

# 1890 Facilities Grant Program

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## *FY 2009 Request for Applications*

**APPLICATION DEADLINE: June 5, 2009**

**NOTE: DEADLINE SUBMISSION DATE IS HEREBY REVISED**



**U.S. Department of Agriculture**



**Cooperative State Research, Education, and Extension Service**

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

**1890 Facilities Grant Program**

**INITIAL ANNOUNCEMENT**

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

**DATES:** Applications must be received by close of business (COB) on **June 5, 2009** (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding. For further instructions on electronic submission requirements, please refer to Part IV of this announcement. 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:** The Cooperative State Research, Education, and Extension Service (CSREES) is requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program. Such comments will be used 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)). This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFAs for competitive programs. Comments should be submitted as provided for in the DATES portion of this Notice.

Written stakeholder comments should be submitted by mail to: Policy and Oversight Branch; Office of Extramural Programs; Cooperative State Research, Education, and Extension Service; USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: [RFP-OEP@csrees.usda.gov](mailto:RFP-OEP@csrees.usda.gov). (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the 1890 Facilities Grant Program RFA.

**EXECUTIVE SUMMARY:** CSREES announces the availability of grant funds and requests applications for the 1890 Facilities Grant Program for fiscal year (FY) 2009 for the acquisition and improvement of agricultural and food sciences facilities and equipment, including libraries, so that the 1890 land-grant institutions, including Tuskegee University and West Virginia State University may participate fully in the production of human capital in the food and agricultural sciences. The amount available for support of this program in FY 2009 is approximately \$17,280,000.

This RFA identifies the objectives for 1890 Facilities Grant projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for an 1890 Facilities Grant. CSREES additionally requests stakeholder input from any interested party for use in the development of the next RFA for this program.

**Table of Contents**

**PART I—FUNDING OPPORTUNITY DESCRIPTION ..... 4**  
    A. Legislative Authority and Background .....4  
    B. Purpose and Priorities.....4

**PART II—AWARD INFORMATION ..... 5**  
    A. Available Funding.....5  
    B. Types of Applications .....5  
    C. Project Types.....5  
    D. Emergency Acquisitions .....5

**PART III—ELIGIBILITY INFORMATION..... 7**  
    A. Eligible Applicants.....7  
    B. Cost Sharing or Matching .....7

**PART IV—APPLICATION AND SUBMISSION INFORMATION..... 8**  
    A. Electronic Application Package .....8  
    B. Content and Form of Application Submission.....9  
    C. Submission Dates and Times .....13  
    D. Funding Restrictions .....14  
    E. Other Submission Requirements .....14

**PART V—APPLICATION REVIEW REQUIREMENTS ..... 15**  
    A. General .....15  
    B. Evaluation Criteria .....15  
    C. Conflicts of Interest and Confidentiality .....15  
    D. Organizational Management Information.....16

**PART VI—AWARD ADMINISTRATION ..... 17**  
    A. General.....17  
    B. Award Notice .....17  
    C. Administrative and National Policy Requirements.....18  
    D. Expected Program Outputs and Reporting Requirements .....19

**PART VII—AGENCY CONTACT ..... 22**

**PART VIII—OTHER INFORMATION..... 23**  
    A. Access to Review Information .....23  
    B. Use of Funds; Changes.....23  
    C. Confidential Aspects of Applications and Awards .....24  
    D. Regulatory Information.....24  
    E. Definitions .....24

**Electronic Application Submission Checklist ..... 25**

## **PART I—FUNDING OPPORTUNITY DESCRIPTION**

### **A. Legislative Authority and Background**

Pursuant to the authority contained in Section 1447 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA) [7 U.S.C. 3222b], and reauthorized by Section 7123 of the Food, Conservation, and Energy Act of 2008 (FCEA) (Pub. L. 110-246) grants will be awarded under the Facilities Grants Program to the 1890 land-grant institutions, including Tuskegee University and West Virginia State University. The Omnibus Appropriations Act, 2009 appropriates funds under Division A, Title I.

### **B. Purpose and Priorities**

Facilities awards will be made for the acquisition and improvement of agricultural and food sciences facilities and equipment, including libraries, so that the 1890 land-grant institutions, including Tuskegee University and West Virginia State University may participate fully in the production of human capital in the food and agricultural sciences. Priorities for the eligible institutions are set in the facilities plan that is submitted to CSREES for review and approval.

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

There is no commitment by USDA to fund any particular application or to make a specific number of awards. Approximately \$17,280,000 will be available to fund applications in FY 2009.

CSREES intends to distribute the FY 2009 Appropriation in the same manner as the FY 2008 Appropriation. CSREES will assess four percent (4%) of the appropriated amount, approximately \$720,000 for Federal Administration, distribute sixty percent (60%) of the balance equally, and distribute the remaining forty percent (40%) based on the formula found in Section 1444 of NAREPTA of 1977, as amended (Pub. L. No. 95-113).

The FY 2009 distribution is as follows: Alabama A&M University, \$955,177; Tuskegee University, \$955,177; University of Arkansas-Pine Bluff, \$855,245; Delaware State University, \$678,011; Florida A&M University, \$894,648; Fort Valley State University, \$1,006,854; Kentucky State University, \$1,111,147; Southern University, \$831,072; University of Maryland-Eastern Shore, \$773,963; Lincoln University, \$890,142; Alcorn State University, \$1,132,347; North Carolina A&T State University, \$1,125,292; Langston University, \$940,512; South Carolina State University, \$880,707; Tennessee State University, \$1,049,630; Prairie View A&M University, \$1,408,428; Virginia State University, \$970,565; and West Virginia State University, \$791,083.

### **B. Types of Applications**

This RFA is for renewal applications only. Eligible applicants must submit a renewal application. This is a project application that requests additional funding to continue the project that was approved in an original or amended award.

### **C. Project Types**

In FY 2009, applicants should request funding for an additional year at the amount for their organization listed in section A, above.

**Section 1447 of NARETPA of 1977 [7 U.S.C. 3222b] designates distribution of these funds. The program was reauthorized through FY 2012 by Section 7123 of FCEA (Pub. L. 110-246). Future funding will be strictly subject to new appropriations.**

### **D. Emergency Acquisitions**

The administrative procedures of the 1890 Facilities Grant Program are streamlined to allow up to 10% of its annual allocation to be used for the following expenditures without prior approval from CSREES: Emergency acquisitions and repairs, and small expenditures related to advertising bid costs. Emergency expenditures are defined as acquisitions related to the implementation of approved plans that facilitate completion of planned new construction and

renovations. If the emergency situation goes beyond the approved scope of work in the approved five-year facilities plan, CSREES review and approval is required. Please note, the 10% is applicable to each annual appropriation and is not cumulative. Therefore, it cannot be carried forward and used in subsequent funding periods.

Within 90 days of incurring emergency expenditures, a justification must be provided to CSREES for review. The recipient institution is still required to comply with debarment and suspension regulations regarding all contractors receiving funds from this program. Further, the recipient must submit the required contractor information as delineated in Article 15 of the governing Special Terms and Conditions – C for 1890 Facilities. Non-compliance by an institution of this guideline may forfeit that institution's use of this provision during future grant awards. CSREES retains the right to withdraw this provision for an institution at its discretion.

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Eligible applicants under this RFA are the 1890 land-grant institutions, including Tuskegee University and West Virginia State University. They are: Alabama A&M University, Tuskegee University, University of Arkansas-Pine Bluff, Delaware State University, Florida A&M University, Fort Valley State University, Kentucky State University, Southern University, University of Maryland-Eastern Shore, Lincoln University, Alcorn State University, North Carolina A&T State University, Langston University, South Carolina State University, Tennessee State University, Prairie View A&M University, Virginia State University, and West Virginia State University.

### **B. Cost Sharing or Matching**

CSREES 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 CSREES in response to this RFA.

Prior to preparing an application, it is suggested that the 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 Grant.gov. If the organization is not prepared, the AR should see [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp) for steps for preparing to submit applications through Grants.gov.

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](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-EF47-002175** in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

Contained within the application package is the “CSREES Grants.gov Application Guide: A Guide for Preparation and Submission of CSREES Applications via Grants.gov.” 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 assistance is needed to access the application package** (e.g., downloading or navigating Adobe forms), refer to 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 pm Eastern Standard Time  
Email: [support@grants.gov](mailto:support@grants.gov)

## **B. Content and Form of Application Submission**

Electronic applications should be prepared following Parts V and VI of the document entitled “A Guide for Preparation and Submission of CSREES Applications via Grants.gov.” This guide is part of the corresponding application package (see Section A. of this Part). The following is **additional information** needed in order 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., portable document format) in Part III section 3. of the Guide. ANY PROPOSALS CONTAINING NON-PDF DOCUMENTS WILL BE AT RISK OF BEING EXCLUDED FROM CSREES REVIEW. Partial applications will be excluded from CSREES review. With documented prior approval, resubmitted applications will be accepted until close of business on the closing date in the RFA.**

**If you do not own PDF-generating software, Grants.gov provides online tools to assist applicants. Users will find a link to “Convert Documents to PDF” on <http://grants.gov/assets/PDFConversion.pdf>.**

### **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 CSREES Grants.gov Application Guide.

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

Information related to the questions on this form is dealt with in detail in Part V, 3. of the CSREES Grants.gov Application Guide.

### **3. R&R Other Project Information Form:**

Information related to the questions on this form is dealt with in detail in Part V, 4. of the CSREES Grants.gov Application Guide.

- (a) **Project Summary/Abstract** (Field 6. on the Form). The summary should also include the relevance of the project to the goals of the 1890 Facilities Grant Program and clearly stated objectives.
- (b) **Project Narrative** (Field 7. on the Form). PLEASE NOTE: The Project Narrative shall not exceed fifteen (15) pages of written text and up to five (5) additional pages for figures and tables. This maximum, twenty (20) pages, has been established to ensure fair and equitable competition. The Project Narrative is the main body of the application and is designed to provide CSREES with an understanding of your institution’s need for undertaking the project and to establish a basis for the financial assistance. **PLEASE NOTE:** The Project Narrative must include all of the following:

A thorough description of the acquisition, renovation, and/or construction effort(s) being proposed is required. The effort(s) should be realistic in light of time and funding constraints and available institutional resources. The specific required components are:

**(i) Statement of Need** – Briefly describe the second year of the five year plan.

In accordance with the recommended funding allocation within each institution, the research, teaching and extension programs must each receive at least 20 percent of the annual allocation. However, if there are unique situations in your institution which warrant a deviation from these guidelines, we will consider requests for reallocation by the submission of a situation statement.

Explain the factors or circumstances which led to your institution's need for the specific construction, renovation, and/or acquisition activities being proposed, particularly in supporting relevant activities and/or programs, i.e., state what advantage will be gained through the proposed facilities. The proposal should be linked to a realistic planning effort for programs in Food and Agricultural Sciences. The proposed objectives and time frame for completing the proposed work should be realistic. Construction projects may have a potential for impacting the environment. At least 30 days prior to the start of any construction or major renovation project, the awardee is required to submit an Environmental Impact Assessment to CSREES for review and approval. No activity should begin on this type of project until CSREES reviews and issues a written approval to begin construction. Please see Part V. 4.4 of the CSREES Grants.gov Application Guide for further details regarding National Environmental Policy Act (NEPA) requirements.

**(ii) Objectives** - Please cite and discuss the specific project objectives to be accomplished.

**(iii) Procedures** – Each application must contain a comprehensive, step-by-step description of the proposed design, construction, renovation, and/or acquisition activity. For construction efforts, include gross square feet of space to be built. In addition, provide assignable square feet of space by function: research, teaching, and/or extension. Include a detailed description of the procedures that you plan to use in accomplishing project goals in the sequence in which you plan to carry them out.

**(iv) Timetable** – Provide a milestone chart for accomplishing each facility objective. Provide a chart that sets forth all major phases of the project, with the beginning and ending dates for each milestone. This should be prepared as a function of time either on a quarterly, semiannual, or annual basis.

**(v) Performance Reports** - An annual performance report is due in CSREES 90 days after completion of the first 12 months of the initial grant award and annually thereafter during the project period. Please report all work performed during the previous 12-month period, including any funded or unfunded time extensions. The performance report is to be submitted through the Current Research Information System (CRIS).

- (c) **Current and Pending Support** – Each application must contain a complete listing of all active (current) projects. The listing must include the name of the project, source of funding (sponsor), the total amount of funding, and the effective and expiration date(s) of the project(s). As a separate listing, submit analogous information for all *proposed* or *pending* projects. **Please note that the project herein should be included as the first item listed in the current and pending support sections.**

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

The Senior/Key Person Profile form is **NOT** to be submitted as part of this application. Therefore, this form is not part of the application package.

**5. R&R Personal Data:**

As noted in Part V. 6. of the CSREES Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award. If completing the information, **do not enter any data in the field requesting the social security number.**

**6. SF 424C Budget:**

**Complete Budget Form SF-424C (Construction Programs) in accordance with the instructions provided. Form is available as part of the Application Package; and instructions are provided herein:**

**INSTRUCTIONS FOR THE SF-424C**

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0041), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

This sheet is to be used for the following types of applications: (1) "New" (means a new [previously unfunded] assistance award); (2) "Renewal" (means a project application that requests additional funding for a project period beyond the period that was approved in an original or amended award) (3) "Continuation" (means funding in a succeeding budget period which stemmed from a prior agreement to fund); and (4) "Revised" (means any changes in the Federal Government's financial obligations or contingent liability from an existing obligation). If there is no change in the award amount, there is no need to complete this form. Certain Federal

agencies may require only an explanatory letter to effect minor (no cost) changes. If you have questions, please contact the Federal agency.

Column a. -If this is an application for a "New" or "Renewal" project, enter the total estimated cost of each of the items listed on lines 1 through 16 (as applicable) under "COST CLASSIFICATION."

If this application entails a change to an existing award, enter the eligible amounts approved under the previous award for the items under "COST CLASSIFICATION."

Column b. -If this is an application for a "New" project, enter that portion of the cost of each item in Column a, which is not allowable for Federal assistance. Contact the Federal agency for assistance in determining the allowability of specific costs.

If this application entails a change to an existing award, enter the adjustment [+ or (-)] to the previously approved costs (from column a.) reflected in this application.

Column. c.-This is the net of lines 1 through 16 in columns "a." and "b."

Line 1 -Enter estimated amounts needed to cover administrative expenses. Do not include costs which are related to the normal functions of government. Allowable legal costs are generally only those associated with the purchases of land which is allowable for Federal participation and certain services in support of construction of the project.

Line 2 -Enter estimated site and right(s)-of-way acquisition costs (this includes purchase, lease, and/or easements).

Line 3 -Enter estimated costs related to relocation advisory assistance, replacement housing, and relocation payments to displaced persons and businesses, etc.

Line 4 -Enter estimated basic engineering fees related to construction (this includes start-up services and preparation of project performance work plan).

Line 5 -Enter estimated engineering costs, such as surveys, tests, soil borings, etc.

Line 6 - Enter estimated engineering inspection costs.

Line 7 -Enter estimated costs of site preparation and restoration which are not included in the basic construction contract.

Line 8 – Enter estimated costs for demolition and removal.

Line 9 - Enter estimated cost of the construction contract.

Line 10 -Enter estimated cost of office, shop, laboratory, safety equipment, etc. to be used at the facility, if such costs are not included in the construction contract.

Line 11 - Enter estimated miscellaneous costs.

Line 12 - Total of items 1 through 11.

Line 13 -Enter estimated contingency costs. (Consult the Federal agency for the percentage of the estimated construction cost to use.)

Line 14 - Enter the total of lines 12 and 13.

Line 15 -Enter estimated program income to be earned during the grant period, e.g., salvaged materials, etc.

Line 16 - Subtract line 15 from line 14.

Line 17 -This block is for the computation of the Federal share. Multiply the total allowable project costs from line 16, column "c." by the Federal percentage share (this may be up to 100 percent; consult Federal agency for Federal percentage share) and enter the product on line 17.

**NOTE: Budget Justification:** A brief narrative justifying the budget needs to be provided.

Discuss how the budget specifically supports the proposed project activities. Explain how line-items such as land, structure, architectural budget and engineering fees, site work, etc., are necessary and reasonable to achieve project objectives. Clearly demonstrate that you have adhered to the Program Office recommended allocation of 20% Research, 20% Teaching, 20% Extension, and 40% allocation to Research, Teaching, and/or Extension based upon institutional need.

#### **7. CSREES Supplemental Information Form:**

Information related to the questions on this form is dealt with in detail in Part VI.I. of the CSREES Grants.gov Application Guide.

(a) Program Code (Field 2. on the Form). Enter the Program Code Name (i.e., enter “**1890 Facilities Grant Program**”) and the Program Code (i.e., enter “**LS**”) for “Section 1447 Facilities Grants”.

(b) Conflict of Interest List (Field 4. on the Form). A conflict of interest list **is required** under this program.

#### **C. Submission Dates and Times**

**Instructions for submitting an application are included in Part IV, Section 1.9 of the CSREES Grants.gov Application Guide.**

Applications must be received by Grants.gov by COB on **June 5, 2009** (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding.

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

If the AR has not received a confirmation message from CSREES within 15 days of submission of the application, please contact the Program Contact identified in Part VII of the applicable RFA and request the proposal number assigned to the application. **Failure to do so may result in a delay in the issuance of an award. Once the application has been assigned a proposal number, this number should be cited on all future correspondence.**

#### **D. Funding Restrictions**

The obligation and expenditure of funds awarded under these grants are limited to equipment, land, buildings and other related costs which are or will be used in the administration and conduct of approved research, teaching and extension activities. **In accordance with NARETPA Section 1447 (e), funds provided for this program may not be used for the payment of any overhead costs of the eligible institutions.**

Within each institution, the research, teaching and extension programs must each receive at least 20 percent of the annual allocation. The remaining 40 percent may be allocated based on institutional needs for research, teaching, or extension. No more than 60 percent of the total allocation should be directed to research, teaching, or extension. However, if there are unique situations in your institution which warrant a deviation from these guidelines, we will consider requests for reallocation. Such reallocations must be justified by the submission of a situation statement which describes the research, teaching, and extension facilities needs in your institution and how previously available Federal funds were utilized. The situation statement should be inserted into the Project Narrative (Part IV.B.3(b)(i) - Statement of Need).

#### **E. Other Submission Requirements**

The applicant should follow the submission requirements noted in the document entitled "A Guide for Preparation and Submission of CSREES Applications via Grants.gov."

At least 30 days prior to the start of any construction or major renovation project, the awardee is required to submit an Environmental Impact Assessment to CSREES for review and approval. No activity should begin on this type of project until CSREES reviews and issues an approval to begin construction. Please see Part V.4.4 of the CSREES Grants.gov Application Guide for further details regarding National Environmental Policy Act (NEPA) requirements.

## **PART V—APPLICATION REVIEW REQUIREMENTS**

### **A. General**

Each application will be evaluated in a two part process. First, each application will be screened to ensure that it meets the administrative requirements as set forth in this RFA. Second, applications that meet these requirements will be technically evaluated by a peer panel of non-CSREES personnel.

### **B. Evaluation Criteria**

**The evaluation criteria listed below will be used in reviewing applications submitted in response to this RFA:**

**Statement of Need:** According to the project narrative, a statement indicating the advantage that will be gained for constructing the proposed construction, renovation, acquisition of laboratory equipment, etc. is needed. As such, are the objectives realistic or is the institution over-extending its capabilities?

Is the facility proposal linked to a realistic University planning effort for programs in the food and agricultural sciences?

#### **Procedures**

Does the proposal provide a step-by-step description of the proposed design construction, renovation, and/or acquisition activity?

Are there detailed descriptions of the procedures that you plan to use in accomplishing project goals in the sequence in which you plan to carry them out?

#### **Budget**

Are the anticipated costs allowable, reasonable and necessary?

Has an appropriate justification been provided for each particular budget item?

Is the budget consistent with the UDSA Program Office recommended allocation: 20% Research, 20% Teaching, 20% Extension, and 40% may be allocated to Research, Teaching, and Extension based upon institutional need?

Is the budget linked to an overall strategic planning process?

#### **Timetable**

Is the time frame realistic for the work proposed?

### **C. Conflicts of Interest and Confidentiality**

During the peer evaluation process, extreme care will be taken to prevent any actual or perceived conflicts of interest that may impact review or evaluation. For the purpose of determining conflicts of interest, the academic and administrative autonomy of an institution shall be determined by reference to the current Higher Education Directory, published by Higher Education Publications, Inc., 6400 Arlington Boulevard, Suite 648, Falls Church, Virginia 22042. Phone: (703) 532-2300. Web site: <http://www.hepinc.com>.

Names of submitting institutions and individuals, as well as application content and peer evaluations, will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of peer reviewers will remain confidential throughout the entire review process. Therefore, the names of the reviewers will not be released to applicants.

#### **D. Organizational Management Information**

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

## **PART VI—AWARD ADMINISTRATION**

### **A. General**

Within the limit of funds available for such purpose, the awarding official of CSREES shall make grants to those responsible, eligible applicants whose applications are judged meritorious under the procedures set forth in this RFA. The date specified by the awarding official of CSREES as the effective date of the grant shall be no later than September 30th 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. It should be noted that 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 CSREES under this RFA shall be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles (codified at 2 CFR 215, 2 CFR 220 and 2 CFR 230), and the Department's assistance regulations (parts 3015, 3019 and 3430 of 7 CFR).

### **B. Award Notice**

The award document will provide pertinent instructions and information including, at a minimum, the following:

- 1) Legal name and address of performing organization or institution to whom the Administrator has awarded a grant under the terms of this request for applications;
- 2) Title of project;
- 3) Name(s) and institution(s) of Project Directors (PDs) chosen to direct and control approved activities;
- 4) Identifying grant number assigned by the Department;
- 5) Project period, specifying the amount of time the Department intends to support the project without requiring re-competition for funds;
- 6) Total amount of Departmental financial assistance approved by the Administrator during the project period;
- 7) Legal authority(ies) under which the grant is awarded;
- 8) Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
- 9) Applicable award terms and conditions (see <http://www.csrees.usda.gov/business/awards/awardterms.html> to view CSREES award terms and conditions);

- 10) Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the grant award; and
- 11) Other information or provisions deemed necessary by CSREES to carry out its respective granting activities or to accomplish the purpose of a particular grant.

### **C. Administrative and National Policy Requirements**

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

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

7 CFR Part 3--USDA regulation 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 Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants).

7 CFR Part 3018--USDA implementation of Restrictions on Lobbying. Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans.

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 (2 CFR Part 215).

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

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

7 CFR 3430—Competitive and Noncompetitive Non-formula Grant Programs--General Grant Administrative Provisions.

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).

#### **D. Expected Program Outputs and Reporting Requirements**

CSREES expects the awarded funds to be used for the acquisition and improvement of agricultural and food sciences facilities and equipment, including libraries, so that the 1890 land-grant institutions, including Tuskegee University and West Virginia State University, may participate fully in human capital development in the food and agricultural sciences.

##### **1) Performance Reports:**

Awardees of Federal funds are responsible for monitoring day-to-day project performance to ensure that project goals and performance schedules are met, contain costs, and accurately report progress to CSREES. An annual performance report is due in CSREES 90 days after completion of the first 12 months of the initial grant award and annually thereafter during the project period. Please report all work performed during the previous 12-month period, including any funded or unfunded time extensions. The performance report is to be submitted through the CRIS system as described in paragraph 3., below and should not exceed *five (5) pages* in length and shall include the following information:

- A comparison of actual accomplishments against the goals and/or objectives established for the facilities program during the reporting period, including relevant percentage-of-completion data and a computation of square footage costs for all projects undertaken;
- The reason for slippage if approved goals were not met;
- Include additional pertinent information including for example, analysis and explanation of cost overruns or unexpectedly high unit costs. Report and explain any favorable or adverse conditions, changes, or situations which are expected to impact the scope, size, cost, or completion schedule for the project, along with a discussion of proposed or actual actions taken by your institution to resolve any problems encountered;
- In subsequent years, if the proposal represents any changes to your approved Five-Year Plan, please provide a description of, and justification for, the change so that our records can be updated;
- A summary of activities to be undertaken during the next 12-month period;
- A listing of architectural, engineering, and construction contracts entered into **during this reporting period only** for each program component in the following format:

| <b>Program Component</b> | <b>Name of Contractor</b> | <b>Proposed Amount</b> | <b>Date Approved by CSREES</b> |
|--------------------------|---------------------------|------------------------|--------------------------------|
| <b>a.</b>                |                           |                        |                                |
| <b>b.</b>                |                           |                        |                                |
| <b>c.</b>                |                           |                        |                                |

- A detailed breakdown of *all* project costs incurred to date (cumulative), in the following format:

| <b>Cost Item</b> | <b>Federal Share</b> | <b>Non-Federal Share (if applicable)</b> |
|------------------|----------------------|--|
|                  |                      |  |
|                  |                      |  |
|                  |                      |  |

## 2) **Additional Performance Report Emphasis:**

Additionally, performance reports should include the following:

### A. New Facilities Constructed:

1. Facility Name, Cost, Square Footage, and Funds Leveraged if any
2. Facility Uses for Teaching, Research and Extension
3. Narrative of Programs Supported and Emphasis Areas
4. Photographs

### B. Facilities Renovated

1. Facility Name, cost
2. Facility Uses for Teaching, Research, and Extension
3. Narrative of Programs Supported and Emphasis Areas
4. Photographs

### C. Major Land Purchases

1. Size and Cost
2. Facility Uses for Teaching, Research, and Extension
3. Photographs of Any Farm Activities

### D. Major Laboratory, and Farm Equipment and Miscellaneous

### E. Impact

1. Describe how the facilities program for FY 2008 impacted the programs in food and agricultural sciences (Teaching, Research, and Extension).

### **3). Current Research Information System (CRIS) Reports:**

Grantees are required to submit initial project information and semi-annual performance reports via the CSREES Current Research Information System (CRIS). The CRIS database contains narrative project information, progress/impact statements, and final technical reports that are made available to the public. For applications recommended for funding, instructions on preparing and submission of project documentation will be provided to the applicant by the agency contact. Documentation must be submitted to CRIS before CSREES funds will be released. Project reports will be requested by the CRIS office when required. For more information about CRIS, visit <http://cris.csrees.usda.gov>.

## **PART VII—AGENCY CONTACT**

For questions associated with the completion of forms or programmatic issues, applicants and other interested parties are encouraged to contact: Dr. P. S. Benepal, Director, Multicultural Alliances; Science and Education Resources Development; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; STOP 2250; 1400 Independence Avenue, SW, Washington, DC 20250-2250; Telephone: (202) 401-1254; Fax: (202) 720-4924; E-mail: [pbenepal@csrees.usda.gov](mailto:pbenepal@csrees.usda.gov).

## **PART VIII—OTHER INFORMATION**

### **A. Access to Review Information**

Copies of a summary of the panel comments will be sent to the applicant PD after the review process has been completed.

### **B. Use of Funds; Changes**

#### **1. Delegation of Fiscal Responsibility**

Unless the terms and conditions of the grant state otherwise, the grantee may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of grant funds.

#### **2. Changes in Project Plans**

- (a) The permissible changes by the grantee, PD(s), or other key project personnel in the approved project grant shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the grantee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the authorized departmental officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.
- (b) Changes in approved goals or objectives shall be requested by the grantee and approved in writing by the ADO prior to effecting such changes. In no event shall requests for such changes be approved which are outside the scope of the original approved project.
- (c) Changes in approved project leadership or the replacement or reassignment of other key project personnel shall be requested by the grantee and approved in writing by the ADO prior to effecting such changes.
- (d) Transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not Federal funds are involved, shall be requested by the grantee and approved in writing by the ADO prior to effecting such transfers, unless prescribed otherwise in the terms and conditions of the grant.
- (e) Changes in Project Period: The project period may be extended by CSREES without additional financial support, for such additional period(s) as the ADO determines may be necessary to complete or fulfill the purposes of an approved project. Any extension of time shall be conditioned upon prior request by the grantee and approval in writing by the ADO, unless prescribed otherwise in the terms and conditions of a grant.

- (f) Changes in Approved Budget: Changes in an approved budget must be requested by the grantee and approved in writing by the ADO prior to instituting such changes if the revision will involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or grant award.

### **C. Confidential Aspects of Applications and Awards**

When an application results in a grant, it becomes a part of the record of CSREES transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. The original copy of an application that does not result in a grant will be retained by the Agency for a period of three years. Other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

### **D. Regulatory Information**

For the reasons set forth in the final Rule-related Notice to 7 CFR Part 3015, subpart V (48 FR 29114, June 24, 1983), this program is excluded from the scope of the Executive Order 12372 which requires intergovernmental consultation with State and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of information requirements contained in this Notice have been approved under OMB Document No. 0524-0039.

### **E. Definitions**

Please refer to [7 CFR 3430, Competitive and Noncompetitive Non-formula Grant Programs--General Grant Administrative Provisions](#), for the applicable definitions for this CSREES grant program.

## **Electronic Application Submission Checklist**

**The following checklist contains suggested guidelines to verify prior to application submission:**

- Have all attachments been submitted in the portable document format (PDF)? See Part III of the CSREES Application Guide.**
- Do all submitted PDF documents have one-inch margins and are typed or word processed using no type smaller than 12 point regardless of line spacing? Are all PDF documents numbered sequentially on each page of the attachment? Are all page limitations for a given attachment followed? Submitted applications that do not meet these requirements for PDF attachments will be returned without review.**
- Have all components of the SF 424 Research and Related (R&R) Application Package been completed?**
  - SF 424 R&R Cover Sheet**
  - SF 434 R&R Project/Performance Site Location(s)**
  - SF 424 R&R Other Project Information**
  - SF 424 R&R Personal Data**
  - SF 424C Budget(s) (Construction Programs)**
  - Supplemental Information Form**