

1890 Facilities Grant Program

FY 2008 Request for Applications

APPLICATION DEADLINE: March 28, 2008



U.S. Department of Agriculture



Cooperative State Research, Education, and Extension Service

*****PLEASE READ*****

**IMPORTANT ITEMS FOR THE USDA-CSREES FACILITIES GRANT PROGRAM
(FGP)**

Fiscal Year (FY) 2008 PROGRAM SOLICITATION

The following represents highlights for the FY 2008 RFA:

- A Five-Year Plan of Work and a First-Year Funding Proposal (see Parts II.B & II.C);
- Streamlined procedures for Emergency Acquisitions (see Part II.D);
- National Environmental Policy Act (NEPA) requirements (see Part IV.B.2);
- Omission of Social Security Numbers (see Part IV.B.4);
- Conflict of Interest List (see Part IV.B.6);
- Demonstration of sufficient funding to complete planned projects (see Part IV.D); and
- Annual performance and final project report are to be submitted through CRIS system (see Part VI.D.3).

The 1890 Facilities Grant Program (FGP) requires that all applications be submitted electronically through Grants.gov. There are considerable online resources to help potential applicants with the electronic forms and submission requirements.

This is the second year to apply electronically and it is expected that all of the 1890 land-grant institutions, including Tuskegee University and West Virginia State University are registered with Grants.gov.

The Agency within USDA responsible for administering this grant program is the Cooperative State Research, Education, and Extension Service (CSREES). CSREES has also developed documentation to help navigate the process. The central point for all information related to electronic application submission is www.csrees.usda.gov/funding/electronic. This site is updated frequently and it should be checked often for program-specific help concerning electronic submissions.

Applications must be received via Grants.gov by 5:00 p.m. Eastern Time, on March 28, 2008. Plan ahead and do not wait until the last minute to submit your application.

Applicant should keep in mind the following hints:

- The following page is updated frequently and should be checked for program-specific help www.csrees.usda.gov/funding/electronic
- To access the electronic application via Grants.gov, go to www.grants.gov, under the “Apply for Grants” heading on the left side of page and click on “Download Grant Application Packages.” Enter the CFDA number 10.500 in the appropriate box to search by Catalog of Federal Domestic Assistance (CFDA) number.
- Each applicant should use the CSREES document titled, “A Guide for Preparation and Submission of CSREES Applications via Grants.gov” also known as the “CSREES Application Guide,” that is part of this RFA package located at Grants.gov. This document provides guidance for completing the required forms at Grants.gov.

Applicants should also reference the RFA for additional guidance not found in the application guide.

- Applicants who have problems with their submissions to Grants.gov are encouraged to call the Grants.gov help desk to resolve any problems. Keep a record of any such correspondence. Applicant should keep the following contact information close by:
 - For any questions related to preparing application content, contact: Email: electronic@csrees.usda.gov
 - Phone: 202-401-5048, Business hours are M-F, 7:00 a.m. – 5:00 p.m. ET, excluding Federal holidays.
 - For any questions related to Grants.gov content, contact: Email: support@grants.gov
 - Toll Free: 1-800-518-4726, Business hours are M-F, 7:00 a.m. – 9:00 p.m. ET, excluding Federal holidays.

Part IV of this RFA provides additional information specific to the 1890 FGP application submission. Applicants are advised to refer to this section to determine if specific information is required during the submission of the forms on Grants.gov. If directed by this RFA to provide information that is different from the CSREES Application Guide, the information in this RFA supersedes in all cases.

Note the attachment requirements (e.g., PDF; 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. On the Grants.gov Customer Support webpage (<http://grants.gov/CustomerSupport>) users will find a link to “Convert Documents to PDF” (<http://grants.gov/assets/PDFConversion.pdf>).

Applications for this grants program should include the following **Contents of a CSREES-1890 FGP Application Submitted via Grants.gov**:

Document Title	Required?	Instruction Source	Additional Instructions within this RFA
SF 424 (R&R) Cover Sheet	✓	CSREES Grants.gov Application Guide p. 17	1890 FGP RFA Part IV. B.1.
SF 424 (R&R) Other Project Information	✓	CSREES Grants.gov Application Guide p. 24	1890 FGP RFA Part IV. B.2.
SF 424 (R&R) Personal Data		CSREES Grants.gov Application Guide p. 34	1890 FGP RFA Part IV.B.4.
SF 424C Budget (Construction Programs)	✓	1890 FGP RFA Part IV.B.5.	1890 FGP RFA Part IV.B.5.
Supplemental Information	✓	CSREES Grants.gov Application Guide p. 45	1890 FGP RFA Part IV.B.6.

**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 **March 28, 2008** (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding. Comments regarding this request for applications (RFA) are requested within six (6) 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 request for application (RFA) from any interested party. These comments will be considered in the development of the next RFA, if applicable, and 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 CSREES programs. Written comments regarding this RFA are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

Written stakeholder comments should be submitted by mail to: Policy, Oversight, and Funds Management Staff; Office of Extramural Programs; USDA-CSREES; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: 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 the submission of a Five-Year Plan of Work and a First-Year Funding Proposal under the FY 2008 1890 Facilities Grant Program, 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. **CSREES anticipates providing approximately \$16,609,000 in support of this program in FY 2008.**

This RFA identifies the objectives for the 1890 Facilities Grant Program, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply

for the 1890 Facilities Grant Program. CSREES additionally requests stakeholder input from any interested party for use in the development of the next RFA for this program.

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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 (NARETPA) of 1977, as amended (Pub. L. No. 95-113), grants will be awarded under the Facilities Grant Program to the 1890 land-grant institutions, including Tuskegee University and West Virginia State University.

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 development 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. CSREES anticipates that approximately \$16,609,000 will be available to fund applications in FY 2008.

CSREES intends to distribute the FY 2008 Appropriation in the same manner as the FY 2007 Appropriation. CSREES will assess four percent (4%) of the appropriated amount for Federal Administration, distribute sixty percent (60%) of the balance equally, and distribute the remaining forty percent (40%) based on the formula in Section 1444 of NAREPTA of 1977, as amended (Pub. L. No. 95-113).

The FY 2007 distribution was as follows: Alabama A&M University, \$890,278; Tuskegee University, \$890,278; University of Arkansas-Pine Bluff, \$825,098; Delaware State University, \$631,943; Florida A&M University, \$833,862; Fort Valley State University, \$938,444; Kentucky State University, \$1,035,651; Southern University, \$774,605; University of Maryland-Eastern Shore, \$721,376; Lincoln University, \$829,662; Alcorn State University, \$1,055,410; North Carolina A&T State University, \$1,048,835; Langston University, \$876,610; South Carolina State University, \$820,868; Tennessee State University, \$978,314; Prairie View A&M University, \$1,312,733; Virginia State University, \$904,620; and West Virginia State University, \$737,333.

B. Types of Applications

This FY 2008 RFA is for eligible applicants only. Eligible applicants must submit an application that includes a Five-Year Plan of Work (FY 2008 - FY 2012) along with a First-Year Funding Proposal for FY 2008, as outlined in the FGP Executive Summary.

New application. This is a project application that has not been previously submitted to the 1890 Facilities Grant Program. All new applications will be reviewed competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

C. Project Types

The Five-Year Plan of Work should show the anticipated use of the funds for all the Research, Teaching and Extension programs over a five-year period. It should include a description of anticipated equipment and land needs, anticipated new construction, and renovation of existing facilities. The plan should include general methodology, an estimate of the total funds required, year-by-year, and a tentative timetable in which to accomplish the projects. The obligation and expenditure of funds awarded under these grants are limited to equipment, land, and buildings which are or will be used in the administration and conduct of approved Research, Teaching and Extension work.

In FY 2008, along with the Five-Year Plan of Work, applicants must also submit an application for funding the first year of the Five-Year Plan of Work. This First-Year Funding Proposal must address all of the requirements as given in Part IV.B. The First-Year Funding Proposal must be attached as a PDF with the Five-Year Plan of Work. See Part IV for page limitations for the Five-Year and First-Year Plans.

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. However, please refer to Part IV.D for pertinent funding restrictions.

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. All application submissions must be completed in an electronic format. The steps to access application materials are as follows:

- 1) Download and install PureEdge Viewer, a small, free program that provides access to the grant application. See http://www.grants.gov/resources/download_software.jsp#pureedge.
- 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-EF47-001284** 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. A helpful resource for frequently asked questions can be found at:

http://www.csrees.usda.gov/funding/electronic_faq.html

If assistance is needed to access the application package (e.g., downloading or navigating PureEdge forms, using PureEdge with a Macintosh computer), 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

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

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., PDF: portable document format) in Part III section 3. of the CSREES Application Guide.

1) SF 424 R&R Cover Sheet - (Required Form)

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 Other Project Information Form - (Required Form)

(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.

(b) **Project Narrative** (Field 7. on the Form). PLEASE NOTE: The Project Narrative shall not exceed twenty (**20**) pages for the Five-Year Plan of Work and fifteen (**15**) pages of written text for the First-Year Funding Proposal and up to five (**5**) additional pages for figures and tables. 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 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 an approval to begin construction.

Please see Part V. 3.4 of the CSREES Grants.gov Application Guide for further details regarding National Environmental Policy Act (NEPA) requirements.

(ii) 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.

(iii) 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.

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 (FY 2008 First-Year Proposal) should be included as the first item listed in the current and pending support section.**

4) R&R Personal Data - (Optional Form)

As noted in Part V. 5. 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.**

5) SF 424C Budget - (Required Form):

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) "Continuation" (means funding in a succeeding budget period which stemmed from a prior agreement to fund); and (3) "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" 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.

6) CSREES Supplemental Information Form – (Required Form)

(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**”).

(b) Conflict of Interest List (Field 8. on the Form). A conflict of interest list **is required** under this program.

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? Failure to submit PDF attachments via Grants.gov will result in applications that are at risk of being excluded from CSREES review. See Part III of the CSREES Application Guide.**
- Do all submitted PDF documents have one-inch margins and are they all 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 at risk of being excluded from CSREES review.**
- Have all components of the SF 424 Research and Related (R&R) Application Package been completed? Did you use the “Check Package for Errors” feature of the PureEdge viewer (see section 1.8 of the CSREES Application Guide)?**
 - SF 424 R&R Cover Sheet**
 - SF 424 R&R Other Project Information**
 - SF 424 R&R Senior/Key Person (Expanded)**
 - SF 424 R&R Personal Data (Optional)**
 - SF 424C Budget(s) (Construction Programs)**
 - Supplemental Information Form**

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 **March 28, 2008** (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 30 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.**

Pursuant to NARETPA Section 1444 (b) (2) (B), the formula (i.e. percentages) are prescribed for the annual allocation of administrative costs for the U. S. Department of Agriculture (USDA) and allotments to eligible institutions.

The USDA Program Office recommends that within each institution, the research, teaching and extension programs should 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 should 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 - Statement of Need section.

Further, an institution must demonstrate that sufficient State and/or other funds are available to complete planned projects if the total cost of the project is greater than the amount of the Federal Grant.

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.3.4 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.

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, with updates on an as needed 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 15th 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, and the Department's assistance regulations (parts 3015 and 3019 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 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) 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.

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.

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. Each report shall cover all work performed during the previous 12-month period, including any funded or unfunded time extensions. Because your project is being supported in annual funding increments, the Performance Report is required as part of your annual application for funding and will satisfy this reporting requirement. 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:

Program Component	Name of Contractor	Proposed Amount	Date Approved by CSREES
a.			
b.			
c.			

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

Cost Item	Federal Share	Non-Federal Share (if applicable)

2) **Final Project Report:**

When the proposed facilities project has been completed, a final report should be submitted to CSREES (within 90 days of completion). The final report is to be submitted through the CRIS system and should include the following:

- A narrative certifying that the goals and objectives have been completed
- A breakdown of all project cost by project years
- Photographs of the facility
- Relate occupancy and/or use against the original goals approved by CSREES

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, Waterfront Center, Room 3311, 800 9th Street, SW, Washington, DC 20024. Telephone: (202) 720-1254; Fax: (202) 720-3945; E-mail: 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 CSREES 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

For the purpose of this program, the following definitions are applicable:

Administrator means the Administrator of the Cooperative State Research, Education, and Extension Service and any other officer or employee of the Department to whom the authority involved is delegated.

Authorized Departmental Officer or awarding official means the Secretary or any employee of the Department who has the authority to issue or modify grant instruments on behalf of the Secretary.

Authorized Representative means the president, director, chief executive officer, or other designated official of the applicant organization who has the authority to commit the resources of the organization.

Budget period means the interval of time (usually 12 months) into which the project period is divided for budgetary and reporting purposes.

Department or USDA means the United States Department of Agriculture.

Grantee means the organization designated in the award document as the responsible legal entity to which a grant is awarded.

Peer review panel or group means an assembled group of experts or consultants qualified by training and experience in particular scientific or technical fields to give expert advice on the scientific and technical merit of grant applications in those fields. The panel members will

evaluate eligible proposals submitted to this program in their personal and professional area(s) of expertise.

Prior approval means written approval evidencing prior consent by an Authorized Departmental Officer (as defined above).

Project means the particular activity within the scope of the program supported by a grant award.

Project Director or PD means the single individual designated by the grantee in the grant application and approved by the Authorized Departmental Officer who is responsible for the direction and management of the project, also known as a Principal Investigator for research activities.

Project period means the total length of time, as stated in the award document and modifications thereto, if any, during which Federal sponsorship begins and ends.

Secretary means the Secretary of Agriculture and any other officer or employee of the Department to whom the authority involved is delegated.