

Expanded Food and Nutrition Education Program

FY 2009 Formula Grant Opportunity (FGO) – Final

APPLICATION DEADLINE: June 22, 2009



U.S. Department of Agriculture



Cooperative State Research, Education, and Extension Service

**COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE;
U.S. DEPARTMENT OF AGRICULTURE**

EXPANDED FOOD AND NUTRITION EDUCATION PROGRAM

INITIAL ANNOUNCEMENT

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

DATES: Applications must be received by close of business (COB) on **June 22, 2009** at 5:00 p.m. Eastern Time.

EXECUTIVE SUMMARY: The Cooperative State Research, Education, and Extension Service (CSREES) requests applications for the FY 2009 formula grants authorized under section 3(d) of the Smith-Lever Act for the Expanded Food and Nutrition Education Program (EFNEP). These grants are used to assist all States in carrying out a program of extension activities designed to employ and train professional and paraprofessional aides to engage in direct nutrition education of low-income families and in other appropriate nutrition education programs. The amount available for this program in FY 2009 is \$65,709,480.

This notice identifies the objectives for EFNEP projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a FY 2009 EFNEP formula grant allocation. CSREES additionally requests stakeholder input from any interested party for use in the development of the next Formula Grant Opportunity (FGO) for this program. Please send questions or comments to Formula Grants Section of the Office of Extramural Programs, Stop 2298, 1400 Independence Avenue, SW, Washington, D.C. 20250-2298; fax: (202) 690-3002; or e-mail: formulagrantsquestions@csrees.usda.gov.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

Section 3(d) of the Smith-Lever Act provides that the Secretary of Agriculture may fund extension work in the several States, Territories, and possessions. Section 1425 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (as amended) (7 U.S.C. 3175) provides the statutory formula for the Expanded Food and Nutrition Education Program (EFNEP). This program supports Federal funding for extension activities associated with disseminating the results of food and nutrition research performed or funded by the U.S. Department of Agriculture to enable low-income individuals and families to engage in nutritionally sound food purchase and preparation practices. Funding extends to EFNEP at State land-grant colleges established under the Morrill Act of July 2, 1862, as amended, and the Morrill Act of August 30, 1890, as amended, including Tuskegee University and West Virginia State University.

Section 7116 of the Food, Conservation, and Energy Act of 2008 (FCEA) amended Section 1425 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3175) to accomplish the following:

Notwithstanding section 3(d) of the Smith-Lever Act of May 8, 1914 (7 U.S.C. 343(d)) for administration, technical, and other services for coordinating the extension work of the Department and the several States, Territories, and possessions the remainder shall be allocated among the States as follows:

1. 1862 Institutions shall receive a base in an amount equaling their FY 1981 allocation.
2. Four percent (4%) shall be available for administrative expenses.
3. \$100,000 will be distributed to each 1862 and 1890 Land-Grant Institution including the University of the District of Columbia.
4. For fiscal year (FY) 2009 – 10 percent of funds appropriated for EFNEP in excess of funds appropriated in FY 2007 will be allocated to the 1890 Institutions in an amount that bearing the same ratio to the population living at or below 125 percent of the poverty level (as prescribed by the Office of Management and Budget and as adjusted pursuant to section 673(2) of the Community Services Block Grant Act (42 U.S.C.9902(2))) in the State where the 1890 Institution is located; bears to the total population living at or below 125 percent of the poverty level in all States where 1890 Institutions are located; as determined by the most recent decennial census at the time when the appropriated amount first exceeds levels appropriated for EFNEP in FY 2007. This FY 2009 rate of 10 percent is to increase by 1 percentage point annually until FY 2014 – maxing out at 15 percent and remaining at that level for every year thereafter.
5. The remainder will be allocated to each 1862 Land-Grant Institutions in an amount that bears the same ratio to the total amount allocated as the population living at or below 125 percent of the poverty level in the State; bears to the total population living at or below 125 percent of

poverty level in all States; as determined by the most recent decennial census at the time at which each such additional amount is first appropriated.

In FY 2007, CSREES conducted a Grants.gov pilot for the solicitation of one of the CSREES Formula Programs, the McIntire-Stennis Cooperative Forestry Program. Under this pilot the institutions were required to submit a SF-424M Application (Cover Page Form), CSREES Supplemental Form, and Key Contacts Form through Grants.gov. CSREES implemented this process for all CSREES Formula Programs in FY 2008 and thereafter due to the mandated reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA). Under this law, the U.S. Office of Management and Budget (OMB) was required to develop and maintain a public searchable data base for all Federal financial assistance awards, and Federal agencies are required to report specific data elements which will be collected via these applications (e.g., Dun and Bradstreet data Universal Numbering (D-U-N-S®) numbers, legal names of institutions, legal addresses, congressional districts). OMB makes this information available at <http://www.usaspending.gov>.

In FY 2009, CSREES requires an initial submission (based on estimated amounts per the 2009 Continuing Resolution) followed by a final submission (based on the actual appropriated amount for FY 2009 and the actual formula distribution for FY 2009). The initial submission took place and CSREES now requests the final submission via this FGO. CSREES is requiring the following forms for FY 2009 for the final submission:

- Standard Form (SF) 424-A, Budget Information for Non-Constructions Programs
- Budget Narrative attachment form

However, the final submission will require some EFNEP-specific forms.

Please note that the submission of this application package does not change the following:

- Delegated authorities of the State Extension Director or 1890 Administrator;
- How funds are managed at your institution; and
- Indirect costs and tuition remission are unallowable costs.

Guidelines for the administration of this program are published as Chapter III, Financial Operations, of the Administrative Handbook for Cooperative Extension Work, which may be accessed at <http://www.csrees.usda.gov/business/awards/formula/manuals/coopextension.pdf>. Please note that any instructions in this FGO supersede policies and procedures identified in this manual. CSREES will be revising this manual and will promulgate administrative provisions for this program through rulemaking which includes a public comment period in late 2009.

B. Purpose and Priorities

The purpose of this funding is to increase the impact of nutrition education disseminated to low-income families and youth in the 50 states, the District of Columbia, and the Insular Areas.

PART II—AWARD INFORMATION

A. Available Funding

The Omnibus Appropriations Act, 2009 (Public Law 111-8) provides \$65,709,480, in FY 2009 for these program.

Funds will be distributed to the institutions on a quarterly basis. See Appendix A for the specific allocations

EFNEP funds are expected to be fully expended in the fiscal year of appropriation; however funds may be carried over for up to four (4) years after the end of the year for which they were appropriated.

B. Types of Submission

No Standard Form (SF) 424-A, Budget Information for Non-Construction Programs, and no Budget Narrative Attachment Form are required for either the initial or the final submissions in FY 2009. However, the EFNEP-specific forms will be required.

Initial Submission:

In FY 2009, pre-award form submissions must be submitted to EFNEP as a “new” application on the www.grants.gov website. The SF-424M Application Package should include:

- Application for Federal Assistance (Standard Form (SF) 424M (Mandatory))
- CSREES Supplemental Information Form
- Key Contacts Form

Final Submission (solicited under a FY 2009 FGO-Final):

After the federal budget is passed and institution allocations are published, a final FY 2009 EFNEP application must be submitted through the www.grants.gov website, based on the actual allocations. This SF-424M Application Package should include:

- Updated Application for Federal Assistance (Standard Form (SF) 424M (Mandatory)); (excluding the SF-424A Budget Form)
- Updated CSREES Supplemental Information Form
- Updated Key Contacts Form
- EFNEP 2009 Budget Sheet (as PDF attachment)
- EFNEP 2009 Budget Justification Narrative (as PDF attachment)
- EFNEP 2009 Annual Update (as PDF attachment)

See PART IV.B. for further information on completing the EFNEP PDF forms.

C. Project Types

Applicants should request funding equal to the amounts in Appendix A. CSREES will fund EFNEP in FY 2009 for approved EFNEP projects.

Projects should consist of employing and training professional and paraprofessional (peer educator) staff to engage in direct nutrition education and other appropriate nutrition education efforts with low-income families and youth. To the maximum extent practicable, peer educators shall be hired from the “indigenous target population.”

EFNEP serves two primary low-income audiences: 1) families (parents and other caregivers with primary responsibility for feeding young children); and 2) youth/children.

The objectives of EFNEP are to assist low-income families and youth in acquiring knowledge, skills, attitudes, and changed behaviors necessary for nutritionally sound diets and to contribute to their personal development and improvement of the total family diet and nutritional well-being.

Participation in EFNEP should result in:

- Improved diets and nutritional well-being of the total family;
- Increased knowledge of the essentials of human nutrition – particularly as reflected in the Federal Food Guidance System;
- Increased ability to select and buy food that meets nutritional needs;
- Improved practices in food production, preparation storage, safety, and sanitation;
- Increased ability to manage food budgets and related resources such as electronic benefit transfer cards from the Supplemental Nutrition Assistance Program (formerly the Food Stamp Program).

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may be submitted by State colleges and universities in accordance with Section 3(d) of the Smith-Lever Act: Auburn University; Alabama A & M University; Tuskegee University; University of Alaska; American Samoa Community College; University of Arizona; University of Arkansas; University of Arkansas – Pine Bluff; University of California; Colorado State University; University of Connecticut; University of Delaware; Delaware State University; University of the District of Columbia; University of Florida; Florida A & M University; University of Georgia; Fort Valley State University; University of Guam; University of Hawaii; University of Idaho; University of Illinois; Purdue University; Iowa State University; Kansas State University; University of Kentucky; Kentucky State University; Louisiana State University; Southern University; University of Maine; University of Maryland (College Park); University of Maryland (Eastern Shore); University of Massachusetts; Michigan State University; College of Micronesia; University of Minnesota; Mississippi State University; Alcorn State University; University of Missouri; Lincoln University; Montana State University; University of Nebraska; University of Nevada; University of New Hampshire; Rutgers University; New Mexico State University; Cornell University; North Carolina State University; North Carolina A & T University; North Dakota State University; Northern

Marianas College; Ohio State University; Oklahoma State University; Langston University; Oregon State University; Pennsylvania State University; University of Puerto Rico; University of Rhode Island; Clemson University; South Carolina State University; South Dakota State University; University of Tennessee; Tennessee State University; Texas A&M University; Prairie View A & M University; Utah State University; University of Vermont; University of the Virgin Islands; Virginia Polytechnic Institute and State University; Virginia State University; Washington State University; West Virginia University; West Virginia State University; University of Wisconsin; and University of Wyoming.

Award recipients may subcontract to organizations not eligible to apply for funding provided that such arrangements are necessary to complete the project.

B. Cost Sharing or Matching

There is no cost-sharing or matching requirement for these funds.

PART IV—SUBMISSION INFORMATION

A. Address to Request Formula Grants Opportunity Package

Only electronic applications may be submitted via Grants.gov to CSREES in response to this FGO.

Prior to preparing an application, it is suggested that the State Extension Director or 1890 Administrator, or his or her designee, first contact an Authorized Representative (AR) to determine if the organization is prepared to submit electronic applications through Grant.gov. If the organization is not prepared, the AR should see http://www.grants.gov/applicants/get_registered.jsp for steps for preparing to submit applications through Grants.gov.

The State Extension Director or 1890 Administrator, or his or her designee, also must contact the institution's AR in order to be granted permission for the submission of applications through Grants.gov. Once that permission is granted, the State Extension Director or 1890 Administrator, or his or her designee, can obtain a login and password.

The steps to access application materials are as follows:

1. In order to access, complete and submit applications, applicants must download and install a version of Adobe Reader compatible with Grants.gov. This software is essential to apply for CSREES Federal assistance awards. For basic system requirements and download instructions, please see http://www.grants.gov/help/download_software.jsp. To verify that you have a compatible version of Adobe Reader, Grants.gov established a test package that will assist you in making that determination. Grants.gov Adobe Versioning Test Package: <http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.
2. The application package must be obtained via Grants.gov, go to <http://www.grants.gov>, click on "Apply for Grants" in the left-hand column, click on "Step 1: Download a Grant Application Package and Instructions," enter the funding opportunity number "USDA-

CSREES-SLBCD-002275” in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

If assistance is needed to access the application page (e.g., downloading or navigating PDF forms, using Adobe with a Macintosh computer), refer to the resources available on the Grants.gov Web site first (<http://grants.gov>). Grants.gov assistance is also available as follows:

Grants.gov customer support
Toll Free: 1-800-518-4726
Business Hours: M-F 7:00 am – 9:00 pm Eastern Standard Time
Email: support@grants.gov

See <http://www.csrees.usda.gov/funding/electronic.html> for additional resources for applying electronically.

B. Content and Form of Formula Grants Opportunity Package Submission

General

Each grant application must contain an “Application for Federal Assistance,” Form SF-424 Mandatory; “Supplemental Information Form,” CSREES Supplemental Information Form; and “Key Contacts Form,” SF-424 Key Contacts.

Additionally, the EFNEP 2009 Budget Sheet, EFNEP 2009 Budget Justification Narrative, and EFNEP 2009 Annual Update are required as PDF forms as part of the final submission. Instructions for completing these program documents can be found on the EFNEP FGO Website (http://www.csrees.usda.gov/nea/food/efnep/formula_grant.html.) Extension Directors/1890 Administrators and Authorized Representatives are encouraged to work with EFNEP Coordinators/Directors to complete these forms.

The following are the government-wide instructions followed by *agency specific guidelines*, if any, for each data element for each form.

Grant Application Package

Verify that the information shown corresponds to the grant for which the applicant wishes to apply. Grants.gov will auto-populate the following information:

- Opportunity Title
- Offering Agency
- Catalog of Federal Domestic Assistance (CFDA) Number
- CFDA Description
- Opportunity Number
- Competition ID
- Opportunity Open Date
- Opportunity Close Date
- Agency Contact

Enter a name for the application in the * **Application Filing Name** field. This field is required. This name is for use solely by the applicant for you to track through the Grants.gov submission process. It is not used by the receiving agency.

Open and complete all of the documents listed in the “Mandatory Documents” box. Complete the SF-424 first. Data entered on the SF-424 will populate other mandatory and optional forms where possible.

To open an item, simply click on it to select the item, click the => button to move it to the Mandatory Documents for Submission box and then click on the “Open Form” button. To remove a form/document from the “Mandatory Documents” box, click the form/document name to select it, and then click the <= button. This will return the form/document to the “Mandatory Documents” or “Optional Documents” box.

1. Application for Federal Assistance (Standard Form (SF)-424 M (Mandatory))

- 1a. **Type of Submission:** Select one Type of Submission with agency instructions. *Select “Application.”*
- 1b. **Frequency:** Select applicable frequency for the Type of Submission in 1.a. *Select “Annual.”*
- 1c. **Consolidated Application/Plan/Funding Request?** Indicate if the submission is a consolidated application/plan/funding request. *Select “No.”*
- 1d. **Version:** Select the applicable version for the Type of Submission in 1.a:

Initial: Select “Initial” in response to this FGO. Use it to submit your institution’s final submission application package, including the actual formula distribution amounts for FY 2009 per Appendix A and available matching funds.

- 2. **Date Received:** Federal use only.
- 3. **Applicant Identifier:** Applicant use only. *Use or leave blank.*
- 4a. **Federal Entity Identifier:** Enter Federal entity identifier, if any, as specified in agency instructions. *Leave blank.*
- 4b. **Federal Award Identifier:** Enter Federal award identifier assigned by agency (if applicable). *Enter “USDA-CSREES-SLBCD-002275”.*
- 5. **Date Received by State:** State use only. *Use or leave blank.*
- 6. **State Application Identifier:** State use only. *Use or leave blank.* This field is for use when an institution has its own system for tracking applications. This field allows the applicant to enter its application identifier on the application.

- 7a. **Legal Name:** Enter the following: Legal name of applicant. *Enter the name of the institution.*
- 7b. **Employer/Taxpayer Identification Number (EIN/TIN):** Enter: Employer Identification Number (EIN) or Taxpayer Identification Number (TIN) as assigned by the Internal Revenue Service.
- 7c. **Organizational DUNS:** Enter: Organization's D-U-N-S® number (received from D&B) or the D-U-N-S +4 number® (if available).
- 7d. **Address:** Enter: Complete address of applicant. *Enter the institution's mailing address.*
- 7e. **Organizational Unit:** Enter: Name of primary organizational unit (and department/division, if applicable), which will undertake the assistance activity. *Enter the office where the State Extension Director or 1890 Administrator, or his or her designee, is located.*
- 7f. **Name and contact information of person to be contacted on matters involving this application:** For the person to contact on matters related to this submission: name, organizational affiliation (if affiliated with an organization other than the applicant organization, e-mail address, phone number, and fax number. *Enter the contact information for the person performing this electronic submission.*
- 8a. **Type of Applicant:** Select the appropriate code letter and enter in the space provided. Code letters O, P, Q, R, S, T, U, V, and W are not applicable.
- A. State Government
 - B. County Government
 - C. City or Township Government
 - D. Special District Government
 - E. Regional Organization
 - F. U.S. Territory
 - G. Independent School District
 - H. Public/State Controlled Institution of Higher Education
 - I. Indian/Native American Tribal Government (Federally Recognized)
 - J. Indian/Native American Tribal Government (Other than Federally Recognized)
 - K. Indian/Native American Tribally Designated Organization
 - L. Public/Indian Housing Authority
 - M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
 - N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
 - X. Other (specify in accordance with agency instructions)

Please enter the applicable code letter for your Institutions.

9. **Name of Federal agency:** Enter name of Federal agency from which assistance is being requested. *No entry required. This field is pre-populated from the opportunity package.*

10. **Catalog of Federal Domestic Assistance Number:** Enter the Catalog of Federal Domestic Assistance (CFDA) number and title of the program under which assistance is requested. Use the continuation sheet to enter multiple CFDA numbers and titles. *No entry required. This field is pre-populated from the opportunity package.*
11. **Areas Affected by Funding (Cities, Counties, States, etc. Use continuation sheet on page 5 if necessary):** List areas or entities affected using categories specified in agency instructions. Use the continuation sheet to enter multiple entities beyond the space provided. *Enter cities, counties, states, etc. anticipated to be affected by the FY 2009 allocation you will receive.*
- 12a. **Congressional Districts of (Use continuation sheet on page 5 if necessary), Applicant:** Applicant-Enter the applicant's congressional district. Enter the congressional district. *Enter the Congressional district where the main campus is located.*
- 12b. **Congressional Districts of (Use continuation sheet on page 5 if necessary), Program/Project:** Program/Project-Enter the congressional district(s) affected by the program or project. If all congressional districts are included for a State, use "all", e.g., all congressional districts in Maryland would show as MD-all). Use the continuation sheet to enter multiple congressional districts that represent less than all congressional districts in a State or congressional districts in multiple States. *(Note: If this application is being completed by someone other than the State Extension Director or 1890 Administrator, or his or her designee, the State Extension Director or 1890 Administrator, or his or her designee, may need to be consulted on this question.)*
- 13a. **Funding Period, Start Date:** Enter the start date of the funding period for this submission. *Enter "10/01/2008."*
- 13b. **Funding Period, End Date:** Enter the end date of the funding period for this submission. *Enter "09/30/2009."*
- 14a. **Estimated Funding, Federal:** Federal-Enter the amount requested from the Federal agency. If the agency has specified an amount, enter that amount. Enter your institution's actual FY 2009 allocation as listed in Appendix A to this announcement.
- 14b. **Estimated Funding, Match:** Match-Enter the amount of funds from all other sources. *Institutions are not required to match; enter "0."*
15. **Is Submission Subject to Review By State Under Executive Order 12732 Process? Select** *"c. Program is not covered by E.O. 12372."*
16. **Is the Applicant Delinquent On Any Federal Debt?** Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans, and taxes. This question applies to the applicant (institution) organization.

17. **By signing this application, I certify (1) to the statements contained in this list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms (as identified under Part VI, B) if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)** To be signed by the State Extension Director or 1890 Administrator, or his or her designee, of the applicant organization. Enter the name, title, phone number, e-mail address, and fax number of the State Extension Director or 1890 Administrator, or his or her designee. *The required assurances designated here includes the institutions compliance with all Federal laws and regulations associated with receipt of Federal Domestic Assistance for this program, including the matching certification and certification regarding lobbying activities. By hitting the submit button of the application, the State Extension Director or 1890 Administrator, or his or her designee, certifies to the above.*

2. CSREES Supplemental Information Form (Required)

1. **Funding Opportunity Name:** *No entry required. This is pre-populated from the opportunity package.*
Funding Opportunity Number: *No entry required. This is pre-populated from the opportunity package.*
2. **Program Code Name:** *Enter “Expanded Food and Nutrition Education Formula Program”*
Program Code: *Enter “EFNEP”*
3. **Type of Applicant:** *No entry required. This will be pre-populated from your entry on the application cover sheet.*
4. **Additional Applicant Types:** *Select the appropriate institution type from the drop down menu in this block.*
5. **Supplemental Applicant Types:** *Please check all that apply.*
6. **HHS Account Information:** *Click on the radio button next to “Yes”. Enter your HHS PIN number in the appropriate box. IMPORTANT: IN THIS CONTEXT YOUR PIN NUMBER IS YOUR HHS ACCOUNT NUMBER. DO NOT ENTER THE PASSWORD YOU USE TO ACCESS THE HHS PAYMENT MANAGEMENT SYSTEM.*
7. **Key Words:** *Enter “Not applicable.”*
8. **Conflict of Interest List:** *Leave blank.*

3. Key Contacts Form (Required)

Applicant Organization Name: Enter the complete legal name of the institution.

Contact 1 Project Role: *Enter the contact information for the State Extension Director or 1890 Administrator, or his or her designee.*

Contact 2 Project Role: *Enter the contact information for the Program Coordinator or Program Director.*

Contact 3 Project Role: *Enter the contact information for the Business Office Manager/Administrator for this program.*

Contact 4 Project Role: *Enter the contact information for the person responsible for Drawdowns.*

Saving the Application

The application package can only be saved from the Grant Application Package screen. It is recommended that after the applicant completes each form/document that they click on the “Close Form” button to close the form and then save the application package by clicking on the “Save” button at the top of the Grant Application Package Screen. It is important to note that the application package will be saved to the last active directory on the applicant’s computer. Therefore, the applicant should save the application package to their hard drive where it can be easily accessed. The applicant may save their application package at any time and should save it with the same file name each time. An error message will occur each time that the applicant saves the form before completing all of the mandatory fields on the mandatory forms or the optional forms are moved to the Optional Completed Documents for Submission column on the application package. The applicant may ignore this warning. This warning will not appear when all of the mandatory fields have been completed on all of the forms/documents in the application package.

Check Package for Errors

To initiate the Grants.gov edit check process, simply click on the “Check Package for Errors” button at the top of the screen. This process will identify all mandatory fields that have not been completed by the applicant. These errors will be displayed one at a time.

No checks against CSREES business rules will take place at this time.

Submitting the Application

The AR must open the browser, open the application and then press the Submit button. To submit the application:

1. Close all open browser(s) and running applications.
2. Open the internet browser.
3. Navigate to the physical location where the application file is located. Select the application to open.
4. The internet browser will open the application. This may take a few moments. Please be patient.
5. Once the application is completely open, click the **Save and Submit** button. (The Submit button will not become active until all mandatory documents have been properly completed and the application has been saved.)

6. Click **Save and Submit**.

7. A dialog box will appear and you will need to, enter your Grants.gov username and password.

8. Lastly, click **Login**.

Only the AR has the authority and user rights to **Save and Submit** an application to Grants.gov.

Additional submission tips may be found at the Grants.gov website.

Grants.gov Submission Tips: http://www.grants.gov/help/submit_application_faqs.jsp

C. Certifications

Important Note: By signing Form SF-424-M, the applicant is providing the certifications required by 7 CFR Part 3017, regarding Debarment and Suspension, 7 CFR Part 3018, regarding Lobbying, 7 CFR 3021, regarding Drug-Free Workplaces, and compliance with the provisions of Chapter III, Financial Operations, of the CSREES Administrative Handbook for Cooperative Extension Work, including 7 CFR 3015, Uniform Federal Assistance Regulations; 7 CFR 3019, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations (now codified at 2 CFR 215); 7 CFR 3016, Uniform Administration Requirements for Grants and Cooperative Agreements to States and Local Governments; and OMB Circulars A-21, Cost Principles for Educational Institutions (now codified at 2 CFR Part 220), and A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations (now codified at 2 CFR Part 215). If the project will involve a subcontractor or consultant, the subcontractor and/or consultant should submit a Form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions, to the grantee organization for retention in their records. This form should not be submitted to USDA.

D. Submission Dates and Times

In response to this announcement, an “Application for Federal Assistance,” Form SF-424 Mandatory; “Supplemental Information Form,” CSREES Supplemental Information Form; “Key Contacts Form,” SF-424 Key Contacts, and EFNEP Specific Forms “EFNEP 2009 Budget Sheet”, “EFNEP 2009 Budget Justification Narrative”, and “EFNEP 2009 Annual Update”; should be submitted online at the www.grants.gov website by COB on **June 22, 2009** (5:00 p.m. Eastern Time).

The receipt of all applications will be acknowledged by e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses on the Application for Federal Assistance SF-424 Mandatory Form.

If an applicant has not received an acknowledgment within 60 days of the submission, the applicant must contact the Agency contact (see Part VII) immediately and ask for the application number assigned to the application. Failure to do so may result in the application not being processed and funding being held. Once the application has been assigned an application number, this number should be cited on all future correspondence.

E. Funding Restrictions

(1) Approved CSREES EFNEP Projects

EFNEP Federal funding must be used on CSREES approved EFNEP projects.

(2) Matching

There is no cost-sharing or matching requirement for this program.

(3) Indirect Costs and Tuition Remission

In accordance with section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3319), indirect costs and tuition remission are unallowable as EFNEP formula grant expenditures.

PART V—SUBMISSION REVIEW REQUIREMENTS

The National Program Leader, Program Specialist and the OEP Formula Grants Section will be reviewing submitted documents to determine if all program, financial, and administrative requirements have been met and are current.

PART VI—AWARD ADMINISTRATION

A. General

The National Program Leader or Program Specialist will notify the OEP Formula Grants Section regarding institutions' compliance with reporting requirements. If all program and administrative requirements have been met by the eligible institution, funding will continue to be released on a quarterly basis. The OEP Formula Grants Section will notify the institutions when all requirements have been met are current.

B. Administrative and National Policy Requirements

Several Federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These include, but are not limited to:

7 CFR Part 1, subpart A — USDA implementation of the Freedom of Information Act.

7 CFR Part 3 — USDA implementation of OMB Circular No. A-129 regarding debt collection.

7 CFR Part 15, subpart A — USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.

7 CFR Part 331 and 9 CFR Part 121 — USDA implementation of the Agricultural Bioterrorism Protection Act of 2002.

7 CFR Part 3015 — USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21 and A-122, now codified at 2 CFR Parts 220 and 230) and incorporating provisions of 31 U.S.C. 6301-6308 (formerly the Federal Grant and Cooperative Agreement Act of 1977, Pub. L. No. 95-224), as well as general policy requirements applicable to recipients of Departmental financial assistance.

7 CFR Part 3017 — USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement).

7 CFR Part 3018 — USDA implementation of Restrictions on Lobbying.

7 CFR Part 3019 — USDA implementation of OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (now codified at 2 CFR 215).

7 CFR Part 3021—Implementation of Governmentwide Requirements for Drug-Free Workplace (Financial Assistance).

7 CFR Part 3052 — USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Nonprofit Organizations.

7 CFR Part 3407 — CSREES procedures to implement the National Environmental Policy Act of 1969, as amended.

29 U.S.C. 794 (section 504, Rehabilitation Act of 1973) and 7 CFR Part 15b (USDA implementation of statute) —prohibiting discrimination based upon physical or mental handicap in Federally assisted programs.

35 U.S.C. 200 et seq. —Bayh Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in Federally assisted programs (implementing regulations are contained in 37 CFR Part 401).

C. Expected Program Outputs and Reporting Requirements

States must provide a state program report, using the State Reporting System version 5 (SRS5) which was due November 1, 2008. The FY 2009 report will be due November 1, 2009.

Financial reporting via the SF-269, Financial Status Report, for FY 2009 is due to the OEP Formula Grants Section by April 1, 2010. The SF-272, Federal Cash Transactions Report, for each calendar quarter is due online at the DHHS website (www.dpm.psc.gov) usually on the 15th day of November, February, May, and August for the preceding calendar quarter. See website for specific dates. DHHS may restrict payment requests from the grantee's account if the SF-272 report is not submitted on time.

PART VII—AGENCY CONTACT

For questions regarding EFNEP, please contact: Stephanie Blake, Program Specialist, Stop 2225, 1400 Independence Avenue, S.W., Washington, D.C. 20250-2225; Telephone: (202) 720-6079; Fax: (202) 720-9366; E-mail: sblake@csrees.usda.gov; or Helen Chipman, National Program Leader, Stop 2225, 1400 Independence Avenue, S.W., Washington, D.C. 20250-2225; Telephone: (202) 720-8067; Fax: (202) 720-9366; E-mail: hchipman@csrees.usda.gov.

For questions relating to the completion of the grants.gov forms and funding release, please contact: Brenda Barnett, Office of Extramural Programs, Stop 2298, 1400 Independence Avenue, S.W., Washington, D.C. 20250-2298; Telephone: (202) 401-6520; Fax: (202) 690-3002; E-mail: formulagrantquestions@csrees.usda.gov

If help is needed with the Grants.gov registration process for the applicant organization, downloading or navigating PDF forms, using Adobe Reader with a Macintosh computer or with the technical aspects of submitting to the Grants.gov system, check the resources available on the Grants.gov Web site first (<http://www.grants.gov>).

Grants.gov assistance is also available as follows:

Grants.gov customer support
Toll Free: 1-800-518-4726
Business Hours: M-F 7:00 am – 9:00 pm Eastern Standard Time
Email: support@grants.gov

If the Authorized Representative (AR) has not received a confirmation message from Grants.gov within 48 hours of submission of an application, please contact Grants.gov customer support.

When Grants.gov is contacted, a ticket number is issued to track the response. The applicant should maintain the ticket number as documentation of electronic issues associated with the application.

Grants.gov Help Desk Operations Process is described below:

Tier 1: Grants.gov Contact Center Operator

- Handles the initial contact and attempts to resolve the call.
- If not, files a research request (escalation).

Tier 2: Research Analyst

- Escalations go to the research analyst who does further research on the issue.
- Unable to resolve, issue escalated to Grants.gov Program Management Office (PMO).

Tier 3: Grants.gov PMO

- Research Analyst works with PMO to resolve the issue.
- Typical escalations: Policy questions/System bugs/Training or Meeting Requests.

PART VIII—OTHER INFORMATION

A. CSREES' Grants.gov Implementation Plans

CSREES is continuing to develop its capacity to exchange proposal and grant data electronically with its grantees through [Grants.gov](http://www.grants.gov) and to process, review, and award proposals and grants electronically.

In Fiscal Year (FY) 2007, CSREES conducted a pilot on the submission of the SF-424 Mandatory application package through the Grants.gov website for the McIntire-Stennis Cooperative Forestry Research Program. The pilot was successful as all eligible grantees submitted their applications through Grants.gov.

The Federal Funding Accountability and Transparency Act of 2006 requires all Federal agencies to report monthly to a publicly-accessible website on all Federal assistance awards (including grants). This requirement became effective for all awards made in FY 2007 and thereafter.

As a result, for the FY 2008 (October 1, 2007 - September 30, 2008) and subsequent cycles, CSREES is requiring electronic submission through Grants.gov for all Federal assistance programs (i.e., grants). For more information about CSREES' Grants.gov plans, including important announcements, program implementation details, and detailed requirements, see the CSREES' web site, http://www.csrees.usda.gov/business/other_links/egov/egov.html. The information on these web sites will be updated as appropriate. It is suggested that the sites be visited periodically for important updates.

**COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE
 FY 2009 DISTRIBUTION OF EXPANDED FOOD NUTRITION EDUCATION PROGRAM (EFNEP) FUNDING
 AUTHORIZED UNDER THE SMITH-LEVER ACT, SECTION 3(d)**

APPENDIX A

<u>State</u>	<u>1862 Land Grant Institution</u>	<u>Number</u>	<u>Allocation</u>
AL	Auburn University	2009-41510-00100	\$ 1,967,213
AK	University of Alaska	2009-41510-00200	261,814
AZ	University of Arizona	2009-41510-00300	676,244
AR	University of Arkansas	2009-41510-00400	1,286,971
CA	University of California	2009-41510-00500	3,512,360
CO	Colorado State University	2009-41510-00600	637,447
CT	University of Connecticut	2009-41510-00700	530,388
DE	University of Delaware	2009-41510-00800	306,340
FL	University of Florida	2009-41510-00900	2,129,533
GA	University of Georgia	2009-41510-01000	2,161,955
HI	University of Hawaii	2009-41510-01100	345,497
ID	University of Idaho	2009-41510-01200	379,026
IL	University of Illinois	2009-41510-01300	2,141,741
IN	Purdue University	2009-41510-01400	1,246,690
IA	Iowa State University	2009-41510-01500	948,262
KS	Kansas State University	2009-41510-01600	752,122
KY	University of Kentucky	2009-41510-01700	1,670,899
LA	Louisiana State University	2009-41510-01800	1,870,923
ME	University of Maine	2009-41510-01900	495,361
MD	University of Maryland	2009-41510-02000	900,557
MA	University of Massachusetts	2009-41510-02100	1,025,051
MI	Michigan State University	2009-41510-02200	1,813,205
MN	University of Minnesota	2009-41510-02300	1,038,370
MS	Mississippi State University	2009-41510-02400	1,708,413
MO	University of Missouri	2009-41510-02500	1,569,764
MT	Montana State University	2009-41510-02600	380,524
NE	University of Nebraska	2009-41510-02700	604,306
NV	University of Nevada	2009-41510-02800	274,880
NH	University of New Hampshire	2009-41510-02900	321,965
NJ	Rutgers University	2009-41510-03000	1,122,654
NM	New Mexico State University	2009-41510-03100	589,841
NY	Cornell University	2009-41510-03200	3,389,229
NC	North Carolina State University	2009-41510-03300	2,499,997
ND	North Dakota State University	2009-41510-03400	419,839
OH	Ohio State University	2009-41510-03500	2,195,231

OK	Oklahoma State University	2009-41510-03600	1,099,154
OR	Oregon State University	2009-41510-03700	579,915
PA	Pennsylvania State University	2009-41510-03800	2,662,354
PR	University of Puerto Rico	2009-41510-03900	1,446,466
RI	University of Rhode Island	2009-41510-04000	384,493
SC	Clemson University	2009-41510-04100	1,545,508
SD	South Dakota State University	2009-41510-04200	461,872
TN	University of Tennessee	2009-41510-04300	1,972,104
TX	Texas A&M University	2009-41510-04400	4,213,276
UT	Utah State University	2009-41510-04500	397,168
VT	University of Vermont	2009-41510-04600	318,118
VA	Virginia Polytechnic Inst. & State U.	2009-41510-04700	1,701,167
WA	Washington State University	2009-41510-04800	769,375
WV	West Virginia University	2009-41510-04900	1,018,535
WI	University of Wisconsin	2009-41510-05000	1,007,817
WY	University of Wyoming	2009-41510-05100	275,416
VI	University of the Virgin Islands	2009-41510-05200	103,451
GU	University of Guam	2009-41510-05301	103,555
AS	American Samoa Community College	2009-41510-03500	103,374
FM	College of Micronesia	2009-41510-05600	106,339
MP	Northern Marianas College	2009-41510-05700	103,231
DC	University of the District of Columbia	2009-41510-05400	110,944
	Subtotal-1862 Land-Grant Institutions		<hr/> \$ 63,658,244

1890 Land-Grant Institution

AL	Alabama A&M University	2009-41510-08901	\$ 106,130
AL	Tuskegee University	2009-41510-08902	106,130
AR	University of Arkansas-Pine Bluff	2009-41510-08903	107,442
DE	Delaware State University	2009-41510-08904	101,251
FL	Florida A&M University	2009-41510-08905	135,183
GA	Fort Valley State University	2009-41510-08906	118,302
KY	Kentucky State University	2009-41510-08907	110,911
LA	Southern University	2009-41510-08908	114,510
MD	University of Maryland-Eastern Shore	2009-41510-08909	107,709
MS	Alcorn State University	2009-41510-08910	109,503
MO	Lincoln University	2009-41510-08911	111,536
NC	North Carolina State A&T University	2009-41510-08912	117,258
OK	Langston University	2009-41510-08913	108,979
SC	South Carolina State University	2009-41510-08914	109,725
TN	Tennessee State University	2009-41510-08915	113,402

TX	Prairie View A&M University	2009-41510-08916	155,817
VA	Virginia State University	2009-41510-08917	111,893
WV	West Virginia State University	2009-41510-08920	105,555
	Subtotal-1890 Land-Grant Institutions		<u>\$ 2,051,236</u>
	Payment to States		\$ 65,709,480
	Federal Administration		445,520
	Total		<u><u>\$ 66,155,000</u></u>