Tribal Colleges Extension Program (TCEP): Capacity Applications

Application Due Date: June 6, 2018 by 5:00 pm Eastern Time

Catalog of Federal Domestic Assistance (CFDA): 10.500

Program Name Code: TCEP

Program Code: NK

Funding Opportunity Number: USDA-NIFA-SLBCD-006539

Funding Amount: Approximately $4.3 million

FY 2018 Request for Applications (RFA)

ELIGIBILITY: See Part III, A of RFA

USDA

United States Department of Agriculture

National Institute of Food and Agriculture

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

Tribal Colleges Extension Program: Capacity Applications

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 p.m. Eastern Time** on **June 6, 2018.** 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 six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

STAKEHOLDER INPUT: We at the National Institute of Food and Agriculture (NIFA) seek your comments about this RFA. We will consider your 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 your written stakeholder comments by the deadline set forth in the DATES portion of this notice via email to Policy@nifa.usda.gov. (This email address is only for receiving comments regarding this RFA and *not* for requesting information or forms.) In your comments, please state that you are responding to the Tribal Colleges Extension Program: Capacity RFA.

EXECUTIVE SUMMARY: NIFA requests applications for the Tribal Colleges Extension Program: Capacity (TCEP) for fiscal year (FY) 2018 to provide informal, community-focused education and outreach. The anticipated amount available for this grant in FY 2018 is approximately $4.3 million. This RFA is being released prior to the passage of an appropriations act for FY 2018. Enactment of additional continuing resolutions or an appropriations act may affect the availability or level of funding for this program.

This notice identifies the objectives for TCEP projects, deadline dates, funding information, eligibility criteria for projects and applicants, and application forms and associated instructions needed to apply for a TCEP.

Table of Contents

PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority

This program is authorized under Section 534(b) of 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 (AREERA) (7 U.S.C. 7601). This section amends Section 3 of the Act of May 8, 1914 (Smith-Lever Act) (7 U.S.C. 341 et seq.), as amended. Under this authority, appropriated funds are to be awarded to the 1994 Land-Grant Institutions (hereinafter referred to as 1994 Institutions) for Extension work and funds are to be distributed on the basis of a competitive application process.

B. Purpose and Priorities

TCEG directly aligns with the:

- USDA Strategic Goal #2
- 2016 Research, Economics, and Education Action Plan Strategic Goal #6
- 2014-2019 NIFA Strategic Plan Strategic Goal #1 Science - Sub-goal 1.7

The purpose of the Tribal Colleges Extension Program (TCEP) is to give reservation communities opportunities for enhanced agricultural productivity, community resilience, economic growth and youth development by extending the reach of innovations in research and technology and enhancing informal, local educational programming. Previous projects have addressed the following:

- Tribal Youth Development
- Increased Food Security
- Financial Literacy
- Optimization of Agriculture Production
- Natural Resource Conservation

The 1994 Institutions are encouraged to see these projects as community driven. Providing evidence of buy-in from targeted community members will be an asset to the proposal. This funding is designed to support Extension offices, so applicants may propose several initiatives in response to their stakeholders' demands.

C. Program Area Description
Key Information:
    Program Code – NK
    Program Code Name – Tribal College Extension Program (TCEP)
    Code of Federal Domestic Assistance – 10.500
    Requested Project Types – Single Function Extension Projects
    Requested Grant Types – New Continuation
    Application Deadline - June 6, 2018

PART II—AWARD INFORMATION

A. Available Funding

The anticipated amount available for TCEP grant program in FY2018 is approximately $4.3 million. This RFA is being released prior to the passage of an appropriations act for FY 2018. Enactment of additional continuing resolutions or an appropriations act may affect the availability or level of funding for this program.

The expectation is that each 1994 Institution that submits an extension capacity grant will receive funding, so long as the application is of sufficient quality. Institutions will compete, however, for the amount of funding they receive. There is no commitment by USDA to fund any particular application or to make a specific number of awards.

The Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury's Bureau of the Fiscal Service, is the designated payment system for awards resulting from this RFA. For more information see https://www.fiscal.treasury.gov/fsservices/gov/pmt/asap/asap_home.htm.

B. Types of Applications

In FY 2018, you may only submit a new application to the TCEP Program:

New application. This is a project application that has not been previously submitted to the TCEP Program. We will review all new applications competitively using the screening for administrative requirements, review panel evaluation of proposals using evaluation criteria and selection process described in Part V—Application Review Requirements.

NIFA may choose to issue a new award on a continuation basis. A continuation award is an award instrument by which NIFA agrees to support a specified level of effort for a predetermined period of time with a statement of intention to provide additional support at a future date, provided that performance has been satisfactory, appropriations are available for this purpose, and continued support would be in the best interest of the federal government and the public.

C. Project and Grant Types

1. **Grant Type**
   The following is a list of available grant types under this RFA.
   (a) Standard Grant supports targeted original scientific Research, Education/Teaching, Extension, or Integrated Projects.   An eligible, individual institution, independent branch campus, or branch institution of a State system may submit a grant application for project activities to be undertaken principally on behalf of its own students or faculty, and to be managed primarily by its own personnel.   The applicant executes the project without the requirement of sharing grant funds with other project partners.

2. Project Type

(a)Extension Projects

Single-function Extension Projects conduct programs and activities that deliver science-based knowledge and informal educational programs to people, enabling them to make practical decisions. Program delivery may range from community-based to national audiences and use communication methods from face-to-face to electronic or combinations thereof, Extension Projects may also include related matters such as certification programs, in-service training, client recruitment and services, curriculum development, instructional materials and equipment, and innovative instructional methodologies appropriate to informal educational programs.

Extension Projects address one or more of the following key strategic actions:

1) Support informal education to increase food and agricultural literacy of youth and adults;
2) Promote science-based agricultural literacy by increasing understanding and use of food and agricultural science data, information, and programs;
3) Build science-based capability in people to engage audiences and enable informed decision making;
4) Develop new applications of instructional tools and curriculum structures that increase technical competency and ensure global competitiveness;
5) Offer non-formal learning programs that increase accessibility to new audiences at the rate at which new ideas and technologies are tested and/or developed at the community-scale; and
6) Develop programs that increase public knowledge and citizen engagement leading to actions that protect or enhance the nations' food supply, agricultural productivity, environmental quality, community vitality, and/or public health and well-being.

These projects should lead to measurable, documented changes in learning, actions, or conditions in an identified audience or stakeholder group. These projects should synthesize and incorporate a wide range of the latest relevant research results.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may only be submitted by colleges and universities designated as 1994 Land-Grants by legislation. Failure to meet an eligibility criterion by the 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 following schools are eligible for this program.

Aaniiih Nakoda College
Blackfeet Community College
Chief Dull Knife College
College of the Muscogee Nation
Fond du Lac Tribal and Community College
Haskell Indian Nations University
Institute of American Indian Arts
Lac Courte Oreilles Ojibwa Community College
Little Big Horn College
Navajo Technical University
Northwest Indian College
Oglala Lakota College
Salish Kootenai College
Sisseton Wahpeton College
Southwestern Indian Polytechnic Institute
Tohono O'odham Community College
United Tribes Technical College

Bay Mills Community College
Cankdeska Cikana Community College
College of the Menominee Nation
Dine' College
Fort Peck Community College
Ilisagvik College
Keweenaw Bay Ojibwa Community College
Leech Lake Tribal College
Little Priest Tribal College
Nebraska Indian Community College
Nueta Hidatsa Sahnish College
Saginaw Chippewa Tribal College
Sinte Gleska University
Sitting Bull College
Stone Child College
Turtle Mountain Community College
White Earth Tribal and Community College

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 information about the pre-award phase of the grant lifecycle see http://www.grants.gov/web/grants/learn-grants/grants-101/pre-award-phase.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 two 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/applicants/adobe-software-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/download-application-package.html and enter the funding opportunity number where appropriate

    Funding Opportunity Number: USDA-NIFA-SLBCD-006539

    Click "Search." On the displayed page, click the corresponding link to continue. A Grant Application Package is tied to a particular funding opportunity. You may submit an application ONLY to the particular funding opportunity to which the Grant Application Package is associated.

    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 (https://www.grants.gov/web/grants/support.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. EST).
> 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

Electronic applications are to be prepared 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** you need 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. <u>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</u>. Grants.gov does not check for NIFA required attachments or whether 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. EST, 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. See Part V, Section 2.18 of the NIFA Grants.gov Application Guide for the required certifications and assurances (e.g., Prohibition Against Entities Requiring Certain Internal Confidentiality Agreements).

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

Detailed information related to the questions on this form is available in Part V, 3 of the NIFA Grants.gov Application Guide.

3. R&R Other Project Information Form

Detailed information related to the questions on this form is available 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 TCEP template.

For the summary specifications are as follows:

- The summary should not exceed 250 words
- Include the names and affiliated organizations of all PDs and Co-PDs
- Include the title of the project (must be descriptive of the program)
- **It must indicate this is an Extension proposal**
- List which of the area(s) you will be addressing:
  - ➢ Agriculture
  - ➢ Tribal Youth and 4-H
  - ➢ Leadership Development
  - ➢ Conservation of Natural Resources and Land Issues
  - ➢ Family and Consumer Science, Health and Nutrition
  - ➢ Economic Development

Remember that a Capacity Grant reflects an entire extension program serving multiple stakeholders.

 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 12 pages of written text and up to three 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:

- **Extension Plan**: Provide a mission statement that captures the essence of your Extension activities. Describe how the mission of your extension outreach supports the Strategic Plan of your college.

- **Community and Audience Analysis**: Provide evidence that the Extension program has gathered input from the tribe, stakeholders or an advisory group and understands the needs and concerns of the community. Demonstrate that the portfolio of programs to be offered reflects an agreed upon set of objectives and a plan to realize them.

- **A statement of the potential for public good in Indian country**: The public good describes spillover benefits accrued to the entire community beyond the program participants. Public good can also mean breaking barriers to technology transfer and scientific knowledge resulting in greater agricultural or economic prosperity across a reservation community. Focus on how the Extension program functions as a change agent by providing information of resources otherwise unavailable. How does it enhance program participants' lives and empower them to teach others?

- **Targeted Audience:** Identify the intended target populations of your Extension office and discuss how they will be impacted by the program. Discuss the programs you offer and the staff and clients they impact. Describe how your various programs integrate into a comprehensive extension effort which serves diverse stakeholders and any partnerships between these programs.

- **Project Review and Evaluation**:   The evaluation plan should describe how quantitative metrics and success stories will be captured to demonstrate the impact of this project. It should be an assessment of the project's value to stakeholders and its sustainability.

- **Collaborative Relationships**: Detail any collaborative work or plans for cooperation with a FRTEP office, 1862 cooperative extension, Tribal outreach offices or other entities.

c. Field 12. Add Other Attachments
See Part V. Section 4.12 of the NIFA Grants.gov Application Guide (Field 12 on the form) for instructions regarding mandatory Felony Convictions or Tax Delinquent Status.
You can visit this site to obtain necessary forms: https://nifa.usda.gov/resource/application-support-templates

- **One-Page Stakeholder Implementation Plan (PDF Attachment)**
  Make the heading "Stakeholder Plan". Save the file as "**StakeholderPlan.**" TCEP Capacity funds provide informal outreach education at the community level. In order to align with community needs, gathering input from stakeholders is critical and will guide project development. This will help guide the Project Directors (PDs) as they continue to tailor activities to their stakeholder's needs. This report is not to exceed one page and must contain the following:
    - Description of the process used to identify individual and group stakeholders
    - Highlights of the input these stakeholders provided
    - A statement of how collected input was considered
    - A plan for gaining feedback from stakeholders throughout the life of the project

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

Detailed information related to the questions on this form is available in Part V, 5 of the NIFA Grants.gov Application Guide. This section of the guide includes instructions about senior/key person profile requirements, 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. A current and pending support template is available at: https://nifa.usda.gov/resource/application-support-templates.

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. Part V.6 also notes the importance and use of the information.

6. R&R Budget

Detailed information related to the questions on this form is available in Part V, 7 of the NIFA Grants.gov Application Guide.

- Applicants should prepare a budget for each of the four years of the grant ($99,000 per year) plus a cumulative 4-year budget.
- All 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

Detailed information related to the questions on this form is available in Part VI, 1 of the NIFA Grants.gov Application Guide.

Field 2. Program to which you are applying. Enter the program code name (i.e., enter **TCEP** and the program code (i.e., enter **NK**. Note that accurate entry of the program code is very important for proper and timely processing of an application.

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

We recommend that you conduct an administrative review of the application before submission of it via Grants.gov to ensure that it complies with all 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 p.m. Eastern Time on June 6, 2018.** 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. We strongly encourage you to provide accurate email 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 24 hours of the established deadline, contact the Agency Contact identified in Part VII of the 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, you should cite this number on all future correspondence.**

D. Funding Restrictions

Indirect costs are unallowable, and no funds will be approved for this purpose. Costs that are a part of the institution's indirect cost pool may not be reclassified as direct costs for the purpose of making them allowable.

The use of grant funds to plan, acquire, or construct a building or facility, or to acquire land, is not allowed under this program. With prior approval, in accordance with the cost principles set forth in OMB Circular No. A-21, grant funds may be used to purchase equipment, or for improvements, alterations, renovations, or repairs to land, buildings, or equipment, deemed necessary to retrofit existing spaces and resources in order to carry out a funded project under this grant. However, requests to use grant funds for such purposes must be aligned with the goals and objectives of the project. Any equipment purchased with Federal funds is the property of the grantee or the sub-grantee, as appropriate.

Neither Equity nor Research projects are supported under the TCEP.

In addition, the following costs, although not all-inclusive, **are not permitted**:

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

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 two-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:

- 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;

- The need to include experts from various areas of specialization within relevant scientific, education, or extension fields;

- The need to include 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;

- The need to include 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;
- The need to maintain a balanced composition with regard to minority and female representation and an equitable age distribution; and

- The need to include reviewers who can judge the effective usefulness of each application to producers and the general public.

After each peer review panel has completed its deliberations, the responsible program staff of TCEP will recommend that your project be approved for support from currently available funds or be declined due to insufficient funds or unfavorable review.

Program staff of TCEP 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.

We will send copies of reviews, _not_ including the identity of reviewers, and a summary of the panel comments to the PD after the review process has been completed.

B. Evaluation Criteria

A reviewer's written evaluation entails two levels of assessment. First, the reviewer summarizes how well the application addressed each evaluation criterion. After the application has been

assessed for strengths and weaknesses of each criterion, the reviewer then evaluates the overall likelihood that the project will have significant outcome and impact. These written reviews are used to begin panel discussions with other reviewers serving on the peer review panel. Through these discussions, peer review panelists come to consensus on the final rating and ranking of proposals. A complete description of NIFA's peer review process can be found at the NIFA website: https://nifa.usda.gov/sites/default/files/resource/NIFA-Peer-Review-Process-for-Competitive-Grant-Applications_0.pdf

Capacity Criteria	Points
Potential for Public Good In Indian Country	30
Community and Audience Analysis	20
Extension plan	20
Evaluation Plan	20
Budget and Cost Effectiveness	10

EVALUATION CRITERIA

1. **Potential for Public Good in Indian Country (30 points).**
   This criterion is used to assess the likelihood that the project will have an impact upon and advance the quality of food, agriculture, natural resources and human sciences to Indian Country by strengthening institutional capacities to meet clearly delineated needs. Elements considered include institutional long-range goals, USDA's Goals, identification of a problem or opportunity to be addressed, justification for the project, innovation, advancing educational extension, multidisciplinary and/or problem-based focus, and potential for adoption by other institutions. The project describes if it will bring knowledge, resources and technology to the institution, if members of the community can share the knowledge they gained with the community, and if there are behavior changes that can benefit the community.

2. **Community and Audience Analysis (20 points).**
   The project describes if it will bring knowledge, resources and technology to the institution, if members of the community can share the knowledge they gained with the community, and if there are behavior changes that can benefit the community.

3. **Extension plan (20 points).**
   This criterion relates to the institution's capability to perform the project and the degree to which the project will strengthen the capacity of the institution. Elements include the institution's commitment to the project, the adequacy of institutional resources (administrative, facilities, equipment, and/or materials) available to carry out the project, potential for academic or research enhancement, and plans for project continuation or expansion beyond the period of USDA support.

4. **Evaluation Plan (20 points).**
   The project contains an evaluation plan that will help to determine the outcomes of the project.

5. **Budget and Cost-Effectiveness (10 points).**
   This criterion relates to how well the total budget supports the project and the TCEP award 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 any collaborating institution(s); the adequacy of time committed to the project by key project personnel; and the degree to which the project maximizes the use of limited resources, optimizes educational value for the dollar, achieves economies of scale, and focuses expertise and activity on high-priority Educational Need Areas.

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 one-time, with updates on an as-needed basis. This requirement is part of the responsibility determined prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another NIFA program. We will provide you copies of forms recommended for use in fulfilling these requirements as part of the pre-award process. Although an applicant may be eligible based on its status as one of these entities, there are factors that may exclude an applicant from receiving federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

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 TCEP 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, the information described in 2 CFR 200.210.

See http://www.nifa.usda.gov/business/awards/awardterms.html to view current NIFA award terms and conditions.

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, they will be identified in the award.

Primary Project Function: (Choose one)		
EDUCATION:	EXTENSION :	
Total expected outcomes during entire grant period		**Expected Number**
1. Number of farmers/community members to be served, for example, provided with training and/or new information regarding markets, technology, production practices, etc.		
2. Number of products to be developed for the education and training of students through grant funds during the project period		
a. curricula, academic programs		
b. recruitment/retention programs		
c. teaching or educational materials, distance education capability, experiential learning opportunities		
3. Number of faculty supported by this grant for professional development during the grant period: participation in sabbaticals, workshops, conferences, etc.		
4. Number of students who will indirectly benefit from the products produced from the grant during the grant period (i.e., using the curriculum/instrumentation, enrolled in the program, recruited or retained but not paid by the grant using scholarships, fellowships and assistantships).		
5. Number of _male_ students to be directly supported by this grant (i.e., scholarships, fellowships, assistantships, internships included as a cost in your project budget) for undergraduate or post-graduate education		
6. Number of underrepresented[1] _male_ students to be supported during the grant period (Provide the best estimate based on past experience)		
7. Number of _female_ students to be directly supported by this grant (i.e., scholarships, fellowships, assistantships, internships included as a cost in your project budget) for undergraduate or post-graduate education		
8. Number of underrepresented[1] _female_ students to be supported during the grant period (Provide the best estimate based on past experience)		
9. Number of students supported by this grant (i.e., scholarships, fellowships, assistantships) who are pursuing their degree		
a. Two year or other certificates		
b. Undergraduate or other 4 year degrees		
c. Master's degree		
d. Ph.D. degree		
e. Postdoctoral training		
10. Number of students who will be supported by this grant on an internship or other experiential learning opportunity		
a. Domestic experiences, with a government or non-governmental organization that is not affiliated with your university		
b. International experiences, including study abroad, educational travel longer than a month, etc.		

[1]underrepresented = those whose representation among food and agricultural professionals is disproportionately less than their proportion in the general population as indicated in standard statistical references, or as documented on a case-by-case basis by national survey data (e.g. the U.S. Department of Education's Digest of Education Statistics, U.S. Department of Agriculture's Food and Agricultural Education Information Systems, etc.).

Note
1. Please provide your best estimate based on past experiences, graduation rates, retention rates, etc.
2. Number of underrepresented students to be supported during the grant period (questions #6 and #8) should be less than or equal to total number of students supported by the grant (questions #5 and #7).
3. Response to question #9 should be the sum of 9-A through 9-E.
4. Response to question #10 should be the sum of 10-A and 10-B.

PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact:

Programmatic Contact –
Erin Riley
National Program Leader
National Institute of Food and Agriculture
Institute of Youth, Family and Community
Phone: (202) 690-0402
Email: erin.riley@nifa.usda.gov

Administrative/Business Contact –
Susan Bowman
Title: Branch Chief
Unit: Awards Management Division
Location: 2240 Waterfront Centre
Full Address and Directions
Phone: (202) 720 - 2082
Fax: (202) 401-6271
Email: sbowman@nifa.usda.gov

PART VIII—OTHER INFORMATION

A. 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 Budget or Project Plans

In accordance with 2 CFR 200.308, awardees must request prior approval from NIFA for the following program or budget-related reasons:
(i) Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).

(ii) Change in a key person specified in the application or the federal award.

(iii) The disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.

(iv) The inclusion, unless waived by the federal awarding agency, of costs that require prior approval in accordance with 2 CFR 200 Subpart E—Cost Principles of this part or 45 CFR Part 75 Appendix IX, "Principles for Determining Costs Applicable to Research and Development under Awards and Contracts with Hospitals," or 48 CFR Part 31, "Contract Cost Principles and Procedures," as applicable.

(v) The transfer of funds budgeted for participant support costs as defined in §200.75 Participant support costs to other categories of expense.

(vi) Unless described in the application and funded in the approved federal awards, the subawarding, transferring or contracting out of any work under a federal award, including fixed amount subawards as described in §200.332 Fixed amount subawards. This provision does not apply to the acquisition of supplies, material, equipment, or general support services.

(vii) Changes in the approved cost-sharing or matching provided by the non-federal entity.

(viii) The need arises for additional federal funds to complete the project.

The awardee will be subject to the terms and conditions identified in the award. See http://www.nifa.usda.gov/business/awards/awardterms.html for information about NIFA award terms.

B. 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 of Agriculture 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. We will retain for three years a copy of an application that does not result in an award. 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.

C. Regulatory Information

This program is not subject to the provisions of 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.

D. Definitions

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.

E. Materials Available on the Internet

Extension Grant-Capacity program information will be made available on the NIFA website at: https://nifa.usda.gov/program/tribal-extension-grant-program

In addition, the tribal portfolio support page may have material that will be helpful to applicants: https://nifa.usda.gov/program/nifa-tribal-programs