

Agricultural Extension at 1890 Land-Grant Institutions, Including Tuskegee University and West Virginia State University

FY 2008 Formula Grant Opportunity (FGO)

APPLICATION DEADLINE: May 21, 2008

U.S. Department of Agriculture



Cooperative State Research, Education, and Extension Service



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

**AGRICULTURAL EXTENSION AT 1890 LAND-GRANT INSTITUTIONS,
INCLUDING TUSKEGEE UNIVERSITY AND WESTVIRGINIA STATE UNIVERSITY**

INITIAL ANNOUNCEMENT

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

DATES: Applications must be received by close of business (COB) on May 21, 2008 at 5:00 p.m. Eastern Time.

EXECUTIVE SUMMARY: The Cooperative State Research, Education, and Extension Service (CSREES) requests applications for the FY 2008 formula grants authorized under section 1444 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA) for agricultural extension at 1890 Land-Grant Institutions, Including Tuskegee University and West Virginia State University Program (also referred to as the “Section 1444 Program”). This grant is used to support continuing agricultural and forestry extension activities at colleges eligible to receive funds under the Act of August 30, 1890 (26 Stat. 417–419, as amended; 7 U.S.C. 321–326 and 328) (“1890 Land-Grant Institutions”), including Tuskegee University and West Virginia State University. Funds appropriated under this section shall be used for expenses of conducting extension programs and activities, and for contributing to the retirement of employees subject to the provisions of the Act of March 4, 1940 (54 Stat. 30–40, as amended; 7 U.S.C. 331). No portion of the funds allocated under this grant will be applied, directly or indirectly, to the purchase, erection, preservation, or repair of any building or buildings, or the purchase or rental of land, or in college course teaching, lectures in college, or any other purpose not specified in NARETPA section 1444. The amount available for support of this program in FY 2008 is \$34,416,268.

This notice identifies the objectives for Section 1444 program projects, the eligibility criteria for funding, and the application forms and associated instructions needed to apply for a FY 2008 Section 1444 formula grant authorized under NARETPA section 1444 for agricultural extension programs. CSREES additionally requests stakeholder input from any interested party for use in the development of the next FGO for this program. Please send questions or comments to Barry Sims, Staff Accountant, Stop 2299, 1400 Independence Avenue, SW, Washington, D.C. 20250-2299; telephone: (202) 205-0453; fax: (202) 690-3002; or e-mail: formulagrantsquestions@csrees.usda.gov.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

Section 1444 of the National Extension, Extension, and Teaching Policy Act Of 1977 (NARETPA), enacted as Title XIV of Public Law 95–113 (The Food and Agriculture Act of 1977) on Sept. 29, 1977, is also known as the Section 1444 Program. This law provides the basis for Federal funding for agricultural extension activities at 1890 Land-Grant Institutions, including Tuskegee University and West Virginia State University.

The 1890 Land-Grant Institutions, including Tuskegee University and West Virginia State University, are eligible for funds appropriated under this Act according to the following formula: Any funds annually appropriated under NARETPA section 1444 up to the amount appropriated for the fiscal year ending September 30, 1978, pursuant to section 3(d) of the Act of May 8, 1914, as amended, for eligible institutions, will be allocated among the eligible institutions in the same proportion as funds appropriated under section 3(d) of the Act of May 8, 1914, as amended, for the fiscal year ending September 30, 1978, are allocated among the eligible institutions. Of the funds in excess of that amount, 20 per cent will be allotted among the eligible institutions in equal proportions; 40 per cent will be allotted among the eligible institutions in the proportion that the rural population of the State in which each eligible institution is located bears to the total rural population of all the States in which eligible institutions are located, as determined by the last preceding decennial census current at the time each such additional sum is first appropriated; and the balance will be allotted amount the eligible institutions in the proportion that the farm population of the State in which each eligible institution is located bears to the total farm population of all the States in which the eligible institutions are located, as determined by the last preceding decennial census current at the time each such additional sum is first appropriated. For purposes of computing the distribution, the allotments to Tuskegee University and Alabama A&M University will be determined as if each institution were in a separate State.

In FY 2007, CSREES conducted a Grants.gov pilot for the solicitation of one of the CSREES Formula Programs, the McIntire-Stennis Cooperative Forestry Program. Under this pilot the institutions were required to submit a SF-424M Application (Cover Page Form), CSREES Supplemental Form, and Key Contacts Form through Grants.gov. Please note that this application package replaced the forms/information solicited each year by the CSREES Office of Extramural Programs and did not duplicate the information being collected under the Current Research Information System (CRIS). CSREES is implementing this process for all CSREES Formula Programs in FY 2008 due to the mandated reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA). Under this law, the U.S. Office of Management and Budget (OMB) was required to develop and maintain a public searchable data base for all Federal financial assistance awards, and Federal agencies are required to report specific data elements which will be collected via these applications (e.g., Dun and Bradstreet data Universal Numbering (D-U-N-S®) numbers, legal name of institution, legal address, congressional district, etc.). OMB makes this information available at <http://www.usaspending.gov>. The law also requires by January 1, 2009, subaward data be made available through the same public website. Due to these subaward reporting requirements,

CSREES will need to require annual budget data for all CSREES Formula Programs via Grants.gov.

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

- Delegated authorities of the 1890 Research Director or Extension Administrator
- How funds are managed at your institution
- Indirect costs and tuition remission are unallowable costs; and
- Matching waiver authority of CSREES for NARETPA section 1444 and 1445 funds

Guidelines for the administration of this program are published as Chapter III, Financial Operations, of the Administrative Handbook for Cooperative Extension Work, which may be accessed at <http://www.csrees.usda.gov/business/awards/formula/manuals/coopextension.pdf>. Please note that any instructions in this FGO supersede policies and procedures identified in this manual. CSREES will be revising this manual and will promulgating administrative provisions for this program through rulemaking which includes a public comment period in late 2008 or early 2009.

The Consolidated Appropriations Act, 2008 (Public Law 110-161) provides \$34,416,268 for this program under NARETPA section 1444.

B. Purpose and Priorities

The purpose of this funding is to support agricultural and forestry extension activities at 1890 Land-Grant Institutions, including Tuskegee University and West Virginia State University.

PART II—AWARD INFORMATION

A. Available Funding

The FY 2008 Federal funding of \$34,416,268 will be distributed according to the above legislatively prescribed formula. See Appendix A for the specific allocations.

Section 1444 Program funds are expected to be fully expended in the fiscal year of appropriation; however, no more than 20 per cent of the funds received by an institution in any fiscal year may be carried forward to the succeeding fiscal year. No prior approval from CSREES is required. Since these limitations are legislatively mandated, CSREES is not authorized to approve any carryover requests beyond the 20 percent and one-year limitations.

B. Types of Submission

In FY 2008, pre-award form submissions must be submitted to the Section 1444 Program as a “new” application on the www.grants.gov website. As noted previously, these application packages complement, rather than duplicate, the information collected via the Plan of Work (POW) system, and together satisfy all legislative and regulatory pre-award requirements.

Section 225 of the Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA) amended NARETPA to require an approved Plan of Work for agricultural extension and research activities at 1890 Land-Grant Institutions in order to receive Federal funding. Therefore, each 1890 land-grant institution, including Tuskegee University and West Virginia State University, must submit both a 5-Year Plan of Work Update for FY 2009-2013 and an Annual Report of Accomplishments and Results. Both reports were due April 1, 2008.

C. Project Types

Applicants should request funding for the amounts listed in Appendix A to this announcement. CSREES will fund the Section 1444 Program in FY 2008 for agricultural extension activities identified in the approved 5-Year Plan of Work.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may be submitted by 1890 Land-Grant Universities, including Tuskegee University and West Virginia State University, that conduct agricultural extension activities in accordance with NARETPA section 1444(a)(1): 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; Alcorn State University; Lincoln 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.

Institutions may subcontract to organizations not eligible to apply for funding provided that such arrangements are necessary to complete the project or activity.

B. Cost Sharing or Matching

NARETPA 1449 (7 U.S.C. 3222d) states that “the State shall provide matching funds from non-Federal sources. Such matching funds shall be for an amount equal to not less than ... 100 percent of the formula [grant] funds to be distributed to the eligible institution for fiscal year 2007 and each fiscal year thereafter. ... Notwithstanding [redistributing the funds], the Secretary may waive the matching funds requirement ... above the 50 percent level for any fiscal year for an eligible institution of a State if the Secretary determines that the State will be unlikely to satisfy the matching requirement.”

7 CFR 3419.1 defines “matching funds” as “funds from non-Federal sources made available by the State to the eligible institutions ... [for] programs or activities that fall within the purposes of agricultural research and cooperative extension under sections 1444 and 1445 of NARETPA ... or [for] qualifying educational activities. Matching funds means cash contributions and excludes in-kind matching contributions.” It defines “non-Federal sources” as “funds made available by the State to the eligible institution either through direct appropriation or under any authority

(other than authority to charge tuition and fees paid by students) provided by a State to an eligible institution to raise revenue, such as gift acceptance authority or user fees.” Finally, it defines “qualifying educational activities” as “programs that address food and agricultural sciences components of an eligible institution.”

7 CFR 3419.6 states that “The required matching funds for the formula programs shall be used by an eligible institution for agricultural research and extension activities that have been approved in the plan of work required under sections 1444(d) and 1445(c) of the National Agricultural Research, Extension, and Teaching Policy Act of 1977... or for .. qualifying education activities.”

PART IV—SUBMISSION INFORMATION

A. Address to Request Formula Grants Opportunity Package

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

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

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

The steps to access application materials are as follows:

1. Download and install Adobe Reader, a small, free program that provides access to the grant application. See http://www.grants.gov/help/download_software.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-LG1444-001488” in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

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

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

Email: support@grants.gov

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

B. Content and Form of Formula Grants Opportunity Package Submission

General

Each grant application must contain an “Application for Federal Assistance,” Form SF-424 Mandatory; “Supplemental Information Form,” CSREES Supplemental Information Form; “Key Contacts Form,” SF-424 Key Contacts; “Budget Information for Non-Construction Programs”, Form SF-424A; and a “Budget Narrative” (as a PDF file) . If applicable, use the “Attachment Form” to submit a matching waiver request (as a PDF file). See E(2) of this Part for more details. These forms should be completed in accordance with the instructions accompanying the form on the grants.gov website. The following are the government-wide instructions followed by *agency specific guidelines*, if any, for each data element for each form:

Grant Application Package

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

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

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

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

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

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

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

*Initial: Select “Initial” prior to the start of the fiscal year. Use it to submit your institution’s application package, including its estimated Federal and matching funds based upon the latest information available from CSREES. **This option will not be used in FY 2008.***

Resubmission: Select “Resubmission” when your institution has filed an accepted “Initial” or “Update” package and now desires to revise any of the information on those applications, such as its key contact personnel, matching funds available, or its budget or budget narrative. Any matching waiver requests would be attached to this package, as well.

Revision: Select “Revision” if your institution discovers an error or omission in the “Initial,” “Update,” or “Resubmission” application, or if you are requested to do so by CSREES as the result of its review of the application.

Update: Select “Update” when the fiscal year’s final allocation is published. Use this submission to revise your institution’s “initial” application to reflect its actual Federal funds, matching funds, budget, and budget narrative, as well any other changes to the application data (e.g., D-U-N-S® number, address, Key Contact information). Any matching waiver requests would be attached to this package, as well.

For your first submission via Grants.gov in FY 2008, please indicate “update.” There will be no “initial” version for FY 2008. This will be the first, and more likely, the only package your institution submits for FY 2008.

2. **Date Received:** Federal use only.
3. **Applicant Identifier:** Applicant use only. *Use or leave blank.*
- 4a. **Federal Entity Identifier:** Enter Federal entity identifier, if any, as specified in agency instructions. *Leave blank.*
- 4b. **Federal Award Identifier:** Enter Federal award identifier assigned by agency (if applicable). *Enter “USDA-CSREES-1444-001488.”*

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

X Other (specify in accordance with agency instructions)

Enter "H."

9. **Name of Federal agency:** Enter name of Federal agency from which assistance is being requested. *No entry required. This field is pre-populated from the opportunity package.*
10. **Catalog of Federal Domestic Assistance Number:** Enter the Catalog of Federal Domestic Assistance (CFDA) number and title of the program under which assistance is requested. Use the continuation sheet to enter multiple CFDA numbers and titles. *No entry required. This field is pre-populated from the opportunity package.*
11. **Areas Affected by Funding (Cities, Counties, States, etc. Use continuation sheet on page 5 if necessary):** List areas or entities affected using categories specified in agency instructions. Use the continuation sheet to enter multiple entities beyond the space provided. *Enter cities, counties, states, etc. anticipated to be affected by the FY 2008 allocation you will receive.*
- 12a. **Congressional Districts of (Use continuation sheet on page 5 if necessary), Applicant:** Applicant-Enter the applicant's congressional district. Enter the congressional district. *Enter the Congressional district where the main campus is located.*
- 12b. **Congressional Districts of (Use continuation sheet on page 5 if necessary), Program/Project:** Program/Project-Enter the congressional district(s) affected by the program or project. If all congressional districts are included for a State, use "all", e.g., all congressional districts in Maryland would show as MD-all). Use the continuation sheet to enter multiple congressional districts that represent less than all congressional districts in a State or congressional districts in multiple States. *(Note: If this application is being completed by someone other than the 1890 Extension Administrator, or his or her designee, the 1890 Extension Administrator, or his or her designee, may need to be consulted on this question.)*
- 13a. **Funding Period, Start Date:** Enter the start date of the funding period for this submission. *Enter "10/01/2007".*
- 13b. **Funding Period, End Date:** Enter the end date of the funding period for this submission. *Enter "09/30/2008"*
- 14a. **Estimated Funding, Federal:** Federal-Enter the amount requested from the Federal agency. If the agency has specified an amount, enter that amount. *Enter your institution's FY 2008 allocation as listed in Appendix A to this announcement.*
- 14b. **Estimated Funding, Match:** Match-Enter the amount of funds from all other sources. *Enter the amount your institution will match.*

15. **Is Submission Subject to Review By State Under Executive Order 12732 Process?**
Select “c. Program is not covered by E.O. 12372.”
16. **Is the Applicant Delinquent On Any Federal Debt?** Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans, and taxes. This question applies to the applicant (institution) organization.
17. **By signing this application, I certify (1) to the statements contained in this list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms (as identified under Part VI, B) if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)** To be signed by the 1890 Extension Administrator, or his or her designee, of the applicant organization. Enter the name, title, phone number, e-mail address, and fax number of the 1890 Extension Administrator, or his or her designee. *The required assurances designated here includes the institutions compliance with all Federal laws and regulations associated with receipt of Federal Domestic Assistance for this program, including the matching certification and certification regarding lobbying activities. By hitting the submit button of the application, the 1890 Extension Administrator, or his or her designee, certifies to the above.*

2. CSREES Supplemental Information Form (Required)

1. **Funding Opportunity Name:** *No entry required. This is pre-populated from the opportunity package.*
2. **Funding Opportunity Number:** *No entry required. This is pre-populated from the opportunity package.*
3. **Program Code Name:** *Enter “Extension at 1890 Land-grant Colleges (Section 1444).”*
Program Code: *Enter “1444.”*
3. **Type of Applicant:** *No entry required. This will be pre-populated from your entry on the application cover sheet.*
4. **Additional Applicant Types:** *Select “1890 Land-Grant University (including Tuskegee University & West Virginia State University)” from the drop down menu in this block.*
5. **Supplemental Applicant Types:** *Please check all that apply.*
6. **HHS Account Information:** *Click on the radio button next to “Yes”. Enter your HHS PIN number in the appropriate box. IMPORTANT: IN THIS CONTEXT YOUR PIN NUMBER IS YOUR HHS ACCOUNT NUMBER. DO NOT ENTER THE PASSWORD YOU USE TO ACCESS THE HHS PAYMENT MANAGEMENT SYSTEM.*

7. **Key Words:** Enter “Not applicable.”

8. **Conflict of Interest List:** Leave blank.

3. Key Contacts Form (Required)

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

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

Contact 2 Project Role: Enter the contact information for the 1890 Extension Administrator’s designee, if applicable.

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

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

4. Budget Information for Non-Construction Programs (Standard Form (SF) 424-A) (Required)

1(a) **Grant Program Function or Activity:** Enter “Extension at 1890 Land-grant Colleges (Section 1444).”

1(b) **Catalog of Federal Domestic Assistance:** Enter 10.500.

1-7(c) **Estimated Unobligated Funds-Federal:** Do not enter amounts in column c.

1-7(d) **Estimated Unobligated Funds-Non-Federal:** Do not enter amounts in column d.

1(e) **New or Revised Budget-Federal:** Enter the amount of your institution’s allocation in Appendix A. All approved and pending matching waiver requests should be considered. Please note matching waivers may not be granted for amounts below the 50 percent level. If your institution will be unable to meet its unwaiverable FY 2008 matching requirement (i.e., at the 50 percent level), enter your institution’s expected allocation based upon a reallocation.

1(f) **New or Revised Budget-Non-Federal:** Enter the amount of your matching contribution.

NOTE: Questions regarding the completion of items 1(e) through 1(g) may be directed to the Office of Extramural Programs contact identified in Part VII.

2(a) through 4(g): Leave these fields blank. All program information should be reported on Line 1.

6(a) (3) and (4) **Personnel:** *Enter the total compensation (salaries, wages, overtime, severance pay etc.), excluding fringe benefits, expected to be paid to employees working on Section 1444 Program projects.*

6(b)(3) and (4) **Fringe Benefits:** *Enter the total fringe benefits, such as vacation time, sick leave, sabbatical leave and military leave; contributions to state retirement or other pension plans; and employer contributions or expenses for social security, employee insurance, and workmen's compensation insurance, expected to be paid to employees working on Section 1444 Program projects.*

6(c)(3) and (4) **Travel:** *Enter the total travel-related costs expected to be incurred in connection with work on Section 1444 Program projects.*

6(d)(3) and (4) **Equipment:** *Enter the total amount expected to be spent on tangible nonexpendable personal property including exempt property charged directly to the Section 1444 Program award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, consistent with recipient policy, lower limits may be established.*

6(e)(3) and (4) **Supplies:** *Enter the total amount expected to be spent on all personal property excluding equipment, intangible property, and debt instruments (as defined in 7 CFR, Part 3019), and inventions of a contractor conceived or first actually reduced to practice in the performance of work under a funding agreement ("subject inventions"), as defined in 37 CFR, Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements", which are used on Section 1444 Program projects.*

6(f)(3) and (4) **Contractual:** *Enter the total amount expected to be spent on costs of professional and consultant services rendered by persons who are members of a particular profession or possess a special skill, and who are not officers or employees of the institution, for work performed on Evans-Allen Research projects.*

6(g)(3) and (4) **Construction:** *Enter "0."*

6(h)(3) and (4) **Other:** *Enter the total amount expected to be spent on all other costs incurred in performing Section 1444 Program projects.*

6(j)(3) and (4) **Indirect Charges:** *Grantees may not charge indirect costs to projects supported by formula grants. Therefore, enter '0.'*

7(3) and (4) **Program Income:** *Enter the total amount of program income expected to be realized as the result of the Section 1444 Program projects.*

8(a) **Grant Program:** *Enter "Section 1444 Program."*

8(b) **Applicant:** *Enter “0.”*

8(c) **State:** *Enter the total matching funds expected to be provided by the State.*

8(d) **Other Sources:** *Enter “0.”*

9(a) through 11(e): *Leave blank.*

13 through 22: *Leave blank.*

23 **Remarks:** *Enter any remarks regarding entries on lines 1(c) through 12(e).*

5. Budget Narrative Attachment Form (Required)

Prepare a 1-2 page maximum budget narrative in PDF format. Address each amount entered on the Budget Information for Non-Construction Programs (Standard Form (SF) 424-A) as follows:

Personnel and Fringe Benefits - Provide a brief narrative description of the number of staff and the breakdown of the number of full-time equivalent (FTE) and of salaries and benefits. This should include professional, paraprofessional, technical and clerical/secretarial staff. Do not include names or other Personally Identifiable Information (PII).

Travel - Provide a brief narrative description of funds used for local and out of state travel.

Equipment - Provide a brief narrative description of equipment budgeted for purchase and describe how it is expected to meet the program’s goals.

Other Expenses – Provide a brief narrative description of other expenses. Include items listed under “Supplies,” “Contractual,” and “Other.”

To attach the narrative to the form, click on “Add a Mandatory Budget Narrative” and follow the instructions.

Only an initial budget will be requested as all budget changes are delegated to the 1890 Extension Administrator.

6. Matching Funds Waiver Request (Optional)

If your institution is applying for a matching funds waiver, please prepare a request in PDF format. Please include the following elements in the request:

- (a) a request for the waiver by grant,
- (b) a statement of the fiscal year(s) for which the waiver is requested,
- (c) a statement of the amount of waiver being requested by fiscal year and how the amount was computed (by matching fund category),
- (d) a statement of why the waiver is required,

- (e) documentation supporting the need for a waiver and
- (f) the university's efforts to meet future matching needs.

The documentation should include the university's approved budget for the program for both the current and previous budget cycles. It may also submit items such as a statement from the State asserting what portion of the required match amount the State contribution to the institution will cover, a schedule of projected cash flows showing what portion of the matching funds the university will have available or other documents such as letters from State or institution budget personnel or newspaper articles. In requesting the waiver, the institution must consider the availability of all permissible forms of matching in detail.

Please attach the matching waiver request to the "Attachments Form." To attach the waiver request to the form, go to "1) Please add Attachment 1," click on "Add Attachment," and follow the instructions.

C. Certifications

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

D. Submission Dates and Times

An "Application for Federal Assistance," Form SF-424 Mandatory; "Supplemental Information Form," CSREES Supplemental Information Form; "Key Contacts Form," SF-424 Key Contacts; "Budget Information for Non-Construction Programs", Form SF-424A; "Budget Narrative", and if applicable, "Attachments Form" with a matching waiver request (as a PDF file), should be submitted online at the www.grants.gov website by COB on May 29, 2008 (5:00 p.m. Eastern Time).

The receipt of all applications will be acknowledged by e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses on the Key Contacts Form on the www.grants.gov website.

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

E. Funding Restrictions

(1) Approved CSREES Section 1444 Projects

Section 1444 Program funding must be used to support agricultural extension activities identified in the approved 5-Year Plan of Work.

(2) Matching

NARETPA section 1449 (7 U.S.C. 3222d) states that “the State shall provide matching funds from non-Federal sources. Such matching funds shall be for an amount equal to not less than ... 100 percent of the formula [grant] funds to be distributed to the eligible institution for fiscal year 2007 and each fiscal year thereafter. ... Notwithstanding [redistributing the funds], the Secretary may waive the matching funds requirement ... above the 50 percent level for any fiscal year for an eligible institution of a State if the Secretary determines that the State will be unlikely to satisfy the matching requirement.”

7 CFR 3419.1 defines “matching funds” as “funds from non-Federal sources made available by the State to the eligible institutions ... [for] programs or activities that fall within the purposes of agricultural research and cooperative extension under sections 1444 and 1445 of NARETPA ... or [for] qualifying educational activities. Matching funds means cash contributions and excludes in-kind matching contributions.” It defines “non-Federal sources” as “funds made available by the State to the eligible institution either through direct appropriation or under any authority (other than authority to charge tuition and fees paid by students) provided by a State to an eligible institution to raise revenue, such as gift acceptance authority or user fees.” Finally, it defines “qualifying educational activities” as “programs that address food and agricultural sciences components of an eligible institution.”

7 CFR 3419.6 states that “The required matching funds for the formula programs shall be used by an eligible institution for agricultural research and extension activities that have been approved in the plan of work required under sections 1444(d) and 1445(c) of the National Agricultural Research, Extension, and Teaching Policy Act of 1977... or for .. qualifying education activities.”

Please note that while Federal funds must be expended on agricultural extension, the matching funds may be used for agricultural research, agricultural extension, or qualifying educational activities. CSREES may consider and approve matching waivers above the 50 percent level. See Part IV.B.6. for additional information.

(3) Indirect Costs and Tuition Remission

In accordance with NARETPA section 1473, indirect costs and tuition remission are unallowable as Section 1444 Program formula grant expenditures.

F. Other Submission Requirements

(1) Plan of Work Requirements

Program information for the Section 1444 Program should be submitted to the Office of Planning and Accountability through the website established for this purpose (<http://pow.csrees.usda.gov>). Required submissions include the Plan of Work Update for FY 2009-2013 and the Annual Report of Accomplishments and Results. Both reports were due April 1, 2008.

PART V—SUBMISSION REVIEW REQUIREMENTS

The Office of Planning and Accountability and the OEP Oversight Section will be reviewing submitted documents to determine if all program, financial, and administrative requirements have been met.

PART VI—AWARD ADMINISTRATION

A. General

The Office of Planning and Accountability will notify the OEP Oversight Section and the institution regarding each institution's compliance with the Plan of Work reporting requirements (i.e., 5-Year Plan of Work Update and an Annual Report of Accomplishments and Results). Once all program and administrative requirements have been met by the eligible institution, funding will continue to be released on a quarterly basis. The OEP Oversight Section will notify the institutions when all requirements have been met or approved.

B. Administrative and National Policy Requirements

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

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

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

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

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

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

7 CFR Part 3017 — USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug Free Workplace (Grants).

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

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

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

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

7 CFR Part 3419 — Matching Funds Requirement for Agricultural Research and Extension Formula Funds at 1890 Land-Grant Institutions, Including Tuskegee University and West Virginia State University

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

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

C. Expected Program Outputs and Reporting Requirements

The Plan of Work Update for FY 2009-2013 and Annual Report of Accomplishments and Results should be submitted by April 1, 2008 online at the web address:
<http://pow.csrees.usda.gov>.

Financial reporting via the SF-269, Financial Status Report, for FY 2008 is due to the Office of Extramural Programs (Oversight Section) on December 1st of each year until the formula grant is closed. The SF-272, Federal Cash Transactions Report, for each calendar quarter is due online at the DHHS website (www.dpm.psc.gov) usually on the 15th day of November, February, May, and August for the preceding calendar quarter. See the website for specific dates. DHHS may restrict payment requests from the grantee's account if the SF-272 report is not submitted on time.

PART VII—AGENCY CONTACT

For questions regarding Section 1444 projects and the Section 1444 Program, please contact: Dr. P.S. Benepal, Director, Multicultural Alliances, Stop 2250, 1400 Independence Avenue, S.W., Washington, D.C. 20250-2250; Telephone: (202) 720-1254; Fax: (202) 720-4924; E-mail: pbenepal@csrees.usda.gov

For questions relating to the completion of the grants.gov forms and other administrative requirements, please contact: Barry Sims, Office of Extramural Programs, Stop 2299, 1400 Independence Avenue, S.W., Washington, D.C. 20250-2299; Telephone: (202) 205-0453 ; Fax: (202) 690-3002 ; E-mail: formulagrantsquestions@csrees.usda.gov

For questions relating to the Plan of Work Update for FY 2009-2013 or the Annual Report of Accomplishments and Results, please contact Bart Hewitt, Office of Planning and Accountability, USDA/CSREES, Stop 2214, 1400 Independence Avenue, S.W., Washington, D.C. 20250-2214; Telephone: (202) 720-0747; Fax: (202) 720-7714; E-mail: bhewitt@csrees.usda.gov.

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

Grants.gov assistance is also available as follows:

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

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

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

Grants.gov Help Desk Operations Process is described below:

Tier 1: Grants.gov Contact Center Operator

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

Tier 2: Research Analyst

- Escalations go to the research analyst who does further research on the issue.

- Unable to resolve, issue escalated to Grants.gov Program management Office.

Tier 3: Grants.gov PMO

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

PART VIII—OTHER INFORMATION

A. CSREES' Grants.gov Implementation Plans

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

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

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

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

B. D-U-N-S® Number

A D&B Data Universal Numbering System (D-U-N-S®) number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 70 million businesses worldwide. A Federal Register notice of final policy issuance (68 FR 38402) requires a D-U-N-S® number in every application (i.e., hard copy and electronic) for a grant or cooperative agreement (except applications from individuals) submitted on or after October 1, 2003. Therefore, potential applicants should verify that they have a D-U-N-S® number or take the steps needed to obtain one. For information about how to obtain a D-U-N-S® number go to <http://www.grants.gov/RequestaDUNS>. Please note that the registration may take up to 14 business days to complete.

C. Required Registration for Grants.gov

The Central Contract Registry (CCR) is a database that serves as the primary Government repository for contractor information required for the conduct of business with the Government. This database will also be used as a central location for maintaining organizational information for organizations seeking and receiving grants from the Government. Such organizations must register in the CCR prior to the submission of applications via grants.gov (a D-U-N-S® number is needed for CCR registration). For information about how to register in the CCR visit the “Get Started” section at <http://www.grants.gov>. Allow a minimum of 5 days to complete the CCR registration.

APPENDIX A

**Distribution to the 1890 Land-Grant Institutions, Tuskegee University
and West Virginia State University for Extension Authorized Under
Public Law 95-113, Section 1444, September 29, 1977, As Amended**

| <u>State</u> | <u>Institution</u> | <u>Grant Number</u> | FY 2008 | 100% |
|---------------------------------|--------------------------------------|---------------------|----------------------|---------------------|
| | | | Section 1444 | Matching |
| | | | <u>Allocation</u> | <u>Requirement</u> |
| ALABAMA | Alabama A&M University | 2008-42000-08901 | \$ 1,755,992 | \$ 1,755,992 |
| | Tuskegee University | 2008-42000-08902 | 1,755,992 | 1,755,992 |
| ARKANSAS | University of Arkansas-Pine Bluff | 2008-42000-08903 | 1,561,120 | 1,561,120 |
| DELAWARE | Delaware State University | 2008-42000-08904 | 1,066,154 | 1,066,154 |
| FLORIDA | Florida A&M University | 2008-42000-08905 | 1,512,166 | 1,512,166 |
| GEORGIA | Fort Valley State University | 2008-42000-08906 | 2,120,004 | 2,120,004 |
| KENTUCKY | Kentucky State University | 2008-42000-08907 | 2,654,648 | 2,654,648 |
| LOUISIANA | Southern University | 2008-42000-08908 | 1,417,464 | 1,417,464 |
| MARYLAND | University of Maryland-Eastern Shore | 2008-42000-08909 | 1,128,381 | 1,128,381 |
| MISSISSIPPI | Alcorn State University | 2008-42000-08910 | 1,681,640 | 1,681,640 |
| MISSOURI | Lincoln University | 2008-42000-08911 | 2,663,517 | 2,663,517 |
| NORTH CAROLINA | North Carolina A&T State University | 2008-42000-08912 | 3,062,467 | 3,062,467 |
| OKLAHOMA | Langston University | 2008-42000-08913 | 1,609,411 | 1,609,411 |
| SOUTH CAROLINA | South Carolina State University | 2008-42000-08914 | 1,529,788 | 1,529,788 |
| TENNESSEE | Tennessee State University | 2008-42000-08915 | 2,358,359 | 2,358,359 |
| TEXAS | Prairie View A&M University | 2008-42000-08916 | 3,404,867 | 3,404,867 |
| VIRGINIA | Virginia State University | 2008-42000-08917 | 1,994,815 | 1,994,815 |
| WEST VIRGINIA | West Virginia State University | 2008-42000-08919 | 1,139,483 | 1,139,483 |
| Total Payments to States | | | <u>\$ 34,416,268</u> | <u>\$34,416,268</u> |
| Federal Administration | | | 1,434,011 | |
| Total Appropriation | | | <u>\$ 35,850,279</u> | <u>\$34,416,268</u> |