TRIBAL COLLEGES EXTENSION PROGRAM: SPECIAL EMPHASIS

Application Due Date: February 1, 2019 by 5:00 pm Eastern Time
Catalog of Federal Domestic Assistance (CFDA): 10.517
Program Name Code: SLBCD
Program Code: NK
Funding Opportunity Number: USDA-NIFA-SLBCD-006670
Funding Amount: Approximately $1.1 Million
Award Range: $40,000 to $200,000

FY 2019 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: Special Emphasis Applications

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Assistance Listings under the Catalog of Federal Domestic Assistance number 10.517.

DATES: Applications must be received by **5 p.m. Eastern Time** on February 1, 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 Tribal Colleges Extension Program: Special Emphasis (TCEP-SE) RFA.

EXECUTIVE SUMMARY: NIFA requests applications for the Tribal Colleges Extension Program: Special Emphasis (TCEP-SE) for Fiscal Year (FY) 2019 to support pilot projects in extension at the 1994 Land Grant institutions. A pilot project allows Extension offices to be responsive to community needs through two-year projects that address youth, agriculture, economic development or other issues important to stakeholders. These projects can be used to supplement a Tribal College Extension Grant. The TCEP-SE is intended to be a component of the applicant 1994 institution's land-grant roadmap or strategic planning process. The anticipated amount available for this grant program in FY 2019 is approximately $1.1 million. This RFA is being released prior to the passage of an appropriations act for FY 2019. 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 TCEP-SE projects, deadline dates, funding information, eligibility criteria for projects and applicants, and application forms and associated instructions needed to apply for a TCEP-SE grant.

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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-SE directly aligns with the:

- 2018-2022 USDA Strategic Plan, Strategic Goal #4 -- Facilitate Rural Prosperity and Economic Development; Objective 4.1: Expand rural business opportunity and rural quality of life with access to capital; improved infrastructure, broadband access and connectivity; and support for workforce availability.

The purpose of the Tribal Colleges Extension Program: Special Emphasis (TCEP-SE) is to give reservation communities opportunities for enhanced agricultural productivity, helps to supplement their existing extension capacity program, community resilience, economic growth and youth development by extending the reach of innovations in research and technology and enhancing informal, local educational programming. TCEP-SE supports social and behavioral science disciplines. Projects that integrate social and biological sciences are encouraged. Incorporation of social and behavioral sciences is important for addressing many of the challenges facing agriculture and rural communities, such as increasing global demand for food production in the face of limited natural resources; improving health and reducing obesity by engaging in heathy diets; and alleviating poverty by fostering economic opportunity.

Previous projects have addressed the following:

- Tribal Youth Development
- Workforce Training for Tribal Communities
- Rural development and community counseling for opioids and other factors that affect rural communities
- Facilitate rural prosperity and economic development through healthy communities
- Provide communities access to a safe, nutritious and secure food supply
- Strengthen the stewardship of lands through extension and outreach
- Other Tribal Priority Areas that relate to Agriculture and Natural Resources
- Social and Behavioral Sciences

C. Program Area Description

Key Information:
Program Code – NK
Program Code Name – Tribal College Extension Program-Special Emphasis (SLBCD)
Code of Federal Domestic Assistance – 10.517– Single Function Extension Projects
Requested Grant Types – Standard Grants
Award Amount – $40,000 to $200,000
Application Deadline - February 1, 2019

Grant Duration	24-36 months
Number of Applications Per Lead Institution	Two Standard
Award Limit	$200,000
Total Funding per Institution	$400,000

Leadership Skills Development

All TCEP-SE projects are required to provide leadership skills opportunities. The development of leadership skills, knowledge and qualities are necessary for preparing students for agricultural related careers in private sector, government and academia. Projects must demonstrably incorporate a leadership development component to ensure that students are equipped with both technical and leadership abilities upon graduation. Specific activities may include:

1. Developing practical applications to increase understanding of leadership roles, including critical thinking, problem solving, and communication skills, ethics and professionalism, and working in teams;
2. Connecting the academic classroom experience with daily leadership roles and organizational activities;
3. Providing opportunities for mentoring and shadowing; and
4. Organizing leadership academies, workshops, trainings, etc.

Incorporation of Social Sciences and Enhancing Impacts

The TCEP-SE Program supports social and behavioral science disciplines. TCEP-SE projects that integrate social and biological sciences to provide experiential learning opportunities for students in applied research and related community development programs are encouraged. Incorporation of social and behavioral sciences is important for addressing many of the challenges facing agriculture and rural communities, such as increasing global demand for food production in the face of limited natural resources; improving health and reducing obesity by

engaging in heathy lifestyles and consuming heathy diets; and alleviating poverty by fostering economic opportunity.

eXtension

NIFA encourages, but does not require, projects that develop content suitable for delivery through eXtension (https://extension.org/).

PART II—AWARD INFORMATION

A. Available Funding

The anticipated amount available for Tribal Colleges Extension Program: SE grants in FY 2019 is approximately $1.1 million. This RFA is being released prior to the passage of an appropriations act for FY 2019. Enactment of additional continuing resolutions or an appropriations act may affect the availability or level of funding for this program. 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 2019 you may submit applications to the TCEP-SE Program as one of the following types of requests:

New application. This is a project application that has not been previously submitted to the Tribal Colleges Extension Program: Special Emphasis 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).

The projects funded under this grant will be awarded under a two-year continuation. 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. **Project Type**
    (a) <u>Single-Function Extension Projects</u>
    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.

2. **Grant Type**
    The following is a list of available grant types under this RFA.

    <u>Standard Grant</u> 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.

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.

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

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.

Aaniiih Nakoda College	Bay Mills Community College
Blackfeet Community College	Cankdeska Cikana Community College
Chief Dull Knife College	College of the Menominee Nation
College of the Muscogee Nation	Dine' College
Fond du Lac Tribal and Community College	Fort Peck Community College
Haskell Indian Nations University	Ilisagvik College
Institute of American Indian Arts	Keweenaw Bay Ojibwa Community College
Lac Courte Oreilles Ojibwa Community College	Leech Lake Tribal College
Little Big Horn College	Little Priest Tribal College
Navajo Technical University	Nebraska Indian Community College
Northwest Indian College	Nueta Hidatsa Sahnish College
Oglala Lakota College	Saginaw Chippewa Tribal College
Salish Kootenai College	Sinte Gleska University
Sisseton Wahpeton College	Sitting Bull College
Southwestern Indian Polytechnic Institute	Stone Child College
Tohono O'odham Community College	Turtle Mountain Community College
United Tribes Technical 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 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:

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.

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

Funding Opportunity Number: USDA-NIFA-SLBCD-006670

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:

- 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. 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 the TCEP-SE. See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

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); and
- It must indicate this is an Extension Special Emphasis proposal.

Remember that a Special Emphasis grant is a pilot project. Successful projects may become part of an extension office's program portfolio upon completion, but can also serve as a one-time project.

b. Field 8. Project Narrative.
NOTE: The Project Narrative shall not exceed eight pages of written text and up to two additional pages for figures and tables. We have established this maximum (ten pages) to ensure fair and equitable competition. The Project Narrative must include all of the following:

- Extension Plan: Describe project activities and how, if funded, it will complement the Capacity award. Give details on who will carry out the work and their timeframe for completing each part of the project.

- Community and Audience Analysis: Provide evidence that the PD and Extension Educator have met with the tribe, stakeholders or an advisory group and understand the needs and concerns of the community.

- 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 mean that participants are empowered to share the knowledge they gain

with others, or that participant behavior changes benefit the greater community. Public good can also mean that a project brings resources and technology to a reservation resulting in improved agricultural or economic productivity for many. For more information see the following: https://www.joe.org/joe/2004april/a1.php.

- 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 to the Tribal College Extension Program: Capacity Application (TCEP). 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.

- Response to Previous Review: 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 page Project Narrative, as required (see Part IV, C. 3. b., above). The one-page "Response to Previous Review" does not count against the 10-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.

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.

Stakeholder Input on Tribal Colleges Extension Program

- One-Page Stakeholder Input Plan
  Make the heading "Stakeholder Plan". Save the file as "StakeholderPlan." TCEP-SE funds provide informal outreach education at the community level. In order to align funds 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:**
    o   Description of the process used to identify individual and group stakeholders.

- o   Highlights of the input these stakeholders provided.
- o   A statement of how collected input was considered.
- o   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.

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.

- Your application must include a budget for both years of the grant in addition to a summary budget.
- All applications must include a budget narrative to justify budget items for both years.
- All sub-awards must include a budget and budget narrative for each year they are part of the grant.

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 **SLBCD**) 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.

- 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 February 1, 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 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 2 CFR part 200, 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 demonstrate that such expenditures are not the primary purpose for which the grant request is made. No more than twenty-five percent of the project budget may be used to purchase equipment. Any equipment purchased with Federal funds is the property of the grantee or the sub-grantee, as appropriate.

Neither Equity education nor research projects are supported under the TCEP-SE.

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

 TCEP-SE program 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.

We will use the evaluation criteria below to review applications submitted in response to this RFA. The criteria below are not equal in merit but are listed in descending order of importance. Applications are evaluated primarily for overall merit, with emphasis placed on the proposed approach to advance quality of outreach extension using sound program management and strong cooperative linkages in order to build institutional capacity:

1. Potential for Advancing the Quality of Outreach/Extension

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 (FANH) outreach/extension by strengthening institutional capacities to meet clearly delineated needs. Elements considered include institutional long-range goals, identification of a problem or opportunity to be addressed, justification for the project, innovation, advancing multidisciplinary and/or problem-based focus, and potential for adoption by other institutions and contribution to current body of knowledge in areas addressed. The proposed project must also show how it will contribute to the legislatively authorized purpose of this program. Potential project impacts must be stated.

2. Proposed Approach and Cooperative Linkages

This criterion evaluates the soundness of the proposed approach including objectives, methodology, plan of operation, timetable, expected products and results, project evaluation, and dissemination plans. The project evaluation plan will be reviewed to determine the appropriateness of the methodologies to be used in assessing the accomplishment of stated products, results and measurable outcomes from the project. Emphasis is placed on the quality of outreach/extension support provided to the applicant institution/organization through its partnerships and collaborative initiatives, and on the potential cooperative linkages with the community likely to evolve as a result of this project. The application will also be reviewed to assess the effectiveness in addressing any perceived pitfalls and alternative strategies or approaches.

3. Institutional Capability and Capacity-Building

This criterion relates to the institution's capability to perform the project and the degree to which the project will strengthen its outreach extension capacity. Elements considered 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. Level of institutional data provided to show the institution's ability to support the proposed project.

4. Key Personnel

This criterion relates to the adequacy of the number, qualifications and expertise of key persons who will develop and carryout the project, and the qualifications of project personnel who will provide for the assessment of project results and impacts and the dissemination of these findings.

5. Budget and Cost-Effectiveness

This criterion relates to the extent to which the total budget adequately supports the project and is cost effective. Elements considered include the necessity and reasonableness of costs to carryout 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 value for the dollar, achieves economies of scale, leverages additional funds, and focuses expertise and activity on high-priority outreach/extension.

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.

Responsible and Ethical Conduct of Research
Refer to Part II, D for more information.

D. Expected Program Outputs and Reporting Requirements

- **Expected Outcomes – PDF Attachment.** Title the below form as "Expected Outcomes" in the document header and save file as "ExpectedOutcomes." Please use a format, similar to what is provided below, to submit expected impacts and attach it as the last page of the application. This data will be requested when a grant is recommended for an award by someone in the Tribal Program. This will not count against the 10-page limit of the Project Narrative.

A fillable version of this document can be found at:
https://nifa.usda.gov/resource/recommended-format-submitting-expected-impacts

Primary Project Function: (Choose one)			
EDUCATION: ▢	**EXTENSION :** ▢	**RESEARCH:** ▢	
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 as "Other Attachments" the above form with 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
Division of Community and Education
Institute of Youth, Family and Community
National Institute of Food and Agriculture
U.S. Department of Agriculture,
800 9th Street, Room 4445, SW, Washington, DC 20024
Phone: (202) 690-0402
Fax: 202-720-9366
Email: erin.riley@nifa.usda.gov

Administrative/Business Contact –
Susan Bowman
Branch Chief
Awards Management Division
Office of Grants and Financial Management
National Institute of Food and Agriculture
U.S. Department of Agriculture,
800 9th Street, Room 2240, SW, Washington, DC 20024
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 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

NIFA Tribal College Extension Program: Special Emphasis: https://nifa.usda.gov/funding-opportunity/tribal-colleges-extension-program-special-emphasis-tcep-se
Tribal Programs Page: https://nifa.usda.gov/program/nifa-tribal-programs
NIFA Tribal Applicant Support: https://nifa.usda.gov/resource/tribal-applicant-information
NIFA Applicant Forms Bank: https://nifa.usda.gov/resource/application-support-templates
ERIC (Department of Education) https://eric.ed.gov/
e-Xtension: https://www.extension.org/
Journal of Extension: https://www.joe.org/