

# Tribal Colleges Education Equity Grants Program

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**MODIFICATION: PAGE 7 (3/20/2014).**

## **FY 2014 Request for Applications**

**Application Due Date: April 11, 2014 COB (by 5:00 p.m. Eastern Time)**

**Catalog of Federal Domestic Assistance (CFDA): 10.221**

**Program Name Code: TCEG**

**Program Code: KX**

**Funding Opportunity Number: USDA-NIFA-TCEG-004508**



**U.S. Department of Agriculture**

**National Institute of Food and Agriculture**

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

## **INITIAL ANNOUNCEMENT**

This Request for Applications (RFA) supports the Tribal College Education in Equity Grant opportunity offered to eligible 1994 Land Grant Institutions. This grant opportunity is offered as a four-year continuation award.

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE:** This program is listed in the Catalog of Federal Domestic Assistance under **10.221**.

**DATES:** Applications must be received by **COB 5:00 p.m. Eastern Time on April 11, 2014**. Applications received after this deadline will normally not be considered for funding (see Part IV, C. of this RFA). Comments regarding this request for applications (RFA) are requested within 6 months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

**STAKEHOLDER INPUT:** The National Institute of Food and Agriculture (NIFA) seeks your comments about this RFA. We will consider the comments when we develop the next RFA for the program, if applicable, and we'll use them to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). Submit written stakeholder comments by the deadline set forth in the DATES portion of this Notice to: Policy and Oversight Division; Office of Grants and Financial Management; National Institute of Food and Agriculture; USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: [Policy@nifa.usda.gov](mailto:Policy@nifa.usda.gov). (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the Tribal Colleges Education Equity Grants (TCEG) Program RFA.

## **EXECUTIVE SUMMARY:**

NIFA requests applications for the Tribal College Equity Program (TCEG) for fiscal year FY 2014. NIFA intends to make this award as a four-year continuation. Awards made under this RFA will be for the first year of funding with each subsequent year requiring a separate application for award funds. The intent of this funding opportunity is to provide successful applicants with funding to support formal education experiences and enhanced institutional capabilities to carry out programs relating to the food, agricultural, natural resources and human sciences. This notice will identify specific objectives for TCEG projects, eligibility criteria for applicants, and the application forms and associated instructions needed to apply for a TCEG grant. NIFA additionally requests stakeholder input from any interested party for use in the development of the next RFA for this program.

Pursuant to the Consolidated Appropriations Act, 2014, H.R. 3547 (Pub.L. 113-76), the amount available to support this program in FY 2014 is approximately \$3.4 million.

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

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

Authority for this program is contained in the Equity in Educational Land-Grant Status Act of 1994 (7 U.S.C. 301 note) as amended by the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7601 note). Under this authority, appropriated funds are to be awarded to the 1994 Land-Grant Institutions (hereinafter referred to as ‘1994 Institutions’) for Education capacity building. Authority for this program requires that available grant funds be awarded equally among all eligible 1994 applicants.

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

The TCEG provides funding for the 1994 Institutions to enhance educational opportunities for American Indians. The grant’s focus involves supporting programs in the food, agricultural and natural resources and human sciences at these institutions. Congressional authority has set the Equity program focus areas as:

1. Curricula Design and Materials Development;
2. Faculty Development and Teacher Preparation;
3. Student Experiential Learning;
4. Equipment and Instrumentation for Teaching;
5. Student Recruitment and Retention; and
6. Instruction Delivery Systems and Strategic Partnerships.

Projects supported by this program should fall under one or more of USDA’s Research, Education and Economics (REE) Mission action plan priorities:

1. Local and Global Food Supply and Security;
2. Responding to Climate and Energy Needs;
3. Sustainable Use of Natural Resources;
4. Human Nutrition and Childhood Obesity;
5. Food Safety;
6. Education and Science Literacy; and/or
7. Rural Prosperity/Rural-Urban Interdependence.

Goal 6, Education and Science Literacy, will be addressed in all applications. Other goals may be addressed, depending on the educational activities in the application. The REE Action Plan can be viewed on-line at:

<http://www.usda.gov/documents/usda-ree-science-action-plan.pdf>

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

Pursuant to the Consolidated Appropriations Act, 2014, H.R. 3547 (Pub.L. 113-76), the amount available to support this program in FY 2014 is approximately \$3.4 million.

Funding will be awarded equally among eligible applicants for the first year.

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:

[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, all applications submitted to the TCEG Program will be 'New'.

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

### **C. Project Types**

Single Function: Education – Four-Year Continuation:

Single-function Education Projects develop human capital relevant to overall program goals for U.S. agriculture. An education activity or teaching activity is formal classroom instruction, laboratory instruction, and practicum experience in the food and agricultural sciences and other related matters, such as faculty development, student recruitment and services, curriculum development, instructional materials and equipment, and innovative teaching methodologies.

Applications for Education Projects may include any of the following activities:

- Conducting classroom and laboratory instruction and practicum experience;
- Faculty research internships for curricula development;
- Science and technology curriculum development;
- Distance education infrastructure and curricula;
- Innovative teaching methodologies;
- Instructional materials development and education delivery systems;
- Student experiential learning (student led-research, internships, externships, clinics);
- Student learning styles and student-centered instruction;
- Student recruitment and retention efforts;

- Career planning materials and counseling;
- Faculty development programs;
- Development of modules for on-the-job training;
- Providing knowledge and skills for creating policy relating to the agriculture workforce; and/or
- Faculty and student exchanges and research opportunities relevant to program goals.

#### **D. Stakeholder Input**

Each application must have a stakeholder input plan. The plan will describe a procedure for gathering stakeholder input regarding the focus of the planned activities and priorities of this education program. This will help guide the Project Directors as they continue to tailor activities to their stakeholder's needs.

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

- A statement on the process used to identify individuals and group stakeholders;
- Highlights of the input these stakeholders have provided; and
- A statement of how collected input was considered and will be included in the project.

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

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

Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project. Failure to meet an eligibility criterion by the time of application deadline may result in the application being excluded from consideration or, even though an application may be reviewed, will preclude NIFA from making an award.

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

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

## PART IV—APPLICATION AND SUBMISSION INFORMATION

### A. Electronic Application Package

Only electronic applications may be submitted via Grants.gov to NIFA in response to this RFA. We urge you to submit early to the Grants.gov system. For an overview of the Grants.gov application process see <http://www.grants.gov/web/grants/applicants/grant-application-process.html>.

#### New Users of Grants.gov

Prior to preparing an application, we recommend that the PD/PI first contact an Authorized Representative (AR, also referred to as Authorized Organizational Representative or AOR) to determine if the organization is prepared to submit electronic applications through Grants.gov. If not (e.g., the institution/organization is new to the electronic grant application process through Grants.gov), then the one-time registration process must be completed **PRIOR** to submitting an application. It can take as long as 2 weeks to complete the registration process so it is critical to begin as soon as possible. In such situations, the AR should go to **“Register” in the top right corner of the Grants.gov web page (or go to <http://www.grants.gov/web/grants/register.html>) for information on registering the institution/organization with Grants.gov.** Item 2. below mentions the “NIFA Grants.gov Application Guide.” Part II.1. of the NIFA Grants.gov Application Guide contains additional explanatory language regarding the registration process.

#### Steps to Obtain Application Package Materials

To receive application materials:

1. You must download and install a version of Adobe Reader compatible with Grants.gov to access, complete, and submit applications. For basic system requirements and download instructions, see <http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html>. Grants.gov has a test package that will help you determination 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-TCEG-004508** 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 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.

For additional resources for applying:

[http://grants.gov/applicants/app\\_help\\_reso.jsp](http://grants.gov/applicants/app_help_reso.jsp)

<http://www.nifa.usda.gov/funding/electronic.html>

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

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

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

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

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

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

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

Information related to the questions on this form is dealt with in detail in Part V, 2. of the NIFA Grants.gov Application Guide.

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

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

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

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

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

Specifications are as follows:

- The Summary should not exceed 250 words;
- Title of the project that is descriptive of the proposed program;
- The names of all collaborating institutions and organizations;
- Names and affiliated organizations of all PDs and Co-PDs; and
- List of project goals, strategies and anticipated outcomes and impacts.

Include the following chart in the Summary (i.e. complete, cut and paste this chart into the Summary):

<b>Primary project need or strategy area/goal used (check all that apply):</b>	
Scholarship/fellowship	<input type="checkbox"/>
Instructional delivery system	<input type="checkbox"/>
Curricula design	<input type="checkbox"/>
Faculty development	<input type="checkbox"/>
Student recruitment/retention	<input type="checkbox"/>
Teaching methodology or student experiential learning	<input type="checkbox"/>
Instrumentation for teaching	<input type="checkbox"/>

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

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

NOTE: The Project Narrative shall not exceed 10 pages of written text regardless of whether it is single- or double-spaced. The 10 pages includes figures and tables. We have established this maximum of 10 pages to ensure fair and equitable competition. The Project Narrative must include all of the following sections:

- Target Audience and Opportunity Statement: In one sentence, indicate what will be gained by the successful completion of this project. Indicate the target group (s) that will benefit from this project. Describe the needs of that group (s) and how the project will address their needs?
- Specific Objectives and Activities of the 4-year Plan: The project should impact the food, agricultural and natural resources and human sciences education within the institution. Address the following in your plan.
  - Provide a paragraph that briefly reviews your school’s previous Equity funding cycle. Include lessons learned that will shape your strategy going forward.
  - With the past funding cycle experience in mind, list and elaborate on the activities and major strategies planned for the next four years.
  - Identify barriers and obstacles to reaching objectives. Be specific as to how these challenges will be overcome.
  - If applicable, discuss activities funded by Equity that are designed to promote critical thinking based on competencies in science and math.

- Discuss activities funded by Equity that will allow students to pursue higher degree levels. This could involve distance education, mentoring, internships, visits to schools, subject area conferences or other educational opportunities.
- Long-Term Benefits to the College or University: Be specific as to how this project will help develop instructional capacity and benefit future students. Reference any departmental or institution plan for building educational capacity. Explain the degree to which the Equity program works in tandem with Tribal Extension and Research programs and how students are actually involved with these programs.
- Key Personnel and Responsibilities: Explain how key personnel are experienced and capable to carry out the activities and objectives of the project. Include any faculty or staff development plans and how they will contribute to achieving project goals.
- Time Frame for Completion: An outline of activities and phases with projected dates of completion. This may be done as a table.
- Evaluation: Provide an evaluation plan. Project should be designed to achieve and be able to measure impact. Include indicators of success and any quantifiable metrics. Show how Key Personnel will be able to demonstrate how the project is achieving its intended objectives? Project Directors may use up to 10 percent of their funding to obtain evaluation services. Evaluators may be associated with the college or from an outside source.
- Logic Model: A logic model is strongly encouraged. It can be used as a planning tool and submitted as a separate PDF attachment – Field 12, Other Attachments
- Complete the Table of Progress – Equity 2014 (provided at the end of this RFA). Submit as a separate PDF attachment – Field 12, Other Attachments.

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

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

NOTE: Using research help design and support the planned project is recommended. If peer-reviewed articles are referenced, cite the material in the bibliography. Cited references should be relevant and supportive of the overall objectives and activities.

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

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

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

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

c. **Other Attachments** (Field 12. on the Form). All attachments must be in PFD format:

**Stakeholder Input Plan** - Save the file as “StakeholderPlan.”

**Logic Model** - if included, save as “LogicModel”

**Table of Progress** - Complete the Table of Progress and save as “ProgressTable”.

**Facilities Letter** – if included, save as “FacilitiesLetter”

**Equipment** – if included, save as “Equipment”

**Tax Felony Form**— form is available at <http://www.nifa.usda.gov/funding/electronic.html>.

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

Information related to the questions on this form is dealt with in detail in Part V, 5. of the NIFA Grants.gov Application Guide. Part V, 5. of the NIFA Grants.gov Application Guide includes information about the individuals for which a Senior/Key Person Profile must be completed, and details about the Biographical Sketch and the Current and Pending Support including a link to a suggested template for the Current and Pending Support.

**5. R&R Personal Data**

As noted in Part V, 6. of the NIFA Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award.

**6. R&R Budget**

Information related to the questions on this form is dealt with in detail in Part V, 7. of the NIFA Grants.gov Application Guide.

**Budget request for FY 2014 should be \$99,000.**

Further, Budget for years 2 through 4 should also be for \$99,000.

**Budget Form Tips:**

- *Application must include a budget for all four years of the grant. All four years should indicate the same amount - \$99,000*

- *Application must include a cumulative budget*
- *Applications must include a budget narrative to justify budget items for all four years*
- *All sub-awards must include a budget and budget narrative for each year they are part of the grant*
- *Use this on-line tutorial to answer budget questions*  
<http://nifa-connect.nifa.usda.gov/budget/>

## **7. Supplemental Information Form**

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

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

Enter the program name code “TCEG” and the program code “KX”.  
Both codes must be in CAPITAL letters.

**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**

Applications must be received in Grants.gov by COB on **April 11, 2014 (5:00 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**

Under Section 7132 of the Food, Conservation, and Energy Act of 2008, (Pub. L. 110-246) amended section 1462(a) of the National Agriculture Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3310(a)), on recovery of indirect costs, awards made by NIFA must follow certain guidelines.

In response to this RFA, applicants may claim their official negotiated indirect cost rate or up to 30 percent of total federal funds awarded - whichever is lower.

The following list, although not all-inclusive, represents costs which **are not permitted**:

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

**Awards and Certificates of Achievement are disallowed** by 2 CFR Part 200 – Cost Principles for Educational Institutions (formerly known as OMB Circular A-21), and 2 CFR Part 230 – Cost Principles for Non-Profit Organizations (formerly known as OMB Circular A-122).

Any expense not directly related to the program or project is considered unallowable. Examples include: child-care services, kitchen help hired to prepare refreshments and promotional or appreciation gifts such as clothing, coffee mugs, or bags.

The uses of grant funds to plan, acquire or construct a building or facility is unallowable.

With prior approval, and in accordance with the cost principles set forth in 2 CFR Part 220- Cost Principles for Institutions of Higher Education, some grant funds may be used for minor alterations, renovations, or repairs deemed necessary to retrofit or upgrade existing teaching facilities in order to carry out a funded project. However, requests to use grant funds for such purposes must demonstrate that the alterations, renovations, or repairs are essential to achieving the major purpose of the project.

#### **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**

Each application will be evaluated in a two-part process. First, each application will be screened to ensure that it meets the administrative requirements as set forth in this RFA. Second, each application will be evaluated through an internal USDA merit review.

Reviewers will be selected based upon training and experience in relevant scientific, extension, or education fields and their knowledge of Indian Country and science education at the post-secondary level.

### **B. Review Criteria**

The criteria below will be used in reviewing applications submitted in response to this RFA:

- Quality of submitted application with respect to the RFA instructions;
- Potential to increase participation in the food, agricultural, natural resources and human sciences among American Indians;
- Potential to build educational capacity at the 1994 Land Grant Institution; and
- Clarity of the evaluation plan to measure achievements.

### **C. Conflicts of Interest and Confidentiality**

During the review process, extreme care will be taken to prevent any actual or perceived conflicts of interest that may impact the review. For the purpose of determining conflicts of interest, the academic and administrative autonomy of an institution shall be determined by reference to the current Higher Education Directory, published by Higher Education Publications, Inc., 1801 Robert Fulton Drive, Suite 555, Reston, Virginia 20191. Phone: (888) 349-7715. Web site: <http://www.hepinc.com>.

Names of submitting institutions and individuals, as well as application content and merit reviews, will be 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. Therefore, the names of the reviewers will not be released to applicants.

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

Specific management information relating to an applicant shall be submitted on a one time basis, with updates on an as needed basis. This requirement is part of the responsibility determination prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another NIFA program. We will provide you copies of forms recommended for use in fulfilling these requirements as part of the preaward process. Although

an applicant may be eligible based on its status as one of these entities, there are factors that may exclude an applicant from receiving federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

## **PART VI—AWARD ADMINISTRATION**

### **A. General**

Within the limit of funds available for such purpose, the NIFA awarding official shall make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the NIFA awarding official as the effective date of the grant shall be no later than September 30 of the federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. The project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by NIFA under this RFA may be used only for the purpose for which they are granted in accordance with the approved application and budget, regulations, terms and conditions of the award, applicable federal cost principles, USDA assistance regulations (parts 3015 and 3019 of 7 CFR), and NIFA General Awards Administration Provisions at 7 CFR part 3430, subparts A through E.

### **B. Award Notice**

The award document will provide pertinent instructions and information including, at a minimum:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## PART VII—AGENCY CONTACTS

Applicants and other interested parties are encouraged to contact:

### **Programmatic Contact:**

Tim Grosser  
National Program Leader  
Institute of Youth, Family, and Community  
Division of Community Education  
**Location:** 4445 Waterfront Centre  
[Full Address and Directions](#)  
**Phone:** (202) 690-0402  
**Fax:** (Not Available)  
**Email:** [tgrosser@nifa.usda.gov](mailto:tgrosser@nifa.usda.gov)

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

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

## **PART VIII—OTHER INFORMATION**

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

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

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

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

Unless the terms and conditions of the award state otherwise, 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 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.

## Table of Progress – Tribal Colleges Education Equity - FY 2014

<b>Focus area: Choose the topic areas that best define your project</b> Natural Resources/Conservation <input type="checkbox"/> Basic Science <input type="checkbox"/> Food and Ag Science <input type="checkbox"/> Human Nutrition and Health <input type="checkbox"/> Curriculum <input type="checkbox"/> Faculty Development <input type="checkbox"/> Experiential learning <input type="checkbox"/> Instructional Equipment <input type="checkbox"/> Recruit/Retain <input type="checkbox"/> Partnerships <input type="checkbox"/>										
Does institution have an agriculture, food or nutrition degree program? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES—What is the degree level? Certificate <input type="checkbox"/> Associate <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/>					If no, are classes offered YES <input type="checkbox"/> NO <input type="checkbox"/>					
Does institution have a natural resource degree? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES—What is the degree level available? Certificate <input type="checkbox"/> Associate <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/>					If no, do you offer classes? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Does institution have a language/cultural preservation program? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES—What is the degree level available? Certificate <input type="checkbox"/> Associate <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/>					If no, do you offer classes? YES <input type="checkbox"/> NO <input type="checkbox"/>					
How many degree programs are available that relate to food, agriculture and natural resources?						<b>TOTAL:</b>				
Degrees awarded by Dept. in 2013:		<b>Certificate</b>	<b>Total:</b>	<b>Associate</b>	<b>Total</b>	<b>Bachelors</b>	<b>Total</b>	<b>Masters</b>	<b>Total</b>	
Number of students impacted by Equity (include those who receive new curriculum or education from Equity-funded faculty)		<b>TOTAL:</b>		Number of Students with an Equity Stipend		<b>TOTAL:</b>		Number of Student Internships		<b>TOTAL:</b>
Number of vocational programs		<b>TOTAL:</b>		# Students enrolled Ag Programs -2013		<b>TOTAL:</b>		# of 2013 Ag Graduates		<b>TOTAL:</b>
Did you develop new curricula 2013? YES <input type="checkbox"/> NO <input type="checkbox"/>						How many?				
Did you revise curricula 2013? YES <input type="checkbox"/> NO <input type="checkbox"/>						How many?				
<b>Facilities at your school</b>										
List equipment purchased in 2013 with Equity and the total cost.										
Does your school have distance education? YES <input type="checkbox"/> NO <input type="checkbox"/>				Does your school have GIS-GPS programs or include GIS-GPS in other programs? YES <input type="checkbox"/> NO <input type="checkbox"/>			Do you integrate programs with research or extension? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Did you sign an articulation agreement with other schools in 2013? YES <input type="checkbox"/> NO <input type="checkbox"/> What schools do you have agreements with?				Do you receive other grants to support your program? Give Examples.						
<b>Faculty Development and Opportunity</b>										
Number of Faculty Equity Supports:		Total Full	Total Part	Faculty focused in Ag /Food Sciences			Total Faculty receiving training:			