

Healthy Homes Partnership

Fiscal Year 2015 Request for Applications (RFA)

APPLICATION DEADLINE: July 30, 2015

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

Healthy Homes Partnership

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 July 30, 2015. 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. (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 **Healthy Homes Partnership** RFA.

EXECUTIVE SUMMARY: NIFA requests applications for the Healthy Homes Partnership (HHP) for fiscal year 2015 (FY15) for a public outreach education program that will reduce housing deficiencies and risks associated with childhood diseases and injuries. The amount available to support this program in FY 2015 is approximately \$225,000. Funding for this program is provided from U.S. Department of Housing and Urban Development (HUD) Office of Lead Hazard Control and Healthy Homes to NIFA through an Interagency Agreement.

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

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

7 USC 3318(b) – United States Department of Agriculture, National Institute of Food and Agriculture (USDA/NIFA) may use a grant agreement as the legal instrument reflecting a relationship among NIFA, a state cooperative institution, and another federal agency, if the objectives of the agreement serve a mutual interest of the parties to the agreement in agricultural research, extension, and teaching activities and all parties contribute resources to the accomplishment of the project objectives.

B. Purpose and Priorities

The purpose of the Healthy Homes Partnership (HHP) is to link resources of the United States Department of Agriculture, National Institute of Food and Agriculture (USDA NIFA) and the state land-grant universities with the United States Department of Housing and Urban Development’s Office of Lead Hazard Control and Healthy Homes (HUD/OLHCHH) for a public outreach education program that will reduce housing deficiencies and risks associated with childhood diseases and injuries.

The objective of the HHP is to foster work through USDA NIFA with the land-grant universities in the Cooperative Extension System (CES) to assist with implementation of the federal interagency priorities for “Advancing Healthy Housing – A Strategy for Action” by specific contributions of USDA/NIFA through Extension to support: Goal 4: Educate the Public About Healthy Homes,

http://portal.hud.gov/hudportal/documents/huddoc?id=stratplan_final_11_13.pdf. This program supports Objective 1.2 Create Thriving Communities of the USDA Research, Education, and Economics (REE) Strategic Plan for FY 2010-2015. Finally, this program supports the USDA NIFA Strategic Plan for FY2014-2018 through Science and Extension Objectives.

NIFA is soliciting applications for the HHP that include all of the following areas:

- 1) Implementation of outreach education through multi-state healthy homes training for problem solving to support the goal of educating the public about Healthy Homes.
- 2) Development of technology based education information related to Healthy Homes for targeted audience(s).
- 3) Evaluation of Healthy Homes programs to determine impacts/outcomes of the training for general public.

C. Program Area Description

The proposed project will be coordinated through the Cooperative Extension System by a land-grant university to manage sub awards in eight states (AK, CT, GA, LA, MO, MT, OK, and TN) that were selected through a competitive process in the Healthy Homes Fiscal Year 2014 project. If a state(s) opts out, there will be the opportunity to choose another state(s). The grantee, or

Coordinating Institution (CI), will work with State Extension Specialists, who will coordinate with regional/county educators to continue pilot implementation of the Healthy Homes programs. The CI may use funding for salary of personnel, travel expenses and/or supplies; however, this funding is limited to \$45,000. Approximately \$180,000 will support the sub awards, including indirect costs for the CI and/or sub awardees. The CI will conduct the following:

- Fund outreach programs in the eight states from the Healthy Homes 2014 project to continue implementing the Healthy Homes toolkit curriculum, including promotion of the *Help Yourself to a Healthy Home* book and content information to the general public. Funding for sub awards should be based on scope of project implementation for Healthy Homes and the deliverable(s) to be completed. The CI will facilitate the sub award process with review and final approval by NIFA.
- Evaluate the Healthy Homes project implementation in the eight states. The CI will work with these eight states to identify evaluation data to be collected. The metrics should be the same for each state, resulting in key quantitative impacts/outcome data for Healthy Homes from eight states. Qualitative data on the public value of Healthy Homes should also be collected in each state. The CI will receive evaluation data for compilation.
- Conduct webinars to coincide with resource information in the Healthy Homes toolkit and the “Help Yourself to Healthy Homes” educational materials. Utilize webinars to train state project managers and regional/county extension educators within targeted states in using the Healthy Homes materials. (Train-the trainer model).
- Utilize information from the Healthy Homes toolkit to develop messaging for general public. Transfer information using technology via social media applications to include, but may not be limited to Facebook, Twitter, YouTube, Pinterest, Tumblr, and Google + presentations.
- Coordinate with Healthy Homes Advisory Committees working with state coordinators in the eight targeted states for guidance in project implementation and identification of emerging needs.
- Expand the network for sharing and exchange of information among the state partners, including a communication network for the Healthy Homes Advisory Committees in the selected states.
- Direct sub awardees in utilizing other products related to the Healthy Homes project for education outreach that HUD/OLHCHH may provide during the performance period.

PART II—AWARD INFORMATION

A. Available Funding

The amount available for NIFA support of this program in FY 15 is approximately \$225,000. The funds will be awarded through a grant agreement. There is no commitment by USDA to fund any particular application or to make a specific number of awards.

Awards issued as a result of this RFA will have designated the Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury's 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 15, you may only submit a new application to the HHP Program:

New application. This is a project application that has not been previously submitted to the HHP 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

The Healthy Homes award supports Extension projects. The amount of the sub awards may vary depending on the scope of the Healthy Homes project to be implemented by the state and/or completion of other project deliverable(s). The sub awards projects are for one year with the option of no-cost time extension for completion of project work with approval from NIFA.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may only be submitted by land-grant institutions in the U.S. and its territories. 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

There is no requirement for cost sharing or matching funding.

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 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.
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 **Funding Opportunity Number: USDA-NIFA-EXCA-005297** in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

Contained within the application package is the “NIFA Grants.gov Application Guide.” This guide contains an introduction and general Grants.gov instructions, information about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

If you require assistance to access the application package (e.g., downloading or navigating Adobe forms) **or submitting the application**, refer to resources available on the Grants.gov website (<http://www.grants.gov/web/grants/applicants/applicant-resources.html>). Grants.gov assistance is also available at:

Grants.gov customer support
800-518-4726 Toll-Free or 606-545-5035
Business Hours: 24 hours a day, 7 days a week. Closed on [federal holidays](#).
Email: support@grants.gov

Grants.gov iPortal (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
- 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 HHP. 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 10 pages of written text regardless of whether it is single- or double-spaced and up to 5 additional pages for figures and tables. We have established this maximum (15 pages) to ensure fair and equitable competition. The Project Narrative must include all of the following:

a. Introduction: Include a clear statement of the long-term goal(s) and supporting objectives of the proposed activities. Describe ongoing or recently completed significant activities that relate to the proposed project including the work of key project personnel. Include preliminary data/information pertinent to the proposed project. In addition, this section should include in-depth information on the following, when applicable:

- (1) Estimates of the magnitude of the issues and their relevance to stakeholders and to ongoing state-federal food and agricultural research, education and extension programs.
- (2) The role of stakeholders in problem identification, planning, implementation, and evaluation as appropriate.
- (3) Reasons for performing the work at the proposing institution.

b. Objectives: All applications must include a statement(s) of specific aims of the proposed effort in clear, concise, complete, and logically arranged terms.

c. Methods: Explicitly state the procedures or methodology you will apply to the proposed effort. This section should include but not necessarily be limited to, descriptions of:

- (1) stakeholder involvement in problem identification, planning, implementation and evaluation;

- (2) proposed project activities, listed sequentially;
- (3) techniques to be employed in this project, including their feasibility and rationale;
- (4) expected results;
- (5) how extension and education activities will be evaluated;
- (6) how data will be analyzed or interpreted;
- (7) plans to communicate results to stakeholders and the public;
- (8) pitfalls that might be encountered; and
- (9) limitations to proposed procedures.

d. Project Timetable: The proposal should outline all important phases as a function of time for the entire project, including periods beyond the grant funding period.

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

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

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

6. R&R Budget

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

a. Field H. Indirect Costs – Full negotiated rate allowed.

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 “**Healthy Homes Partnership**”) and the program code (i.e., enter “**HHP**”). 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 July 30, 2015**. 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

Grant funds awarded under this authority may not be used for the renovation or refurbishment of research, education, or extension space; the purchase or installation of fixed equipment in such space; or the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities. Funding may only be utilized for the priorities outlined in this RFA.

E. Other Submission Requirements

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

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

PART V—APPLICATION REVIEW REQUIREMENTS

A. General

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

We select reviewers based upon their training and experience in relevant scientific, extension, or education fields, taking into account the following factors: (a) The level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities; (b) the need to include as reviewers experts from various areas of specialization within relevant scientific, education, or extension fields; (c) the need to include as reviewers other experts (e.g., producers, range or forest managers/operators, and consumers) who can assess relevance of the applications to targeted audiences and to program needs; (d) the need to include as reviewers experts from a variety of organizational types (e.g., colleges, universities, industry, state and federal agencies, and private profit and non-profit organizations) and geographic locations; (e) the need to maintain a balanced composition of reviewers with regard to minority and female representation and an equitable age distribution; and (f) the need to include reviewers who can judge the effective usefulness of each application to producers and the general public.

When each peer review panel has completed its deliberations, the responsible program staff of HHP will recommend that the project: (a) be approved for support from currently available funds or (b) be declined due to insufficient funds or unfavorable review.

HHP reserves the right to negotiate with the PD/PI and/or with the submitting organization or institution regarding project revisions (e.g., reductions in the scope of work, funding level, period, or method of support) prior to recommending any project for funding.

B. Evaluation Criteria

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

1) Proposed Approach, Program Design and Methodology (Objectives and Methods)

This criterion is used to assess the soundness of the proposed approach. Elements considered include the adequacy of the scope of the project to produce expected outcomes/changes in knowledge, awareness, attitudes, and/or behaviors in targeted population; objectives; soundness/evidence-base of educational curricula to be used in the project; proposed activities and sequence of activities; participant recruitment; methodology and limitations of the proposed approach; project timeline; and expected new products and results.

2) Evaluation Design and Methodologies

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

3) Budget

This criterion is used to assess the extent to which the budget is appropriate to the project being proposed, and is cost effective. Elements considered include: the necessity and reasonableness of costs to carry out project activities and achieve project objectives; the appropriateness of budget allocations between the applicant and the proposed sub awards for collaborating institutions, and appropriateness of the budget relative to time committed to the project by key project personnel.

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 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 HHP 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 include, but are not limited to the ones listed below.

2 CFR Part 25, “Universal Identifier and Central Contractor Registration”

2 CFR Part 170, “Reporting Subaward and Executive Compensation Information”

2 CFR Part 175, “Award Term for Trafficking in Persons”

2 CFR Part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)”

2 CFR Part 182, “Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)”

2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”

2 CFR Part 400, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”

2 CFR Part 415, “General Program Administrative Regulations”

2 CFR Part 416, “General Program Administrative Regulations for Grants Cooperative Agreements to State and Local Governments”

2 CFR Part 417, “Nonprocurement Debarment and Suspension”

2 CFR Part 418, “New Restrictions on Lobbying”

2 CFR Part 421, “Requirements for Drug-Free Workplace (Financial Assistance)”

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 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.

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.

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).

44 U.S.C. 3541 et seq. (Pub. L. 107-347) - Federal Information System Security Management Act of 2002 (FISMA), to improve computer and network security within the Federal Government. Applies to awardees if it will collect, store, process, transmit, or use information on behalf of NIFA.

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.

The grantees will 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.

The grantee will be required to complete a mid-year progress report and submit to the managing National Program Leader; this information will be shared HUD/OLHCHH.

At the end of the project year, the grantee will be requested to prepare a final report for the project and to submit it to the HHP managing National Program Leader (NPL) within 45 days of the project's expiration date. Guidelines for this final report may be shared by HUOLHCHH.

The report should summarize all significant activities undertaken towards achieving the outcomes of the project: basic demographics and total numbers of participants served and other figures (as appropriate) to facilitate comparing targeted project results with actual results, aggregated for the entire project; final numbers of participants who showed/reported significant changes in learning, actions or conditions; project list of all educational materials (including web links when appropriate) produced by the project; and success stories and pictures showcasing project impacts. Quantitative data, including common measures for each state, should be reported. The Project Director(s) will receive feedback on their reports from the managing NPL and will be encouraged to use information from the report as the basis for their REEport Final Technical Report, due to NIFA within 90 days of the expiration date of the award. The grantee will share the final report with HUD/OLHCHH.

PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact:

Programmatic Contact –

Name: Beverly Samuel

Title: National Program Leader

Unit: Division of Family and Consumer Sciences

Location: 4427 Waterfront Centre

[Full Address and Directions](#)

Phone: (202) 720-6059

Fax: (202) 720-9366

Email: bsamuel@nifa.usda.gov

Administrative/Business Contact –

Name: Susan Bowman

Title: Branch Chief

Unit: Branch I

Location: 2240 Waterfront Centre

[Full Address and Directions](#)

Phone: (202) 401-4324

Fax: (202) 401-6271

Email: 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 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.