

# 1890 Facilities Grant Program (Renewals)

---

MODIFICATION: On page 2 and 5 (1/8/2016). Updated Appropriation language.

**Fiscal Year 2016 Request for Applications (RFA)**

**APPLICATION DEADLINE: March 3, 2016**

**ELIGIBILITY: See Part III, A of RFA**



United States  
Department of  
Agriculture

National Institute  
of Food and  
Agriculture

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

**1890 FACILITIES GRANT PROGRAM (RENEWALS)**

**INITIAL ANNOUNCEMENT**

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

**DATES:** Applications must be received by **5:00 p.m. Eastern Time on March 3, 2016**. 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 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 1890 Facilities Grant Program RFA.

**EXECUTIVE SUMMARY:** NIFA requests applications for the 1890 Facilities Grant Program (1890 FGP) for fiscal year (FY) 2016 for the acquisition and improvement of agricultural and food sciences facilities and equipment, including libraries, so that the eligible 1890 land-grant institutions, including Tuskegee University, West Virginia State University, and Central State University (per Section 7129 of Pub. L. 113-79) may participate fully in the development of human capital in the food, agricultural, and human sciences.

**The anticipated amount available for grants in FY 2016 is approximately \$19 million.**

This notice identifies the objectives for 1890 FGP projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for an 1890 FGP grant.

**Table of Contents**

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

**PART II—AWARD INFORMATION ..... 5**  
**A. Available Funding ..... 5**  
**B. Types of Applications..... 5**  
**C. Project Types ..... 5**

**PART III—ELIGIBILITY INFORMATION..... 6**  
**A. Eligible Applicants ..... 6**  
**B. Cost Sharing or Matching ..... 6**

**PART IV—APPLICATION AND SUBMISSION INFORMATION..... 7**  
**A. Electronic Application Package ..... 7**  
**B. Content and Form of Application Submission ..... 8**  
**C. Submission Dates and Times..... 14**  
**D. Funding Restrictions..... 14**  
**E. Other Submission Requirements ..... 15**

**PART V—APPLICATION REVIEW REQUIREMENTS ..... 16**  
**A. General ..... 16**  
**B. Evaluation Criteria ..... 16**  
**C. Conflicts of Interest and Confidentiality ..... 17**  
**D. Organizational Management Information..... 17**  
**E. Application Disposition..... 17**

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

**PART VII—AGENCY CONTACTS ..... 23**

**PART VIII—OTHER INFORMATION ..... 23**  
**A. Access to Review Information..... 23**  
**B. Use of Funds; Changes..... 23**  
**C. Confidential Aspects of Applications and Awards ..... 24**  
**D. Regulatory Information..... 24**  
**E. Definitions ..... 24**  
**F. Stakeholder Feedback and Materials Available on the Internet ..... 24**

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

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

Pursuant to the authority contained in Section 1447 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA), 7 U.S.C. 3222b, as reauthorized by Section 7112 of the Agricultural Act of 2014 (Pub. L. 113-79), grants will be awarded under the Facilities Grants Program to the eligible 1890 land-grant institutions, including Tuskegee University, West Virginia State University, and Central State University (per Section 7129 of Pub. L. 113-79).

For information about stakeholder input and how it was utilized in development for the RFA, see Part VIII, F.

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

The 1890 FGP supports the [USDA Research, Education and Economics \(REE\) 2014 Action Plan - Strategic Goal #6: Education and Science Literacy](#) to recruit, cultivate, and develop the next generation of scientists and leaders, and to produce a highly-skilled workforce for food, agriculture, natural resources, forestry, and environmental systems. The 1890 FGP also supports [NIFA Strategic Goal #1: Catalyze exemplary and relevant research, education and extension programs; and sub-goal #1.7.](#) -- to ensure the development of human capital, communities, and a diverse workforce through research, education, extension and engagement programs in food and agricultural sciences to support a sustainable agriculture system.

Facilities awards will be made for the acquisition and improvement of food, agricultural, and human sciences facilities and equipment, including libraries, so that the 1890 land-grant institutions, including Tuskegee University may participate fully in the production of human capital in the food and agricultural sciences. Priorities for the eligible institutions are set in the facilities plan that is submitted to NIFA for review and approval.

## PART II—AWARD INFORMATION

### A. Available Funding

The anticipated amount available for grants in FY 2016 is approximately \$19 million. NIFA will distribute sixty percent (60%) of grants in equal amounts among 1890 institutions, and distribute the remaining forty percent (40%) in accordance with the formula applicable to 40 percent of the funding in Section 1444(b)(2)(B) of NAREPTA 7 U.S.C. § 3221(b)(2)(B).

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 Bureau of the Fiscal Service, as the payment system for funds. For more information see <http://fms.treas.gov/index1.html>.

### B. Types of Applications

In FY 2016, you may only submit a Renewal application to the 1890 FGP. Renewal applications should be submitted by Institutions who have already submitted a Five-Year Plan of Work for FY 2013 through FY 2017 (a Four-Year Plan of Work for FY 2014 through FY 2017 for Central State University).

**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, as well as a Progress Report (see Project Narrative, Part IV). Renewal applications must be received by the application deadline.

### C. Project Types

**Facilities application.** In FY 2016, eligible applicants should request funding for an additional year at the amount specified for their institution. Allocations are as listed below:

**The anticipated FY 2016 distribution is the same as the FY 2015 distribution, which follows: Alabama A&M University, \$952,994; Tuskegee University, \$952,994; University of Arkansas-Pine Bluff, \$904,541; Delaware State University, \$700,653; Florida A&M University, \$917,876; Fort Valley State University, \$1,003,451; Kentucky State University, \$1,085,676; Southern University, \$839,115; University of Maryland-Eastern Shore, \$806,689; Lincoln University, \$1,185,482; Alcorn State University, \$885,957; North Carolina A&T State University, \$1,120,433; Central State University, \$1,299,250; Langston University, \$991,768; South Carolina State University, \$873,540; Tennessee State University, \$1,089,533; Prairie View A&M University, \$1,510,902; Virginia State University, \$992,573; and West Virginia State University, \$826,073.**

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Applications may only be submitted by eligible 1890 Land-Grant Institutions, including Tuskegee University, West Virginia State University, and Central State University (per Section 7129 of Pub. L. 113-79). 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.

The eligible institutions as identified in Section 1447 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA), 7 U.S.C. 3222b, as amended by Section 7129 of the Agricultural Act of 2014, are: Alabama A&M University, Tuskegee University, University of Arkansas-Pine Bluff, Delaware State University, Florida A&M University, Fort Valley State University, Kentucky State University, Southern University, University of Maryland-Eastern Shore, Lincoln University, Alcorn State University, North Carolina A&T State University, Central State University, Langston University, South Carolina State University, Tennessee State University, Prairie View A&M University, Virginia State University, and West Virginia State University.

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

NIFA does not require matching support for this program.

## **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 Project Director/Principal Investigator (PD/PI) first contact an Authorized Representative (AR, also referred to as Authorized Organizational Representative or AOR) to determine if the organization is prepared to submit electronic applications through Grants.gov. If not (e.g., the institution/organization is new to the electronic grant application process through Grants.gov), then the one-time registration process must be completed PRIOR to submitting an application. It can take as long as 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.** Part II.1. of the NIFA Grants.gov Application Guide contains detailed information regarding the registration process. Refer to item 2. below to locate the “NIFA Grants.gov Application Guide”.

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

To receive application materials:

1. You must download and install a version of Adobe Reader compatible with Grants.gov to access, complete, and submit applications. For basic system requirements and download instructions, see <http://www.grants.gov/web/grants/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.

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-EF47-005516** 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 (see <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>): Top 10 requested help topics (FAQs), Searchable knowledge base, self-service ticketing and ticket status, and live web chat (available 7 a.m. - 9 p.m. 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

## **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. Grants.gov does not check for NIFA required attachments or that attachments are in PDF format; see Part III section 6.1 of the guide for how to check the manifest of submitted files. Partial applications will be excluded from NIFA review. We will accept subsequent submissions of an application until close of business on the closing date in the RFA (see Part V, 2.1 of the NIFA Grants.gov Application Guide for further information).**

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

- Email: [electronic@nifa.usda.gov](mailto:electronic@nifa.usda.gov)
- Phone: 202-401-5048
- Business hours: Monday through Friday, 7 a.m. – 5 p.m. 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 **1890 FGP**. See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

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

NOTE: The Project Narrative shall not exceed fifteen (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. The established maximum is twenty (20) pages. Applicants are encouraged to revisit the page numbers after converting the narrative to PDF format and make the necessary adjustments if the required page limit has been exceeded.

The Project Narrative must include all of the following:

A thorough description of the acquisition, renovation, and/or construction effort(s) being proposed is required. The effort(s) should be realistic in light of time and funding constraints and available institutional resources. The specific required components are:

**(i) Statement of Need** – Clearly describe the activities to be conducted during the **current year** of your 1890 Facilities plan of work. In accordance with the recommended funding allocation within each institution, the research, teaching and extension programs must each receive at least 20 percent of the annual allocation. However, if there are unique situations in your institution which warrant a deviation from these guidelines, we will consider requests for reallocation by the submission of a situation statement. The situation statement should clearly demonstrate the need for the deviation and identify the program(s) that will receive more than 20 percent of the allocation. It should also identify the program(s) that will be affected and demonstrate how they will not be negatively impacted by this decision. The request should be submitted to the National Program Leader (NPL), Agency Contact, as described in Part VII of this Request for Applications (RFA) for approval.

Explain the factors or circumstances which led to your institution's need for the specific construction, renovation, and/or acquisition activities being proposed, particularly in supporting relevant activities and/or programs, i.e., state what advantage will be gained through the proposed facilities. Provide statements and specific documentation on how the proposed construction relates to the University's planning efforts for programs in the Food, Agricultural, and Human Sciences. The proposed objectives and time frame for completing the proposed work should be realistic. Construction projects may have a potential for impacting the environment. At least 30 days prior to the start of any construction or major renovation project, the awardee is

required to submit an Environmental Assessment to NIFA for review and approval. No activity should begin on this type of project until NIFA reviews and issues a written approval to begin construction. Please see Article 9, of the Special Terms and Conditions – C, Environmental Requirements, for further details regarding National Environmental Policy Act (NEPA) requirements.

**(ii) Objectives** - Please cite and discuss the specific project objectives to be accomplished.

**(iii) Procedures** – Each application must contain a comprehensive, step-by-step description of the proposed design, construction, renovation, and/or acquisition activity. For construction efforts, include gross square feet of space to be built. In addition, provide assignable square feet of space by function: research, teaching, and/or extension. Include a detailed description of the procedures that you plan to use in accomplishing project goals in the sequence in which you plan to carry them out.

**This section should also include but not necessarily be limited to descriptions of:**

- stakeholder involvement in problem identification, planning, implementation, and evaluation;
- proposed project activities, listed sequentially
- techniques to be employed in this project, including their feasibility and rationale;
- milestones with target and identification of monitoring and controlling activities
- identification of designated parties who will specifically monitor and control the timeline to increase the likelihood for achieving objectives
- methods for documenting progress toward project goals
- expected results;
- how research, extension, and education activities will be evaluated;
- how data will be analyzed or interpreted;
- plans to communicate results to stakeholders and the public;
- risk assessment analysis
- pitfalls that might be encountered; and
- limitations to proposed procedures.

**(iv) Timetable** – Provide a milestone chart for accomplishing each facility objective. Provide a chart that sets forth all major phases of the project, with the beginning and ending dates for each milestone. This should be prepared as a function of time either on a quarterly, semiannual, or annual basis.

**(v) Performance Reports** - In accordance with the awards terms and conditions, an annual performance report is due to NIFA 90 days after completion of the first 12 months of the initial grant award and annually thereafter during the project period. Please report all work performed during the previous 12-month period, including any funded or unfunded time extensions.

**Grantees are to submit annual summary reports for the current plan of work (i.e., 2013 – 2017 for most institutions and 2014 - 2017 for Central State University) with the FY 2016 Renewal application. Annual summary reports for previous five-year plans (i.e., plans submitted in 2008 and 2003) that remain open, must be submitted to NIFA’s web-based inventory system that facilitates both grantee submissions of project outcomes and public**

**access to information on Federally-funded projects (REEport).** The details of these reporting requirements are included in the award terms and conditions. **If no progress was made, an explanation should be provided indicating why no work was completed.**

**(vi) Financial Reports** – In accordance with the terms and conditions of this program, the grantee must submit annual SF-425s (annual financial reports) for every open 1890’s Facilities award. The form can be found at [http://www.whitehouse.gov/sites/default/files/omb/assets/grants\\_forms/SF-425.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/grants_forms/SF-425.pdf)

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

Include the Budget Justification in this field. See end of **Section 6** of this subpart for instructions regarding a budget justification.

- **Expected Outcomes – PDF Attachment**  
Title the attachment “Expected Outcomes” in the document header and save file as “ExpectedOutcomes”. Please use a format, similar to what is provided below, to submit expected impacts and attach it as the last page of the application.

**Recommended Format for Submitting Expected Impacts**

<b>Expected impacts during the three year period following the completion of the projects</b>	<b>Expected Number</b>
Number of farmers to be served	
Number of community members served (non-farmers)	
Number of underrepresented students to be supported	
Number of women students to be supported	
Number of faculty to be supported	

**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. SF 424C Budget**

The NIFA Grants.gov Application Guide contains instructions for the SF-424 R&R Budget, which is not part of this funding opportunity. Therefore, the instructions for that form are not to be followed. The budget for this funding opportunity is the SF-424C and the instructions for completing the form are included herein.

**Complete Budget Form SF-424C (Construction Programs) in accordance with the instructions provided. Please refer to Part II, Section A for the amount to request for additional funding. The form is available as part of the Application Package; and instructions are provided herein:**

Column a. - Enter the total estimated cost of each of the items listed on lines 1 through 16 (as applicable) under "COST CLASSIFICATION."

**NOTE:** This column is for costs associated with this application, not total project costs.

Line 1 - Enter estimated amounts needed to cover administrative expenses. Allowable legal costs are generally only those associated with the purchases of land which is allowable for Federal participation and certain services in support of construction of the project.

Line 2 - Enter estimated site and right(s)-of-way acquisition costs (this includes purchase, lease, and/or easements).

Line 3 - Enter estimated costs related to relocation advisory assistance, replacement housing, and relocation payments to displaced persons and businesses.

Line 4 - Enter estimated basic engineering fees related to construction (this includes start-up services and preparation of project performance work plan).

Line 5 - Enter estimated engineering costs, such as surveys, tests, and soil borings.

Line 6 - Enter estimated engineering inspection costs.

Line 7 - Enter estimated costs of site preparation and restoration which are not included in the basic construction contract.

Line 8 - Enter estimated costs for demolition and removal.

Line 9 - Enter estimated cost of the construction contract.

Line 10 - Enter estimated cost of office, shop, laboratory, and safety equipment to be used at the facility, if such costs are not included in the construction contract.

Line 11 - Enter estimated miscellaneous costs.

Line 12 - Total of items 1 through 11.

Line 13 - Enter estimated contingency costs.

**NOTE: Contingency costs should not exceed 2% of eligible project cost of construction.**

Line 14 - Enter the total of lines 12 and 13.

Line 15 - Enter estimated program income to be earned during the grant period, e.g., salvaged materials.

Line 16 - Subtract line 15 from line 14.

Line 17 -This block is for the computation of the Federal share. Multiply the total allowable project costs from line 16, column "c." by the Federal percentage share (this may be up to 100 percent; consult Federal agency for Federal percentage share) and enter the product on line 17.

Column. b.-Leave blank.

Column. c.-This is the net of lines 1 through 16 in columns "a." and "b."

**NOTE: Budget Justification:** A brief narrative justifying the budget needs to be provided in PDF format. The justification should be included as a supplement to the Budget Form SF-424C). The Budget Justification should follow a standard spreadsheet format ('Budget Line Item' = row; 'Budget Year' and 'Cumulative Project' = columns) including a detailed, itemized breakdown of each of the line item categories reported on the SF-424C Budget form. This Budget Justification attachment provides a more detailed, itemized breakdown for each budget line item reported on the SF-424C Budget form (Include a description for each requested budget line item found on the SF-424C Budget form (i.e., total budget amount reported on the SF-424C Budget form should equal the total budget amount reported on the Budget Justification attachment). The Budget Justification is to be included in Field 12 – Other Attachments. See Part IV, B.3.c. of this RFA.

Discuss how the budget specifically supports the proposed project activities. Explain how line-items such as land, structure, architectural budget, engineering fees, and site work, are necessary and reasonable to achieve project objectives. **Clearly demonstrate** that you have adhered to the Program Office allocation guidelines of 20% Research, 20% Teaching, 20% Extension. The remaining 40% may be allocated to Research, Teaching, and/or Extension projects, based on institutional needs.

## **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 "Section 1447 Facilities Grants") and the program code (i.e., enter "LS"). Note that accurate entry of the program code is very important for proper and timely processing of an application.
- b. Field 8. Conflict of Interest List.** See Part VI, 1.8 of the NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

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

Prior to electronic submission of the application via Grants.gov, it is strongly recommended that an administrative review be conducted to ensure that an application complies with all application preparation instructions. An application checklist is included in Part VII of the NIFA Grants.gov Application Guide to assist with this review.

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

Applications must be received by Grants.gov by **5:00 p.m. Eastern Time on March 3, 2016**. 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**

The obligation and expenditure of funds awarded under these grants are limited to equipment, land, buildings and other related costs which are or will be used in the administration and conduct of approved research, teaching and extension activities.

**In accordance with NARETPA Section 1447 (e), funds provided for this program may not be used for the payment of any overhead costs of the eligible institutions.**

The research, teaching and extension programs must each receive at least 20 percent of the allocation in your institution's plan of work. The remaining 40 percent may be allocated based on institutional needs for research, teaching, and/or extension projects. However, if there are unique situations in your institution which warrant a deviation from these guidelines, we will consider requests for reallocation. Such reallocations must be justified by the submission of a situation statement which describes the research, teaching, and extension facilities needs in your institution and how previously available Federal funds were utilized. The situation statement should be inserted into the Project Narrative (Part IV, B.3.b.(i) - Statement of Need).

## **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, an internal merit review process may be used to evaluate applications that meet the program requirements.

### **B. Evaluation Criteria**

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

#### **Statement of Need:**

According to the project narrative, a statement indicating the advantage that will be gained from the proposed construction, renovation, or acquisition of laboratory equipment is needed.

Are the objectives realistic or is the institution over-extending its capabilities?

Is the facility proposal linked to a realistic university planning effort for programs in the food and agricultural sciences?

**Note:** When addressing this criterion, refer to Part IV. B.(i) of this RFA.

#### **Procedures:**

Does the proposal provide a step-by-step description of the proposed design construction, renovation, and/or acquisition activity?

Are there detailed descriptions of the procedures that will be used in accomplishing project goals in the sequence in which you plan to carry them out?

**Note:** When addressing this criterion, refer to Part IV. B.(iii) of this RFA.

#### **Budget:**

Are the anticipated costs allowable, reasonable and necessary?

Has an appropriate justification been provided for each particular budget item?

The research, teaching and extension programs must each receive at least 20 percent of the allocation in your institution's plan of work. The remaining 40 percent may be allocated based on institutional needs for research, teaching, or extension. Is the budget consistent with the above Program Office allocation guidelines?

Is the budget linked to an overall strategic planning process?

**Timetable:**

Is the time frame realistic for the work proposed?

Does the timeline demonstrate targeted milestones to allow assessment of progress?

Does the timeline provide for contingencies or strategies for dealing with unscheduled delays?

**Note:** A clearly detailed timeline must be included.

**C. Conflicts of Interest and Confidentiality**

During the peer evaluation process, we take extreme care to prevent any actual or perceived conflicts of interest that may impact review or evaluation. See [http://www.nifa.usda.gov/business/competitive\\_peer\\_review.html](http://www.nifa.usda.gov/business/competitive_peer_review.html) for further information about conflicts of interest and confidentiality as related to the peer review process.

**D. Organizational Management Information**

Specific management information relating to an applicant shall be submitted 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).

**E. Application Disposition**

An application may be withdrawn at any time before a final funding decision is made regarding the application. Each application that is not selected for funding, including those that are withdrawn, will be retained by 1890 FGP for a period of three years.

## **PART VI—AWARD ADMINISTRATION**

### **A. General**

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

### **B. Award Notice**

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

- (1) Legal name and address of performing organization or institution to which 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 and the Federal Agency Identification 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 may include, but are not limited to, the ones listed on the NIFA web page - <http://nifa.usda.gov/federal-regulations>.

NIFA Federal Assistance Policy Guide—a compendium of basic NIFA policies and procedures that apply to all NIFA awards, unless there are statutory, regulatory, or award-specific requirements to the contrary is available at <http://nifa.usda.gov/policy-guide>.

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

The output and reporting requirements are included in the award terms and conditions (see <http://www.nifa.usda.gov/business/awards/awardterms.html> for information about NIFA award terms). If there are any program or award-specific award terms, those, if any, will be identified in the award.

**In addition, the following reports are required for the 1890 Facilities Grants Program:**

#### **1) Performance Reports:**

Awardees of Federal funds are responsible for monitoring day-to-day project performance to ensure that project goals and performance schedules are met, contain costs, and accurately report progress to NIFA. An annual performance report is due in NIFA 90 days after completion of the first 12 months of the initial grant award and annually thereafter during the project period. Please report all work performed during the previous 12-month period, including any funded or unfunded time extensions. Submit your annual summary report for the current five-year plan (i.e., 2013 – 2017) with your FY 2016 Renewal application. Annual summary reports for previous five-year plans (i.e., plans submitted in 2008 and 2003) that remain open, must be submitted to NIFA's web-based inventory system that facilitates both grantee submissions of project outcomes and public access to information on Federally-funded projects (REEport). The details of these reporting requirements are included in the award terms and conditions. Further, the performance report **should not exceed five (5) pages** in length and shall include the following information:

- A comparison of actual accomplishments against the goals and/or objectives established for the facilities program during the reporting period, including relevant percentage-of-completion data and a computation of square footage costs for all projects undertaken;
- The reason for inability to achieve goals if approved goals were not met;
- Include additional pertinent information including for example, analysis and explanation of cost overruns or unexpectedly high unit costs. Report and explain any favorable or adverse conditions, changes, or situations which are expected to impact the scope, size,

cost, or completion schedule for the project, along with a discussion of proposed or actual actions taken by your institution to resolve any problems encountered;

- In subsequent years, if the proposal represents any changes to your approved plan of work, please provide a description of, and justification for, the change so that our records can be updated;
- A summary of activities to be undertaken during the next 12-month period;
- A listing of architectural, engineering, and construction contracts entered into **during this reporting period only** for each program component in the following format:

<b>Program Component</b>	<b>Name of Contractor</b>	<b>Proposed Amount</b>	<b>Date Approved by NIFA</b>
<b>a.</b>			
<b>b.</b>			
<b>c.</b>			

- A detailed breakdown of *all project* costs incurred to date (cumulative), in the following format:

<b>Cost Item</b>	<b>Federal Share</b>	<b>Non-Federal Share (if applicable)</b>

**2) Additional Performance Report Emphasis:**

Additionally, performance reports should include the following:

A. New Facilities Constructed:

1. Facility Name, Cost, Square Footage, and Funds Leveraged, if any
2. Facility Uses for Teaching, Research and Extension
3. Narrative of Programs Supported and Emphasis Areas
4. Photographs

B. Final Building Inspection or Occupancy Permit Facilities Renovated

1. Facility Name, cost
2. Facility Uses for Teaching, Research, and Extension
3. Narrative of Programs Supported and Emphasis Areas
4. Photographs

C. Major Land Purchases

1. Size and Cost
2. Facility Uses for Teaching, Research, and Extension
3. Photographs of Any Farm Activities

D. Provide a Listing of Major Laboratory, All Equipment (including Farm) and Miscellaneous Items

E. Impact

1. Describe how the facilities program for FY 2015 impacted the programs in food, agricultural, and human sciences (Teaching, Research, and Extension).

## **PART VII—AGENCY CONTACTS**

Applicants and other interested parties are encouraged to contact:

### **Programmatic Contact:**

Edwin Lewis, Ph.D.  
National Program Leader  
Division of Community and Education  
Institute of Youth, Family and Community  
Location: 4341 Waterfront Centre  
[Full Address and Directions](#)  
Phone: (202) 690-4565  
Fax: (202) 720-2030  
E-mail: [elewis@nifa.usda.gov](mailto:elewis@nifa.usda.gov).

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

Adriene Woodin  
Branch Chief  
Awards Management Branch II  
Location: 2182 Waterfront Centre  
[Full Address and Directions](#)  
Phone: (202) 401-4320  
Fax (202) 401-1804  
Email: [awoodin@nifa.usda.gov](mailto:awoodin@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 2 CFR part 415, subpart C , this program is excluded from the scope of the Executive Order 12372 which requires intergovernmental consultation with State and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of information requirements contained in this Notice have been approved under OMB Document No. 0524-0039.

### **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.

### **F. Stakeholder Feedback and Materials Available on the Internet**

Stakeholder engagement and feedback is necessary for the continued effectiveness of the 1890 FGP.

On February 25, 2015, NIFA conducted a webinar for the 1890 Institutions to provide programmatic and policy guidance, as well as to solicit input. The webinar can be accessed via the following link: - <http://nifa-connect.nifa.usda.gov/p2p4i16q76b>.

Additionally, an 1890 Facilities workshop was conducted at the 2015 National Extension and Research Administrative Officers' Conference (NERAOC). NIFA will continue to engage stakeholders via conference calls, site visits, meetings and conferences. Stakeholder feedback obtained in 2016 will be carefully considered during preparation of the 2017 RFA.

For reference purposes, the following documents and tools are available at the 1890 Facilities webpage --- <http://nifa.usda.gov/funding-opportunity/1890-facilities-grants-program-renewals>:

1. Requests for Applications
2. Abstracts of Funded Projects