The Department of Agriculture (USDA) – Foreign Agricultural Service (FAS)
Global Programs
Notice of Funding Opportunity (NOFO)
2020 Borlaug Fellowship Program World Food Prize Event

A. Program Description

Program Overview, Objectives, and Priorities

The Borlaug International Agricultural Science and Technology Fellowship Program (Borlaug Fellowship Program) advances USDA's agricultural research goals of promoting collaborative programs among agricultural professionals of eligible countries, agricultural professionals of the United States, the international agricultural research system, and United States entities conducting research by providing fellowships to individuals from eligible countries who specialize or have experience in agricultural education, research, extension, or other related fields.

Fellowships promote the expansion of domestic and international markets in eligible countries by educating a new generation of agricultural scientists, increasing scientific knowledge and collaborative research to increase trade and agricultural economic activity by extending that knowledge to users and intermediaries in the marketplace. The collaborative nature of the training and research programs not only benefits the Fellow, his or her home institution, and partner country; the U.S. host institution, its professors, researchers, and students; and the global agricultural sector by improving agricultural productivity, systems, and processes in partnering nations through the transfer of new science and agricultural technologies. As part of the Borlaug Fellowship Program, Fellows will attend the Borlaug Dialogue International Symposium (Borlaug Dialogue) hosted by the World Food Prize in Des Moines, Iowa during the week of October 11, 2020.

Dr. Norman E. Borlaug envisioned a prize that would honor those who have made significant and measurable contributions to improving the world's food supply. His vision was achieved in 1986 through the World Food Prize, the hosting organization for the Norman E. Borlaug International Symposium each year during October in Des Moines, Iowa. The World Food Prize (WFP) is the foremost international award for the achievements of individuals who have advanced human development by improving the quality, quantity, or availability of food in the world. The World Food Prize recognizes contributions in any field involved in improving the world food supply, including food and agriculture science and technology, manufacturing, marketing, nutrition, economics, poverty alleviation, political leadership, and the social sciences. The World Food Prize emphasizes the importance of a nutritious and sustainable food supply for all people. The World Food Prize also annually hosts the Borlaug Dialogue International Symposium to bring the world's foremost experts and leaders together to discuss cutting-edge issues in food security and multiple youth education programs to inspire the next generation to study and work in fields related to global agriculture. The Foreign Agricultural Service (FAS) participates in the Norman E. Borlaug International Symposium annually. Each year, FAS organizes training and events for Borlaug Fellows and their mentors. Approximately 60 Borlaug Fellows and their Mentors attend the Borlaug Dialogue each year providing opportunities to

network with other Borlaug Fellows, scientists and leaders from around the globe on issues related to food security.

Objective
The selected award recipient will collaborate with FAS Global Programs, Fellowship Programs staff members to organize and execute two workshops adjacent to the annual World Food Prize Borlaug Dialogue:

- the USDA *Borlaug Fellowship Program World Food Prize Event (Event)*, from approximately 9am – 5pm on Monday, October 12, 2020. This event should stimulate discussion among fellows and mentors regarding collaborative agricultural research, transfer of new science and agricultural technologies to strengthen agricultural practice, reduction of barriers to technology adoption, and/or development of agricultural extension services. It should also provide an opportunity for fellows to build a community of practice to foster improved use of agricultural science worldwide.
- a formal breakfast workshop from approximately 7:30am – 10am for Fellows and their Mentors, featuring a USDA principal. FAS will confirm the date for the Breakfast meeting not later than three weeks in advance. This workshop will provide the opportunity for USDA and other presenters to discuss USDA's vision for international agricultural education, research, and extension.

The selected recipient will also be expected to provide necessary support to facilitate the above events, as further delineated in Section F.

Fellows' research interests will fall within the scope of "food and agricultural sciences" as defined by 7 USC 3103(9); USDA will confirm the number of fellows and their particular research interests not later than three weeks prior to the event date.

PLACE OF PERFORMANCE
Des Moines, Iowa

Issued By
Foreign Agricultural Service, Global Programs, Fellowship Programs, Borlaug Fellowship Program.

Catalog of Federal Domestic Assistance (CFDA) Number and Title
10.777 Norman E. Borlaug International Science and Technology Fellowship Program

Notice of Funding Opportunity Title
2020 Borlaug Fellowship Program World Food Prize Event

NOFO Number
USDA-FAS-10777-0700-10.-20-0004

Authorizing Authority for Program

The legislative authority for the Borlaug Fellowship Program is provided in Section 7139 of the Food, Conservation, and Energy Act of 2008 (7 U.S. Code 3319j) as amended, and supported by the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended.

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 $60,000
It is understood that costs may vary depending on the number of participants. For application purposes, please assume 50 participants (fellows, mentors, and USDA staff).

Projected Number of Awards: 1

Period of Performance: 6 months

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

Projected Period of Performance End Date(s): November 30, 2020

Extensions are not allowable.

Pre-Award costs: 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.

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:	February 19, 2020
NOFO Posted Date:	February 19, 2020
Application Submission Deadline:	April 9, 2020 at 11:59PM EDT
Anticipated Funding Selection Date:	May 8, 2020
Anticipated Award Date:	June 1, 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%.

- A project narrative that includes the following elements:
  - Indicate the name of the applicant;
  - Include a narrative description of the proposed workshops, how they will be implemented and the role of the award recipient and support staff;
  - Describe the applicant's ability to ensure all logistical arrangements for large, diverse groups, and/or familiarity and previous experience successfully planning workshops adjacent to major international events;
  - Describe any logistical requirements of which Fellows and/or USDA must be cognizant;
  - Describe any proposed activities that complement the objectives described in Part A, which USDA may consider;
  - Demonstrate understanding of cultural context and needs of the Fellows and their Mentors;
  - Identify the expected knowledge to be acquired by the Fellows at the end of the workshops;
  - Briefly demonstrate flexibility in the narrative to account for potential event changes and the ability to respond to unforeseen circumstances;
  - Include a quality assurance plan. This should include information on how unforeseen problems that can arise will be addressed.

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.

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.

Technical Expertise and Experience (30 points)
The applicant must demonstrate the appropriate experience to plan, organize, and execute technical workshops for large, diverse groups. The applicant should demonstrate the ability to manage logistics, including but not limited to organizing transportation, negotiating catering contracts, procuring event tickets, and reserving appropriate hotel lodging and conference rooms. Familiarity and previous experience successfully planning events adjacent to major international events will be considered as appropriate. The applicant should submit a list of up to three (3) projects and a description that show the applicant's relevant experiences during the past three years in developing and implementing events similar to the workshops proposed in this NOFO.

Overall Program (30 points)
The focus for the workshops, including discussion topics and the overall agenda, should align with the theme of the 2020 World Food Prize. The applicant should outline proposed workshop activities which must be well defined, appropriate to the theme of the 2020 World Food Prize, effectively engage participants, and be reasonable in scope.

Management and Staffing (15 points)
USDA will review the applicant's organizational capability and proposed staffing plan. The staffing plan should clearly define roles and responsibilities of personnel, such as the principal investigator, administrative staff, notetaker etc. The applicant should include qualifications and relevant work experience for proposed staff. USDA will also strongly consider the ability and commitment to rapidly mobilize and start work.

Budget (25 points)
The proposed budget should be appropriate for the number of Fellows and their Mentors, and the scope of the workshops. The budget should include appropriate cost savings where available and narrative should accompany each line item.

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 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 filed within 90 days of the end of the agreement and should include details the activities undertaken and progress made.

Requirements
The award recipient will be responsible for designing, organizing and planning the events listed in Part A adjacent to the 2020 Norman E. Borlaug International Symposium in Des Moines, Iowa, in conjunction with USDA/FAS staff. The award recipient will develop the topic for the Event in alignment with the theme of the World Food Prize to allow for technical exchange, and the sharing of knowledge, experiences, and best practices.

Participants

USDA/FAS expects the total attendance, including from USDA headquarters to be 65 persons.

(1) Venue

For the event, the award recipient shall arrange suitable space for the events at a suitable venue in downtown Des Moines, IA, ideally within 1.5 miles of the Des Moines Marriott Downtown, which hosts the WFP event. Rooms within the same hotel in which the Fellows are lodging is preferred. The venue should include all needed A/V equipment to project PowerPoint presentation, wireless internet, wireless, handheld microphones, along with flipcharts and markers around the room, and notepads and pens for all participants and tables and chairs for all participants.

(2) Accommodation and Transportation

The Award Recipient shall arrange a block of rooms in the same hotel at the U.S. government lodging rate[1] for fellows, mentors, and recipient staff; and, as needed, appropriate transportation between the designated lodging facility and the World Food Prize event venue, and other relevant side events during the week-long Borlaug Dialogue. Award recipient should expect that attendees will arrive on Sunday, October 11, 2020 in order to participate fully in the roundtable and focus groups discussions on Monday, October 12, 2020. The recipient will ensure that Borlaug Fellows are provided guidance on, attend, and, as appropriate, participate in all Event activities, World Food Prize activities, and other appropriate side events

[1] FY2020 Per Diem Rates for Iowa

(3) Meals

The award recipient shall ensure a luncheon and dinner for attendees of the day-long roundtable workshop and focus group discussions on October 12, 2020. The meals should be provided on-site to encourage the attendees to remain present and encourage informal dialogue and networking. The award recipient shall also ensure a breakfast for attendees of the meeting with the USDA principal on a date to be determined. The award recipient should be prepared to accommodate a variety of dietary restrictions and preferences.

(4) Personnel

The award recipient shall identify and engage at least the following personnel in the application: A Principal Investigator (PI), who will be the primary point of contact for FAS staff assigned to this agreement, and who shall oversee all aspects of the agreement's implementation. The award recipient may propose such other staff as are appropriate to assist the PI in the execution of particular elements of this activity. The PI shall liaise with other units within the award recipient, as needed, to ensure that all requirements of the agreement are met.

- A facilitator to act as a "master of ceremonies," whose responsibilities include, inter alia:
  (a) Keeping the workshops on-schedule, or exercising sound judgement to deviate from the schedule if appropriate; and
  (b) Eliciting active engagement from participants throughout the session.
- Such administrative staff are required to make logistical arrangements and resolve problems as they arise. This includes ensuring that A/V equipment is operational and presenters are able to project any PowerPoint presentations without undue delay or interruption
- Note-taker(s) to record the proceedings and discussions.

(5) World Food Prize Laureate Ceremony

- Ensure that all Borlaug Fellows and mentors are kept as a sitting block for the World Food Prize Award Ceremony.
- Verify that each Fellow and Mentor has a ticket for the World Food Prize Laureate Award Ceremony

(6) Communication

- Initiate and conduct weekly conference calls with FAS Borlaug staff on World Food Prize tasks and other issues related to the workshops.
- Draft and submit a detailed and well-planned agenda to FAS outlining a timetable of activities for each day of the week-long Borlaug Dialogue.
- Create 2 posters for the Borlaug Fellowship Focus Group.

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.

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
For all general questions, contact:
David Gooze, International Program Specialist
Hours of operation: 9:00 AM – 4:30 PM ES/DT
Telephone: (202) 690-1791
E-mail address: BorlaugFellowships@usda.gov
1400 Independence Ave, SW
Washington, DC 20250-1031

H. Additional Information

1. Extensions
Extensions to this program are not allowed.

2. Pre-Award Costs
The Recipient shall not request reimbursement for costs incurred pertaining to the operation of the project, program, or activities prior to the approved project period.

3. 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.

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.

4. 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.