U.S. DEPARTMENT OF AGRICULTURE
Foreign Agricultural Service

NOTICE OF FUNDING OPPORTUNITY

Implementation of Regionally Harmonized Pesticide Regulations and Standards in Latin American and the Caribbean (LAC)

Application Submission Deadline: September 5, 2023

Summary

The U.S. Department of Agriculture, Foreign Agricultural Service, Trade and Regulatory Capacity Building, announces this funding opportunity to support the Technical Agricultural Assistance Program by issuing a new award. This opportunity is available to a state (includes District of Columbia, public institutions of higher education and hospitals), Public nonprofit institution/organization (includes institutions of higher education and hospitals), Other public institution/organization, U.S. Territories and possessions (includes institutions of higher education and hospitals), Private nonprofit institution/organization (includes institutions of higher education and hospitals), Quasi-public nonprofit institution/organization, Other private institutions/organizations and is intended to support the harmonization of pesticide and maximum residue limit (MRLs) policies within regional economic communities throughout Latin America and the Caribbean (LAC).

A. Program Description

Background

One of the greatest threats to vital pesticide tools for U.S. farmers and other smallholder farmers around the world is the reduction or removal of maximum residue limits (MRLs) from the European Union (EU), which has had a spillover effect of forcing farmers outside of Europe to discontinue use of important pesticides or modify their use pattern in such a way as to make them ineffective against damaging pests and diseases. With potential losses of EU markets, countries must find ways to expand trade opportunities and support their farmers by providing and maintaining critical pest control tools and trade standards.

Trade between the United States and the Latin American and the Caribbean region (LAC) is strong and growing. This is particularly true for fresh fruit and vegetable commodities, which are disproportionately affected by pesticide MRL-related trade barriers.

Access to newer, low-risk, pesticide products continue to be challenging for farmers around the world. Even when the products are available, farmers in all countries, including the United States, face trade barriers and uncertainty when residue standards differ, or do not exist, in export markets. These obstacles, and calls for collaborative action, have been highlighted at the 3rd Global Minor Use Summit (Montreal, October 2017), the World Trade Organization (WTO) Sanitary and Phytosanitary (SPS) Committee (Geneva, October 2017), and the 11th Session of the WTO Ministerial Conference (Argentina, December 2017). At these international conferences, it was recognized that the foundation of working toward aligned MRLs and providing critical pest control tools for farmers originates with strong and coordinated national pesticide registration systems.

Description
The Foreign Agricultural Service (FAS) of the U.S. Department of Agriculture (USDA) recognizes that to ensure continued market access for U.S. agricultural exports, the USDA must continue to support the provision of technical assistance to LAC officials to assist in the development and adoption of science-based and trade-facilitating policies. While the United States is one of LAC's largest trading partners, sanitary and phytosanitary (SPS) and food safety regulations that are inconsistent with international standards continue to disrupt exports of U.S. agricultural products into the region.

The recipient and FAS, through this program, will aim to help partner countries in LAC's regional economic communities (i.e., the Central American Regional Economic Community, the Andean Community (CAN), the Southern Common Market (MERCOSUR), the Caribbean Community and Common Market (CARICOM)) to understand and adopt regulations consistent with U.S. and international standard setting bodies as well as ensure compliance with their own MRL Guidelines. The program is designed and organized in conjunction with U.S. universities, USDA and other U.S. Government agencies, agribusinesses, and consultants.

FAS aims to build upon the success of current programming engaged in aligning pesticide registration systems and MRLs standard setting across LAC, and to do so based on the best practices of the U.S. regulatory system and international standard setting bodies. Harmonization of registration systems and trade standards based on risk is a complex process, involving multiple regulatory agencies and technical staff across the regions, and requires a multifaceted approach involving experts from a broad array of subject matters and professional experience. Aligned trade standards support exports of U.S. agricultural products to foreign markets.

Program Objectives
1. Encourage science-based and trade facilitating policy reform in Latin America and the Caribbean (LAC) regional economic communities (RECs) based on international SPS standards and obligations.
2. Improve standard operating procedures (SOPs) for inspection, sampling, and treatment at ports of entry based on risk principles and international standards.
3. Develop and adopt robust regulatory framework for the implementation of biopesticide registration and standards both nationally and regionally.
4. Incorporate outcomes from prior MRL program work streams, including but not limited to: MRL registration; pesticide communication; import MRLs; and alignment of international standards, for the creation of a larger, well-coordinated pesticide MRL capacity-building and standards implementation program in LAC regional economic communities.
5. Expand opportunities for online and in-person regional pesticide training cohorts utilizing existing curriculum and facilities of the Regional Training Center of Excellence at the National University of Colombia in Bogotá, Colombia.
6. Strengthen the technical collaboration of REC's to facilitate greater resilience of regulatory systems in the face of climate shocks, adopt new biopesticide and integrated

pest management (IPM) approaches, and establish pest monitoring networks in response to global climate change.

7. Acknowledge and address the necessary physical, social, economic, regulatory, and political barriers to aligning multiple regulatory agencies and technical staffs across the RECs in support of easing trade flows, especially in minor use crops.

Funding Opportunity Number
USDA-FAS-10960-0700-10-23-0023

Assistance Listing Number
10.960 Technical Agricultural Assistance

Authorizing Legislation
National Agricultural Research, Extension, and Teaching Policy Act of 1977, PL 95-113, as amended, 7 USC § 3291

B. Federal Award Information

Total Available Federal Funding:	$1,499,000 The initial funding amount will be $300,000. Subject to availability of funding, a cumulative total of $1,499,000, may be available throughout the period of performance of the award. See Section H, Other Information, for additional information on incremental funding.
Anticipated Number of Awards:	1
Cost Share/Match Requirement:	None/Not Required
Projected Period of Performance Start:	September 25, 2023
Projected Period of Performance End:	September 24, 2025

Extensions to this program are permitted, subject to approval.

Type of Assistance Instrument:
USDA/FAS anticipates that a Cooperative Agreement will be funded pursuant to this funding opportunity.

This type of agreement provides for substantial involvement between USDA/FAS and/or other USDA agencies, and the selected applicant in the performance of the project. This may include:

- Close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
- Collaboration during performance of the scope of work;
- In accordance with 2 CFR 200.317 and 2 CFR 200.318, review of proposed procurement;

- Approving qualifications of key personnel (USDA will not select the recipient's employees or contractors; but may disallow costs for specific individuals where required by statute or regulation); and
- Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

C. Eligibility Information

Eligible Applicants: State (includes District of Columbia, public institutions of higher education and hospitals), Public nonprofit institution/organization (includes institutions of higher education and hospitals), Other public institution/organization, U.S. Territories and possessions (includes institutions of higher education and hospitals), Private nonprofit institution/organization (includes institutions of higher education and hospitals), Quasi-public nonprofit institution/organization, Other private institutions/organizations.

All applicants must have an active registration in the U.S. Government System for Award Management (www.sam.gov) before the application submission deadline of the announcement; applicants with inactive, expired, pending, or excluded listings will be deemed ineligible. Exceptions, waivers, or extensions will not be considered. Please contact the program officer(s) listed in Section G, Federal Awarding Agency Contact, if you have questions about this requirement.

Cost Share/Match Requirement: None/Not Required

Ineligible activities: If an application is submitted that includes any ineligible tasks or activities, that portion of the application will be ineligible for funding and may, depending on the extent to which it affects the application, render the entire application ineligible for funding.

D. Application and Submission Information

This announcement contains all information necessary to apply to this funding opportunity.

Submission Dates and Times

Application Submission Deadline: September 5, 2023 at 11:59pm EDT (UTC -04:00)
Applications received after this time will not be accepted. Applicants are advised to make their submissions 1-2 days before this deadline in case of computer problems.

Anticipated Funding Selection Date: September 22, 2023

Anticipated Award Date: September 25, 2023

Content and Form of Application Submission

A complete application package must include:

- Standard Form SF-424, Application for Federal Assistance, showing the Unique Entity Identifier, and signed by the applicant.

- Standard Form SF-424A, Budget Information for Non-Construction Programs, showing the budget categorization. An improper categorization will not itself be grounds for a determination of ineligibility but may delay approval and/or adversely impact the application's scoring.
- A detailed Program Narrative or plan of operation:
    - Project narrative should not exceed ten pages;
    - Provide an application responsive to the program objectives, outlined in Section A, that demonstrates relevance to USDA/FAS's mission.
    - Provide a plan with a description of specific activities proposed with timelines, proposed target audiences, and how progress will be measured, showing how the activities will achieve the objectives of the proposed project in Section A, including ability to identify and engage necessary local partners inclusively and equitably while continuing to garner private sector (e.g., industry, small farm holders, trade associations, NGOs, etc.), public-sector (i.e., regulators and public officials;
    - Provide a description of how the award will be administered, including logistical elements, such as, but not limited to, organization of online or in-person seminars, workshops and trainings;
    - Demonstrate ability to manage logistics, including but not limited to organizing online trainings and workshops, and for any proposed in-person activities: procuring travel arrangements, and reserving conference rooms, hotel and/or other accommodations, and if applicable securing insurance coverage;
    - Include a narrative description of the proposed activities, and how they will be conducted, the role of the applicant and any other collaborators and the desired result;
    - Briefly describe the previous experience with engaging regional policy makers and stakeholders on pesticide registration processes (for both chemical and biopesticides) and Maximum Residue Limits (MRLs) based on Codex and the U.S. risk-based model, if any; Demonstrate flexibility in the training plan to account for potential program changes and explain the institution's ability to respond to unforeseen circumstances;
    - Demonstrate knowledge of harmonization of pesticide regulatory practices, including international protocols or other instruments, and their implementation and risk communication in Latin American and Caribbean countries.
- A detailed Budget Narrative, in which cost items are quantified and described in sufficient detail to enable USDA/FAS to independently determine that the proposed costs are reasonable and allowable for the project and consistent with applicable regulations. Since this award will be incrementally funded, the detailed budget and narrative should reflect a total of $1,499,000 for two years with a break down for every year, including $300,000 for the first year.
    - If indirect costs are included in the budget, attach a copy of the latest indirect cost rate agreement negotiated with a cognizant federal agency. If a negotiated indirect cost agreement does not exist, please attach a description of the basis for the indirect cost calculation.
- Standard Form SF-LLL, Disclosure of Lobbying Activities, if applicable to the applicant.

Unique entity identifier and System for Award Management (SAM)
Each applicant is required to:

(i) Have an active registration in SAM before submitting its application;
(ii) Have assented to the federal assistance certifications in the SAM platform;
(iii) Provide a valid Unique Entity Identifier (UEI) in its application; and
(iv) Continue to always maintain an active SAM registration with current information during which it has an active Federal award or an application or plan under consideration by a federal awarding agency.

SAM.gov Registration Instructions
Organizations applying to this funding opportunity must have an active SAM.gov registration. If you have never done business with the Federal Government, you will need to register your organization in SAM.gov. If you do not have a SAM.gov account, then you will create an account using login.gov[1] to complete your SAM.gov registration. SAM.gov registration is FREE. The process for entity registrations includes obtaining Unique Entity ID (UEI), a 12-character alphanumeric ID assigned an entity by SAM.gov, and requires assertions, representations and certifications, and other information about your organization. Please review the Entity Registration Checklist for details on this process.

Entities outside the United States (defined at 2 CFR 200.1 as "foreign organizations" and "foreign public entities") must obtain a NATO Commercial and Government Entity (NCAGE) Code prior to SAM.gov registration. An NCAGE is required for all foreign entities prior to registering in SAM.gov. You can complete the registration once you enter the NCAGE. You can submit your request for an NCAGE Code by going to the NATO Support Activity (NSPA) NCAGE Request Tool at CAGE/NCAGE Code Request which contains detailed instructions.

If you have done business with the Federal Government previously, you can check your entity status using your government issued UEI to determine if your registration is active. SAM.gov requires you renew your registration every 365 days to keep it active.

Please note that SAM.gov registration is different than obtaining a UEI only. Obtaining an UEI only validates your organization's legal business name and address. Please review the Frequently Asked Question on the difference for additional details.

Organizations should ensure that their SAM.gov registration includes a current e-Business (EBiz) point of contact name and email address. The EBiz point of contact is critical for Grants.gov Registration and system functionality.

Contact the Federal Service Desk for help with your SAM.gov account, to resolve technical issues or chat with a help desk agent: (866) 606-8220. The Federal Service desk hours of operation are Monday – Friday 8am – 8pm ET.

Intergovernmental Review
Not applicable

[1] Login.gov a secure sign in service used by the public to sign into Federal Agency systems including SAM.gov and Grants.gov. For help with login.gov accounts you should visit http://login.gov/help.

Funding Restrictions
Generally, funds may not be used in any manner that is prohibited by applicable regulations, including 2 CFR Part 200 and 2 CFR Part 400. Awards issued pursuant to this notice of funding opportunity may only be used for the purpose set forth in the award, consistent with the statutory authority for the award. Capital expenses, such as the purchase of equipment, not entirely attributable to this award, must be pro-rated.

For example, agreement funds and other 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 acting as an agent of the applicant in any capacity (paid or unpaid) on any proposal submitted under this program. Also, federal funds may not be used to sue the Federal Government or any other government entity.

Compensation for personal services: Employees, consultants, or other personnel, including those of subrecipients, and regardless of the method of engagement, may not exceed the pro-rata equivalent of GS-15 on the General Schedule (for 2023, $152,771 per year, $585.33 per day, or $73.17 per hour. Non-monetizable fringe benefits, such as health insurance coverage, are not included to this ceiling.

Indirect Costs: In general, costs incurred for a common or joint purpose benefitting more than one cost objective but not readily assignable to specific awards, without effort disproportionate to the results achieved, are considered indirect costs. These may include facilities not specific to individual projects, enterprise-wide services such as IT, and enterprise management. Pursuant to USDA Departmental Regulation DR2255-001, a Negotiated Indirect Cost Rate Agreement (NICRA) with a cognizant U.S. Government agency will be honored, except where prohibited by statute.

Other Submission Information
Applications should be submitted through the ezFedGrants system at https://grants.fms.usda.gov/ Applicants who require assistance with any USDA-managed computer system should reach out to the program officer(s) listed in Section G, Federal Awarding Agency Contact, at least 5 business days in advance of the application submission deadline. Applicants should provide as much detail as possible to facilitate resolution of the issue.

E. Application Review Information

Review and Selection Process
In all cases, the agency will conduct an initial responsiveness review of all applications submitted to determine:

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 no later than the Application Submission Deadline specified in Section D. Application and Submission Information, Content and Form of Application Submission.

If an applicant is determined to be ineligible or an application is determined to be incomplete, the agency will notify the applicant prior to commencing with evaluation of applications, usually within 5 business days of the Application Submission Deadline. An applicant that feels such a determination is made in error may request reconsideration, highlighting evidence supporting their claim, by email to the program officer(s) listed in Section G, Federal Awarding Agency Contact, within 3 business days of notification.

The agency will convene a review panel, which may include both federal and non-federal reviewers, to review the eligible applications against the evaluation criteria described below. The reviewers will ensure that the applicant can deliver the programs/activities as described in the announcement based on the applicant's project narrative and assign a score and provide summary comments based on the evaluation criteria identified below. The review panel will make a recommendation list to the selecting official, who is not a member of the panel.

The selecting official may select applications out of rank order in consideration of strategic program priorities, such as geographical distribution, incorporation of minority-serving institutions, or congressional directive. Selection determinations are final and cannot be appealed.

Prior to selection, the agency may contact the highest-ranking applicants to seek clarification and to negotiate technical and programmatic aspects of the application. If an application includes a subaward, 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.

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 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.

Applicants will be evaluated based on the extent and quality to which they demonstrate that they have the capabilities, staff, resources, technical expertise, and equipment to successfully advance and achieve the program objectives, as well as on their activity and budget proposal (details included below).

<u>Factor 1: Overall Program Plan and Technical Experience (60 Points)</u>

Applicants will be evaluated on the extent and quality to which they demonstrate that the overall program design is strategically aligned and relevant to the stated objectives including:

- Technical Experience, Program Design Applicability and Alignment (30 Points)
    - Applicant's explanation of their international expertise related to achieving objectives within Latin American and Caribbean regional economic communities,

specifically an understanding of current challenges to and support for harmonization of pesticide registration processes;
    - Applicant's previous experience with engaging regional policy makers and stakeholders on pesticide registration processes (for both chemical and biopesticides) and Maximum Residue Limits (MRLs) based on Codex and the U.S. risk-based model;
    - Applicant's explanation of the proposed plan and approach to achieve the goals of the project effectively and efficiently, including a description of what is being proposed, how it will be conducted, and what is the desired result;
    - Applicant's demonstration of relevance to USDA/FAS's strategic goals;
- Program Implementation Plans and Strategies Included (30 Points)
    - Applicant's demonstration of a plan for achieving the objectives of the proposed project, including ability to identify and engage necessary local partners inclusively and equitably while continuing to garner private sector (e.g., industry, small farm holders, trade associations, NGOs, etc.), public-sector (i.e., regulators and public officials), and philanthropic or other donor commitments;
    - Applicant's ability to actively engage technical and subject matter experts on the required topics for implementation.
    - Applicant's demonstration of their ability to manage logistics, including but not limited to organizing in-person and online workshops, procuring travel arrangements, and reserving conference rooms, hotel and/or other accommodations, and, if applicable, securing insurance coverage;

Factor 2: Budget and budget narrative (30 Pts)

Applicants will be evaluated on the reasonableness, cost-effectiveness, and adequacy of the proposed budget to accomplish the project, along with the extent and quality to which the budget documents are detailed, organized, in-scope, and appropriate, including:

- Appropriate and Detailed Content Included (15 Pts)
    - Applicant's demonstration that the proposed budget is appropriate for the number of activities, type of activities, and number of participants;
    - Applicant's use of a detailed budget table that utilizes cost item categories and includes appropriate cost savings where available.
- Budget Narrative and Budget Table Included (15 Pts)
    - Applicant's use of a clear budget narrative accompanying the budget table to address each line item therein;
    - Applicant's demonstration of successful rounding and calculating with final budget narrative numbers exactly matching the budget line items, rounded to the penny.

Factor 3: Professional formatting, spelling, and grammar (10 Pts)

- Applicants will be evaluated on the extent to which the application package documents are detailed, organized, in-scope, and appropriate. (5 Pts)
- Applicant's demonstration of professional organization and formatting throughout the project narrative and supporting documents with limited spelling and grammatical errors. (5 Pts)

Integrity in Performance
Prior to making a Federal award, the Federal awarding agency is required by 31 USC 3321 and 41 USC 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.

Prior to making a federal award with a total amount of Federal share greater than the simplified acquisition threshold, currently $250,000, the federal agency is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM.gov (currently FAPIIS).

- An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM.gov 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.gov.
- The Federal awarding agency 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 § 200.206

F. Federal Award Administration Information

Federal Award Notices
Successful applicants will be notified of the status of their application/award by email. This notification is not authorization to proceed, and such notification should be construed as provisional.

Administrative and National Policy Requirements
All successful applicants for all grant and cooperative agreements are required to comply with the applicable General Administrative Terms and Conditions, which can be found at https://www.fas.usda.gov/grants/general_terms_and_conditions/default.asp. The applicant is presumed to have read, understood, and accepted these terms when accepting a USDA/FAS award. Applicants with questions about the applicable terms should contact the program officer(s) listed in Section G, Federal Awarding Agency Contact.

The applicable Terms and Conditions will be for the last year specified at that URL. Before accepting an award, the applicant should carefully read the award package for instructions on administering the 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.

Applicants must ensure that they have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements established at 2 CFR

170, unless they quality for an exception from the requirements, should they be selected for funding.

Reporting
Financial Reports, using form SF-425, Federal Financial Report (FFR), must be submitted quarterly, for the periods ending March 31, June 30, September 30, and December 30, within 30 days of the end of the reporting period. A final financial report must be submitted within 120 days of the end date of the agreement.

Performance Progress Reports must be submitted quarterly, for the periods ending March 31, June 30, September 30, and December 30, within 30 days of the end of the reporting period. A final performance progress report must be submitted within 120 days of the end date of the agreement. The recipient may use any appropriate format for performance progress reports, provided the report includes:

a) A comparison of actual accomplishments to the expected for the period;
b) Accomplishments or successes, or, the reasons why established goals were not met; and
c) Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

Recipients are encouraged to include photographs and other supplemental material in performance progress reports. For awards in which the total lifetime value exceeds $500,000, additional reporting may be required as described in Appendix XII to 2 CFR 200.

Monitoring
USDA/FAS, including 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, USDA/FAS will review recipients' files related to the program.

As part of any monitoring and program evaluation activities, grant recipients must permit USDA/FAS, upon reasonable notice, to review assistance agreement-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 the program.

Closeout
Within 120 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. After final reports have been reviewed and approved by the agency, and any residual amount due to the recipient or due to be returned to the agency, the award is subject to closeout. 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, with a deobligation of the balance of remaining federal funding. Records must be retained for a minimum of three years after the final reports are submitted.

G. Federal Awarding Agency Contact

For all inquiries, contact:

Name: Samuel E. Driggers, Jr.
Email Address: samuel.driggers@usda.gov
Hours of Operation: 8am – 4:30pm EDT

H. Other Information

Incremental Funding

These awards will be incrementally funded with a potential cumulative total of $1,499,000 over the 2-year period of performance, with extensions of up to five (5) years in total should it be necessary for successful completion of the project. The first year of funding will be up to $300,000 subject to availability of funds. The detailed budget and narrative should reflect a total budget of $1,499,000 for two years with a break down for every year, including $300,000 for the first year. All incremental funding will be based on funding availability, satisfactory performance, and other applicable considerations.

Budget Revisions

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 written approval from the agency. The total budget amount may not be increased without a bilaterally executed amendment to the award.

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 USDA/FAS Program Manager to explain how that development occurred, as part of their request for guidance and/or approval. 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 recipient's approved request. All instances of program income shall be listed in the progress and financial reports.