

1890 Facilities Grant Program

FY 2013 Request for Applications

APPLICATION DEADLINE: February 11, 2013



U.S. Department of Agriculture

National Institute of Food and Agriculture

NATIONAL INSTITUTE OF FOOD AND AGRICULTURE; 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 **February 11, 2013** (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding. For further instructions on electronic submission requirements, please refer to Part IV of this announcement. Comments regarding this request for applications (RFA) are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

STAKEHOLDER INPUT: The National Institute of Food and Agriculture (NIFA) is requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program. Such comments will be used to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFAs for competitive programs. Comments should be submitted as provided for in the DATES portion of this Notice.

Written stakeholder comments should be submitted by mail to: Policy and Oversight Division; Office of Grants and Financial Management Programs; National Institute of Food and Agriculture; USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: Policy@nifa.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: NIFA requests the **submission of a Five-Year Plan of Work; and a First-Year Funding Proposal for the 1890 Facilities Grant Program (FGP) for fiscal year (FY) 2013** 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. NIFA anticipates the amount available for support of this program in FY 2013 will be approximately **\$19 million**. This RFA is being released prior to the passage of an Appropriations Act for FY 2013. Enactment of additional Continuing Resolutions or an Appropriations Act may affect the availability or level of funding for this program.

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

an 1890 Facilities Grant. NIFA 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 of 1977 (NARETPA) [7 U.S.C. 3222b], and reauthorized by Section 7123 of the Food, Conservation, and Energy Act of 2008 (FCEA) (Pub. L. 110-246) grants will be awarded under the Facilities Grants Program to the 1890 land-grant institutions, including Tuskegee University and West Virginia State University. **Future funding will be strictly subject to new appropriations.**

B. Purpose and Priorities

Facilities awards will be made for the acquisition and improvement of agricultural and food sciences facilities and equipment, including libraries, so that the 1890 land-grant institutions, including Tuskegee University and West Virginia State University may participate fully in the production of human capital in the food and agricultural sciences. Priorities for the eligible institutions are set in the facilities plan that is submitted to NIFA 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. NIFA anticipates that approximately **\$19 million** will be available to fund applications in FY 2013. This RFA is being released prior to the passage of an Appropriations Act for FY 2013. Enactment of additional Continuing Resolutions or an Appropriations Act may affect the availability or level of funding for this program.

NIFA intends to distribute the FY 2013 Appropriation in the same manner as the FY 2012 Appropriation. NIFA will assess four percent (4%) of the appropriated amount, approximately \$789,200 for Federal Administration, distribute sixty percent (60%) of the balance equally, and distribute the remaining forty percent (40%) based on the formula found in Section 1444 of NAREPTA of 1977, as amended (Pub. L. No. 95-113).

The FY 2012 distribution was as follows: Alabama A&M University, \$1,046,881; Tuskegee University, \$1,046,881; University of Arkansas-Pine Bluff, \$970,227; Delaware State University, \$743,075; Florida A&M University, \$980,534; Fort Valley State University, \$1,103,523; Kentucky State University, \$1,217,841; Southern University, \$910,847; University of Maryland-Eastern Shore, \$848,249; Lincoln University, \$1,241,078; Alcorn State University, \$975,594; North Carolina A&T State University, \$1,133,445; Langston University, \$1,030,806; South Carolina State University, \$965,253; Tennessee State University, \$1,150,411; Prairie View A&M University, \$1,543,693; Virginia State University, \$1,063,747; and West Virginia State University, \$867,023.

Awards issued as a result of this RFA will have designated the Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury's Financial Management Service, as the payment system for funds. For more information see http://www.nifa.usda.gov/business/method_of_payment.html.

B. Types of Applications

This FY 2013 RFA is for eligible applicants only. Eligible applicants must submit an application that includes a Five-Year Plan of Work (FY 2013 through FY 2017); along with a First-Year Funding Proposal for FY 2013 as outlined in the 1890 Facilities Grant Program (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 receive a non-competitive review 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 2013, 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 Plan.

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

NIFA does not require matching support for this program and matching resources will not be factored into the review process as evaluation criteria.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Electronic Application Package

Only electronic applications may be submitted via Grants.gov to NIFA in response to this RFA. **Applicants are advised to submit early to the Grants.gov system.**

New Users of Grants.gov

Prior to preparing an application, it is suggested that the Project Director/Principal Investigator (PD/PI); first contact an Authorized Representative (AR)(also referred to as Authorized Organizational Representative or AOR) to determine if the organization is prepared to submit electronic applications through Grant.gov. If the organization is not prepared (e.g., the institution/organization is new to the electronic grant application process through Grants.gov), then the one-time registration process must be completed PRIOR to submitting an application. It can take as much as two weeks to complete the registration process so it is critical to begin as soon as possible. In such situations the AR should go to **“Get Registered” on the Grants.gov left navigation bar (or go to http://www.grants.gov/applicants/get_registered.jsp) for information on registering the institution/organization with Grants.gov. A quick reference guide listing the steps is available as a 4-page PDF document at the following website: <http://www.grants.gov/assets/Grants.govRegistrationBrochure.pdf>. Item 2. below mentions the “NIFA Grants.gov Application Guide.” Part II.1. of the NIFA Grants.gov Application Guide contains additional explanatory language regarding the registration process.**

Steps to Obtain Application Package Materials

The steps to access application materials are as follows:

- 1) In order to access, complete and submit applications, applicants must download and install a version of Adobe Reader compatible with Grants.gov. This software is essential to apply for NIFA Federal assistance awards. For basic system requirements and download instructions, please see http://www.grants.gov/help/download_software.jsp. To verify that you have a compatible version of Adobe Reader, Grants.gov established a test package that will assist you in making that determination. Grants.gov Adobe Versioning Test Package: <http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.
2. The application package must be obtained via Grants.gov, go to <http://www.grants.gov>, click on “Apply for Grants” in the left-hand column, click on **“Step 1: Download a Grant Application Package and Instructions,”** enter the funding opportunity number **USDA-NIFA-EF47-004089** 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 “NIFA Grants.gov Application Guide: A Guide for Preparation and Submission of NIFA Applications via Grants.gov.” This Guide contains an introduction and general Grants.gov instructions, information about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

If assistance is needed to access the application package (e.g., downloading or navigating Adobe forms), **or submitting the application** then refer to resources available on the Grants.gov Web site first (<http://www.grants.gov/>). Grants.gov assistance is also available as follows:

Grants.gov customer support
1-800-518-4726 Toll-Free or 606-545-5035
Business Hours: 24 hours a day, 7 days a week. Closed on [Federal Holidays](#).
Email: support@grants.gov

Grants.gov iPortal: Top 10 requested help topics (FAQs), Searchable knowledge base, self service ticketing and ticket status, and live web chat (available 7:00 A.M. - 9:00 P.M. ET). Get help now!

Please have the following information available when contacting Grants.gov, to help expedite your inquiry:

- Funding Opportunity Number (FON)
- Name of Agency You Are Applying To
- Specific Area of Concern

See http://grants.gov/applicants/app_help_reso.jsp or <http://www.nifa.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 NIFA Applications via Grants.gov.” This guide is part of the corresponding application package (see Section A. of this Part). The following is **additional information** needed in order to prepare an application in response to this RFA. **If there is discrepancy between the two documents, the information contained in this RFA is overriding.**

Note the attachment requirements (e.g., portable document format) in Part III section 3. of the Guide. ANY PROPOSALS THAT ARE NON-COMPLIANT WITH THE REQUIREMENTS (i.e., content format, pdf file format, file name restrictions, and no password protected files) WILL BE EXCLUDED FROM NIFA REVIEW. Partial applications will be excluded from NIFA review. With documented prior approval, subsequent submissions of an application will be accepted until close of business on the closing date in the RFA.

If you do not own PDF-generating software, Grants.gov provides online tools to assist applicants. Users will find a link to “Convert Documents to PDF” on http://grants.gov/help/download_software.jsp#pdf_conversion_programs.

For any questions related to the preparation of an application please review the NIFA Grants.gov Application Guide and the applicable request for applications. If assistance is still needed for preparing application forms content, contact:

- Email: electronic@nifa.usda.gov
- Phone: 202-401-5048
- Business hours: Monday through Friday, 7:00 am – 5:00 pm Eastern Time, excluding Federal holidays.

For this funding opportunity the applicant is required to complete the following forms and submit them as part of the application (see Section C. of this Part).

- SF 424 (R&R) Cover Sheet
- SF 424 (R&R) Performance Site
- SF 424 (R&R) Other Project Information
- SF 424 (R&R) Senior/Key Person (Expanded)
- SF 424 (R&R) Personal Data
- SF 424 C Budget Information – Construction Program
- NIFA Supplemental

Following are instructions to assist in the completion of application forms.

1. SF 424 R&R Cover Sheet:

Information related to the questions on this form is dealt with in detail in Part V, 2. of the NIFA Grants.gov Application Guide.

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

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

3. R&R Other Project Information Form:

Information related to the questions on this form is dealt with in detail in Part V, 4. of the NIFA Grants.gov Application Guide. The following are additional instructions for the completion of this form.

a. Field 7. Project Summary/Abstract.

The summary should also include the relevance of the project to the goals of the 1890 Facilities Grant Program and clearly stated objectives. See Part V, 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

b. Field 8. Project Narrative.

PLEASE NOTE: The Project Narrative (Field 8. on the Form) shall not exceed fifteen (**15**) pages of written text regardless of whether it is single or double spaced and up to five (**5**) additional pages for figures and tables. This maximum, twenty (**20**) pages, has been established to ensure

fair and equitable competition. The Project Narrative is the main body of the application and is designed to provide NIFA with an understanding of your institution's need for undertaking the project and to establish a basis for the financial assistance.

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 – Clearly and succinctly describe the Five-Year Plan.

In accordance with the recommended funding allocation within each institution, the research, teaching, and extension programs must each receive at least 20 percent of the annual allocation. However, if there are unique situations in your institution which warrant a deviation from these guidelines, we will consider requests for reallocation by the submission of a situation statement. The situation statement should clearly demonstrate the need for the deviation and identify the program(s) that will receive more than 20 percent of the allocation. It should also identify the program(s) that will be affected and demonstrate how they will not be negatively impacted by this decision. The request should be submitted to the National Program Leader (NPL), Agency Contact, as described in Part VII of this Request for Applications (RFA) for approval.

Explain the factors or circumstances which led to your institution's need for the specific construction, renovation, and/or acquisition activities being proposed, particularly in supporting relevant activities and/or programs, i.e., state what advantage will be gained through the proposed facilities. The proposal should be linked to a realistic planning effort for programs in Food and Agricultural Sciences. The proposed objectives and time frame for completing the proposed work should be realistic. Construction projects may have a potential for impacting the environment. At least 30 days prior to the start of any construction or major renovation project, the awardee is required to submit an Environmental Assessment to NIFA for review and approval. No activity should begin on this type of project until NIFA reviews and issues a written approval to begin construction. Please see Article 9, of the Special Terms and Conditions – C, Environmental Requirements, for further details regarding National Environmental Policy Act (NEPA) requirements.

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

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

(iv) Timetable – Provide a milestone chart for accomplishing each facility objective.

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

(v) **Performance Reports** - In accordance with the awards terms and conditions, an annual performance report is due in NIFA 90 days after completion of the first 12 months of the initial grant award and annually thereafter during the project period. Please report all work performed during the previous 12-month period, including any funded or unfunded time extensions. **Grantees are to submit annual summary reports to NIFA's electronic, Web-based inventory system that facilitates both grantee submissions of project outcomes and public access to information on Federally-funded projects.** The details of these reporting requirements are included in the award terms and conditions. **If no progress was made, an explanation should be provided, indicating why no work was completed.**

(vi) **Financial Reports** – In accordance with the terms and conditions of this program the grantee must submit annual SF-425s (annual financial reports) for every open 1890's Facilities award. The form can be found at http://www.whitehouse.gov/sites/default/files/omb/assets/grants_forms/SF-425.pdf.

c. **Field 12. Other Attachments.**

Include the Budget Justification in this field. See end of Section 6. of this subpart for instructions regarding a budget justification.

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

Information related to the questions on this form is dealt with in detail in Part V, 5. of the NIFA Grants.gov Application Guide. Part V, 5. of the NIFA Grants.gov Application Guide includes information about the individuals for which a Senior/Key Person Profile must be completed, and details about the Biographical Sketch and the Current and Pending Support including a link to a suggested template for the Current and Pending Support. Each application must contain a complete listing of all active (current) projects. The listing must include the name of the project, source of funding (sponsor), the total amount of funding, and the effective and expiration date(s) of the project(s). As a separate listing, submit analogous information for all *proposed* or *pending* projects. **Please note that the project herein should be included as the first item listed in the active section (for period currently being funded), as well as the pending section (for period for which funding is being requested).**

If a change in Project Director (PD) occurs, prior approval must be requested in accordance with Article 20. of the governing Special Terms and Conditions - C. A new PD must be approved (in writing) by the Authorized Departmental Officer (ADO).

5. R&R Personal Data:

As noted in Part V, 6. of the NIFA Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award.

6. SF 424C Budget:

The NIFA Grants.gov Application Guide contains instructions for the SF-424 R&R Budget. That budget is not part of this funding opportunity and so the instructions for that form are not to

be followed. **The budget for this funding opportunity is the SF-424C and the instructions for completing the form are included herein.**

Complete Budget Form SF-424C (Construction Programs) in accordance with the instructions provided. Please refer to Part II, Section A for the amount to request for additional funding. The form is available as part of the Application Package; and instructions are provided herein:

The current expiration for the information collection is June 30, 2014. To view the burden statement for this form see http://www.grants.gov/assets/ARRA_Core_BurdenStatement.pdf

Column a. - Enter the total estimated cost of each of the items listed on lines 1 through 16 (as applicable) under "COST CLASSIFICATION."

NOTE: This column is for costs associated with this application, not total project costs.

Line 1 - Enter estimated amounts needed to cover administrative expenses. 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. Any miscellaneous costs must be fully explained and justified in the budget justification.

Line 12 - Total of items 1 through 11.

Line 13 - Enter estimated contingency costs. **Contingency costs should not exceed 2% of eligible project costs.**

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.

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.

Column. b.-Leave blank.

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

NOTE: Budget Justification: A brief narrative justifying the budget needs to be provided in PDF format. The justification should be included as a supplement to the Budget Form SF-424C). The Budget Justification should follow a standard spreadsheet format ('Budget Line Item' = row; 'Budget Year' and 'Cumulative Project' = columns) including a detailed, itemized breakdown of each of the line item categories reported on the SF-424C Budget form. This Budget Justification attachment provides a more detailed, itemized breakdown for each budget line item reported on the SF-424C Budget form (Include a description for each requested budget line item found on the SF-424C Budget form (i.e., total budget amount reported on the SF-424C Budget form should equal the total budget amount reported on the Budget Justification attachment). The Budget Justification is to be included in Field 12 – Other Attachments. See Part IV, B.3.c. of this RFA.

Discuss how the budget specifically supports the proposed project activities. Explain how line-items such as land, structure, architectural budget and engineering fees, site work, etc., are necessary and reasonable to achieve project objectives. **Clearly demonstrate** that you have adhered to the Program Office recommended allocation of 20% Research, 20% Teaching, 20% Extension, and 40% allocation to Research, Teaching, and/or Extension based upon institutional need on an overall 5-year plan basis.

7. NIFA Supplemental Information Form:

Information related to the questions on this form is dealt with in detail in Part VI, 1. of the NIFA Grants.gov Application Guide.

a. Field 2. Program to which you are applying. Enter the program code name (i.e., enter "Section 1447 Facilities Grants" and the Program Code (i.e., enter "LS").

b. Field 8. Conflict of Interest List. See Part VI, 1.8 of the NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

NOTE: A conflict of interest list **is required** under this program.

C. Submission Dates and Times

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

Applications must be received by Grants.gov by COB on **February 11, 2013** (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding.

Applicants who have problems with the submission of an application to Grants.gov are encouraged to FIRST contact the Grants.gov Help Desk to resolve any problems. Keep a record of any such correspondence. See Part IV, A. of this RFA for Grants.gov contact information.

Correspondence regarding submitted applications will be sent using 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 NIFA 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.**

Within each institution, the research, teaching and extension programs must each receive at least 20 percent of the allocation on 5-year plan bases. The remaining 40 percent may be allocated based on institutional needs for research, teaching, or extension. No more than 60 percent of the total allocation should be directed to research, teaching, or extension. However, if there are unique situations in your institution which warrant a deviation from these guidelines, we will consider requests for reallocation. Such reallocations must be justified by the submission of a situation statement which describes the research, teaching, and extension facilities needs in your institution and how previously available Federal funds were utilized. The situation statement should be inserted into the Project Narrative (Part IV, B.3.b.(i) - Statement of Need).

E. Other Submission Requirements

The applicant should follow the submission requirements noted in Part IV, section 1.9 in the document entitled “NIFA Grants.gov Application Guide.”

For information about the **status of a submitted application**, see Part III., Section 6. of the NIFA Grants.gov Application Guide.

PART V—APPLICATION REVIEW REQUIREMENTS

A. General

Each application will be evaluated in a 2-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 review panel.

Reviewers will be selected based upon training and experience in relevant scientific, extension, or education fields, taking into account the following factors: (a) The level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities; (b) the need to include as reviewers experts from various areas of specialization within relevant scientific, education, or extension fields; (c) the need to include as reviewers other experts (e.g., producers, range or forest managers/operators, and consumers) who can assess relevance of the applications to targeted audiences and to program needs; (d) the need to include as reviewers experts from a variety of organizational types (e.g., colleges, universities, industry, state and Federal agencies, private profit and non-profit organizations) and geographic locations; (e) the need to maintain a balanced composition of reviewers with regard to minority and female representation and an equitable age distribution; and (f) the need to include reviewers who can judge the effective usefulness to producers and the general public of each application.

B. Evaluation Criteria

The evaluation criteria listed below will be used in reviewing applications submitted in response to this RFA. The maximum score a proposal can receive is 100 points. The scores are distributed between 4 categories identified as follows:

Statement of Need (40 total points):

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. **20 points**

Are the objectives realistic or is the institution over-extending its capabilities? **10 points**

Is the facility proposal linked to a realistic university planning effort for programs in the food and agricultural sciences? **10 points**

Procedures (15 total points)

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? **15 points**

Budget (35 total points)

Are the anticipated costs allowable, reasonable and necessary? **10 points**

Has an appropriate justification been provided for each particular budget item? **10 points**
Within each institution, the research, teaching and extension programs must each receive at least 20 percent of the allocation on 5-year plan bases. The remaining 40 percent may be allocated based on institutional needs for research, teaching, or extension. Is the budget consistent with the above Program Office recommended allocation? **10 points**

Is the budget linked to an overall strategic planning process? **5 points**

Timetable– A clearly detailed timeline must be included (10 total points)

Is the time frame realistic for the work proposed? **10 points**

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., 1801 Robert Fulton Drive, Suite 340, Reston, Virginia 20191. Phone: (888) 349-7715. 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 NIFA program. NIFA will provide copies of forms recommended for use in fulfilling these requirements as part of the preaward 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 nonfinancial 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 NIFA 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 NIFA as the effective date of the grant shall be no later than September 30 of the Federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. 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 NIFA 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, the Department's assistance regulations (Parts 3015 and 3019 of 7 CFR), and the NIFA General Awards Administration Provisions at 7 CFR 3430, Subparts A through E.

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

2 CFR Part 220 – Cost Principles for Educational Institutions (OMB Circular A-21).

2 CFR Part 225 – Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87).

2 CFR Part 230 – Cost Principles for Non-profit Organizations (OMB Circular A-122).

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, A-87 and A-122, (now codified at 2 CFR Parts 220, 225 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 3016 – USDA Implementation of Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

7 CFR Part 3017--USDA implementation of Government-wide Debarment and Suspension (Non-procurement).

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

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

7 CFR Part 3021— USDA implementation of Governmentwide Requirements for Drug-Free Workplace (Grants).

7 CFR Part 3022 —Research Institutions Conducting USDA-Funded Extramural Research; Research Misconduct.

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--USDA procedures to implement the National Environmental Policy Act of 1969, as amended.

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

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

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

D. Expected Program Outputs and Reporting Requirements

Grantees are to submit initial project information and annual and **summary reports to NIFA's electronic, Web-based inventory system that facilitates both grantee submissions of project outcomes and public access to information on Federally-funded projects.** The details of these reporting requirements are included in the award terms and conditions. Details of annual and final technical reporting requirements also are included in the award terms and conditions.

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 NIFA. An annual performance report is due in NIFA 90 days after completion of the first 12 months of the initial grant award and annually thereafter during the project period. Please report all work performed during the previous 12-month period, including any funded or unfunded time extensions. The performance report is to be submitted through NIFA's electronic, Web-based inventory system that facilitates both grantee submissions of project outcomes and public access to information on Federally-funded projects. The details of these reporting requirements are included in the award terms and conditions. Further, the performance report 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 NIFA
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) Additional Performance Report Emphasis:

Additionally, performance reports should include the following:

A. New Facilities Constructed:

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

5. Facility Completion Form
- B. Final Building Inspection or Occupancy Permit Facilities Renovated
1. Facility Name, cost
 2. Facility Uses for Teaching, Research, and Extension
 3. Narrative of Programs Supported and Emphasis Areas
 4. Photographs
 5. Final Building Inspection or Occupancy Permit
- C. Major Land Purchases
1. Size and Cost
 2. Facility Uses for Teaching, Research, and Extension
 3. Photographs of Any Farm Activities
- D. Major Laboratory, and Farm Equipment and Miscellaneous
- E. Impact
1. Describe how the facilities program for FY 2011 impacted the programs in food and agricultural sciences (Teaching, Research, and Extension).

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, National Program Leader, 1890 Facilities Grant Program; Institute of Youth, Family and Community, National Institute of Food and Agriculture; U.S. Department of Agriculture; STOP 2250; 1400 Independence Avenue, SW, Washington, DC 20250-2250; Telephone: (202) 720-4570; Fax: (202) 720-4924; E-mail: pbenepal@nifa.usda.gov.

PART VIII—OTHER INFORMATION

A. Access to Review Information

Copies of a summary of the panel comments for revisions only, not including the identity of reviewers, 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 award 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 award funds.

2. Changes in Project Plans

a. The permissible changes by the awardee, PD(s), or other key project personnel in the approved project 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 awardee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the Authorized Departmental Officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.

b. Changes in approved goals or objectives shall be requested by the awardee 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 awardee 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 awardee and approved in writing by the ADO prior to effecting such transfers, unless prescribed otherwise in the terms and conditions of the award.

e. The project period may be extended by NIFA 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, but in no case shall the total project period exceed any applicable statutory limit or expiring appropriation limitation. Any extension of time shall be conditioned upon prior request by the awardee and approval in writing by the ADO, unless prescribed otherwise in the terms and conditions of award.

f. Changes in Approved Budget: Unless stated otherwise in the terms and conditions of award, changes in an approved budget must be requested by the awardee 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 award.

C. Confidential Aspects of Applications and Awards

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

D. Regulatory Information

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

E. Definitions

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