The Department of Agriculture (USDA)
Trade and Foreign Agricultural Affairs

Notice of Funding Opportunity (NOFO)
Support to Global Agricultural Innovation Agenda and Forum

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

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

A. Program Description

PROGRAM OVERVIEW

FAS's mission is to create economic opportunity for American agriculture by expanding global markets. FAS collaborates with U.S. regulatory agencies, land-grant universities, and private sector organizations to eliminate or reduce technical barriers encountered by exporters of U.S. agricultural products to partner countries through the use of trade capacity building. FAS engages foreign governments to establish science-based trading systems that are consistent with U.S. policies and objectives, World Trade Organization (WTO) obligations, and international norms established through bodies such as the United Nations' Food and Agricultural Organization (FAO) and World Health Organization (WHO), as well as international standards-setting bodies such as Codex Alimentarius (Codex), International Plant Protection Convention (IPPC), and the World Animal Health Organization (OIE).

Agricultural production of crops, livestock, forestry or aquaculture is becoming a highly technical and an ever-changing industry. Increasingly it is crucial for government officials engaging in governing bodies of international organizations to better understand the importance of agricultural sciences, safe food production, and continuous research. Scientific principles and emerging technologies in the agriculture and forestry and learn how such science and technologies can play a substantial role in providing solutions to tremendous challenges.

The USDA Foreign Agricultural Service (USDA/FAS) seeks to partner with Purdue University

to organize one or more focused events having the components of a high-level agriculture bioscience and innovation dialogue, knowledge sharing side-events, and showcasing opportunities on science and technology.

PROJECT OBJECTIVES AND PRIORITIES

Sharing knowledge and showcasing agriculture technology and innovations transforming food systems around the world and providing technical foundation on a full spectrum of tools.

PURPOSE: Focused events bringing together agribusiness, food brands, producers, investors and entrepreneurs sharing knowledge, fostering learning, and exploring collaboration with international organizations and their member nations to bring science, innovation, and transformative solutions to the food system and fast-track these to the field. Shared agricultural knowledge covering digitization and automation, crop protection and bio-based inputs, animal nutrition and health, genetics and precision breeding, supply chains, food systems for future generations, sustainable intensification in the field, ecosystem services. Ideally the Forum themes will cut across all dimensions of the production and the supply chain – from crop, forestry, fishery or livestock production to the management of inputs and resources, to organization and supply chains.

Through presentations in virtual or in-person events, technical experts and in-country officials can speak on private-public partnerships, promote the benefits of building technical capacity and scaling. Government representatives from can present on relevant aspects of innovation that are well aligned with related thematic areas. Each virtual event is expected to include a diverse and broad audience.

OUTCOMES: The events under the forum will contribute to:

- strengthening awareness and support for inclusive sustainable innovative approaches and agricultural technologies in such areas as the provision of technical advice to governments, technical and development assistance, and knowledge sharing at global, regional and country levels;
- promoting and validating scientific methods and best practices for agricultural innovation and technologies; and
- contributing to fine-tuning and strengthening of programmatic activities of international organizations to support inclusive innovations and agricultural technologies in such areas as the provision of technical advice to governments, technical assistance, and knowledge sharing.

KEY THEMES: Forum events should emphasize recent advances, and the beneficial effects of scientific and technological tools, as well as showcasing what is commercially available or about to become available as inputs for agricultural production, supply, and distribution.

Possible key thematic areas of focus to be featured in these events, later agreed by USDA and the implementing partner for each event, can be:

- Innovative Agricultural Platforms
- AgBioScience Entrepreneurs, Small-Medium Sized Farming Operations
- Farmers and Key Customers for New Technology Developments
- Soil Health
- Crops, Animals, Precision Breeding and Biology
- Supply Chain Insights
- Agriculture Digitization and Big Data
- Automation, Robotics, Conventional/Protected/Vertical Farming
- Mapping the Impact of 21st Century Agriculture
- Determinants of Innovation Investments for a Better World
- Accelerating the Super Evolution of Agriculture
- Evidence-based, Country-led/owned initiatives to accelerate agricultural transformation

FORUM COMPONENTS:

- Virtual and in-person events
- High-level segment and forum panel sessions
- Side-Events
- Science and Technology Fair (*Parallel Program Presentations*)

POTENTIAL PARTNERSHIPS:

- Institutions within the U.S. Land-Grant University (LGU) System
- International Organizations / Foreign Public Entities
- Private Sector Entities
- Non-governmental Organizations and Foundations
- International Research and Academic Institutions/Universities

OUTPUTS/DELIVERABLES: Innovations featured in the events should be inclusive of tools in the toolbox; they must be underpinned with science and evidence for benefiting farmers in their efforts to produce more food with less resource inputs. Just as American farmers are adopting innovations and science that originate from outside the United States, any relevant innovations are preferred, for example: GE Bt Eggplant Varieties.

For each virtual or in-person event, the following outputs/deliverables will be required:

a) Event flyer/brochure for promoting the event;

b) Outreach campaign to promote each event using a multiplier approach leveraging the stakeholder networks of USDA, international organizations, and other partners;

c) Program Document for each event;

d) Pre-event Registration;

e) Two or more pre-event updates to USDA and a post-event report on registration/participation including breakdowns by country affiliation, institution/organization categories, such as government representative, International Organization, Private Sector, Civil Society or Non-governmental organization.

f) Brief background document/paper, no more than 6-8 pages in length, on the topics to be discussed to inform the participants on the subject ahead of the virtual event;

g) A Report/Output synthesis of key points and conclusions of the event including details of each panel or interactive activity;

h) Documents and presentations from panelists combined into a library on-line website;

i) Output/deliverables for each event to be housed in a website both for pre/post purposes, for example 2 months before the occurrence of each event and maintained in the public view for the duration of the performance period of the grant award;

j) the implementing partner to fully arrange placement into relevant knowledge sharing platforms of international organizations

ADDITIONAL OUTPUTS/DELIVERABLES PREFERRED:

Parallel Program Presentations (side-event), involving three 20-minute presentations, which contribute to the event theme and provide opportunity for stakeholders to share additional insights. call for submission of submit abstracts for proposed presentations; the abstracts should be maximum one page in English, including title, presenter, affiliation, objectives, methods, results, discussion and conclusions on the contribution of the presented material towards the proposed thematic area of the virtual or in-person event.

ADVISORY GROUP:

An advisory group is to be established for the purpose of input into a collaborative planning process for events. Members of the Advisory Group shall comprise USDA, the award recipient/implementing partner, and additional contributing partners, such as international organizations. The Advisory Group shall collaborate through virtual meetings; no in-person meetings of the group are envisioned.

To achieve project objectives, the recipient will collaborate (virtually and in-person) with USDA/FAS in the design and implementation of virtual events, the selection of speakers and

technical experts featured in panel segments, promoting the events, cultivating broad and diverse audience, and in identifying indicators and measures of success. Leading technical experts are to be integral to virtual or in-person events and provide evidence and science-based contributions to dialogues featured in the thematic focus of these virtual events.

Issued By

Foreign Agricultural Service, Global Programs
Foreign Agricultural Service, Trade Policy and Geographic Affairs

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

Notice of Funding Opportunity Title
Support to Global Agricultural Innovation Agenda and Forum

NOFO Number
USDA-FAS-10960-0200-10.-20-0007

Authorizing Authority for Program
National Agricultural Research, Extension, and Teaching Policy Act of 1977, PL 95-113, as amended, 7 USC §§ 3291(a)(1)(B), 3291(a)(3), 3291(a)(7)(A)

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

Announcement Type
New

B. Federal Award Information

Award Amounts, Important Dates, and Extensions

Available Funding for the NOFO: Up to $1 million (Subject to the availability of funding)

Projected Number of Awards: 1

Period of Performance: 25 months

Projected Period of Performance Start Date(s):September 20, 2020

Projected Period of Performance End Date(s): October 20, 2022
Extensions may be allowable, please see Section H. Additional Information to see how to requests one should the need arise.

Anticipated Award Date: **September 20, 2020**

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

Funding Instrument:
Cost-Reimbursable Agreement. Note that indirect costs, by law, cannot exceed 10% of direct costs under this agreement instrument. FAS has no authority to waive this ceiling.

Subawards are allowable under this agreement, to include ones that were not initially specified in the original application. However, any entities not a part of the original agreement must be preapproved by FAS. Subawards to foreign public entities are only allowed if the eligible entity accepts the Standard Terms and Conditions for FAS grants to foreign public entities, without modifications.

C. Eligibility Information

Eligible Applicants

Purdue University-- International Programs in Agriculture

Eligibility Criteria
All applicants must have an active registration in the SAM database at www.sam.gov – pending or expired registrants are not eligible. This requirement must be met by the closing date of the announcement and will not be waived. Please contact the program officer listed if you have questions about this requirement.

Maintenance of Effort (MOE)
MOE is not allowable.

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

D. Application and Submission Information

Address to Request Application Package
This NOFO represents the full application information. For additional information or questions, please contact the program officer(s) listed in Section G.

Key Dates and Times

Date Posted to Grants.gov:	August 14, 2020
Application Start Date:	August 14, 2020
Application Submission Deadline:	August 31, 2020 11:59:59 PM EDT
Anticipated Funding Selection Date:	September 10, 2020

Content and Form of Application Submission
Institution must be able to host multiple groups over the period of performance and should submit a proposal following the guidelines below:

Required forms and certifications, including:

- Standard Form 424, signed by the applicant
- **Project Narrative** describing the work to be performed as discussed in Section A of this announcement.
- SF-LLL, Disclosure of Lobbying Activities, when warranted.
- Standard Form 424A. This should be accompanied by a detailed budget worksheet and a detailed budget narrative (NOTE: A budget narrative must be provided). All line items should be described in sufficient detail that would enable FAS to determine that the costs are reasonable and allowable for the project per federal regulations. Definitions of cost items are listed below.
  - **a. Personnel**: Costs of employee salaries and wages. For each staff person, provide the name (if known), title, time commitment to the project as a percentage of a full-time equivalent (FTE), annual salary, and grant funded salary. Do not include the costs of consultants, subgrants or contractors. Consultants, subgrants and contractors are to be included under "Contractual."
  - **b. Fringe Benefits**: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate. Provide the method used to calculate the proposed rate amount. If a fringe benefit has been negotiated with, or approved by, a cognizant federal agency, **attach a copy of the negotiated fringe benefit agreement**. If no rate agreement exists, provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc. Identify the base for allocating these fringe benefit expenses. (Attach the agreement to the application package.) For foreign entities this may not apply.
  - **c. Travel**: Costs of project-related travel by employees of the applicant organization (do not include costs of sub-contractor or consultant travel). For each proposed trip, provide the purpose, number of travelers, travel origin and destination, number of days, and a breakdown of costs for airfare, lodging, meals, car rental, and incidentals. The basis for the airfare, lodging, meals, car rental, and incidentals must be provided, such as past trips, current quotations, Federal Travel Regulations, etc.
  - **d. Equipment**: Equipment is not allowed.
  - **e. Supplies**: Supplies are tangible personal property other than that included in the equipment category if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or $5,000, regardless of the length of its useful life. Specify general categories of supplies and their costs. Show computations and provide other information which supports the amount requested. A computing device is a supply.

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

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

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

g. **Other Direct Costs**: Any other items proposed as direct costs that do not fall under the budget categories listed above. Provide an itemized list with costs, including a statement for the basis for each proposed item.

h. **Indirect Costs:** Indirect F&A costs means those costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives specifically benefited without effort disproportionate to the results achieved.

This will be a cost reimbursable agreement issued under 7 USC § 3319a. University indirect costs for cost reimbursable agreements are limited to 10% of the total direct costs (MTDC).

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

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

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

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

Unique Entity Identifier and System for Award Management (SAM)

Each applicant is required to:

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

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

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

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

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

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

Applicants are encouraged to register early. The registration process can take approximately four weeks to be completed. Therefore, registration should be done

in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

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

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

www.sam.gov

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

ezFedGrants System Access and Electronic Signature

Level 2 eAuthentication. The next step in the registration process is to obtain a Level 2 eAuthentication account that will allow access to the ezFedGrants system. Instructions for getting a Level 2 eAuthentication account can be obtained by emailing ezFedGrants-cfo@usda.gov, or by reviewing the ezFedGrants Job Aids at https://nfc.usda.gov/FSS/ClientServices/ezFedGrants/index.php.

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

Requesting a role in ezFedGrants. After obtaining eAuthentication, users will need a role in the system. Descriptions of the roles available and instructions on how to request a role can be obtained by emailing ezFedGrants-cfo@usda.gov, or by reviewing the ezFedGrants Job Aids at https://nfc.usda.gov/FSS/ClientServices/ezFedGrants/index.php.

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

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

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

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

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

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

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

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

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

In addition this will be a cost reimbursable agreement issued under 7 U.S.C. 3319a; therefore, University indirect costs are limited to 10% of the direct costs

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

Indirect Facilities & Administrative (F&A) Costs.
Indirect F&A costs means those costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives specifically benefited without effort disproportionate to the results achieved.

This will be a cost reimbursable agreement issued under 7 USC § 3319a. By statute, indirect cost rates for cost reimbursable agreements cannot exceed 10% of the total direct costs.

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

E. Application Review Information

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

Review and Selection Process
In all cases, the Program Manager will conduct an initial responsiveness review of the application submitted to determine if the submission is complete and followed the rules outlined in this announcement. This review will ensure the following: 1) the application was submitted on time as specified in this announcement (See Section D. Application and Submission Information), 2) the applicant is eligible (see Section C. Eligibility Information), 3) all the required forms and documents are submitted timely as outlined (See Section D. Application and Submission Information, Content and Form of Application Submission) and the 4) the organization can achieved the stated outcomes. If an applicant is determined to be ineligible (see Section C. Eligibility Information) or an application is determined to be non-responsive, FAS will notify the applicant.

All required documents must be submitted no later than August 31, 2020 in order for your application to be deemed responsive.

Also, these factors applies:

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

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

iii. Will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing

the review of risk posed by applicants as described in 2 CFR §200.205 Federal awarding agency review of risk posed by applicants."

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

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

F. Federal Award Administration Information

Notice of Award
Notice of award will be given to the institution via email. This email is not an authorization to begin performance. The notice of Federal award, signed by the Deputy Administrator of Global Programs, is the authorizing document through electronic means. It should also indicate if there are any pass-through obligations that successful applicants are required to meet upon receiving award funds, including specific timeline requirements.

Administrative Policy Requirements
All successful domestic applicants for all grant and cooperative agreements are required to comply with Standard Administrative Terms and Conditions, which are available online at:

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

Federal Financial Reporting Requirements

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

Program Performance Reporting Requirements
Performance Progress Reporting must be submitted for each quarter ending March 31, June 30, September 30, and December 31. Reporting must be filed within 30 days after the end of the reporting period, with a final report submitted within 90 days of the end of the agreement, and should include details the activities undertaken and progress made.

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

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

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

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

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

G. Awarding Agency Contact Information

Contact and Resource Information

Wendell Dennis
FAS TPGA Multilateral Affairs

Phone: 202-372-5076
Email: Wendell.dennis@usda.gov

Hours of Operation: 8:30AM – 5:00PM EST

Note: Mail service to USDA offices is currently suspended, therefore, USDA recommends questions be addressed by phone or email.

H. Additional Information

1. Extensions

Extensions to this program are allowed. Applicants may request a no cost or 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 approval by FAS.

2. Prior Approval of Pre-Award Costs

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

3. Budget Revisions

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

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

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

4. Post-award program income

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

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