The Department of Agriculture (USDA) – Foreign Agricultural Service (FAS)
Global Programs

Notice of Funding Opportunity (NOFO)
Alignment of Pesticide Regulations and Standards in Africa

NOTE: If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM at www.sam.gov. It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM. Detailed information regarding DUNS and SAM is also provided in Section D of this NOFO, subsection, Content and Form of Application Submission.

In addition to obtaining a DUNS number and registering in SAM, you must also obtain Level 2 eAuthentication to apply for this funding opportunity in ezFedGrants. You must submit an online form requesting access. Normally you will receive an email within 24 hours of your submission, if your request is approved. After this occurs, you will need to schedule an appointment with an LRA. Once you meet with the LRA, your Level 2 eAuthentication should be granted within 2 to 3 days after that meeting. See Section D of this NOFO for detailed information.

A. Program Description

Program Overview

As many African economies grow, governments are wrangling with complex public health issues including a pronounced need for updated food safety regulatory systems. While food safety modernization is an essential part of effective agricultural regulation, this has also resulted in an increase in non-tariff barriers to trade. For example, Maximum Residue Levels of pesticides (MRLs) may be set to a level not based in science or consistent with good agricultural practices. Overly stringent MRLs that are non-science based are contrary to the World Trade Organization (WTO) Sanitary and Phytosanitary (SPS) Agreement and can unnecessarily restrict trade. Efforts to build regulatory capacity and encourage the adoption of import tolerances and Codex MRLs when appropriate, can help reduce these trade barriers, especially in horticultural and specialty crops.

This NOFO provides funding to harmonize pesticide maximum residue limits (MRLs) in Africa, and support adoption of regulations that are science-based and backed by the WTO SPS Agreement. Expected outcomes of this project will be the alignment of pesticide registration systems and MRL standard setting across the four regions of Africa.

Objectives
USDA/FAS is seeking partners with whom to coordinate and implement a strategy focused on leveraging regional networks, with the identification of countries to be leaders in each region, to support the establishment of strong, science-based regulatory systems for pesticide MRL regulation. Specifically, a partner would use these regional networks: 1) to establish regionally harmonized regulatory systems; and 2) strengthen laboratory capacity and the development of regional lab networks.

The program's outcome is an improved understanding by regional authorities on avenues for efficiently and safely harmonizing regulations on MRLs in a science-based manner, which could (for example) include the following:

- Crop grouping adopted at the regional level for registrations and MRL establishment
- Mutual understanding of efficacy trials across African countries
- Common registration requirements and formats for dossiers
- Registration assessments/evaluations/decisions based on risk
- MRL decision pathways adopted that are trade-facilitative
- Adopt crop grouping MRLs based on Codex groups
- Regional mechanism established to prioritize pesticides for registrations and MRLs
- Residue data generation programs established in at each of the African regions to conduct supervised residue field trials
- Establishment of a residue trial training center

Place of Performance

The recipient will work with countries within Africa. Coordination of this work can be conducted within the United States, but foreign travel will be required to implement work with identified countries.

Issued By
Foreign Agricultural Service, Global Programs, Trade and Regulatory Capacity Building

Catalog of Federal Domestic Assistance (CFDA) Number and Title
10.960 Technical Agricultural Assistance

Notice of Funding Opportunity Title
Alignment of Pesticide Regulations and Standards in Africa

NOFO Number
USDA-FAS-10960-0700-10.-20-0009

Authorizing Authority for Program
National Agricultural Research, Extension, and Teaching Policy Act of 1977, PL 95-113, as amended, 7 USC §§ 3291, 3319a

Appropriation Authority for Program
Further Consolidated Appropriations Act, 2020 (PL 116-94)

Announcement Type
New

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO: Up to $1,500,000 total

The initial award will be up to $500,000; and up to $1,000,000 of additional funding may be added over the life of the award, subject to the availability of funding.

Projected Number of Awards: 1

Period of Performance: 48 months

Projected Period of Performance Start Date(s): May 1, 2020

Projected Period of Performance End Date(s): April 30, 2024

Projected First Budget Period: May 1, 2020 – April 30, 2021

Extensions are not allowable.

Cost Share or Match requirements: A cost match or cost share is not required.

Funding Instrument: USDA will enter into a Cost Reimbursable agreement under 7 USC § 3319a with selected universities.

Note that indirect costs, by law, cannot exceed 10% of direct costs under this agreement instrument. FAS has no authority to waive this ceiling.

Subawards are allowable under the agreement, to access international expertise in the realm of sanitary and phytosanitary measures affecting trade in Africa.

C. Eligibility Information

Eligible Applicants
U.S. State Cooperative Institutions or other colleges and universities in the United States.

Eligibility Criteria
All applicants must have an active registration in the SAM database at www.sam.gov – pending or expired registrants are not eligible. This requirement must be met by the closing date of the

announcement and will not be waived. Please contact the program officer listed if you have questions about this requirement.

In addition to obtaining a DUNS number and registering in SAM, you must also obtain Level 2 eAuthentication to apply for this funding opportunity in ezFedGrants (eFG). You must submit an online form requesting access. Normally you will receive an email within 24 hours of your submission, if your request is approved. After this occurs, you will need to schedule an appointment with an LRA. Once you meet with the LRA, your Level 2 eAuthentication should be granted within 2 to 3 days after that meeting. See Section D of this NOFO for detailed information.

Maintenance of Effort (MOE)
MOE is not allowable.

D. Application and Submission Information

Key Dates and Times

Application Start Date:	March 16, 2020
NOFO Posted Date:	March 16, 2020
Application Submission Deadline:	April 17, 2020 at 11:59PM EDT
Anticipated Funding Selection Date:	April 22, 2020
Anticipated Award Date:	April 30, 2020

Address to Request Application Package
This NOFO represents the full application information.

Applications will be processed through the ezFedGrants portal at https://grants.fms.usda.gov – prospective applicants are encouraged to register for this portal. Applicants that are unable to access the ezFedGrants portal should contact the program manager for alternative submission instructions. Note that if selected, registration is a requirement of performance.

Content and Form of Application Submission
Institutions must be able to host multiple groups over the period of performance and should submit a proposal following the guidelines below:
Required forms and certifications, including:

- Standard Form 424, signed by the applicant
- Standard Form 424A. This should be accompanied by a detailed budget worksheet and a detailed budget narrative (NOTE: A budget narrative must be provided). All line items should be described in sufficient detail that would enable FAS to determine that the costs are reasonable and allowable for the project per federal regulations. Definitions of cost items are listed below.

a. **Personnel**: Costs of employee salaries and wages. For each staff person, provide the name (if known), title, time commitment to the project as a percentage of a full-time equivalent (FTE), annual salary, and grant funded salary. Do not include the costs of consultants. Consultants are to be included under "Contractual."

b. **Fringe Benefits**: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate. Provide the method used to calculate the proposed rate amount. If a fringe benefit has been negotiated with, or approved by, a cognizant federal agency, **attach a copy of the negotiated fringe benefit agreement**. If no rate agreement exists, provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc. Identify the base for allocating these fringe benefit expenses. (Attach the agreement to the application package.) For foreign entities this may not apply.

c. **Travel**: Costs of project-related travel by employees of the applicant organization (do not include costs of sub-contractor or consultant travel). For each proposed trip, provide the purpose, number of travelers, travel origin and destination, number of days, and a breakdown of costs for airfare, lodging, meals, car rental, and incidentals. The basis for the airfare, lodging, meals, car rental, and incidentals must be provided, such as past trips, current quotations, Federal Travel Regulations, etc.

d. **Equipment**: Equipment is **not** an allowable expenditure for this award. Any article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of (a) the capitalization level established by the organization for financial statement purposes, or (b) $5000.

> **NOTE:** Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, calibration and maintenance services, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.

e. **Supplies**: Supplies are tangible personal property other than that included in the equipment category if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or $5,000, regardless of the length of its useful life. Specify general categories of supplies and their costs. Show computations and provide other information which supports the amount requested. A computing device is a supply.

f. **Contractual**: Costs of all contracts for services and goods that further the work of the project. Sub-contractors, sub-awardees, and/or sub-grantees that do not perform technical work (i.e., landscapers, trash collectors, etc.) belong under other cost categories such as equipment, supplies, construction, other, etc.

Include third party evaluation contracts (if applicable) and contracts with secondary recipient organizations. Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Identify proposed sub-contractor work and the cost of each sub-contractor. Provide a detailed budget for each sub-contractor that is expected to perform work estimated to be $25,000 or more, or 50% of the total work effort, whichever is less.

- Identify each planned subcontractor and its total proposed budget. Each subcontractor's budget and supporting detail should be included as part of the applicant's budget narrative.
- Provide the following information for each planned subcontract: a brief description of the work to be subcontracted; the number of quotes solicited and received, if applicable; the cost or price analysis performed by the applicant; names and addresses of the subcontractors tentatively selected and the basis for their selection; e.g., unique capabilities (for sole source subcontracts), low bidder, delivery schedule, technical competence; type of contract and estimated cost and fee or profit; and, affiliation with the applicant, if any.
- All required flow down provisions in the award must be included in any subcontract.

g. **Other Direct Costs**: Any other items proposed as direct costs. Provide an itemized list with costs, and state the basis for each proposed item.

h. **Indirect Costs**: This will be a cost reimbursable agreement issued under 7 USC § 3319a. By statute, indirect cost rates for cost reimbursable agreements cannot exceed 10%.

- SF-LLL, Disclosure of Lobbying Activities, when warranted.
- A narrative description of the proposed activities, no longer than (7) seven pages how it will be administered, the role(s) of proposed personnel, and how it fits in with the recipient's broader programs.

The SF-424 and SF-424A can be completed within the ezFedGrants platform. However, the other required forms must be downloaded from the Forms sections on Grants.gov or will be sent to you upon request to the program officer(s) named in Section G.

Please be aware that OMB Memorandum 18-24: Strategies to Reduce Grant Recipient Reporting Burden has been approved. Various required forms needed to apply for Federal Financial Assistance no longer need to be completed individually at time of application. They are covered in the Financial Assistance Certifications Report.

Effective January 1, 2020, the Financial Assistance Certifications are a common set of certifications and representations required by Federal statutes or regulations in accordance with the grants guidance under Title 2 of the Code of Federal Regulations (2 CFR 200.208 Certifications and Representations). Those non-Federal entities who intend to apply for, or are already recipients of Federal grants or agreements, must read and agree to the corresponding certifications and representations. Registrants who reply yes to the questions are required to keep these certifications and representations current, accurate, and complete as part of their entity registration.

FAS will verify in SAM.gov that the proper forms are completed, and if they have not been, you will be contacted and directed to do so. Your award will not be issued until the proper forms are completed within the SAM.gov portal.

Unique Entity Identifier and System for Award Management (SAM)

Each applicant is required to:

(i) Be registered in SAM (https://www.sam.gov) before submitting its application;

(ii) Provide a valid DUNS number in its application; and

(iii) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

The Federal awarding agency may not make an award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

FAS is using ezFedGrants, which is an electronic grants management system. Applicant(s) with electronic access are required to submit their applications electronically through the ezFedGrants portal.

Before you can apply, you must have a DUNS number, be registered in SAM, and have access to the ezFedGrants website at https://grants.fms.usda.gov

Applicants are encouraged to register early. The registration process can take approximately four weeks to be completed. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

DUNS number. Instructions for obtaining a DUNS number can be found at the following website: http://www.dnb.com/duns-number.html
The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the Standard Forms (SF)-424 forms submitted as part of this application.

System for Award Management. In addition to having a DUNS number, applicants applying electronically through ezFedGrants must register with SAM. Step-by-step instructions for registering with SAM can be found here:

www.sam.gov

Failure to register with SAM will result in your application being rejected during the submissions process.

ezFedGrants System Access and Electronic Signature

Level 2 eAuthentication. The next step in the registration process is to obtain a Level 2 eAuthentication account that will allow access to the ezFedGrants system. Instructions for getting a Level 2 eAuthentication account can be obtained by emailing ezFedGrants-cfo@usda.gov

If you experience any issues with self-registration or have eAuthentication-related questions, please contact the eAuthenticationHelpDesk for assistance:
By email to eAuthHelpDesk@usda.gov

Requesting a role in ezFedGrants. After obtaining eAuthentication, users will need a role in the system. Descriptions of the roles available and instructions on how to request a role can be obtained by emailing ezFedGrants@cfo.usda.gov.

Electronic Signature. Applications submitted through ezFedGrants constitute a submission as electronically signed applications. When you submit the application through ezFedGrants, the name of your Signatory Official on file will be inserted into the signature line of the application.

If you experience difficulties accessing information or have any questions please email the Helpdesk at ezFedGrants-cfo@usda.gov.

Intergovernmental Review
An intergovernmental review may be required. Applicant(s) must contact their State's Single Point of Contact (SPOC) to comply with the State's process under Executive Order 12372 (https://www.archives.gov/federal-register/codification/executive-order/12372.html) Name and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at:

https://www.whitehouse.gov/wp-content/uploads/2019/02/SPOC-February-2019.pdf

Funding Restrictions
Generally, funds may not be used in any manner that is prohibited by 2 CFR Part 200 and 2 CFR Part 400, or the Notice of Funding Opportunity.

Compensation for personal services (whether classified as personnel, contractual services, or any other form) may not exceed the pro-rated equivalent of Step III of the Executive Schedule. For calendar year 2019, this is $176,900 per year; $680.38 per day; or $85.05 per hour. Non-monetized fringe benefits are generally excluded from this ceiling, however, a federally-negotiated fringe benefits rate agreement may be required if fringe benefits appear to be unusually high.

FAS agreement funds may only be used for the purpose set forth in the award, and must be consistent with the statutory authority for the award. Agreement funds and non-monetary support may not be used for matching contributions for other federal grants or cooperative agreements, lobbying, or intervention in federal regulatory or adjudicatory proceedings. Federal employees are prohibited from serving in any capacity (paid or unpaid) on any proposal submitted under this program. Federal employees may not receive funds under this award. In addition, federal funds may not be used to sue the Federal Government or any other government entity.

These funds cannot be used for construction purposes, general purpose acquisitions (no particular scientific, technical, or programmatic purpose), equipment exceeding $5,000 per item, entertainment, capital improvements, thank you gifts, or other expenses not directly related to the project

This will be a cost reimbursable agreement issued under 7 U.S.C. 3319a. Award recipient's indirect costs for cost reimbursable agreements are limited to 10% of direct costs.

Management and Administration (M&A) Costs:
M&A costs are not allowable.

Indirect Facilities & Administrative (F&A) Costs.
Indirect F&A costs means those costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives specifically benefited without effort disproportionate to the results achieved. By statute, indirect costs for cost reimbursable agreements cannot exceed 10% of direct costs.

Other Submission Requirements
All applications must be submitted electronically as indicated above.

E. Application Review Information

Application Evaluation Criteria
Prior to making a Federal award, the Federal awarding agency is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information. Therefore application evaluation criteria may include the following risk based considerations of the applicant: (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing federal award; (4) reports and findings from audits; and (5) ability to effectively implement statutory, regulatory, or other requirements.

In addition, the following applies:

i. Prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold as defined by 48 CFR § 2.101, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).

ii. An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.

iii. will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 CFR §200.205 Federal awarding agency review of risk posed by applicants.

Factor 1: Technical Approach and Feasibility (30 points)

i. The overall program plan and design should be relevant to the specified objectives outlined in the program objectives section of this NOFO. The program plan should be thorough, well thought out, and will achieve the desired post-program deliverables. Site visits and meetings should be meaningful to the content of the program.

ii. The applicant's proposal must describe a realistic, effective and sound approach, including a description of high-quality methods and analytical rigor for achieving the project's requirements.

iii. The applicant's proposal must contain specific outputs, outcomes, and a proposed timeline.

iv. The applicant's proposal must address how they will approach logistical hurdles of planning and implementing activities in sub Saharan Africa.

Factor 2: Experience and Expertise (30 points)

i. The Principal Investigator must be able to provide trainers/subject matter experts with the appropriate technical background to provide the desired activities. Subject matter experts must have significant experience in their related field and scope of the specific activity. As these activities are geared towards the African countries and Regional Communities that cover MRL and SPS issues, access to subject matter experts who have significant familiarity with sanitary and phytosanitary measures, maximum residue levels, International Standard Setting Bodies, and cross border SPS trade issues, and an ability to gather data for policy documents, and convey this experience to interested parties. The trainers must also be able to offer expert technical guidance on international sanitary and phytosanitary measures and an in-depth understanding of the policies and regulations provided by USDA and other federal agencies, or state or international equivalents. Experience working with Regional Economic Communities, African Union Member States, and US regulatory agencies. The proposal should indicate how the applicant can provide such technical services, preferably in both English and French.

ii.Evidence of prior work or implementation of similar programs with regulatory capacity building, especially in relation to MRL harmonization. Experience working with the African Union and/or African Regional

Economic Communities and Member States, especially providing/facilitating training to members of regional economic communities and developing policy documents.

Factor 3: Cost effectiveness (20 points)

The agency will consider the "value for money" in its evaluation of the program. This factor does not consider the cost alone, but rather the cost relative to the value for the work to be performed. Note that the agency's available funding may not exceed the amount shown in part B.

Review and Selection Process

In all cases, the Program Manager will conduct an initial responsiveness review of all applications submitted to determine if the submission is complete and followed the rules outlined in this announcement. This review will ensure the following: 1) the application was submitted on time as specified in this announcement **(See Section D. Application and Submission Information)**, 2) the applicant is eligible (**see Section C. Eligibility Information)**, 3) all the required forms and documents are submitted timely as outlined (**See Section D**. **Application and Submission Information, Content and Form of Application Submission).** If an applicant is determined to be ineligible (see Section C. Eligibility Information) or an application is determined to be non-responsive, FAS will notify the applicant.

In addition, FAS conducts a two-part application review process. If the Agency determines your application to be responsive, the application will be reviewed by a review panel.

1. FAS will assemble reviewers which may include both federal and non-federal reviewers to review the eligible applications. Reviews of submitted applications will be conducted either on site or by remote review.

2. Technical reviewers will review each eligible application against the evaluation criteria. The reviewers will ensure that the organization is capable of delivering the programs/activities as described in the announcement based on the applicant's project narrative. The reviewers will assign a score and provide summary comments based on the evaluation criteria identified above. Evaluation Criteria: the evaluation criteria must be directly related to key aspects of the project. The criteria must be measurable with an associated point range. It is a best practice, but not required, that the entire review criteria score range should be out of 100. From the scoring process, a recommendation list may be composed and sent to the FAS Administrator, or his/her designee.

3. An application may be selected for a post-review quality control and possible rescoring if it received significantly diverging scores and comments from reviewers.

The second part of the application review process includes an internal review panel consisting of FAS staff, and the Administrator, or his/her designee, reviewing the recommendation list which will display the highest ranked applications. From this list this internal review panel will make final funding recommendations. The internal review panel may take applications out of rank order in consideration of: 1) strategic program priorities, 2) geographical distribution or 3) the incorporation of minority serving institutions.

4. FAS will perform an additional review of the applicant organization which may include reviewing any and/or its key personnel. This review will include reviewing audit reports, publicly available materials and/or government databases and may have a bearing on award outcome. FAS may request additional materials from the applicant as part of this review, including:

    - The summary letter from the applicant's most recent audit report; and
    - Documentation of previous grant award completion that includes the name of the grantor, amount awarded, and whether the grant recipient sufficiently completed the requirements of the grant award (e.g., a final close-out report, certification of grant award completion, etc.)

5. After the technical review and before making final funding decisions, FAS may contact the highest ranking applicants to seek clarification and to negotiate technical and programmatic aspects of the application. If an application includes a sub-awardee, FAS may request to speak with all parties included in the application to ensure sufficient planning and coordination has taken place prior to making an award.

Confidentiality and Conflict of Interest
Technical and cost proposals submitted under this funding opportunity will be protected from unauthorized disclosure in accordance with applicable laws and regulations. FAS may use one or more support contractors in the logistical processing of proposals. However, funding recommendations and final award decisions are solely the responsibility of FAS personnel.

FAS screens all technical reviewers for potential conflicts of interest. To determine possible conflicts of interest, FAS requires potential reviewers to complete and sign conflicts of interest and nondisclosure forms. FAS will keep the names of submitting institutions and individuals as well as the substance of the applications confidential except to reviewers and FAS staff involved in the award process. FAS will destroy any unsuccessful applications after three years following the funding decision.

F. Federal Award Administration Information

Notice of Award
Notice of award will be given to the institution via email. This email is not an authorization to begin performance. The notice of Federal award, signed by the Deputy Administrator of Global

Programs, is the authorizing document through electronic means. It should also indicate if there are any pass-through obligations that successful applicants are required to meet upon receiving award funds, including specific timeline requirements.

Administrative and National Policy Requirements

All successful applicants for all grant and cooperative agreements are required to comply with Standard Administrative Terms and Conditions for Federal Assistance Awards, which are on the FAS website at:

https://www.fas.usda.gov/grants-and-cooperative-agreements-administrative-general-terms-and-conditions

The applicable Standard Administrative Terms and Conditions will be for the last year specified at that URL, unless the application is to continue an award first awarded in an earlier year. In that event, the terms and conditions that apply will be those in effect for the year in which the award was originally made unless explicitly stated otherwise in subsequent mutually-agreed amendments to the award.

Before accepting the award the Recipient should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal Awards. Recipients must accept all conditions in this NOFO as well as any Special Terms and Conditions in the Notice of Award to receive an award under this program.

Federal Financial Reporting Requirements

The Federal Financial Reporting Form (FFR), as known as the SF-425, must be submitted within 30 days of the end of each quarter (ending March 31, June 30, September 30, and December 31), and a final report submitted within 90 days of the end of the agreement. The required form is available online at: https://www.gsa.gov/portal/forms/download/149786

Program Performance Reporting Requirements

Performance Progress Reporting must be submitted within 30 days of the end of each quarter (ending March 31, June 30, September 30, and December 31), and a final report submitted within 90 days of the end of the agreement.

Monitoring

FAS through its authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. During site visits, FAS will review recipients' files related to the funded program.

As part of any monitoring and program evaluation activities, recipients must permit FAS, upon reasonable notice, to review related records and to interview the organization's staff and clients regarding the program, and to respond in a timely and accurate manner to FAS requests for information relating to their program.

Close Out Reporting Requirements
Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, recipients must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance.

If applicable, an inventory of all construction projects that used funds from this program has to be reported using the Real Property Status Report (Standard Form SF 429) available at:

https://www.gsa.gov/portal/forms/download/149866

Acceptance of final reports by the agency constitutes a closeout of the award with no further notice or obligation to either party. This acceptance will indicate the period of performance has expired, and any remaining funds will be deobligated. Records must be retained for a minimum of three years after the final reports are submitted, as described in 2 CFR 200.333

The recipient is responsible for returning any funds that have been drawn down or reimbursed but remain as unliquidated on recipient financial records.

G. Awarding Agency Contact Information

Contact and Resource Information

Anna Gore
Phone: 202-720-5620
Email: anna.gore@usda.gov

Brooke Chasteen
Phone: 202-720-0860
Email: brooke.chasteen@usda.gov

1400 Independence Ave, SW
Room 3252; Stop 1032
Washington, DC 20250-1032

Hours of Operation: 8:00AM – 4:30PM EST

Inquiries will be returned within 24 working hours (3 business days). All questions must be received no later than 16 working hours (2 working days) prior to submission deadline, except the point of contact will confirm receipt of proposals upon request

H. Additional Information

1. Extensions
Extensions to this program are not allowed.

2. Budget Revisions

a. Transfers of funds between direct cost categories in the approved budget when such cumulative transfers among those direct cost categories exceed ten percent of the total budget approved in this Award require prior written approval by the FAS Program Manager.

b. The Recipient shall obtain prior written approval for any budget revision that would result in the need for additional resources/funds.

c. The Recipient is not authorized at any time to transfer amounts budgeted for direct costs to the indirect costs line item or vice versa, without prior written approval of the FAS Program Manager.

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3. Post-award program income

In the event program income becomes available to the recipient post-award, it is the recipient's responsibility to notify the FAS Program Manager to explain how that development occurred, as part of their request for guidance and/or approval. The Program Manager will review approval requests for program income on a case-by-case basis; approval is not automatic. Consistent with the policy and processes outlined in 2 C.F.R. Part 200, pertinent guidance and options, as determined by the type of recipient and circumstances involved, may be approved by the Grant Officer. If approval is granted, an award modification will be issued with an explanatory note in the remarks section of the face page concerning guidance and/or options pertaining to the recipient's approved.

4. Prior Approval

The Recipient shall not request reimbursement, incur costs or obligate funds for any purpose pertaining to the operation of the project, program, or activities prior to the approved Budget Period/Performance Period