Rural Health and Safety Education Competitive Grants Program

FY 2019 Request for Applications (RFA)

APPLICATION DEADLINE: June10, 2019

ELIGIBILITY: See Part III, A of RFA

Anticipated funding amount per award: $350,000

Project period: 2 years

Estimated number of awards: 8-10



United States Department of Agriculture

National Institute of Food and Agriculture

NATIONAL INSTITUTE OF FOOD AND AGRICULTURE; U.S. DEPARTMENT OF AGRICULTURE

RURAL HEALTH AND SAFETY EDUCATION (RHSE) COMPETITIVE GRANT PROGRAM

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Assistance Listings under the Catalog of Federal Domestic Assistance number 10.516.

DATES: Applications must be received by **5 p.m. Eastern Time** on **June 10, 2019**. Applications received after this deadline will normally not be considered for funding (see Part IV, C of this RFA). Comments regarding this request for applications (RFA) are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

STAKEHOLDER INPUT: The National Institute of Food and Agriculture (NIFA) seeks comments about this RFA. We will consider your comments when we develop the next RFA for the program, if applicable, and we'll use them to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). Submit your written stakeholder comments by the deadline set forth in the DATES portion of this notice via email to Policy@nifa.usda.gov. (This email address is only for receiving comments regarding this RFA and *not* for requesting information or forms.) In your comments, please state that you are responding to the RHSE RFA.

Visit the NIFA website to access a factsheet on the Center of Excellence (COE) designation process, including COE criteria, and a list of programs offering COE opportunities. You may also review a recording of COE outreach on the site. We will update COE webpages as appropriate.

EXECUTIVE SUMMARY: NIFA requests applications for the Rural Health and Safety Education (RHSE) Competitive Grant Program for fiscal year (FY) 2019 to address the needs of rural Americans by providing individual and family health education programs. The amount anticipated to be available for support of this program in FY 2019 is approximately $2.9 million.

This notice identifies the objectives for RHSE projects, deadline dates, funding information, eligibility criteria for projects and applicants, and application forms and associated instructions needed to apply for a RHSE grant. Proposals will be accepted which focus on the prevention and/or reduction of opioid misuse and abuse.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority

The authority for the RHSE Competitive Grant Program is under Section 502 (i) of Title V of the Rural Development Act of 1972, as amended (7 U.S.C. 2662).

B. Purpose and Priorities

Part of the overall purpose of Title V of the Rural Development Act of 1972 is to foster quality of life in rural communities by providing the essential knowledge necessary for successful programs of rural development, improving coordination among Federal agencies, other levels of government, and institutions and private organizations in rural areas, and developing and disseminating information about rural conditions.

The RHSE program supports quality of life in rural communities across the United States by addressing the relationship between rural prosperity and rural health and safety in the context of food, agriculture, natural resources and human sciences. In doing so, the program aligns with and specifically addresses:

- USDA Strategic Goals for FY 2018-2022, Goal 4: Facilitate rural prosperity and economic development, Objective 1: To expand rural business opportunity and rural quality of life with access to capital; improve infrastructure, broadband access and connectivity; and support workforce availability.

Background

Currently, 46 million Americans, 14 percent of the U.S. population, live in rural areas. Due to poverty, inadequate access to resources, and geographic isolation often experienced in rural areas, individuals and families living in these communities experience disparities related to health, safety, and well-being. Health disparities are defined as the "differences in [the] incidence, prevalence, morbidity, mortality and burden of diseases and other adverse health conditions that exist among specific population groups in the United States."[1] Availability and access to health care as well as other health resources and services are typically lower in rural areas, collectively. On an individual level, a larger percentage of the rural population reports fair to poor physical and mental health compared to the urban population.[2] In addition, income and health disparities tend to disproportionately affect families with children. Despite the challenges rural communities face, there are valuable assets present among rural residents which are important for initiatives designed to enhance quality of life, such as community cohesion, civic engagement, optimism, and hope.[3] Implementing community-informed, research-based, educational programs and approaches from a strengths-based perspective while working in

[1] Office of Minority Health (2011). HHS action plan to reduce racial and ethnic health disparities. A nation free of disparities in health and health care.
[2] South Carolina Health Research Center. (2008). Health disparities: A Rural – Urban Chartbook.
[3] Harvard T. H. Chan School of Public Health. (2018). Life in rural America. https://www.rwjf.org/content/dam/farm/reports/surveys_and_polls/2018/rwjf449263

collaboration with the health care system is a key strategy to achieving positive health outcomes in rural America.

Effective, evidence-based, non-formal education programs and strategies have the ability to promote and enhance rural health, thereby strengthening economic vitality and, in the long run, mitigating the effects of rural challenges, such as poverty. Incorporation of social, behavioral, and health sciences in a prevention context is important for addressing many of the health challenges facing rural communities. Effectively planned initiatives responsive to unique contextual needs as well as shared environmental conditions can provide timely and valuable health information to rural residents. Human science educators, in collaboration with relevant partners and stakeholders, can implement quality programs and approaches that empower rural residents to lead healthy lives and promote healthy communities from a systemic perspective. RHSE competitive grant program provides funding for such initiatives.

Per the authorizing legislation described in Part I(A) of this RFA, the RHSE program addresses the health and well-being of rural America through supporting the development and/or implementation of projects focused on (1) individual and family health education programs with specified contents; (2) rural health leadership development education programs to assist rural communities in developing health care services and facilities and assist community leaders and public officials in understanding their roles and responsibilities; and (3) farm safety education programs to provide information and training to farm workers, timber harvesters, and farm families.

In FY 2019, NIFA is soliciting applications for RHSE in the area of **Individual and Family Health Education.**

The RHSE program proposals in the individual and family health education area are expected to be health education projects that provide individuals and families living in rural areas with:

- Information as to the value of good health at any age;
- Information to increase individual or families' motivation to take more responsibility for their own health;
- Information about and access to health promotion activities; and
- Training for volunteers and health services providers concerning health promotion and health care services for individuals and families in cooperation with state, local and community partners.

Proposals submitted to RHSE program in FY 2019 must focus on the prevention and/or reduction of opioid misuse and abuse per Congressional guidance for this program.

Prevention and/or Reduction of Opioid Misuse, and Abuse

In October 2017, at the request of the President, the Department of Health and Human Services (HHS) declared the national drug demand and opioid crisis an official Public Health Emergency. This declaration was renewed in October 2018. Opioid abuse continues to be a critical issue across the United States. Opioid use disorder can affect people across the socioeconomic spectrum. Prescription opioids are a class of pain-reducing medications that include prescription oxycodone, hydrocodone and morphine, among others, and have both benefits as well as

potentially dangerous, harmful risks.[4] These medications can help manage pain when prescribed for the right condition and when used as prescribed. Heroin is considered an opioid drug as well. Heroin is an illegal, highly addictive drug processed from morphine. In 2017, there were 70,237 drug overdose deaths in the United States and of this total, opioids (including prescription opioids, heroin, and fentanyl) killed more than 47,600 people. [5] The annual societal costs of opioid overdose, abuse, and dependence have been estimated at $78 billion, a figure that includes direct healthcare costs, costs related to lost productivity, and costs to the criminal justice system.[6] Family instability is another stark consequence of the opioid abuse contributing to the prevalence of adverse childhood experiences, a strain on child welfare systems, and a stark rise in grandparents raising grandchildren.

This epidemic has significantly affected rural communities. In a 2018 survey by the Harvard T. H. Chan School of Public Health, a majority of rural residents surveyed agree opioid addiction is a serious problem in their community (57%), with about half personally knowing someone who has struggled with opioid addiction (49%).[7]

Rural adolescents are also more likely to use prescription opioids for a non-medical purpose than are their urban peers.[8] Non-medical prescription drug use has been associated with negative social and health consequences among these rural adolescents. Among older adults utilizing opioids, there are intervening factors that place them at risk for opioid misuse and abuse.[9] Additionally, rural older adults also have a slightly higher opioid death date compared the nation as a whole and less access to opioid treatment centers.[10] Extension is uniquely positioned to be a partner in collaborative approaches for health and to deliver prevention outreach and education to all individuals throughout the lifespan**.**

In FY 2019, we are seeking to continue the support of the implementation of evidence-based, outcome-based educational approaches and programs delivered through an Extension model which promote protective factors and reduce the impact of risk factors leading to the prevention of initiation of substance use, delayed early use, and the progression from use to problematic use or to a substance use disorder. Since the occurrence and context of risk behavior is complex, applicants are encouraged to address intersecting factors that have the potential to also prevent or reduce opioid initiation, misuse, and abuse. **Additionally, where appropriate, we would like to**

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[4] U.S. Food and Drug Administration. Opioid Medications. http://www.fda.gov/Drugs/DrugSafety/InformationbyDrugClass/ucm337066.htm.

[5] National Institute of Drug Abuse. (2019). Overdose Death Rates. https://www.drugabuse.gov/related-topics/trends-statistics/overdose-death-rates

[6] Florence, C. S., Zhou, C., Luo, F., & Xu, L. (2016). The economic burden of prescription opioid overdose, abuse, and dependence in the United States, 2013. Medical Care, 54(10), 901-906.

[7] Harvard T. H. Chan School of Public Health. (2018). Life in rural America. https://www.rwjf.org/content/dam/farm/reports/surveys_and_polls/2018/rwjf449263

[8] Monnat, S. M. & Rigg, K. K. (2015). Rural Adolescents Are More Likely Than Their Urban Peers to Abuse Prescription Painkillers. Carsey Research, National Fact Sheet #32

[9] Tilly, J., Skowronski, S, & Ruiz, S. (2017). The opioid public health emergency and older adults. Administration for Community Living.

[10] Benson, W., & Aldrich, N. (n.d.). Rural Older Adults Hit Hard by Opioid Epidemic. *Aging Today.* https://www.asaging.org/blog/rural-older-adults-hit-hard-opioid-epidemic

encourage collaborative approaches with allied health sciences located at academic institutions, local health care entities, and community organizations.

According to the 2016 Surgeon General's Report on Alcohol, Drugs, and Health, evidenced-based programs can significantly reduce substance misuse and abuse if implemented well.[11] However, many schools and communities are using programs with the least evidence. For the RHSE program, all projects and approaches must be research-informed. Proposed projects implementing programs and approaches **with documented evidence of impact** on preventing and/or reducing opioid misuse and abuse will be given priority consideration. Programs and approaches currently developing an evidence base will also be considered.

In FY 2019, the RHSE program will support: a) projects implementing new Extension programs or approaches in the area of individual and family health education focused on the prevention and/or reduction of opioid misuse and abuse; b) projects seeking to scale-up to State or multi-state levels already established programs or approaches with demonstrated evidence of impact in the area of individual and family health education focused on the prevention and/or reduction of opioid misuse and abuse. An applicant may form a multi-state partnership to support scaling-up a program or approach.

NIFA will not consider or fund the following types of applications to the FY2019 RHSE program:

- Proposals without a plan for measuring participant outcomes;
- Proposals planned for less than 24 months;
- Proposals with a focus on topic areas specific to other NIFA grant programs, including AFRI, such as Food Safety, Childhood Obesity Prevention, Youth Farm Safety or AgrAbility;
- Proposals with a focus on research (other than evaluation related to project outputs, outcomes and impacts), formal education (K-12, university), or clinical interventions; or
- Proposals focused on the clinical treatment of individuals with substance use disorders.

Program Area Code: LX
Application Deadline: May 24, 2019 (5:00 p.m., ET)
Proposed Budget Requests: Proposed budgets must not exceed $350,000 total for a two-year project period. Requests exceeding the budgetary guidelines will not be reviewed.
Expected number of awards: Program anticipates making 8-10 awards.
Project Period: 2 years
Requested Grant Type: Standard grant
Partnerships: In order to achieve RHSE goals for efficiency and reach, meaningful collaborations among 1862, 1890, and 1994 land-grant institutions within a given State or Region are highly encouraged, as well as collaborations with other relevant organizations. Roles of partner organizations and their necessity on the project must be clearly described in the proposal.

[11] Facing Addiction: Surgeon General's Report on Alcohol, Drugs, and Health. (2016).

Project Requirements

While projects are not limited to implementing Extension-created programs, they are required to: 1) use research-informed, outcome-based programs and approaches, and 2) use Cooperative Extension as the mode of program outreach and delivery.

Serving Rural Counties

RHSE projects must be implemented in federally classified **rural counties**. Applicants must identify rural counties in which their programs will be implemented. For definitions of Rural (Non-metro) counties and county classifications, use the following:

- The 2013 Rural-Urban Continuum Codes system definitions from the Economic Research Service can be found at https://www.ers.usda.gov/data-products/rural-urban-continuum-codes/documentation.aspx; and to obtain the actual codes by state for your proposed project counties, see the 2013 Rural-Urban Continuum Code County table at: https://www.ers.usda.gov/data-products/rural-urban-continuum-codes/. For each county in which your project will be implemented, provide Rural-Urban Continuum Code as found in the table. Only counties with codes #4-9 are appropriate for inclusion.

Coordination of Programs

Per the authorizing legislation for the Rural Health and Safety Education Program described in Part I(A) of this RFA, projects are required to coordinate with State offices of rural health (https://www.ruralhealthinfo.org/organizations/state-office-of-rural-health) or other appropriate programs of the Department of Health and Human Services, such as SAMHSA State Opioid Response (SOR) and Tribal Opioid Response (TOR) providers or HRSA Federally Qualified Health Centers on proposed health education activities and rural population outreach.

Linking to National Health and Wellness Frameworks

Projects should identify an existing individual and community health framework/model as a guide for their programs' health education focus and their Extension outreach strategy. The framework/model must recognize the complex, bidirectional relationship between individual, community, and societal factors.

Reporting on Performance

Projects are required to develop and report on performance indicators that demonstrate measurable changes in knowledge and attitudes of project participants. Projects seeking to also capture behavioral changes are highly encouraged. These indicators should demonstrate the project's success at achieving objectives of the proposed project and overarching goal of the RHSE program. NIFA strongly encourages involving an evaluator on the proposed project to help develop outcome-based performance measures and a plan for evaluating the project's performance.

Project Recommendations

As appropriate, applicable, and beneficial, we **strongly** recommend the proposed Extension outreach health education projects include programs and approaches that:

- Collaborate across extension program areas (i.e. Family & Consumer Sciences, Agricultural and Natural Resources, 4-H/Youth Development, and Community Resource and Economic Development);
- Include content experts across academic and clinical domains to inform project development, implementation, and evaluation;
- In addition to the requirement to capture knowledge and behavioral change, where appropriate and relevant, design projects to include policy, systems, and environmental change strategies that can be reasonably implemented and assessed in the duration of the project;
- Implement adaptations to evidence-based programs sufficiently responsive to the unique stressors, resources, cultural traditions, family practices, and other prevailing sociocultural factors that influence the lives of the target audience and that also adhere to fit and fidelity; [12]
- Promote principles of health equity and creating of culture of health in the project design within the spaces where projects are implemented;
- Integrate research-informed activities connected to arts, culture or humanities into proposed programs and approaches, where appropriate and relevant;
- Promote community empowerment as a tool for sustainability within the project design.
- Increase professionals' capacity to engage in health leadership in rural communities, which includes using skills to collaborate, connect, communicate, and build community capacity to address rural health;
- Increase public access to new ideas and technologies related to opioid misuse and abuse prevention in rural areas that have been successful at the community level; and
- Increase public health knowledge and engage the health system, leading to actions that promote or enhance rural health and well-being.

[12] Facing Addiction: Surgeon General's Report on Alcohol, Drugs, and Health. (2016).

PART II—AWARD INFORMATION

A. Available Funding

The amount anticipated to be available for NIFA support of this program in FY 2019 is approximately $2.9 million. The funds will be awarded through competitive grants process described in this RFA. There is no commitment by USDA to fund any particular application or to make a specific number of awards.

In FY 2019, the RHSE program has established a maximum award size of $350,000. Applications requesting more than the maximum award size will not be considered for funding. The period of performance for all projects will be two years.

Table 1: FY2019 Funding

Number of New Awards Anticipated for FY 2019	Estimated Minimum Award	Maximum Award
8-10	$250,000	$350,000

The Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury's Bureau of the Fiscal Service, is the designated payment system for awards resulting from this RFA. For more information see https://www.fiscal.treasury.gov/fsservices/gov/pmt/asap/asap_home.htm.

B. Types of Applications

In FY 2019, you may only submit a new application or resubmitted application to the RHSE Program:

New application. This is a project application that has not been previously submitted to RHSE Program. We will review all new applications competitively using the screening for administrative requirements, review panel evaluation of proposals using evaluation criteria and selection process described in Part V of this RFA, Application Review Requirements.

Resubmitted application. This is an application that had previously been submitted to the RHSE Program but not funded. For FY2019, resubmitted applications can only reflect projects which focus on preventing opioid misuse and abuse. Project Directors (PDs) must respond to the previous review panel summary (see Response to Previous Review, Part IV of this RFA). Resubmitted applications must be received by the relevant due dates, will be evaluated in competition with other pending applications in appropriate area to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may be submitted by 1862 and 1890 Land Grant colleges and universities that are eligible to receive funds under the Act of July 2, 1862 (7 U.S.C. 301 et seq.), and the Act of August 30, 1890 (7 U.S.C. 321 et seq.), including Central State University, Tuskegee University, West Virginia State University. Applications also may be submitted by any of the Tribal colleges and universities designated as 1994 Land Grant Institutions under the Educational Land-Grant Status Act of 1994, as amended.

Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project.

Failure to meet an eligibility criterion by the time of application deadline may result in the application being excluded from consideration or, even though an application may be reviewed, will preclude NIFA from making an award.

For those new to Federal financial assistance, a grants overview page is available on the NIFA website. This page includes information about free Grants 101 Training and other resources that are highly recommended for those seeking an understanding of Federal awards.

B. Cost Sharing or Matching

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

C. Centers of Excellence

Pursuant to Section 7214 of the Agricultural Act of 2014 (Pub. L. 113-79), beginning in Fiscal Year 2015, for applicable competitive research and extension programs, NIFA will recognize and provide priority in the receipt of funding to applications from "centers of excellence" that carry out research, extension, and education activities that relate to the food and agricultural sciences. NIFA held listening sessions in July 2014 and accepted written comments from stakeholders to inform NIFA's implementation of the COE provision. Information from the webinars and a summary of the input are available on NIFA's website at: https://nifa.usda.gov/centers-excellence.

A COE is composed of one or more of the following entities that provide financial or in-kind support to the COE:

(A) State agricultural experiment stations;
(B) Colleges and universities;
(C) University research foundations;
(D) Other research institutions and organizations;
(E) Federal agencies;
(F) National laboratories;

(G) Private organizations, foundations, or corporations;
(H) Individuals; or
(I) any group consisting of two or more of the entities described in (A) through (H).

COE designation is available only to standard grant applicants. Part IV, B., 3. of this RFA contains additional requirements for COE consideration.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Electronic Application Package

Only electronic applications may be submitted via Grants.gov to NIFA in response to this RFA. We urge you to submit early to the Grants.gov system. For information about the pre-award phase of the grant lifecycle see https://www.grants.gov/web/grants/learn-grants/grants-101/pre-award-phase.html.

New Users of Grants.gov

Prior to preparing an application, we recommend that the Project Director/Principal Investigator (PD/PI) first contact an Authorized Representative (AR, also referred to as Authorized Organizational Representative, or AOR) to determine if the organization is prepared to submit electronic applications through Grants.gov. If not (e.g., the institution/organization is new to the electronic grant application process through Grants.gov), then the one-time registration process must be completed **PRIOR** to submitting an application. It can take as long as two weeks to complete the registration process so it is critical to begin as soon as possible. In such situations, the AR should go to **"Register," in the top right corner of the Grants.gov web page (or go to** https://www.grants.gov/web/grants/register.html**), for information on registering the institution/organization with Grants.gov.** Part II,1 of the NIFA Grants.gov Application Guide contains detailed information regarding the registration process. Refer to item 2, below, to locate the "NIFA Grants.gov Application Guide."

Steps to Obtain Application Package Materials

To receive application materials:

1. You must download and install a version of Adobe Reader compatible with Grants.gov to access, complete, and submit applications. For basic system requirements and download instructions, see https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html. Grants.gov has a test package that will help you determine whether your current version of Adobe Reader is compatible.
2. To obtain the application package from Grants.gov, go to https://www.grants.gov/web/grants/applicants/search-opportunity-package.html and enter the funding opportunity number where appropriate

Funding Opportunity Number: USDA-NIFA-RHSE-006746

Click "Search." On the displayed page, click the corresponding link to continue. A Grant Application Package is tied to a particular funding opportunity. You may move forms amongst different Grant Application Packages but you may ONLY submit an application to the particular funding opportunity to which the Grant Application Package is associated.

Contained within the application package is the "NIFA Grants.gov Application Guide." This guide contains an introduction and general Grants.gov instructions, information about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

If you require assistance to access the application package (e.g., downloading or navigating Adobe forms) **or submitting the application,** refer to resources available on the Grants.gov website (https://www.grants.gov/web/grants/support.html). Grants.gov assistance is also available at:

Grants.gov customer support
800-518-4726 Toll-Free or 606-545-5035
Business Hours: 24 hours a day, 7 days a week. Closed on federal holidays.
Email: support@grants.gov

Grants.gov iPortal (see https://grants-portal.psc.gov/Welcome.aspx?pt=Grants): Top 10 requested help topics (FAQs), Searchable knowledge base, self-service ticketing and ticket status, and live web chat (available 7 a.m. - 9 p.m. ET).
Have the following information available when contacting Grants.gov:

- Funding Opportunity Number (FON)
- Name of agency you are applying to
- Specific area of concern

B. Content and Form of Application Submission

Electronic applications are to be prepared following Parts V and VI of the NIFA Grants.gov Application Guide. This guide is part of the corresponding application package (see Section A of this part). The following is **additional information** you need to prepare an application in response to this RFA. **If there is discrepancy between the two documents, the information contained in this RFA is overriding.**

Note the attachment requirements (e.g., PDF) in Part III, Section 3 of the guide. ANY PROPOSALS THAT ARE NON-COMPLIANT WITH THE REQUIREMENTS (e.g., content format, PDF file format, file name restrictions, and no password protected files) WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW. Grants.gov does not check for NIFA required attachments or whether attachments are in PDF format; see Part III, Section 6.1 of the guide for how to check the manifest of submitted files. Partial applications will be excluded from NIFA review. We will accept subsequent submissions of an application until close of business on the closing date in the RFA (see Part V, 2.1 of the NIFA Grants.gov Application Guide for further information).

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

- Email: electronic@nifa.usda.gov
- Phone: 202-401-5048
- Business hours: Monday through Friday, 7 a.m. – 5 p.m. ET, excluding federal holidays.

1. SF 424 R&R Cover Sheet

Information related to the questions on this form is dealt with in detail in Part V, 2 of the NIFA Grants.gov Application Guide. See Part V, Section 2.17 of the NIFA Grants.gov Application

Guide for the required certifications and assurances (e.g., Prohibition Against Entities Requiring Certain Internal Confidentiality Agreements).

2. SF 424 R&R Project/Performance Site Location(s)
Detailed information related to the questions on this form is available in Part V, 3 of the NIFA Grants.gov Application Guide.

3. R&R Other Project Information Form
Detailed information related to the questions on this form is available in Part V, 4 of the NIFA Grants.gov Application Guide.

a. Field 7. Project Summary/Abstract.
The summary should also include the relevance of the project to the goals of RHSE. See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

All proposals must include an Abstract of 300 words or less. The abstract must include:

- Project title;
- Names of PD, Co-PDs, and key project personnel;
- Names of affiliated organizations of PD, Co-PDs, and key project personnel;
- Names of partnering institutions and organizations (if not already listed);
- A brief description of the proposed project, including whether it is a State-level or Regional-level scaling up effort; and
- Funding amount requested.

b. Field 8. Project Narrative.
NOTE: The Project Narrative shall not exceed 15 pages of written text and up to 5 additional pages for figures and tables. We have established this maximum 20 pages to ensure fair and equitable competition.

Applications exceeding the applicable page limitation will be disqualified from the review process and not considered for funding.

Grant-writing resources may be accessed at https://nifa.usda.gov/grant-training.

The Project Narrative must have these distinct sections, titled:

1. Response to Previous Review (if applicable);
2. Issue Statement and Planned Approach;
3. Objectives, Activities, Outcomes and Timeline;
4. Division of Labor;
5. Project Performance Assessment Plan;
6. Management Plan;
7. Budget and Budget Narrative;
8. Project Communication and Dissemination;
9. Sustainability; and
10. Optional: Centers of Excellence Request and Justification.

The Project Narrative must include all of the following:

1) Response to Previous Review (if applicable)
This requirement only applies to Resubmitted Applications as described in Part II, B. The Project Narrative attachment is to include two components: 1) a one-page response to the previous review (containing the previous proposal number in the first line) titled "Response to Previous Review" as the first page of the attachment and 2) the 20 page Project Narrative, as required (see Part IV, C. 3. b., above). The one-page "Response to Previous Review" does not count against the 20 page limit of the Project Narrative.

(2) Issue Statement and Planned Approach
Provide a brief justification of the project by describing the nature and magnitude of the rural health/safety issue(s) the project is seeking to address and a brief explanation of how your project will address the issue(s). Provide the most recent relevant data for the State or States in which your proposed RHSE project will be implemented, including data on the incidence of individual and family health issue(s) relevant to your project. Provide references for the data. Explain and substantiate any assumptions made.

In addition, please address the following elements:

- Health Framework/Theoretical Model: Projects should identify an existing individual and community health framework/model as a guide for their programmatic rural health and safety education focus and their Extension outreach strategy. The framework/ theoretical model must recognize the complex, bidirectional relationship between individual, community, and societal factors.
- Projected Gaps/Needs Addressed: Briefly discuss related programs currently available in the state(s) in which the proposed RHSE project will take place and how your project will address gaps and limitations among currently available programs/services. Indicate whether the program has been implemented by Cooperative Extension in other states/regions.
- Program or Approach Description: Briefly describe the proposed program (i.e. objectives, target audience, delivery methods, etc.) and if the program or approach is existing, include a brief history of the program, cumulative data on individuals served, program outcomes and impacts to date, and program partners. If you are scaling up your programs, please include scaling implementation details.
- Related Publications: If the program's content has been published in peer-reviewed sources, please provide citations and/or links to pertinent publications. If the program's evaluation results have been published in peer-reviewed sources, please provide citations and/or links to pertinent publications.
- Rurality: Identify rural counties in which your project will be implemented and the rural population(s) your project will reach out to and serve (e.g., children, adults, ethnic or cultural minority groups, older adults, military families, veterans, farmer/rancher families, physicians/health care providers, etc.).
    - For Rural (Non-metro) classifications systems, see Part I, Section C. of this RFA.

    - Provide the criteria used to select the population group to be served. Support for targeting these specific groups must be clearly reflected in the data and estimates you already provided for the state(s).
- Target Audience Experience: Describe your and your partners' prior experience in addressing the needs of the target audience(s). Describe your team's ability and readiness to provide appropriate (ethnically-, racially-, linguistically- and socio-economically-sensitive) education, training, and outreach for such audience(s). For example, if you will be serving Spanish-speaking families, or Native American communities, how will you ensure that your outreach and education services are culturally-responsive and linguistically appropriate?
- Team Capacity and Ability: Justify your institution's and team's capacity and ability to meet the gaps and limitations in for the issue you have identified by detailing your accomplishments from similar projects. If the project involves collaboration between land-grant institutions and/or other organizations, identify each partners' relevant previous experiences and successes that speak to its ability to successfully fulfill their role on the proposed RHSE project.
- Coordination with State Office(s) of Rural Health or other relevant DHHS agency or unit: Describe how your project has/will coordinate with the applicable state office(s) of rural health or other relevant DHHS agency or unit to successfully complete the project.

(3) Objectives, Activities, Outcomes and Timeline

Projects should provide a clear description of the project objectives and activities. Please develop a logic model (for example resource, see https://nifa.usda.gov/resource/logic-model-planning-process. The following elements must be addressed:

Objectives must address program priorities listed in Part I, Section B.

- Explain how the activities will help to achieve the objectives and which target audience is the intended beneficiary of each.
- Clearly show the relationships between objectives, inputs, activities, desired outcomes, and anticipated impacts.
- The sum of activities under each objective must lead to completion of those objectives within the 2-year project duration. Arrange activities and associated outcomes and impacts by project year (Year 1 and Year 2).
- List and describe all intended outcomes to be tracked and monitored (e.g., changes in participant knowledge, awareness, competency, behavior, and condition as well as policy, systems and environmental change, if applicable).
- Provide a timeline to demonstrate the duration and the sequence of project activities, as well as division of labor (as noted in the next section of this RFA). Each objective may have multiple activities. Chart against a quarterly scale, so that the timeline depicts 2 years and 8 quarters.
- Identify implementation challenges and project procedures limitations you might encounter during the course of the proposed projects. Briefly describe how you plan to address those challenges and limitations.

(4) Division of Labor

- State Cooperative Extension Services and non-Land Grant partners may jointly or individually provide leadership for different objectives and/or activities.
- If applicable, describe each partner's role on the project.
- Briefly describe roles of key staff on the proposed RHSE project and percent of time each will be dedicating to the project. If the percentages are expected to change in Year 2 of the proposed project, please indicate so and provide an explanation.
- Indicate who on the team will provide the lead and oversight for design, technical assistance, and completion of project outcomes evaluation. We highly recommend including a faculty/professional with expertise/strong experience in developing and implementing program evaluations to lead the design and completion of your RHSE project's Logic Model, Project Timeline, and outcome evaluation.

(5) Project Performance Assessment Plan

Proposals should contain a strong performance assessment plan. Plans must clearly state the goals of the project and explain how project activities will lead to results (both outputs and outcomes). The plan must also identify the project's most significant outcomes and explain the methods by which those outcomes will be measured. We strongly recommend that these plans include or refer to the project's logic model. Please be as specific as possible in describing the linkages among activities, outputs, and different types of outcomes (e.g., changes in participant knowledge, awareness, competency, and behavior or changes in condition and if applicable, policy, system, and/or environmental changes).

Again, NIFA strongly encourages projects to include an evaluator on the project who can help develop an evaluation plan and perform the evaluation. The purpose of the evaluation is to provide sound, reliable insight into the project's impact or missed opportunities and best practices that could be applied to future projects. For example, a goal of an evaluation might be to explain differences in results across target populations.

(6) Management Plan

- Describe the fiscal and administrative oversight for the project.
- If the proposed RHSE project represents collaboration between two or more land-grant institutions and/or non-land grant partners, provide an explanation of how the relationship(s) and communication will be managed.

(7) Budget (as below #6. R&R Budget) **and Budget Narrative**

- There should be a direct relationship between the items in the budget and budget narrative, as well as between budget narrative and the objectives/activities contained in the Project Narrative.
- Every item in the budget must be justified in the proposal. The amount of detail depends on the nature of the project and the breakdown of costs.
- Proposed budgets must not exceed $350,000 total or request funding for more than 2 years.

- Budget breakdown and budget narrative should be provided for each project year (Year 1 and Year 2). **The project start date must be September 1, 2019 and the end date must be August 31, 2021.**
- Annual budgets are to include reasonable expenses for two 2-day trips for project director, project evaluation lead, and one representative from each partner institution receiving funds to attend RHSE investigators meeting in the Washington, DC metro area. The first meeting will occur in winter 2020 and the second in winter 2021. The purpose of these meetings is to encourage networking among State project teams from different regions and support alignment of efforts on rural health indicators and outcomes measures.
- In budget narrative, costs (e.g., personnel, materials, travel, etc.) are to be broken down and itemized rather than shown as lump sums.
- NOTE: The budget narrative does not have to count toward the maximum page count stated in PART IV, B., 3.

(8) Project Communication and Dissemination

- Briefly describe how results from this project will be communicated to State, Regional, and National stakeholders and the public. For example, consider how interface with Regional Rural Development Centers and State Offices of Rural Health might support your project's communication and dissemination.
- Consider how lessons from your proposed project could be used to inform other Cooperative Extension initiatives in health and wellness in your State and at the regional level.
- Include your main project communication and dissemination activities in the proposal Timeline.

(9) Sustainability

Describe steps you will take toward project's sustainability beyond the life of the NIFA RHSE grant. For example, identify opportunities (such as resources, trainings, partnerships, collaborations, funding streams) you plan to explore/develop/enhance during the life of the proposed project to help you sustain project operations after NIFA funding has expired. If planning to sustain only certain aspects of the project beyond NIFA funding, please clearly identify them.

- Include your main project sustainability activities in the proposal timeline.

(10) Center of Excellence Justification

Applicants who wish to be considered as centers of excellence must provide a justification statement, at the end of the Project Narrative and within the page limits provided, describing how they meet the standards of a center of excellence, based on the following criteria:

a) the ability of the center of excellence to ensure coordination and cost effectiveness by reducing unnecessarily duplicative efforts regarding research, teaching, and extension in the implementation of the proposed research and/or extension activity outlined in this application;
b) in addition to any applicable matching requirements, the ability of the center of excellence to leverage available resources by using public-private partnerships among

agricultural industry groups, institutions of higher education, and the Federal Government in the implementation of the proposed research and/or extension activity outlined in this application. Resources leveraged should be commensurate with the size of the award;

c) the planned scope and capability of the center of excellence to implement teaching initiatives to increase awareness and effectively disseminate solutions to target audiences through extension activities in the implementation of the proposed research and/or extension activity outlined in this application; and
d) the ability or capacity of the center of excellence to increase the economic returns to rural communities by identifying, attracting, and directing funds to high-priority agricultural issues.

Additionally, where practicable (not required), Center of Excellence applicants should describe proposed efforts to improve teaching capacity and infrastructure at colleges and universities (including land-grant colleges and universities, cooperating forestry schools, certified Non-Land Grant Colleges of Agriculture (NLGCA) (list of certified NLGCA is available at https://nifa.usda.gov/resource/nlgca-list), and schools of veterinary medicine).

Please indicate in this section if you are not pursuing status as a Center of Excellence.

c. Field 9. Bibliography
No page limit. Submit as an attachment in PDF format. Title the attachment as "BibliographyReferencesCited".

All work cited in the proposal must be referenced in this section of the application. All references must be complete, include titles and all co-authors, conform to an acceptable journal format, and be listed in alphabetical order using the last name of the first author or listed by number in the order of citation.

c. Field 12. Add Other Attachments
See Part V. Section 4.12 of the NIFA Grants.gov Application Guide (Field 12 on the form) for instructions for this field.

- **Letter(s) of Commitment from Collaborators on the Proposed Project** (e.g., 1862, 1890 or 1994 Land-Grant Institutions, Minority Serving Institutions, eXtension.) The letters must state partner institution's readiness to collaborate on the proposed project and describe the partner's specific role on the project.

Data Management Plan. A Data Management Plan (DMP) is required and is to clearly articulate how the project director (PD) and co-PDs plan to manage and disseminate the data generated by the project. The DMP will be considered during the merit review process (see Part V, B.). **See Part III Section 3.1 of the NIFA Grants.gov Application Guide for NIFA attachment specifications.**

The requirements for preparation and inclusion of a DMP in your application is included on the following web page, https://nifa.usda.gov/resource/data-management-plan-nifa-funded-research-

projects. Also included on the web page are FAQs and information about accessing examples of DMPs.

4. R&R Senior/Key Person Profile (Expanded)
Detailed information related to the questions on this form is available in Part V, 5 of the NIFA Grants.gov Application Guide. This section of the guide includes instructions about senior/key person profile requirements, and details about the biographical sketch and the current and pending support, including a link to a suggested template for the current and pending support.

5. R&R Personal Data – As noted in Part V, 6 of the NIFA Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award. Part V.6 also notes the importance and use of the information.

6. R&R Budget
Detailed information related to the questions on this form is available in Part V, 7 of the NIFA Grants.gov Application Guide.

7. Supplemental Information Form
Detailed information related to the questions on this form is available in Part VI, 1 of the NIFA Grants.gov Application Guide.

a. **Field 2. Program to which you are applying.** Enter the program code name (i.e., enter "**Rural Health and Safety Education**" and the program code (i.e., enter "**LX**"). Note that accurate entry of the program code is very important for proper and timely processing of an application.

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

8. Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants

This is a required form for corporate applicants. See Part VI, 2 of the NIFA Grants.gov Application Guide for a description of the term, "corporation," and detailed information related to the questions on this form.

C. Submission Dates and Times

We recommend that you conduct an administrative review of the application before submission of it via Grants.gov to ensure that it complies with all preparation instructions. An application checklist is included in Part VII of the NIFA Grants.gov Application Guide to assist with this review.

***Applications will not be accepted for review if* they do any of the following:**

- Exceed the maximum federal budget request for the type of application proposed ($350,000);
- Fail to design the project duration for 24 months;

- Propose objectives or approach that do not fit the purpose and scope of the RHSE Program;
- Exceed the maximum pages allowed for the Project Narrative; and
- Fail to include any of the following items:
    - Summary/Abstract;
    - Project Narrative with all required sections;
    - Logic Model and Timeline;
    - Budget;
    - Budget Narrative;
    - Current and Pending Support forms;
    - Conflict of Interest forms;
    - Response to Previous Review (if applicable); and
    - Letters of Commitment from key partners.

Instructions for submitting an application are included in Part IV, Section 1.5 of the NIFA Grants.gov Application Guide.

Applications must be received by Grants.gov by **5 p.m. Eastern Time o**n **June10, 2019**. Applications received after this deadline will normally not be considered for funding.

If you have trouble submitting an application to Grants.gov, you should FIRST contact the Grants.gov Help Desk to resolve any problems. Keep a record of any such correspondence. See Part IV. A for Grants.gov contact information.

We send email correspondence to the AR regarding the status of submitted applications. We strongly encourage you to provide accurate email addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

If the AR has not received correspondence **from NIFA** regarding a submitted application within 30 days of the established deadline, contact the Agency Contact identified in Part VII of the RFA and request the proposal number assigned to the application. **Failure to do so may result in the application not being considered for funding by the peer review panel. Once the application has been assigned a proposal number, you should cite this number on all future correspondence.**

D. Funding Restrictions

NIFA has determined that grant funds awarded under this authority may not be used for:

- General Purpose Equipment – Equipment which does not have a particular scientific, technical, or programmatic purpose. It includes passenger carrying vehicles, typewriters, furniture (tables, chairs, file cabinets, book cases, etc.), copy machines, fax machines, etc;
- Entertainment – Banquets, awards ceremonies, and meals for persons not in a travel status, tickets to shows or sporting events, and alcoholic beverages;
- Incentives – Federal funds may not be used to offer targeted program participants incentives (e.g., fast-food coupons, gift certificates, etc.) to entice participation. This is prohibited under the OMB's Uniform Guidance (2 CFR 200);

- Renovation or refurbishment of research, education, or extension space;
- Purchase or installation of fixed equipment in such space;
- Planning, repair, rehabilitation, acquisition, or construction of buildings or facilities; and
- Any expense that is not directly related to the program or project would be considered unallowable. Costs such as child-care services hired so a person can attend a meeting or kitchen help hired to prepare refreshments for a field day, promotional or thank-you gifts such as T-shirts, coffee mugs, or canvas carry-all bags are unallowable because they are not directly related to the project plan.

Section 1462(a) and (c) of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA) limits indirect costs for the overall award to 30 percent of Total Federal Funds Awarded (TFFA) under a research, education, or extension grant. The maximum indirect cost rate allowed under the award is determined by calculating the amount of indirect costs using:

1. the sum of an institution's negotiated indirect cost rate and the indirect cost rate charged by subawardees, if any; or
2. 30 percent of TFFA.

- The maximum allowable indirect cost rate under the award, including the indirect costs charged by the subawardee(s), if any, is the lesser of the two rates.

If the results of 1), is the lesser of the two, the grant recipient is allowed to charge the negotiated indirect cost rate on the prime award and the subaward(s), if any. Any subawards would be subject to the subawardee's negotiated indirect cost rate. The subawardee may charge its negotiated indirect cost rate on its portion of the award, provided the sum of the indirect cost rate charged under the award by the prime awardee and the subawardee(s) does not exceed 30 percent of the TFFA.

If the result of 2), is the lesser of the two, then the maximum indirect cost rate allowed for the overall award, including any subaward(s), is limited to 30 percent of the TFFA. That is, the indirect costs of the prime awardee plus the sum of the indirect costs charged by the subawardee(s), if any, may not exceed 30 percent of the TFFA.

See Part V section 7.9 of the NIFA Grants.gov Application Guide for further indirect cost information.

E. Other Submission Requirements

You should follow the submission requirements noted in Part IV, Section 1.5 in the document entitled "NIFA Grants.gov Application Guide."

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

PART V—APPLICATION REVIEW REQUIREMENTS

A. General

We evaluate each application in a two-part process. First, we screen each application to ensure that it meets the administrative requirements as set forth in this RFA. Second, a technical review panel will evaluate applications that meet the administrative requirements.

We select reviewers based upon their training and experience in relevant scientific, extension, or education fields, taking into account the following factors:

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

After each peer review panel has completed its deliberations, the responsible RHSE program staff will recommend that your project be approved for support from currently available funds or be declined due to insufficient funds or unfavorable review.

The RHSE program staff reserves the right to negotiate with the PD/PI and/or with the submitting organization or institution regarding project revisions (e.g., reductions in the scope of work, funding level, period, or method of support) prior to recommending any project for funding.

We will send copies of reviews, ***not*** including the identity of reviewers, and a summary of the panel comments to the PD after the review process has been completed.

B. Evaluation Criteria

A reviewer's written evaluation entails two levels of assessment. First, the reviewer summarizes how well the application addressed each evaluation criterion. After the application has been assessed for strengths and weaknesses of each criterion, the reviewer then evaluates the overall likelihood that the project will have significant outcome and impact. These written reviews are used to begin panel discussions with other reviewers serving on the peer review panel. Through these discussions, peer review panelists come to consensus on the final rating and ranking of

proposals. A complete description of NIFA's peer review process can be found at the NIFA website https://nifa.usda.gov/resource/nifa-peer-review-process-competitive-grant-applications.

Evaluation criteria that will be used in reviewing applications submitted in response to this RFA will encompass all areas of the project summary and narrative as outlined and described in Part IV, B. Section 3 (R&R Other Project Information Form), Fields 7-12. As such, proposals will be evaluated on whether or not they include information requested in this RFA; the quality of information provided; and the feasibility of project's successful completion given proposed objectives, associated activities, time, and partner(s)' commitments.

Each component of the Project Narrative is assigned a specific number of points, for a total of 100 points. We will use the evaluation criteria below to review applications submitted in response to this RFA:

1. **Issue Statement and Planned Approach (20 points)**
   This criterion is used to assess the likelihood that the project will effectively address the issue identified based on a quality description of the nature and magnitude of the rural health/safety issue(s) the project is seeking to address and through the planned approach offered. Factors include those identified in the project narrative.
2. **Objectives, Activities, Outcomes and Timeline (30 points)**
   This criterion is used to assess the soundness of and alignment between the proposed objectives, activities, outcomes and timeline as they relate to the successful development and delivery of proposed RHSE project. Factors include those identified in the project narrative.
3. **Division of Labor (5 points)**
   This criterion is used to assess the institution's capability to perform the project and to the degree to which key personnel have expertise in place to successfully carry out the proposed work. Factors include those identified in the project narrative.
4. **Project Performance Assessment Plan (20 points)**
   This criterion is used to assess the proposed program performance outcomes and program performance monitoring. Elements include the soundness of the proposed performance monitoring approach including delineation of appropriate objectives, methodology, plan of operation, timetable, logic model, expected products and results, performance metrics/targets, and dissemination plans. Factors include those identified in the project narrative.
5. **Management Plan (5 points)**
   This criterion is used to assess the institution's capability to execute the project based on a quality management plan designed to successfully carry out the proposed work. Factors include those identified in the project narrative.
6. **Budget and Budget Narrative (10 points)**
   This criterion is used to assess how well the total budget supports the project and is cost effective. Elements considered include the necessity and reasonableness of costs to carry out project activities and achieve project objectives; the appropriateness of budget allocations between the applicant and any collaborating institution(s); the adequacy of time committed to the project by key project personnel; and the degree to which the project maximizes the use of limited resources, optimizes educational value for the dollar, achieves economies of scale, and focuses expertise and activity.

7. **Project Communication and Dissemination (5 points)**
   This criterion is used to assess how well the proposed project communication and dissemination efforts will reach appropriate stakeholders at all levels with relevant, unbiased, clear information based on the audience. Factors include those identified in the project narrative.
8. **Sustainability (5 points)**
   This criterion is used to assess the soundness of the project's proposed sustainability efforts with respect to identifying opportunities the project team will explore/develop/enhance during the life of the proposed project to help sustain project operations after NIFA funding has expired. Factors include those identified in the project narrative.

Center of Excellence Status

All eligible applicants will be competitively peer reviewed (as described in Part V, A and B of this RFA), and ranked in accordance with the evaluation criteria. Those that rank highly meritorious and requested to be considered as a COE will be further evaluated by the peer panel to determine whether they have met the standards to be a COE (Part III, C. and Part IV, B). In instances where they are found to be equally meritorious with the application of a non-COE, based on peer review, selection for funding will be weighed in favor of applicants meeting the COE criteria. NIFA will effectively use the COE prioritization as a "tie breaker." Applicants that rank highly meritorious but who did not request consideration as a COE or who are not deemed to have met the COE standards may still receive funding.

In addition, the applicant's Notice of Award will reflect that, for the particular grant program, the applicant meets all of the requirements of a COE. Entities recognized as COE will maintain that distinction for the duration of their period of performance or as identified in the terms and conditions of that award.

C. Conflicts of Interest and Confidentiality

During the peer evaluation process, we take extreme care to prevent any actual or perceived conflicts of interest that may impact review or evaluation. See https://nifa.usda.gov/resource/nifa-peer-review-process-competitive-grant-applications for further information about conflicts of interest and confidentiality as related to the peer review process.

D. Organizational Management Information

Specific management information relating to an applicant shall be submitted one-time, with updates on an as-needed basis. This requirement is part of the responsibility determined prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another NIFA program. We will provide you copies of forms recommended for use in fulfilling these requirements as part of the pre-award process. Although an applicant may be eligible based on its status as one of these entities, there are factors that may exclude an applicant from receiving federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

E. Application Disposition

An application may be withdrawn at any time before a final funding decision is made regarding the application. Each application that is not selected for funding, including those that are withdrawn, will be retained by RHSE program staff for a period of three years.

PART VI—AWARD ADMINISTRATION

A. General

Within the limit of funds available for such purpose, the NIFA awarding official shall make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the NIFA awarding official as the effective date of the grant shall be no later than September 30 of the federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. The project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by NIFA under this RFA may be used only for the purpose for which they are granted in accordance with the approved application and budget, regulations, terms and conditions of the award, applicable federal cost principles, USDA assistance regulations, and NIFA General Awards Administration Provisions at 7 CFR part 3430, subparts A through E.

B. Award Notice

The award document will provide pertinent instructions and information including, at a minimum, the information described in 2 CFR 200.210.

See https://nifa.usda.gov/terms-and-conditions to view current NIFA award terms and conditions.

C. Administrative and National Policy Requirements

Several federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These may include, but are not limited to, the ones listed on the NIFA web page – https://nifa.usda.gov/federal-regulations.

NIFA Federal Assistance Policy Guide—a compendium of basic NIFA policies and procedures that apply to all NIFA awards, unless there are statutory, regulatory, or award-specific requirements to the contrary—is available at https://nifa.usda.gov/policy-guide.

D. Expected Program Outputs and Reporting Requirements

The output and reporting requirements are included in the award terms and conditions (see https://nifa.usda.gov/terms-and-conditionsfor information about NIFA award terms). If there are any program or award-specific award terms, they will be identified in the award.

In addition to descriptive output figures, these reports must include outcome and impact results based on the performance measures and evaluation plan developed for the project.

At the end of the project's final year, grantees will be asked to prepare a final report for the project and to submit it to the RHSE programmatic contacts within 45 days of the project's expiration date. The report must summarize all significant activities undertaken towards achieving the outcomes of the project: basic demographics and total numbers of participants served; tables, graphs, and other figures (as appropriate) to facilitate comparing targeted project

results with actual results, aggregated for the entire project; final numbers of participants who showed/reported significant changes in learning, actions or conditions; project list of all educational materials (including web links when appropriate) used and/or generated by the project; and success stories and pictures showcasing project impacts. Project directors will receive feedback on their reports from the RHSE programmatic contacts and be encouraged to use the reports as the basis for their REEport Final Technical Reports, due to NIFA within 90 days of the expiration date of the award.

PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact:

Programmatic Contact
Ahlishia Shipley, Ph.D.
National Program Leader
Division of Family and Consumer Sciences
USDA, National Institute of Food and Agriculture (NIFA)
Telephone: (202) 401-6854
E-mail: ashipley@nifa.usda.gov

Aida Balsano, Ph.D.
National Program Leader
Division of Family and Consumer Sciences
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Administrative/Business Contact
Bruce Mertz
Team Leader, Team I
Office of Grants and Financial Management
USDA, National Institute of Food and Agriculture (NIFA)
Telephone: 202-401-5062
Email: bmertz@nifa.usda.gov

PART VIII—OTHER INFORMATION

A. Use of Funds; Changes

1. Delegation of Fiscal Responsibility

Unless the terms and conditions of the award state otherwise, awardees may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of award funds.

2. Changes in Budget or Project Plans

In accordance with 2 CFR 200.308, awardees must request prior approval from NIFA for the following program or budget-related reasons:
(i) Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).

(ii) Change in a key person specified in the application or the federal award.

(iii) The disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.

(iv) The inclusion, unless waived by the federal awarding agency, of costs that require prior approval in accordance with 2 CFR 200 Subpart E—Cost Principles of this part or 45 CFR Part 75 Appendix IX, "Principles for Determining Costs Applicable to Research and Development under Awards and Contracts with Hospitals," or 48 CFR Part 31, "Contract Cost Principles and Procedures," as applicable.

(v) The transfer of funds budgeted for participant support costs as defined in §200.75 Participant support costs to other categories of expense.

(vi) Unless described in the application and funded in the approved federal awards, the subawarding, transferring or contracting out of any work under a federal award, including fixed amount subawards as described in §200.332 Fixed amount subawards. This provision does not apply to the acquisition of supplies, material, equipment, or general support services.

(vii) Changes in the approved cost-sharing or matching provided by the non-federal entity.

(viii) The need arises for additional federal funds to complete the project.

The awardee will be subject to the terms and conditions identified in the award. See https://nifa.usda.gov/terms-and-conditions for information about NIFA award terms.

B. Confidential Aspects of Applications and Awards

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

C. Regulatory Information

This program is not subject to the provisions of Executive Order 12372, which requires intergovernmental consultation with state and local officials.

Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. Chapter 35), the collection of information requirements contained in this notice have been approved under OMB Document No. 0524-0039.

D. Definitions

Refer to 7 CFR 3430, Competitive and Noncompetitive Non-formula Financial Assistance Programs--General Award Administrative Provisions, for applicable definitions for this NIFA grant program.

E. Materials Available on the Internet

- National Drug Control Strategy
- Rural Health Information Hub – Policy, Systems, and Environmental Change