprofit organization or educational program that a) assists farmers, ranchers, and other agricultural operators to improve financial management and business profitability by providing training on farm financial planning and analysis, record keeping, and other farm management topics; and b) is affiliated with a land-grant college or university, other institution of higher education, or nonprofit entity.

NATIONAL FARM MANAGEMENT CENTER – An entity that, as determined by the Secretary:

- a) Has collaborative partnerships with more than five (5) farm management associations that are representative of agricultural diversity in multiple regions of the United States;
- b) Maintains farm financial analysis software applicable to the production and management of a wide range of crop and livestock agricultural commodities (including some organic commodities);
- c) Establishes procedures that enable producers to (i) benchmark the farms of the producers against peer groups; and (ii) to query the benchmarking database by location, farm type, farm size, and commodity at the overall business and individual enterprise levels; and
- d) Provides public online access to farm and ranch financial benchmarking databases.