Food Safety Outreach Competitive Grants Program

2019 Request for Applications (RFA)

Modification: Page 3 and 10 to correct the funding amount

APPLICATION DEADLINE: June 6, 2019

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

Food Safety Outreach Program

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Assistance Listings under the Catalog of Federal Domestic Assistance number 10.328.

DATES: Applications must be received by **5 p.m. Eastern Time on June 6, 2019.** 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 Food Safety Outreach Program (FSOP) RFA.

EXECUTIVE SUMMARY: NIFA requests applications for the FSOP for fiscal year (FY) 2019 to develop and implement food safety training, education, extension, outreach and technical assistance projects that address the needs of owners and operators of small to mid-sized farms, beginning farmers, socially-disadvantaged farmers, small processors, or small fresh fruit and vegetable merchant wholesalers. These audiences are affected by the food safety guidelines established under the Food Safety Modernization Act (FSMA) (7 U.S.C. 7625) (www.fda.gov/fsma). In FY 2019, FSOP will maintain focus on delivery of customized training to members of the target audiences by continuing to solicit Community Outreach Projects and Collaborative Education and Training Projects. New projects will focus on, but are not limited to, providing on farm or on-site training and/or technical assistance that addresses knowledge and resource gaps for the target audiences in the areas of pre- and post-harvest water testing and sampling, soil amendments, developing supply chain programs, and/or developing food safety plans. The program will also continue to fund projects that develop bilingual and culturally appropriate training. Grant applications will be solicited directly from those in local communities, to include community-based organizations, non-governmental organizations, food hubs, farm cooperatives, extension, and other local groups. Supplemental Collaborative Engagement funding opportunities have been established to energize collaboration and coordination among 1890s, 1862s, 1994s, Insular Areas, Alaska Native Native Hawaiian (ANNH), and Hispanic Serving Agricultural Colleges and Universities (HSACU). Supplemental funding will be available through the Community Outreach and Collaborative Education, and

Training Project types. Successful Community Outreach and Collaborative Education and Training Project awardees will be required to interact with Regional Centers by reporting project outcomes to the Centers. This will ensure that activities and efforts undertaken by all FY 2016-2019 awardees are well-integrated with the national Food Safety Outreach infrastructure. The anticipated amount available for grants in FY 2019 is approximately $7.6 million.

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

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority

On January 4, 2011, the Food Safety Modernization Act (FSMA) (www.fda.gov/fsma) was signed into legislation. Section 209 of the Act amended the Food and Drug Cosmetic Act, 21 U.S.C. 391 et seq. by adding section 1011, Subsection (d) entitled "National Food Safety Training, Education, Extension, Outreach and Technical Assistance Program". Under the program, competitive grants are to be awarded to projects that develop and implement FSMA-related food safety training, education, extension, outreach, and technical assistance to owners and operators of small and medium-sized farms, beginning farmers, socially disadvantaged farmers, small processors or small fresh fruit and vegetable merchant wholesalers. In FY 2015, NIFA and Food and Drug Administration (FDA) collaborated to establish the National Food Safety Training, Education, Extension, Outreach and Technical Assistance Competitive Grant Program national infrastructure. In FY 2016-2018, NIFA maintained the infrastructure and developed a diverse portfolio of project levels, Pilot Projects, Community Outreach Projects, and Multistate Training and Education Projects. In FY 2019, FSOP will continue to expand the program by soliciting new proposals for Community Outreach Projects and Collaborative Education and Training Projects. Paragraph (d)(2) of FSMA requires that competitive grant programs be carried out in accordance with Section 405 of the Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA) (7 U.S.C.7625) as amended.

B. Purpose and Priorities

In FY 2018, the Food Safety Outreach Program maintained the national infrastructure by re-establishing Regional Centers in the South, West, North Central, and Northeast, identifying a lead Regional Center, and continuing to support Pilot and Community Outreach Projects with a focus on delivery of customized training to very specific target audiences. In FY 2019, FSOP will maintain and continue to grow the training, education, outreach and coordination across FSOP by soliciting new Community Outreach Projects and Collaborative Education and Training Projects. This request for Applications (RFA) will solicit proposals for two project types:

1) ***Community Outreach Projects*** (awards: $80,000 - $150,000) - An additional $150,000 is available for Collaborative Engagement Supplements, for a total budget of $300,000.

2) ***Collaborative Education and Training Projects*** (awards: $200,000 - $400,000) - An additional $150,000 is available for Collaborative Engagement Supplements, for a total budget of $550,000.

Community Outreach Projects will support the development of new food safety education and outreach programs in local communities (previously known as Pilot Projects) and expand upon existing food safety education and outreach programs that address the needs of small, specialized audiences whose education needs have not previously been adequately addressed. Projects will focus on building the capacity of local groups to identify very specific needs within their communities, and to implement appropriately customized food safety education and outreach programs to meet those specific needs. Where needed, Regional Centers will provide support and assistance by aiding in the development of mechanisms for reporting program outcomes and

providing food safety technical assistance when warranted. Community Outreach Projects will also support the growth and expansion of already existing food safety education and outreach programs currently offered in local communities; to include previously funded, successful Pilot Projects. In addition, these projects will enable existing programs to reach a broader target audience, provide technical assistance and/or to expand to new audiences. These projects will enable existing education and training curricula to be modified to ensure they are consistent with new FSMA rules and to ensure that they meet the needs of expanded audiences. New audiences may include those from a variety of agricultural production and processing systems.

Collaborative Education and Training Projects will support the development of multi-county, state-wide or multi-state programs. For example, these projects will support collaborations among states not necessarily located within the same regions, but having common food safety concerns, or addressing common commodities. Potential applicants must have an established track record of working with target audiences, and must be capable of developing and modifying food safety training curricula to meet new FSMA rules for a variety of agricultural production and processing systems.

- **Collaborative Engagement Supplement** will be available for applications submitted under Community Outreach Projects and Collaborative Education and Training Projects that support coordination among 1890s, 1862s, 1994s, Insular Areas, ANNH, and HSACU.

- Applications that include **significant** collaborations with 1890s, 1862s, 1994s, Insular Areas, ANNH, or HSACU to increase outreach to underserved minority communities will be funded up to $150,000 above the listed budget maximum for Community Outreach and Collaborative Education and Training Projects (up to $300,000 for Community Outreach and $550,000 for Collaborative Education and Training).

NIFA supports global engagement that advances U.S. agricultural goals. To attain the agency's goals for U.S. agriculture, global competence of our nation's agricultural workforce, and safe and nutritious food security in a growing world, NIFA recognizes that collaboration with international partners can contribute to advances in U.S. agriculture. In an increasingly interconnected world, these U.S. advances may have global importance. Thus, applications in response to NIFA programs are strongly encouraged to include collaborations with international partners, but may only be submitted by eligible U.S. institutions. Such applications may include subcontracts to international partners or other institutions and must clearly demonstrate benefits to the U.S. Additional guidance on including international activities is provided on the NIFA Global Engagement Programs webpage" https://nifa.usda.gov/program/global-engagement-programs.

The Food Safety Outreach Program will support projects that encourage those from local communities, community based- and non-governmental organizations, universities, extension, state and federal agencies to develop and implement food safety outreach programs that facilitate the integration of FSMA food safety guidelines into a variety of agricultural production and processing systems, including conventional, sustainable, and organic systems, among others. The program is well aligned with the 2018-2022 USDA Strategic Plan. FSOP supports Strategic

Goal 7, "Provide all Americans access to a safe, nutritious, and secure food supply", specifically Objectives 7.1 and 7.2.

C. Program Area Description

NIFA is soliciting applications for the FSOP under the following areas:
  (1)   Community Outreach Projects ($80,000 - $150,000). An additional $150,000 is available for Collaborative Engagement Supplements, for a total budget of $300,000.
  (2)   Collaborative Education and Training Projects ($200,000 - $400,000).An additional $150,000 is available for Collaborative Engagement Supplements, for a total budget of $550,000.

Community Outreach Projects
Funding Level: $80,000 - $150,000 per award. An additional $150,000 is available for Collaborative Engagement Supplements, for a total budget of $300,000.
Period of Performance: Project period up to 2 years
Program Code: A4182

Community Outreach Projects will support the development of food safety education and outreach programs in local communities and the expansion of existing food safety education programs that address the needs of small, specialized audiences whose education needs have not previously been adequately addressed. Projects will focus on building the capacity of local groups to identify very specific needs within their communities, and to implement appropriately-customized food safety education and outreach programs to meet those specific needs. Community Outreach Projects will support the growth and expansion of already existing food safety education and outreach programs currently offered in local communities; to include previously funded, successful Pilot Projects. In addition, these projects will enable existing programs to reach a broader target audience, provide technical assistance and/or to expand to new audiences.

Community Outreach Projects should at least include the following:
  i.   Focus on developing, implementing, or expanding food safety education to non-traditional, niche, or hard-to-reach audiences;
  ii.   Be led by project teams who demonstrate a record of developing and maintaining community partnerships and working successfully to serve the educational needs of the target audiences identified; and
  iii.   Develop and implement customized food safety education and outreach programs for those working with various agricultural production and processing systems, including conservation systems, sustainable systems and organic farming systems.

Collaborative Education and Training Projects
Funding Level: $200,000 - $400,000 per award. An additional $150,000 is available for Collaborative Engagement Supplements, for a total budget of $550,000.
Period of Performance: Project period up to 3 years
Program Code: A4182

Collaborative Education and Training Projects will support the development of multi-county, state-wide or multi-state programs. For example, these projects will support collaborations

among states not necessarily located within the same regions, but having common food safety concerns, or addressing common commodities. Potential applicants must have an established track record of working with target audiences, and must be capable of developing and modifying food safety training curricula to meet new FSMA rules for a variety of agricultural production and processing systems.

Collaborative Education and Training Projects should at least include the following:

   i.   Be led by project teams who demonstrate a record of developing and maintaining community partnerships and working successfully to serve the educational needs of the target audiences identified; and
   ii. Develop and implement customized food safety education and outreach programs for those working with various agricultural production and processing systems, including conservation systems, sustainable systems, and organic farming systems.

Collaborative Engagement Supplements will be available for applications submitted under Community Outreach Projects and Collaborative Education and Training Projects that support coordination among 1890s, 1862s, 1994s, Insular Areas, ANNH and HSACU.

- Applications that include **significant** collaborations with 1890s, 1862s, 1994s, Insular Areas, ANNH, or HSACU, to increase outreach to underserved minority communities will be funded up to $150,000 above the listed budget maximum for Community Outreach and Collaborative Education and Training Projects (up to $300,000 for Community Outreach and $550,000 for Collaborative Education and Training).

Both project types have common programmatic terms and conditions to ensure alignment with the FSOP. To fulfill this purpose, the following communication terms and conditions will be followed:

- Each successfully-funded project team must develop a communication plan to describe how they will interact with their respective Regional Centers. The communication plan must describe a strategy for collecting data and reporting the outcomes of all Community Outreach Projects and Collaborative Education and Training Projects to the respective Regional Centers. Where needed, Regional Center staff will assist Project Directors with developing the communication plan and reporting mechanisms. Regional Center staff will be responsible for reporting overall project outcomes to the Lead Regional Center. The Lead Regional Center will collate the individual project outcomes, develop best practices based on those project outcomes, and report overall outcomes of the program to national program staff at NIFA.

- Project outcomes that are reported to the Regional Centers may include a variety of qualitative (descriptive) and/or quantitative (metrics) measures. Quantitative and qualitative measures may include, but are not limited to: 1) New or novel education, training materials, and resources for specific target audiences; 2) New or novel delivery mechanisms developed and implemented for specific target audiences; 3) Specific commodities or common food safety issues addressed; 4) Specific target audiences, including niche, hard-to-reach, or underserved audiences identified and trained; 5) Best practices identified and applied by specific target audiences; 6) Number of education and

training sessions conducted; 7) Number of participants in training and education programs; and 8) Number and percent of participants reporting changes in knowledge and/or behavior as a result of participation in education and training sessions.

- The Project Director will be responsible for managing all technical and programmatic aspects of the grant and will be responsible for appropriately acknowledging USDA-NIFA's funding support in publications, public announcements, news releases, and other media sources.

- The Project Director for the Community Outreach and Collaborative Education and Training Project teams will be responsible for attending Regional Center and Lead Regional Center Meetings. During the meeting, Project Directors will report on the progress of their projects, share updates on modified training materials or curricula, and report on interim programmatic outcomes.

PART II—AWARD INFORMATION

A. Available Funding

The anticipated amount available for FSOP grant in FY 2019 is approximately $7.6 million.

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 2019, you may submit applications to the FSOP Program in the following areas:

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

Resubmitted application. This is an application that had previously been submitted to the NIFA but not funded. Project Directors (PDs) must respond to the previous review panel summary (see Response to Previous Review, Part IV). We must receive resubmitted applications by the relevant due dates. We will evaluate resubmitted applications in competition with other pending applications in the appropriate area to which they are assigned and review them according to the same evaluation criteria (Part V, B) as new applications. If you are submitting a resubmission application, enter the NIFA-assigned proposal number of the previously-submitted application in the Federal field (Field 4 on the form).

C. Project Types

In FY 2019, applications will be accepted for two (2) project types: 1) Community Outreach Projects and 2) Collaborative Education and Training Projects. Individual Project Directors may submit only one application to the overall program in FY 2019.

D. Responsible and Ethical Conduct of Research

In accordance with sections 2, 3, and 8 of 2 CFR Part 422, institutions that conduct USDA-funded extramural research must foster an atmosphere conducive to research integrity, bear primary responsibility for prevention and detection of research misconduct, and maintain and effectively communicate and train their staff regarding policies and procedures. In the event an application to NIFA results in an award, the Authorized Representative (AR) assures, through acceptance of the award that the institution will comply with the above requirements. Award recipients shall, upon request, make available to NIFA the policies, procedures, and documentation to support the conduct of the training. See https://nifa.usda.gov/responsible-and-ethical-conduct-research for more information.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Entities are eligible to apply to this RFA if they meet at least one of the following criteria:

1. The Cooperative Extension Service for a U.S. state or territory;
2. Non-government organizations and/or community based organizations representing owners and operators of farms, small food processors, or small fruit and vegetable merchant wholesalers that has a commitment to public health and expertise in administering programs that contribute to food safety;
3. Federal, State, local, or tribal agencies;
4. An institution of higher education (as defined in Section 101(a) of the Higher Education Act of 1965 (20 U.S.C. 1001(a)) or a foundation maintained by an institution of higher education;
5. A collaboration of two or more eligible entities.

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 Agriculture Improvement Act of 2018 modified the eligibility requirements imposed under the Agricultural Act of 2014. Therefore, there are no limits on the maximum number of awards received by eligible entities. Previously funded Project Directors are eligible to submit proposals in FY 2019.

For those new to Federal financial assistance, a grants overview page is available on the NIFA website. This page includes information about free Grants 101 Training and other resources that are highly recommended for those seeking an understanding of Federal awards.

B. Cost Sharing or Matching

The Agriculture Improvement Act of 2018 removed the matching requirements on NIFA competitive grants imposed under the Agricultural Act of 2014. Therefore, there are changes to the matching requirements awarded in 2019.

For FY 2019, NIFA does not require matching support for the Food Safety Outreach 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 https://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** https://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:
   a. 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 https://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.

   a. To obtain the application package from Grants.gov, go to https://www.grants.gov/web/grants/applicants/search-opportunity-package.html and enter the funding opportunity number where appropriate

   Funding Opportunity Number: USDA-NIFA-FSMA-006770

   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 move forms amongst different Grant Application Packages but you may ONLY submit an application 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. ET). Have the following information available when contacting Grants.gov:

> a. Funding Opportunity Number (FON)
> b. Name of agency you are applying to
> c. 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:

a. Email: electronic@nifa.usda.gov
b. Phone: 202-401-5048
c. 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. 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 FSOP. 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 20 (Collaborative Education and Training Projects) and 10 (Community Outreach Projects) pages of written text. No additional pages for figures and tables are allowed. We have established this maximum number of pages to ensure fair and equitable competition. The Project Narrative must include all of the following:

The Project Narrative for the **Collaborative Education and Training Projects must not exceed a total of 20 pages** of written text with 12 point font, regardless of whether it is single- or double-spaced, including all figures and tables. The Project Narrative for the **Community Outreach Projects must not exceed a total of 10 pages** of written text with 12 point font, regardless of whether it is single- or double-spaced, including all figures and tables. Appendices to the Project Narrative will be accepted only if they are directly related to the proposed project and they provide information that reviewers would need to adequately review the application.

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. Summarize the body of knowledge or other past activities that substantiate the need for the proposed project. 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.
        (2) The role of stakeholders in problem identification, planning, implementation, and evaluation as appropriate.
        (3) Reasons for performing the work at the proposing institution or organization.

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 activities associated with 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 outreach and education activities will be evaluated;
>(6) How data will be analyzed or interpreted;
>(7) Plans to communicate results to stakeholders, NIFA staff 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, year by year, for the entire project, including periods beyond the grant funding period.

Response to Previous Review (if applicable)
This requirement only applies to Resubmitted Applications as described in Part II, B. The Project Narrative attachment is to include two components: 1) a one-page response to the previous review (containing the previous proposal number in the first line) titled "Response to Previous Review" as the first page of the attachment and 2) the 10 (Community Outreach Projects and Pilot Projects) or 20 (Regional Center Projects) page Project Narrative, as required (see Part IV, C. 3. b., above). The one-page "Response to Previous Review" does not count against the page limit of the Project Narrative.

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 for this field.

Project Management Plan - PDF Attachment. No page limit.
Provide a brief summary of key staff managing this project, their functions, timelines, accounting procedures (for funds used by the parent organizations and local sites), reporting, percent of time dedicated to this project, time commitment of project staff to other projects, and collaborative efforts with the grantees. For educational and training programs, provide documentation of program coordination with the appropriate local and/or community partners involved. Title the attachment as "Project Management" in the document header and save file as "Project Management".

Data Management Plan. A Data Management Plan (DMP) is required and is to clearly articulate how the project director (PD) and co-PDs plan to manage and disseminate the data generated by the project. The DMP will be considered during the merit review process (see Part V, B.). **See Part III Section 3.1 of the NIFA Grants.gov Application Guide for NIFA attachment specifications.**

The requirements for preparation and inclusion of a DMP in your application is included on the following web page, https://nifa.usda.gov/resource/data-management-plan-nifa-funded-research-projects. Also included on the web page are FAQs and information about accessing examples of DMPs.

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.

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.

Indirect Costs.
For further information and instructions regarding indirect costs, refer to Part V, section 7.9 of the NIFA Grants.gov Application Guide. For indirect cost funding restrictions, refer to Part IV, D. of this RFA.

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.

a. Field 2. Program to which you are applying. Enter the program code name (i.e., enter "Food Safety Outreach Program") and the program code (i.e., enter "A4182"). 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.

8. Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants
This is a required form for corporate applicants. See Part VI, 2 of the NIFA Grants.gov Application Guide for a description of the term, "corporation," and detailed information related to the questions on this form.

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, 2019.** 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 30 days 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

NIFA has determined that grant funds awarded under this authority may not be used for:

- General Purpose Equipment – Equipment which does not have a particular scientific, technical, or programmatic purpose. It includes passenger carrying vehicles, typewriters, furniture (tables, chairs, file cabinets, book cases, etc.), copy machines, fax machines, etc.;

- Entertainment – Banquets, awards ceremonies, and meals for persons not in a travel status, tickets to shows or sporting events, and alcoholic beverages;

- Incentives – Federal funds may not be used to offer targeted program participants incentives (e.g., fast-food coupons, gift certificates, etc.) to entice participation;

- Renovation or refurbishment of research, education, or extension space;
- Purchase or installation of fixed equipment in such space;

- Planning, repair, rehabilitation, acquisition, or construction of buildings or facilities; and

- Miscellaneous – Any expense that is not directly related to the program or project would be considered unallowable. Costs such as child-care services hired so a person can attend a meeting or kitchen help hired to prepare refreshments for a field day, promotional or thank-you gifts such as T-shirts, coffee mugs, or canvas carry-all bags are unallowable because they are not directly related to the project plan.

Section 1462(a) and (c) of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA) limits indirect costs for the overall award to 30 percent of Total Federal Funds Awarded (TFFA) under a research, education, or extension grant. The maximum indirect cost rate allowed under the award is determined by calculating the amount of indirect costs using:

1) the sum of an institution's negotiated indirect cost rate and the indirect cost rate charged by subawardees, if any; or

2) 30 percent of TFFA (TFFA = Field K., Total Costs and Fee, on SF-424 R&R Budget). The maximum allowable indirect cost rate under the award, including the indirect costs charged by the subawardee(s), if any, is the lesser of the two rates.

If the results of 1), is the lesser of the two, the grant recipient is allowed to charge the negotiated indirect cost rate on the prime award and the subaward(s), if any. Any subawards would be subject to the subawardee's negotiated indirect cost rate. The subawardee may charge its negotiated indirect cost rate on its portion of the award, provided the sum of the indirect cost rate charged under the award by the prime awardee and the subawardee(s) does not exceed 30 percent of the TFFA.

If the result of 2), is the lesser of the two, then the maximum indirect cost rate allowed for the overall award, including any subaward(s), is limited to 30 percent of the TFFA. That is, the indirect costs of the prime awardee plus the sum of the indirect costs charged by the subawardee(s), if any, may not exceed 30 percent of the TFFA.

In the event of an award, the prime awardee is responsible for ensuring the maximum indirect cost allowed for the award is not exceeded when combining indirect costs for the Federal portion (i.e., prime and subawardee(s)) and any applicable cost-sharing (see 7 CFR 3430.52(b)). Amounts exceeding the maximum allowable indirect cost is considered unallowable. See sections 408 and 410 of 2 CFR 200.

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 FSOP will recommend that your project be approved for support from currently available funds or be declined due to insufficient funds or unfavorable review.

FSOP 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.

The following evaluation criteria will be used to evaluate applications for **Community Outreach Projects** submitted in response to this RFA:

1. Objectives
This criterion is used to assess how well the Community Outreach Projects:
    a. Identify and justify specific food safety education and training needs and other resources for various target audiences within local communities;
    b. Support the establishment, development, growth and/or expansion of new or already-existing food safety education and training programs within communities, and ensure that they are consistent with new FSMA guidelines;
    c. Leverage partnerships with non-governmental organizations, community-based organizations, extension, food hubs, farm cooperatives and/or others who typically work with owners and operators of small and/or medium-sized farms, beginning farmers, socially disadvantaged farmers, small processors, and small fresh fruit and vegetable merchant wholesalers; and
    d. Previously funded Pilot Projects should identify significant outcomes and impacts of the successful project and include a strong justification and detailed plans for expansion to a larger audience.

2. Methods
This criterion is used to assess the procedures for:
    a. Modifying curricula to address a traditionally underserved niche audience;
    b. Further developing and expanding already-existing community-based food safety education and training programs and other resources. Programs may be expanded to reach a greater number of participants, or to reach new audiences not currently targeted by the existing programs;
    c. Developing a communications plan for interacting with respective Regional Centers and for reporting project outcomes to the Regional Centers; and
    d. Developing a plan for evaluating the outcomes of the project, collecting outcome data, and reporting project outcomes to the respective Regional Centers.

3. Key Personnel and Project Management
This criterion is used to assess management of the proposed project, including the roles and responsibilities of key project staff, which include:
    a. Clearly defining the roles and responsibilities of key staff in the overall management of the project;
    b. Developing a timeline that includes benchmarks for key events that address the project objectives;
    c. Identifying key personnel responsible for collecting project outcome data, reporting project outcomes and interacting with staff at the respective Regional Centers;
    d. Developing strong partnerships with those in local communities that enable them to address the needs of non-traditional, niche, and hard-to-reach audiences; and

e. Coordinating food safety education and training efforts with local communities involved in the project.

4. Budget and Budget Justification
This criterion is used to assess how well the proposed budget:
   a. Adequately supports project activities that are consistent with the proposed objectives;
   b. Incorporates innovative approaches for making use of currently available resources within local communities, while supporting development and implementation of new resources that are critical for meeting the food safety education and training needs of target audiences; and
   c. Allocate and justify resources to key personnel responsible for managing and conducting the project activities.

The following evaluation criteria will be used to evaluate applications for **Collaborative Education and Training Projects** submitted in response to this RFA:

1. Objectives
This criterion is used to assess how well the **Collaborative Education and Training Projects:**
   a. Support the development of multi-county, state-wide, or multi-state food safety education and outreach programs and other resources that are consistent with the FSMA guidelines;
   b. Encourage collaborations among counties and states sharing common food safety concerns, commodities, or production and processing practices; and
   c. Leverage partnerships with non-governmental organizations, community-based organizations, extension, food hubs, farm cooperatives and/or others who typically work with owners and operators of small and/or medium-sized farms, beginning farmers, socially disadvantaged farmers, small processors, and small fresh fruit and vegetable merchant wholesalers.

2. Methods
This criterion is used to assess the procedures for:
   a. Building and maintaining partnerships among collaborating counties and states that are not necessarily located in the same regions. For example, Collaborative Education and Training Projects would support collaborations among California, and Florida;
   b. Developing a communications plan for interacting with respective Regional Centers and for reporting project outcomes to the Regional Centers; and
   c. Developing a plan for evaluating the outcomes of the project, collecting outcome data, and reporting project outcomes to the respective Regional Centers. Both quantitative and qualitative measures may be used in the evaluation. Measures may include, but are not limited to, new or novel education and training materials developed or modified for use by specific target audiences, new or novel delivery mechanisms developed and implemented for specific target audiences, specific commodities or common food safety issues addressed, specific target audiences, including niche, hard-to-reach, or underserved audiences identified and trained, best practices identified for specific target audiences, number of education and

training sessions conducted, participants reporting changes in knowledge and /or behavior as a result of participation in education and training sessions.

3. Key Personnel and Project Management

This criterion is used to assess management of the proposed project, including the roles and responsibilities of key project staff, which include:

    a. Clearly defining the roles and responsibilities of key staff in the overall management of the project;

    b. Developing a timeline that includes benchmarks for key events that address the project objectives;

    c. Identifying key personnel responsible for collecting project outcome data, reporting project outcomes and interacting with staff at the respective Regional Centers;

    d. Developing strong partnerships with those in local communities that enable them to address the needs of non-traditional, niche, and hard-to-reach audiences; and

    e. Coordinating food safety education and training efforts with local communities involved in the project.

4. Budget and Budget Justification

This criterion is used to assess how well the proposed budget:

    a. Adequately supports project activities that are consistent with the proposed objectives;

    b. Incorporates innovative approaches for making use of currently available resources within local communities, while supporting development and implementation of new resources that are critical for meeting the food safety education and training needs of target audiences; and

    c. Allocate and justify resources to key personnel responsible for managing and conducting the project activities.

The following evaluation criteria will be used to review applications for **Collaborative Engagement Supplements** submitted under Community Outreach Project and Collaborative Education and Training Project types in response to this RFA.

    1. Collaborations with 1890s, 1994s, 1862s, Insular Areas, ANNH, and HSACU.

        a. Collaborations must be seamless and interdependent for overall programmatic success.

        b. Budget should adequately reflect the proposed effort and activities from collaborating institutions.

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 https://nifa.usda.gov/resource/nifa-peer-review-process-competitive-grant-applications 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 FSOP 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 https://nifa.usda.gov/terms-and-conditions 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 – https://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 https://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 https://nifa.usda.gov/terms-and-conditions for information about NIFA award terms). If there are any program or award-specific award terms, they will be identified in the award.

PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact:

Programmatic Contact –
Dr. Jodi Williams
National Program Leader, Food Safety
Institute of Food Safety and Nutrition, Food Safety Division
Location: Room 2380 Waterfront Centre
800 9th Street, SW
Washington, DC 20250
Phone: (202) 720-6145
Email: jwilliams@nifa.usda.gov

Dr. Melvin Carter
National Program Leader, Food Science and Technology
Institute of Food Safety and Nutrition
Location: Room 2448 Waterfront Center
800 9th Street, SW
Washington, DC 20250
Phone: (202) 734-0344
Email: Melvin.carter@nifa.usda.gov

Administrative/Business Contact –
Ms. Rochelle McCrea
Office of Grants and Financial Management
Awards Management Division
Location: Room 2160 Waterfront Centre
800 9th Street, SW
Washington, DC 20250
Phone: (202) 401-2880
Email: rmcrea@nifa.usda.gov

Ms. Towanda DeShazo
Office of Grants and Financial Management
Awards Management Division
Location: Room 2129 Waterfront Centre
800 9th Street, SW
Washington, DC 20250
Phone: (202) 401-4155
Email: TDeShazo@nifa.usda.gov

PART VIII—OTHER INFORMATION

A. Use of Funds; Changes

1. <u>Delegation of Fiscal Responsibility</u>

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. <u>Changes in Budget or Project Plans</u>

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 sub-awarding, transferring or contracting out of any work under a federal award, including fixed amount sub-awards as described in §200.332 Fixed amount sub-awards. 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 https://nifa.usda.gov/terms-and-conditions 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

Food Safety Outreach Program information will be made available on the NIFA web site at https://nifa.usda.gov/food-safety-outreach-program. The following are among the materials available on the web page:
  1. More information about upcoming FSOP 2019
  2. Frequently Asked Questions
  3. Tip Sheets Proposal Development
  4. Webinar – Program Overview