

NOTICE OF FUNDING OPPORTUNITY
International Agricultural Education Fellowship Program (CR)
Deadline: June 27, 2022

A. Program Description

OVERVIEW

The International Agricultural Education Fellowship Program (IAEFP), in coordination with 4H and FFA, will provide opportunities to eligible U.S. citizens to assist developing countries in establishing school-based agricultural education and youth extension programs under the Agriculture Improvement Act of 2018, PL 115-334, Sec. 3307, 7 USC § 3295. Eligible U.S. citizens must possess at least a bachelor's degree, and ideally will have agricultural experience, including teaching agricultural skills, and curriculum and/or program development. FAS will consider program proposals from all eligible organizations, including current recipients and new organizations.

The IAEFP's purpose is to connect American agricultural professionals to the demand for experiential, school-based agricultural education in developing countries. The IAEFP was first implemented in Ghana and Uganda during calendar year 2021-2022. The IAEFP, affords United States agriculturalists to develop a global mindset, collaboratively meet the food and fiber needs of the domestic population of eligible countries, and strengthen and enhance trade linkages between eligible countries and the United States agricultural industry.

OBJECTIVES

IAEFP emphasizes agricultural skill transfer to youth in priority country secondary schools and encourages community-based extension and teacher training, as well as development of 4H clubs for strong sustainability of the program. Proposal submission should include, but is not limited to, classroom instruction, field demonstrations, entrepreneurship projects, and leadership development. The proposal should address priority country's receptiveness of the IAEFP and what, if any, country policies and procedures will be necessary to incorporate into the project work plan for strong program implementation and sustainability. Host country's government, agriculture community, and local authorities should demonstrate support and commitment to collaborate on the implementation and execution of the IAEFP.

PRIORITIES

For this announcement, IAEFP will focus on any low to middle income country as defined by The World Bank. The recipient should provide a suggested curriculum to all Fellows that is tailored to the needs of the priority country. Fellow's training topics should align with USDA and the priority country's agricultural policy, development, and extension goals. Topics should also promote bilateral agricultural trade between the priority country and the United States and should address priorities on Climate Smart Agricultural practices. For additional recipient requirements, please see the Performance Expectations in [Section F](#). Applicants must submit a draft evaluation plan as an attachment. Each evaluation plan should include a comprehensive approach to monitoring and evaluating the project's performance and impact. This includes

specific performance goals, an activity-level results framework, performance indicators with targets for each program activity, and plans for baseline and program-related data collection.

USDA anticipates issuing up to 2 awards in this program cycle. Each award is expected to support up to nine (9) Fellows. The Fellowship is expected to last 8-9 months in concurrence with the priority country's academic year. United States Fellows participating under IAEFP must hold a minimum of a bachelor's degree in an agriculture-related field and understand U.S. school-based agricultural education and youth extension programs. After selection, recipients will be expected to identify Fellows through an organized recruitment process including a request for applications and accompanying candidate selection process. In addition, the National FFA Organization (FFA) and the National 4-H Council (4-H) must be consulted on U.S. Fellow selections. Applicants are expected to identify their respective 4-H and FFA selection SME panel representatives within thirty days following negotiations. All final Fellow selections must be submitted to the USDA for final concurrence.

Although each Fellow should be assigned to a specific site within the proposed country, they are expected to participate as a cohesive cohort. All proposal submissions must demonstrate that security considerations have been assessed and address all measures that would be implemented to ensure the safety and security of participating U.S. Fellows. Additionally, Fellows should be provided with adequate and safe living accommodations. Examples of safe living accommodations include but are not limited to: schools' dorms with a security guard, host family accommodations, private transportation arrangements, etc. Living arrangements ought to be considered in coordination with the priority country's U.S. Embassy Regional Security Officer recommendations. Applicants should also include in their orientation a safety and security self-defense training. Award recipients will be required to work with USDA/FAS IAEFP Team, and, if necessary, relevant FAS overseas offices and/or appropriate U.S. Embassy personnel on all programmatic issues, including but not limited to target country partnerships, Fellow placements, and security measures. Additionally, a strong social media presence displaying the ongoing activities of the IAEFP is encouraged. Finally, regular updates on program implementation should also be provided to USDA/FAS Washington, D.C. and FAS overseas office representatives.

PLACE OF PERFORMANCE

IAEFP will focus on any low to middle income country as defined by The World Bank. Applicants may submit multiple applications for different countries; and all will be considered. All proposals must address the safety and security situation in proposed country(ies) and the regions within the country(ies) where Fellows will be placed. All proposals must address where the IAEFP can work in conjunction with the Norman E. Borlaug International Agricultural Science and Technology Fellowship Program, the Cochran Fellowship Program, the Food for Progress Program, the McGovern-Dole Food for Education Program, the Local and Regional Procurement Program, Peace Corps, and/or USAID or other USG programming. All proposals should recognize and demonstrate incorporation of any priority country government requirements to allow for smooth implementation of this program. Program implementation must be focused on program sustainability and collaboration with the host government to help build/enhance the country's agricultural education curriculum.

Issuance of this funding opportunity does not constitute an award or commitment on the part of the United States Government (USG) to make awards, nor does it commit the USG to pay for costs incurred in the preparation and submission of a concept note or full application.

Each proposal must be country-specific and tailored to the context of that country. Depending on ever-changing on the ground security situations, the USDA selecting official may elect not to award or fund proposals for a country(ies). In addition, USDA may elect to make amendments to agreements. The USDA selecting official may also select applications out of rank order in consideration of strategic program priorities, such as geographical distribution, incorporation of minority-serving institutions, congressional directive, or other documented considerations. These determinations are final and cannot be appealed.

NOFO Number

USDA-FAS-10619-0762-10.-22-0003

Assistance Listing *(formerly Catalog of Federal Domestic Assistance)*

10.619 International Agricultural Education Fellowship Program

Authorizing Legislation

National Agricultural Research, Extension, and Teaching Policy Act of 1977, PL 95-113, as amended, 7 USC §§ 3291, 3295, 3319a

Announcement Type

New Agreement

B. Federal Award Information

Total Available Federal Funding: \$1,000,000 total (for 2 awards)

Anticipated Number of Awards: 2

Cost Share/Match Requirement: None/Not Required

Projected Period of Performance Start: September 1, 2022

Projected Period of Performance End: August 31, 2025

Extensions to this program may be permitted, subject to approval. Refer to Section H for additional information.

Type of Assistance Instrument: Cost-Reimbursable Agreement

C. Eligibility Information

Eligible Applicants:

State cooperative institutions or other colleges and universities in the United States, as defined at 7 USC 3103

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

Cost Share/Match: Refer to Section B. In-kind contributions are generally allowable towards meeting any cost share/match requirement.

D. Application and Submission Information

This announcement contains all information necessary to apply.

Submission Dates and Times

Application Submission Deadline: June 27, 2022 at 11:59pm EDT

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 technical problems.

Anticipated Funding Selection Date: July 20, 2022

Anticipated Award Date: August 15, 2022

Content and Form of Application Submission

A complete application package must include:

- Form SF-424, showing the Unique Entity Identifier, and signed by the applicant
- Form SF-424A, showing the budget categorization. Applicants are advised to consult 2 CFR 200 Subpart E for guidance on proper categorization of cost items. An improper categorization will not itself be grounds for denial of the application, but may delay approval and/or adversely impact the application's scoring.
- A detailed illustrative budget, in which cost items are described in sufficient detail to enable FAS to determine that the proposed costs are reasonable and allowable for the project and consistent with applicable regulations.
 - If indirect costs are included in the budget, please note that pursuant to 7 USC 3319a, indirect costs are statutorily limited to 10% of direct costs.
- A detailed project narrative or plan of operation: the project narrative should include the following elements to explain the overall program plan and the applicant's technical experience and expertise:
 - Indicate the name of the institution applying;
 - Indicate the country of proposed placement and justification for the selection;
 - Provide an analysis of the security situation in the proposed region where Fellows will be placed with a detailed security plan
 - Provide a summary of relevant institutional capabilities for Fellow's site selection in the proposed country;
 - Include site selection, site development, and associated budget plans;

- Provide an approach to achieve each of the program objectives, including topics to be covered, possible field visits, and leveraging other FAS/USG activities/programming;
 - Provide a description of how the award, including the logistical elements, will be administered and the role of the institution staff;
 - Provide a description of how the applicant, if selected, will identify and recruit candidates, including any rubrics, a reasonable timeline, and how applicant will identify and involve 4H and FFA in the candidate selection process;
 - Briefly describe any expertise and international experience of the applicant in the priority country, including an explanation of previous engagement with in-country stakeholders;
 - Demonstrate understanding of cultural context including influence on program implementation and on Fellow experience;
 - Describe program strategy, including classroom instruction, field demonstrations, entrepreneurship projects, and leadership development;
 - Include a plan to account for the goals and objectives of individual Fellows and describe the skills or knowledge expected to be acquired by the Fellows by the end of the program;
 - Describe how the applicant will address individual needs of the Fellows and help them to achieve the desired program deliverables;
 - Describe the monitoring and evaluation plan to be employed during the program;
 - Describe means of flexibility to account for potential program changes and the ability to respond to unforeseen circumstances in the priority country (this should include information on how unforeseen problems will be addressed);
 - Provide a quality assurance plan;
 - Provide a risk mitigation plan that incorporates security considerations provided by the Department of State website: <https://travel.state.gov/content/travel.html>.
- Application following designated format:
 - Clearly outline all aspects of the program plan – what is planned, how this will be conducted, and the anticipated results;
 - Be written in English and free of excessive grammatical and spelling errors;
 - Be written using Times New Roman, 12-point font; tables and graphs may have a smaller font as appropriate; all other text font and size should be consistent throughout the application;
 - Be typed on standard 8.5” x 11” sized paper with 1-inch margins;
 - Be paginated with each page consecutively numbered;
 - Cite source information and/or provide an explanation of the analysis undertaken;
 - Be submitted in PDF.
 - Form SF-LLL, if applicable to the applicant

Note: Several standard forms were discontinued as of January 1, 2020, and are no longer required, including the SF-424B, AD-1047, AD-1048, AD-1049, AD-1050, and AD-1052.

Unique entity identifier and System for Award Management (SAM)

Each applicant is required to:

- (i) Be registered 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 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 a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier 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.

Intergovernmental Review

For state and local government entities, including public universities, an intergovernmental review may be required pursuant to [Executive Order 12372](#). Applicants requiring an intergovernmental review must contact their state's Single Point of Contact (SPOC) to find out about and comply with the state's process.

Funding Restrictions

Generally, funds may not be used in any manner that is prohibited by applicable regulations, including 2 CFR Part 200, 2 CFR Part 400, and the program-specific regulations identified in Section A (if any). 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 2021, \$143,598 per year, \$550 per day, or \$68.77 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. For cost-reimbursable agreements, indirect costs may not exceed 10% of direct costs, as stipulated at 7 USC 3319a.

Pre-Award Costs: Costs incurred prior to the effective date of the Federal award, directly pursuant to the negotiation and in anticipation of the Federal award, and where such costs are necessary for efficient and timely performance of the scope of work, are not allowable.

Other Submission Requirements

Applications should be submitted through the ezFedGrants system at <https://grants.fms.usda.gov/>

Applicants who require technical assistance should reach out to the program officer(s) listed in Section G at least 5 business days in advance of the application 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 timely as outlined (*See 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. An applicant that feels such a determination is made in error may request reconsideration, highlighting evidence supporting their claim.

The agency will appoint a review panel, which may include both federal and non-federal reviewers, to review the eligible applications against the evaluation criteria described. 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 and assign a score and provide summary comments based on the evaluation criteria identified above. 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, congressional directive, or other documented considerations. These 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 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.

Evaluation Criteria

Proposals will be scored based on how clearly they outline all aspects of the program plan – what is planned, how this plan will be conducted, and the anticipated results – for each of the following factors:

Factor 1: Security and Safety (50 Points)

Applicants must take into account the on the ground safety and security situation where Fellows will be working. Applicants need to provide documentation of the safety and security issues within the region where Fellows will be placed as well as a detailed security plan to mitigate potential risks, including safe private transportation options to avoid Fellows using public transportation, access to working phone lines, and secure housing. Applicants can use information from The State Department and other credible sources to highlight risks. High risk regions should not be considered for the safety of the Fellow is at the utmost importance for program success.

Factor 2: Technical Expertise and Experience (40 Points)

Applicants must have appropriate technical background to achieve the program objectives. The following competencies will be considered:

Fellow Recruitment Plan (5 Points)

- Strong and diverse Fellow recruitment from multiple strategic medians nationwide including MSI and HBCU networks;
- Thorough Fellow selection process including final review by 4H, FFA and concurrence by USDA/FAS;
- Process for Fellow selection feedback such as strengths and weaknesses;
- Comprehensive contingency plan in the event selected Fellows drop out;
- Strategy for Fellows' participation as one cohesive cohort;

Experience and Expertise in Agricultural Education and Extension Programs (20 Points)

- Proposal evidences institution's ability to select safe and secure sites for Fellows in the proposed country;
- Experience with international program implementation, training, and youth-focused experiential education;
- Experience developing youth leadership and entrepreneurship programming;
- Ability to monitor and evaluate the program, and respond to unforeseen circumstances;
- Ability to align training topics with USDA's and the priority country's agricultural policy, development, and extension goals.

Knowledge and Connection within Prospective Countries (15 Points)

- Language ability is recommended but not required unless security considerations necessitate, in addition to experience using local language in program implementation;
- Understanding of safety and security risks for all program participants;
- Strategic selection of priority sites for Fellows with consideration of safety and security concerns and the needs of Fellows;
- Ability to administer the program in-country, and work with local community leaders to ensure approval of program implementation;

- Tailoring of training and program implementation to the needs of the proposed country, the host communities, and the Fellows;
- Knowledge of the culture, relevant agricultural conditions, opportunities for climate-smart agricultural practices, and methods of agricultural education within the proposed country;
- Knowledge of priority country program-specific policies and procedures and demonstrate potential influences on project success;
- Relationships with priority country government and community leaders, Ministries of Education and Agriculture, and any other related government personnel.

Factor 3: Overall Program (40 Points)

The overall program plan and design should be relevant to the stated objectives and should describe program strategy including:

Alignment with USDA Priorities (10 Points)

- Promotion of bilateral agricultural trade between the proposed country and the United States;
- Alignment with proposed country's agricultural development and extension goals;
- Consideration of local/national government and community receptiveness to the program;
- Leveraging of other USG (including USDA/FAS) activities in the proposed country.

Program Implementation (20 Points)

- Classroom instruction;
- Field demonstrations and/or field visits;
- Entrepreneurship projects;
- Community engagement;
- Leadership development;
- Term break activities and opportunities;
- Safety and Risk Mitigation Strategy;
- Monitoring and Evaluation Plan;
- Quality Assurance Plan;
- Predeparture orientation;
- In-country orientation;
- All elements as listed in [Section D](#) relating to the project narrative.

Professionalism and Clarity (10 Points)

- Clearly outline all aspects of the program plan in a clear and professional manner incorporating application format guidance in [Section D](#).

Factor 4: Budget (20 Points)

The proposed budget should be appropriate for the number of participating Fellows and the length of the program. The budget should also utilize cost item categories provided in [Section D](#). The budget should include appropriate cost savings where available, and a clear budget narrative should address each line item. Please ensure excel rounding errors are resolved so final numbers equate exactly to the budget line items, rounded to the penny.

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 (currently FAPIIS).

- 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.
- 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 [§ 200.206](#)

F. Federal Award Administration Information

Performance Expectations

1. Assignment of a Principal Investigator (Training Coordinator)
 - The recipient will designate a contact person as the Principal Investigator (PI) responsible for coordinating all administrative and programmatic arrangements.
2. Selection of Fellows
 - The recipient will recruit and identify the appropriate Fellows. Recruitment and solicitation of candidates should focus on diversity, in addition to applicant qualifications, with the goal of ensuring a diverse group of Fellows. Recipient will consult with 4H and FFA for final candidate review and receive concurrence from USDA/FAS.

Required Fellow Qualifications:

- A minimum of a bachelor's degree in an agricultural-related field of study;
- A developed understanding of United States school-based agricultural education and youth extension programs;
- Able to provide hands-on experience in and outside of the classroom in various forms, such as extension;
- Have flexibility and resilience in the face of changing work environments and understand the impacts and benefits of cultural differences.

Preferred Fellow Qualifications:

- Experience with agricultural extension and/or youth education;
- Able to demonstrate what it means to operate in an international setting;
- Participation and leadership roles in FFA or 4-H will be considered along with a letter of recommendation from one of these organizations.

3. Site Selection for Fellows

- The recipient will recommend sites to USDA/FAS for approval;
- Safety and security concerns should be addressed in the justification of site selection;
- Sites should align with programmatic objectives with consideration of current in-country USG activities;
- Proposed country's government policies and requirements related to agricultural education curricula should be factored into selection of sites;
- Scoping costs should also be planned and presented within the budget and budget narrative.

4. Travel and Transportation

- Travel will be arranged by the recipient and ensure it is consistent with Federal Travel Regulations (41 CFR 300 et seq.) and the institution's policies and procedures;
- The recipient will provide round trip, economy class, international airfare from the Fellow's home to the assigned country;
- The recipient is responsible for arranging and purchasing all domestic travel related to the Fellow's training program;
- The recipient will provide housing for the Fellow for the duration of the training program, taking into account gender and cultural norms;
- The recipient will pay lodging fees directly and will not require the Fellow to pay for lodging expenses, whether through reimbursement or advance payment;
- Lodging will include a private bedroom, private or shared bathroom, access to laundry resources as culturally acceptable, and access to a kitchen with pots, pans, and utensils.
- Necessities, such as sheets, towels, and cleaning supplies, will be provided for Fellow's use (the Fellow should not have to pay for these items);
- Lodging will be within walking distance to the work location or easily accessible by public transportation, as security permits;
- If public transportation is required to access work location, the recipient will provide the Fellow with a bus pass or proper allowance for transportation expenses, as security permits;
- When planning lodging options, the recipient should check with the Fellow, account for any special dietary restrictions or preferences, and should communicate these restrictions/preferences to necessary personnel in the host community prior to the Fellow arrival, in the event special accommodations are needed;
- The recipient displays a plan for complying with all CDC COVID-19 requirements and procedures.

5. Meals and Incidentals (M&IE)

- The recipient will provide each Fellow with meal and living allowances for the duration of their stay;
- Daily M&IE allowance may not exceed current GSA and State Department per diem rates;
- The recipient can determine the frequency of per diem allotments, but the Fellow must receive per diem within the first week of the program, and the PI must inform the Fellow and USDA/FAS immediately if this cannot be accommodated.

6. Emergency Health Insurance

- The recipient will purchase emergency health insurance for the Fellow for the duration of their stay, and the dates of coverage must include date of departure from the United States to the assigned country until the date of the Fellow's return from the assigned country;
- The Fellow will not be required to purchase his or her health insurance and then be reimbursed;
- The recipient will educate the Fellow as to what is covered under health insurance policy, especially highlighting that pre-existing medical conditions are not covered;
- The recipient will immediately alert USDA/FAS staff if any health/medical conditions arise during the program.

7. Communication

- The recipient will initiate contact with Fellows as soon as possible;
- The recipient will develop the training and orientation program in consultation with USDA/FAS;
- The recipient will keep USDA/FAS informed regarding any logistical or program planning;
- The recipient will keep USDA/FAS, FAS/Post and the appropriate U.S. Embassy personnel abreast of all programmatic issues including program implementation;
- The recipient will provide USDA/FAS, FAS/Post and the appropriate U.S. Embassy personnel with the Fellow's temporary address and phone number, and emergency contact numbers for the PI, local contact, or other appropriate institution personnel. This information is required so that Fellow can be reached in the event of an emergency.

8. Program

- The recipient will provide a security briefing and a security plan to each Fellow;
- The recipient will provide educational materials and supplies to each Fellow to allow their full participation in the program;
- The recipient will pay for all fees related to the Fellow's training program;
- The recipient will arrange relevant field visits as applicable to the Fellow's training program;
- The recipient will ensure interim and final reports (no more than 2-3 pages each) to USDA/FAS;
- The recipient will maintain a social media presence and provide updates to USDA/FAS on ongoing successes.

- FAS expects that proposals submitted for past IAEFP funded programs will build upon past IAEFP activities and what has been accomplished to date. The recipient may also draw on additional resources and best practices from similar programs for robust program development.

9. Orientation

- The PI/Training Coordinator will communicate directly with the Fellow at least 6-8 weeks before Fellow departure to ensure that all pertinent information is provided;
- The Institution will provide a virtual pre-departure orientation to prepare Fellows for the program, set expectations, provide a forum for Q&A, and start the development of a cohesive Fellowship cohort. At minimum, this should include:
 - Name and contact information of PI/Training Coordinator
 - Name and contact information of host site, including details of host institution
 - Program plan/calendar and anticipated site visits
 - Professional development expectations
 - Visa information
 - Housing, M&IE allowance, and other expense information
 - Country-specific guides including safety protocols, emergency contact information, as well as cultural, political, and social tips, weather information, and other introductory materials
 - Explain what is and is not covered under emergency health insurance policy (e.g. no pre-existing conditions, no dental, etc.)
 - Reminder to bring any necessary prescription medications
- The Institution will provide an orientation upon the Fellow's arrival to acquaint them with site and community resources. At minimum, this should include:
 - Demonstration of local transportation options
 - In-depth security briefing
 - Identification of safety network
 - Explanation of:
 - Cultural and legal expectations
 - Local agricultural knowledge, technology, and practices
 - Agricultural education in the country, and teaching methodology that can be applied specifically to youth agricultural education
- Recipient will provide a welcome and orientation guide for selected Fellows including all emergency contact information and emergency evacuation plans.

10. Monitoring

- USDA/FAS through its authorized representatives, has the right, at all reasonable times, to:
 - Make site visits to review project accomplishments and management control systems;
 - Provide technical assistance as required;
 - Review recipient's files related to the funded program;
 - Review related records and interview the organization's staff and clients regarding the program upon reasonable request;

- Respond in a timely and accurate manner to USDA/FAS requests for information relating to their program.

Federal Award Notices

Applicants will be notified of the status of their application by email. This notification is not authorization to proceed, and such notification should be construed as provisional until the agreement is formally signed by both the implementing institution and the USDA.

Administrative and National Policy Requirements

All successful applicants for all grant and cooperative agreements are required to comply with the applicable Standard Administrative Terms and Conditions, which can be found at the link below. The applicant is presumed to have read, understood, and accepted these terms. Applicants with questions about the applicable terms should contact the program officer(s) listed in Section G.

https://www.fas.usda.gov/grants/general_terms_and_conditions/default.asp

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 potential awardee 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.

Reporting

Financial Reports, using form SF-425, must be submitted semi-annually, 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 semi-annually, 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 for the period;
- b) The reasons why established goals were not met, if appropriate; 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

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 grant recipients' files related to the grant-funded program.

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

Close Out

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, and any remaining funds will be deobligated. 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: Chris Biles

Email Address: Christine.Biles@usda.gov

Phone Number: (916) 417-9596

Hours of Operation: 8am – 5pm ET Monday - Friday

H. Other Information

Extensions

Extensions to this program are allowed.

Applicants may request a no-cost extension in order to complete all project activities. The request must be submitted 60 days prior to the expiration of the performance period. Requests for extensions are subject to agency approval.

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.

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 agency.

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 request. All instances of program income shall be listed in the progress and financial reports.