



United States
Department of
Agriculture

National Institute
of Food
and Agriculture

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The NIFA logo, consisting of the letters "NIFA" in a large, white, sans-serif font, set against a background of stylized orange and yellow hills.

REQUEST FOR APPLICATIONS

1890 Facilities Grants Program

FUNDING YEAR: Fiscal Year (FY) 2023

LETTER OF INTENT DEADLINE: Not Required

APPLICATION DEADLINE: May 24, 2023

ANTICIPATED PROGRAM FUNDING: \$20,619,522

AVERAGE INDIVIDUAL AWARD RANGE: \$750,000 – \$1,650,000

FUNDING OPPORTUNITY NUMBER: USDA-NIFA-EF47-009769

ASSISTANCE LISTING NUMBER: 10.500

INITIAL ANNOUNCEMENT
National Institute of Food and Agriculture
United States Department of Agriculture

Assistance Listing Number (ALN): The 1890 Facilities Grants Program is listed in the Assistance Listings under number 10.500.

Table 1: Key Dates and Deadlines

Task Description	Deadline
Application:	5:00 P.M. Eastern, May 24, 2023 [Ref to Part I § C of this RFA]
Letter of Intent:	Not Required
Applicants Comments:	Within six months from the issuance of this notice (NIFA may not consider comments received after the sixth month)

Advancing Diversity, Equity, Inclusion, and Accessibility (DEIA). The National Institute of Food and Agriculture (NIFA) recognizes research, education, and extension efforts will have the greatest impacts when programs are grounded in DEIA. NIFA is committed to enhancing diversity, equity, inclusion, and accessibility of programs and encourages individuals, institutions, and organizations from underserved communities to apply to funding opportunities as lead, co-lead, or subaward recipient(s), and to engage as leaders in the peer panel review process to support the development of strong networks and collaborations. NIFA encourages applications that engage diverse communities and have broad impacts through research, education, extension, and integrated activities to address current and future challenges.

Stakeholder Input. NIFA seeks comments on all request for applications (RFAs) so it can deliver programs efficiently, effectively, with integrity, and with a focus on customer service. NIFA considers comments to the extent possible when developing RFAs, and uses comments to help meet the requirements of [Section 103\(c\)\(2\) of the Agricultural Research, Extension, and Education Reform Act of 1998 \(7 U.S.C. 7613\(c\)\(2\)\)](#). Applicants may submit written comments to Policy@usda.gov (email is for comments only). Please use the following subject line: Response to the 1890 Facilities Grants Program RFA.

EXECUTIVE SUMMARY

NIFA requests the submission of a new Five-Year Plan of Work for the 1890 Facilities Grants Program (1890 FGP) for fiscal years (FYs) 2023 through 2027 for the acquisition and improvement of agricultural and food sciences facilities and equipment, including libraries, so that the 1890 land-grant institutions, including Tuskegee University may participate fully in the development of human capital in the food, agricultural, natural resource, and human (FANH) sciences. The amount available for support of this program in FY 2023 is approximately \$20,619,522.

This notice identifies the objectives for 1890 FGP projects, deadlines, funding information, eligibility criteria for projects and applicants, and application forms and associated instructions.

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PART I. FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority

Pursuant to the authority contained in Section 1447 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA) [7 U.S.C. 3222b], and reauthorized by Section 7123 of the Food, Conservation, and Energy Act of 2008 (FCEA) (Pub. L. 110-246) grants will be awarded under the Facilities Grants Program to the 1890 land-grant institutions, including Tuskegee University, West Virginia State University, and Central State University (per Section 7129 of Pub. L. 113-79).

B. Purpose and Priorities

1890 Facilities Grants Program, under assistance listing number 10.500, will make awards for the acquisition and improvement of food, agricultural, natural resource, and human (FANH) science facilities and equipment, including libraries, so that the 1890 land-grant institutions, may participate fully in the research, extension, and education enterprises of the higher education system.

The 1890 Facilities Grants Program (1890 FGP) is aligned with the following:

Goal 5 – Expand Opportunities for Economic Development and Improve Quality of Life in Rural and Tribal Communities in the USDA Strategic Plan FY 2022-2026 found at (<https://www.usda.gov/sites/default/files/documents/usda-fy-2022-2026-strategic-plan.pdf>)

Global Engagement. NIFA supports global engagement that advances U.S. agricultural goals. NIFA recognizes that collaboration with international partners may be necessary to attain the agency's goals for U.S. agriculture, promote global competence of our nation's future agricultural workforce, and promote safe and nutritious food security in a growing world. Therefore, although application to this RFA is limited to eligible U.S. institutions, applicants may collaborate with international partners, to include subcontracts to international partners or other institutions. Applications must clearly demonstrate benefits to the U.S.

For a program informational webinar, please visit the [NIFA calendar](#) for dates, event registration, and link. If you need a reasonable accommodation to participate in any of the informational webinars listed, please contact the event host listed no later than 10 days prior to the event.

Table 2: Program Key Information

	Title	Description
Program Code:	LS	
Program Code Name:	Section 1447 Facilities Grants	
ALN:	10.500	
Project Type:	Facilities projects	
Grant Type:	Standard	
Application Deadline	May 24, 2023	
Grant Duration:	60 Months	
Anticipated # of Awards:	19	
Maximum Award Amount:	Use 2022 amounts (Part II. C)	
Number of Applications per Institution	One (1)	
Award Limit per Institution	One (1)	

PART II. AWARD INFORMATION

A. Available Funding

The amount available for 1890 FGP in FY 2023 is approximately \$20,619,522. USDA is not committed to fund any particular application or to make a specific number of awards.

NIFA will distribute FGP awards as a formula based on legislation in Section 1444(b)(2)(B) of NAREPTA 7 U.S.C. § 3221(b)(2)(B). Distribution will be as follows: Sixty percent (60%) of grant funds in equal amounts among eligible 1890 institutions, and the remaining forty percent (40%) in accordance with the formula set forth in the legislation.

The [Automated Standard Application for Payments](#), operated by the Department of Treasury, Bureau of Fiscal Service, is the designated payment system for awards resulting from this RFA.

B. Application Restrictions

NIFA will evaluate applications using the criteria described in [Part V](#) of this RFA. Application for FY 2023 is limited to the following application types:

New application: New applications will be evaluated using the criteria described in [Part V](#) of this RFA and are subject to the due dates herein (see [Appendix III](#) for definition). This is a project application that has not been previously submitted to the 1890 FGP. All new applications will receive a non-competitive review using the screening for administrative requirements as well as a review panel evaluation of proposals using evaluation criteria and selection process described in Part V—Application Review Requirements.

NIFA may choose to issue a new award on a continuation basis. A continuation award (see [Appendix III](#) for definition) is an award instrument by which NIFA agrees to support a specified level of effort for a predetermined period of time with a statement of intention to provide additional support at a future date, provided that performance has been satisfactory, appropriations are available for this purpose, and continued support would be in the best interest of the federal government and the public.

Applications should be submitted for a five-year period. NIFA anticipates making these awards by providing funding for the initial year and in subsequent years (i.e., the remaining four (4) years) as a continuation. A continuation is an award for which an application is approved, but each year of funding is awarded on an annual basis and subject to the availability of annual appropriations and satisfactory progress. It is expected that subsequent years of the project will be at the same funding level as the first year.

C. Project and Grant Types

Facilities Projects: In FY 2023, eligible applicants should request funding for a Five-Year Plan of Work (POW) based on annual allocations in the amount specified for their institution below. A separate budget for each of the five years and a cumulative budget must be submitted. The POW should show the anticipated use of funds for all the Research, Teaching, and Extension programs over a five-year period. It should include a description of anticipated equipment, land needs, new construction, and renovations of existing facilities. The plan should include general methodology, an estimate of the total funds required per year, and a tentative timetable in which

to accomplish the projects. The obligation and expenditure of funds awarded under these grants are limited to equipment, land, and buildings that will be used in the administration and conduct of approved Research, Teaching, and Extension work.

The anticipated FY 2023 distribution will be the same as the FY 2022 distribution:

Alabama A&M University: \$1,038,560
Tuskegee University: \$1,038,560
University of Arkansas-Pine Bluff: \$985,754
Delaware State University: \$763,559
Florida A&M University: \$1,000,286
Fort Valley State University: \$1,093,546
Kentucky State University: \$1,183,154
Southern University: \$914,454
University of Maryland-Eastern Shore: \$879,116
Lincoln University: \$1,291,921
Alcorn State University: \$965,501
North Carolina A&T State University: \$1,221,032
Central State University: \$1,415,905
Langston University: \$1,080,815
South Carolina State University: \$951,970
Tennessee State University: \$1,187,356
Prairie View A&M University: \$1,646,559
Virginia State University: \$1,081,692
West Virginia State University: \$900,242

D. Ethical Conduct of Funded Projects

In accordance with sections [2, 3, and 8 of 2 CFR Part 422](#), institutions that conduct USDA-funded extramural research must foster an atmosphere conducive to research integrity, bear primary responsibility for prevention and detection of research misconduct, and maintain and effectively communicate and train their staff regarding policies and procedures. In the event an application to NIFA results in an award, the Authorized Representative (AR) assures, through acceptance of the award that the institution will comply with the above requirements. Award recipients must, upon request, make available to NIFA the policies, procedures, and documentation to support the conduct of the training. See [Responsible and Ethical Conduct of Research](#) for further information.

PART III. ELIGIBILITY INFORMATION

A. Eligibility Requirements

Applications may only be submitted by the 19 current 1890 Land-Grant Institutions as identified in legislation – Part I, A. Applicants for the 1890 FGP must meet all the requirements discussed in this RFA. Failure to meet the eligibility criteria by the application deadline may result in exclusion from consideration or, preclude NIFA from making an award. For those new to Federal financial assistance, NIFA's [Grants Overview](#) provides highly recommended information about grants and other resources to help understand the Federal awards process.

Duplicate or Multiple Submissions – duplicate or multiple submissions are not allowed. NIFA will disqualify both applications if an applicant submits duplicate or multiple submissions. For those new to Federal financial assistance, NIFA's [Grants Overview](#) provides highly recommended information about grants and other resources to help understand the Federal awards process.

B. Cost Sharing or Matching

No Match Required - The 1890 FGP has **NO** matching requirement. NIFA will not factor matching resources into the review process as an evaluation criterion.

PART IV. APPLICATION AND SUBMISSION

A. Method of Application

Applicants must apply to this RFA electronically; no other method or response is accepted. The electronic application for this RFA and additional resources are available on [Grants.gov](https://www.grants.gov) and [Grants 101](#). **Table 3** provides instructions on how to obtain an electronic application. **Part III** of the [NIFA Grants Application Guide](#) contains detailed information regarding the [Grants.gov](https://www.grants.gov) registration process. The NIFA Grants Application Guide is contained in the specific funding opportunity package, or a sample of the guide can be found [here](#). When applying for a NIFA award, it is important to reference the version of the guide that is included in the specific funding opportunity application package.

Table 3. Steps to Obtain Application Materials

Steps	Action
Step One: Register	<i>New Users</i> to Grants.gov must register early with Grants.gov prior to submitting an application (Register Here).
Step Two: Download Adobe	Download and Install Adobe Reader (see Adobe Software Compatibility for basic system requirements).
Step Three: Find Application	Using this funding opportunity number USDA-NIFA-EF47-009769 search for application here: Opportunity Package .
Step Four: Assess Readiness	Contact an AR prior to starting an application to assess the organization's readiness to submit an electronic application.

Table 4: Help and Resources

Grants.gov Support	NIFA Support
Grants.gov Online Support Telephone support: 800-518-4726 Toll-Free or 606-545-5035 Email support: support@grants.gov Self-service customer-based support: Grants.gov iPortal Key Information: Customer service business Hours 24/7, except federal holidays .	Email: grantapplicationquestions@usda.gov Key Information: Business hours: Monday through Friday, 7:00 a.m. – 5:00 p.m. ET, except federal holidays

B. Content and Form of the Application

The [NIFA Grants Application Guide](#) is part of the corresponding application package for this RFA. The RFA overrides the [NIFA Grants Application Guide](#) if there is a discrepancy between the two documents. Applicants that do not meet the application requirements, to include partial applications, risk being excluded from NIFA's review. NIFA will assign a proposal number to all

applications that meet the requirements of this RFA. Applicants must refer to the proposal number when corresponding with NIFA. **Table 5** outlines other key instructions for applicants.

Table 5: Key Application Instructions

Instruction	References (All references are to the NIFA Grants Application Guide)
Attachments must be in a portable document format (PDF) format.	Part IV
Check the manifest of submitted files to verify attachments are in the correct format.	Part IV
Conduct an administrative review of the application before submission.	Part IV
Follow the submission instructions.	Part IV
Provide an accurate email address, where designated, on the SF-424 R&R.	Part V
Contact the Grants.gov helpdesk for technical support and keep a record of the correspondence.	N/A
Contact NIFA if applicant does not receive correspondence from NIFA regarding an application within 60 days of the application deadline.	N/A

SF 424 R&R Cover Sheet. See **Part V** of the [NIFA Grants Application Guide](#) for the required certifications and assurances.

SF 424 R&R Project/Performance Site Location(s). See **Part V** of the [NIFA Grants Application Guide](#).

R&R Other Project Information Form. See **Part V** of the [NIFA Grants Application Guide](#).

1. Field 7. Project Summary (PS)/Abstract. The PS must show how the project goals align with the project goals of the 1890 FGP. See **Part V** of the [NIFA Grants Application Guide](#) for instructions and suggested templates.
2. Field 8. Project Narrative (PN). The PN must not exceed fifteen [15] 1.5 spaced pages of written text and up to five [5] 1.5 spaced additional pages for figures and tables (the font size for tables should be no smaller than 11 points, Times New Roman). The page limits outlined here ensure fair and equitable competition. Appendices to the PN are allowed if they are directly germane to the proposed project. Do not add appendices to circumvent the page limit.

A thorough description of the acquisition, renovation, and/or construction effort(s) being proposed is required. The effort(s) should be realistic based on time and funding

constraints as well as other available resources. The specific required components of the PN which must be included are:

- a. **Statement of need:** Clearly describe the Five-Year Plan. In accordance with the recommended funding allocation within each institution, the research, teaching, and extension programs must each receive at least 20 percent of the annual allocation. However, if there are unique situations in your institution which warrant a deviation from these guidelines, NIFA will consider requests for reallocation by the submission of a situation statement. The situation statement should clearly demonstrate the need for the deviation and identify the program(s) that will receive more than 20 percent of the allocation. It should also identify the program(s) that will be affected and demonstrate how they will not be negatively impacted by this decision. The request should be submitted to the National Program Leader (NPL), Agency Contact, as described in **Appendix I** of this Request for Applications (RFA) for approval. Explain the factors or circumstances which led to your institution's need for the specific construction, renovation, and/or acquisition activities being proposed. State what advantage will be gained through the proposed facilities. The proposal should be linked to a realistic planning effort for programs in FANH sciences. The proposed objectives and time frame for completing the proposed work should be realistic. Construction projects may have a potential for impacting the environment. At least 30 days prior to the start of any construction or major renovation project, the awardee is required to submit an Environmental Assessment to NIFA for review and approval. No activity should begin on this type of project until NIFA reviews and issues a written approval to begin construction. Please see **Article 4, Section g**, of the Special Terms and Conditions for further details regarding National Environmental Policy Act (NEPA), National Historic Preservation Act (NHPA), and Buy American Act requirements.
- b. **Objectives:** Please cite and discuss the specific project objectives to be accomplished.
- c. **Procedures:** Each application must contain a comprehensive description of the proposed construction, renovation, enhancement, and acquisition activity. For construction efforts, include gross square feet of space to be built. In addition, provide assignable square feet of space by function: research, teaching, and extension. Include a detailed description of the procedures that you plan to use in accomplishing project goals in the sequence in which you plan to carry them out.

Include sections that address the following:

- i. Stakeholder involvement in problem identification, planning, implementation, and evaluation
- ii. Proposed project activities, listed sequentially
- iii. Techniques to be employed in this project, including their feasibility and rationale
- iv. Methods for monitoring and documenting progress toward project goals
- v. Expected results
- vi. How FANH research, extension, and/or education will be supported via the project
- vii. Plans to communicate results to stakeholders and the public

- viii. Risk assessment of any limitations to project completion
- d. Timetable: Provide a five-year milestone chart for accomplishing each facility objective. Provide a chart that sets forth all major phases of the project, with the beginning and ending dates for each milestone. This should be prepared as a function of time either on a quarterly or semiannual basis.
- e. Data Management Plan (DMP): A DMP is required for this program. Applicants should clearly articulate how the project director (PD) plans to manage and disseminate the data generated by the project. The DMP will be considered during the merit review process (see **Part V. B** of this RFA, **NIFA's Data Management Plan**).

3. Field 12, Add Other Attachments. See **Part V** of the [NIFA Grants Application Guide](#).

R&R Senior/Key Person Profile (Expanded). See **Part V** of the [NIFA Grants Application Guide](#) for profile requirements, details about the biographical sketch, and suggested support templates.

R&R Personal Data. This information is voluntary and is not a precondition of award (see **Part V** of the [NIFA Grants Application Guide](#)).

R&R Budget. See **Part V** of the [NIFA Grants Application Guide](#).

1. Match (If Applicable) – If an applicant concludes that the matching requirements described under [Part III § B](#) of this RFA is not applicable to them; the applicant must include an explanation of their conclusion in the *budget justification*. NIFA will consider this justification when determining final matching requirements or if required matching can be waived. NIFA retains the right to make final determinations regarding matching requirements.

Grants that require matching funds as specified under [Part III § B](#) of this RFA must list in their *budget justification* the matching sources, the identification of the entity(ies) providing the match, and the total pledged amount. A written verification of commitments of matching support (a pledge agreement) is not required. However, applicants are subject to the documentation, valuing and reporting requirements, as specified in [2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(the Uniform Guidance\)”](#), and [7 CFR 3430, “Competitive and Noncompetitive Non-Formula Federal Assistance Programs – General Award Administrative Provisions.”](#)

2. Indirect costs (IDC) – Not Permitted.
3. The budget form for this funding opportunity is the [SF-424C](#) and the instructions for completing the form are included below. Do not use the regular SF-424 R&R Budget form.

Special Note: Submit a separate budget for each year of the five-year plan (i.e., five separate budgets) and a cumulative budget totaling the five years.

Complete Budget Form SF-424C (Construction Programs) in accordance with the instructions provided. Please refer to Part II, Section A for the amount to request for additional funding. The form is available as part of the Application Package; and instructions are provided herein:

Column a. - Enter the total estimated cost of each of the items listed on lines 1 through 16 (as applicable) under "COST CLASSIFICATION."

NOTE: This column is for costs associated with this application, not total project costs.

Line 1 - Enter estimated amounts needed to cover administrative expenses. Allowable legal costs are generally only those associated with the purchases of land which is allowable for Federal participation and certain services in support of construction of the project.

Line 2 - Enter estimated site and right(s)-of-way acquisition costs (this includes purchase, lease, and/or easements).

Line 3 - Enter estimated costs related to relocation advisory assistance, replacement housing, and relocation payments to displaced persons and businesses, etc.

Line 4 - Enter estimated basic engineering fees related to construction (this includes start-up services and preparation of project performance work plan).

Line 5 - Enter estimated engineering costs, such as surveys, tests, soil borings, etc.

Line 6 - Enter estimated engineering inspection costs.

Line 7 - Enter estimated costs of site preparation and restoration which are not included in the basic construction contract.

Line 8 - Enter estimated costs for demolition and removal.

Line 9 - Enter estimated cost of the construction contract.

Line 10 - Enter estimated cost of office, shop, laboratory, safety equipment, etc. to be used at the facility if such costs are not included in the construction contract.

Line 11 - Enter estimated miscellaneous costs. Any miscellaneous costs must be fully explained and justified in the budget justification.

Line 12 - Total of items 1 through 11.

Line 13 - Enter estimated contingency costs. Contingency costs should not exceed 5% of eligible construction costs.

Line 14 - Enter the total of lines 12 and 13.

Line 15 - Enter estimated program income to be earned during the grant period, e.g., salvaged materials.

Line 16 - Subtract line 15 from line 14.

Line 17 -This block is for the computation of the Federal share. Multiply the total allowable project costs from line 16, column "c." by the Federal percentage share (this may be up to 100 percent; consult Federal agency for Federal percentage share) and enter the product on line 17. Column. b.- Leave blank.

Column. c.-This is the net of lines 1 through 16 in columns "a." and "b."

NOTE: Budget Justification: A brief narrative justifying the budget needs to be provided in PDF format. The justification should be included as a supplement to the Budget Form SF-424C. The Budget Justification should follow a standard spreadsheet format ('Budget Line Item' = row; 'Budget Year' and 'Cumulative Project' = columns) including a detailed, itemized breakdown of each of the line-item categories reported on the SF-424C Budget form. This Budget Justification attachment provides a more detailed, itemized breakdown for each budget line item reported on the SF-424C Budget form (Include a description for each requested budget line item found on the SF-424C Budget form (i.e., total budget amount reported on the SF-424C Budget form should equal the total budget amount reported on the Budget Justification attachment). The Budget Justification is to be included in **Field 12 – Other Attachments**. See **Part V** of the [NIFA Grants Application Guide](#).

Discuss how the budget specifically supports the proposed project activities. Explain how line-items such as land, structure, architectural budget and engineering fees, site work, etc., are necessary and reasonable to achieve project objectives. Describe how funds from previous (active) 1890 FGP awards will support projects in the 2023 POW. Clearly demonstrate that you have adhered to the Program Office recommended allocation of 20% Research, 20% Teaching, 20% Extension, and 40% allocation to Research, Teaching, or Extension based upon institutional need on an overall 5-year plan basis.

Supplemental Information Form. See **Part V** of the [NIFA Grants Application Guide](#).

1. Field 2. Program to which the applicant is applying. Enter the program name ("**Section 1447 Facilities Grants**") and the program code ("**LS**"). Accurate entry is critical.
2. Field 8. Conflict of Interest List. See **Part V** of the [NIFA Grants Application Guide](#).

C. Funding Restrictions

No Indirect Cost (IDC). IDC is *not* authorized for this RFA.

PART V. APPLICATION REVIEW REQUIREMENTS

A. NIFA's Evaluation Process

NIFA evaluates each application in a two-part process. First, we screen each application to ensure that it meets the administrative requirements set forth in this RFA. All administrative requirements must be met for the application to proceed to the next level of review. Second, a scientific peer-review process will be used to technically evaluate applications that have met the administrative requirements using a review panel (see [NIFA Peer Review Process](#)).

Scientific Peer Review Process:

NIFA selects reviewers for the review panel based upon their training and experience in relevant scientific, extension, or education fields, considering the following factors:

1. 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.
2. the need to include experts from various areas of specialization within relevant scientific, education, or extension fields.
3. the need to include other experts (e.g., producers, range or forest managers/operators, researchers, public health practitioners, educators, consumers, and commercial reviews) who can assess relevance of the applications to targeted audiences and to program needs.
4. 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.
5. The need to maintain a balanced composition with regard to race, ethnicity, gender representation, and an equitable age distribution.
6. 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 program staff of NIFA will recommend that your project is either approved for support from currently available funds or declined due to insufficient funds or unfavorable review.

NIFA reserves the right to negotiate with the PD/PI and/or 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.

After the review process has been completed, NIFA sends copies of reviews, *not* including the identity of reviewers, and a summary (if applicable) of the review panel comments to the PD.

Conflicts of interest. NIFA takes extreme care to prevent any actual or perceived conflicts of interest that may influence the review or evaluation (see [NIFA Peer Review Process for Competitive Grant Applications](#)).

B. Evaluation Criteria

NIFA will use the following criteria to evaluate this RFA:

Statement of Need (40 total points):

- i. Does the project narrative clearly describe the advantages that will be gained from the proposed constructions, renovations, and acquisitions? **20 points**
- ii. Are the objectives realistic considering the funding and time constraints? **10 points**
- iii. Is the facility proposal linked to a realistic university planning effort for programs in the FANH sciences? **10 points**

Procedures (15 total points)

- i. Does the proposal provide a sufficient description of the proposed design construction, renovation, and/or acquisition activities? Are there detailed descriptions of the procedures that will be used to accomplish project goals in the sequence in which you plan to carry them out? **15 points**

Budget (35 total points)

- i. Are the anticipated costs allowable, reasonable, and necessary? **10 points**
- ii. Has an appropriate justification been provided for each budget item? **10 points**
- iii. Within each institution, the research, teaching and extension programs must each receive at least 20 percent of the allocation on 5-year plan bases. The remaining 40 percent may be allocated based on institutional needs for research, teaching, or extension. Is the budget consistent with the above Program Office recommended allocation? **10 points**
- iv. Is the budget linked to an overall strategic planning process and have carry-over funds been addressed? **5 points**

Timetable (10 total points)

- i. Is the time frame clearly delineated and realistic for the work proposed? Does the timeline demonstrate targeted milestones to allow assessment of progress? Does the timeline provide for contingencies or strategies for dealing with unscheduled delays? **10 points**

C. Organizational Management Information

Applicants must submit specific management information prior to an award and update the information as needed. Applicants may only need to provide an update if there was a change in previously provided information under this or another NIFA program. NIFA provides the requisite forms during the pre-award process. Although an applicant may be eligible for award under this program, 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, or a determination that an applicant is not responsible).

D. Application Disposition

Applicants may withdraw at any time before NIFA makes a final funding decision. NIFA will retain all applications, including withdrawn applications and unfunded applications.

PART VI. AWARD ADMINISTRATION

A. General

Within the limit of funds authorized, the NIFA awarding official will make grants to responsible and 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 must 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, 7 CFR Part 3430, subparts A through E](#).

Award Notice. The award document will provide pertinent instructions and information as described in [2 CFR 200.211](#) (see [NIFA's Terms and Conditions](#)).

B. Administrative and National Policy Requirements

Several federal statutes and regulations apply to grant applications and the projects outlined in this RFA (some are listed here: [Federal Regulations](#)). Unless specifically noted by statute or award-specific requirements, [NIFA Federal Assistance Policy Guide](#) applies to all NIFA awards.

C. Expected Program Outputs and Reporting Requirements

1. Performance Reports:

Awardees of Federal funds are responsible for monitoring day-to-day project performance to ensure that project goals and performance schedules are met, contain costs, and accurately report progress to NIFA. An **annual performance report** is due in NIFA 90 days after completion of the first 12 months of the initial grant award and annually thereafter during the project period. Please report all work performed during the previous 12-month period, including any funded or unfunded time extensions. The performance report is to be submitted through NIFA's electronic, Web-based inventory system that facilitates both grantee submissions of project outcomes and public access to information on federally funded projects. The output and reporting requirements are included in the award terms and conditions (see NIFA's Terms and Conditions for information about NIFA award terms). Program specific reporting guidelines will be included in the Award Terms and Conditions. If there are any award specific award terms, they will be identified in the award. Further, the performance report shall not exceed five (5) pages in length and must include the following information:

- i. A comparison of actual accomplishments against the goals and/or objectives established for the facilities program during the reporting period, including relevant percentage-of-completion data and a computation of square footage costs for all projects undertaken;
- ii. The reason for slippage if approved goals were not met;
- iii. Include additional pertinent information including for example, analysis and explanation of cost overruns or unexpectedly high unit costs. Report and explain any favorable or

adverse conditions, changes, or situations which are expected to impact the scope, size, cost, or completion schedule for the project, along with a discussion of proposed or actual actions taken by your institution to resolve any problems encountered;

- iv. A summary of activities to be undertaken during the next 12-month period; and
- v. A listing of architectural, engineering, and construction contracts agreed upon **during this reporting period only** for each program component in the following format:
 - 1. Program Component
 - 2. Name of Contractor
 - 3. Proposed Amount
 - 4. Date Approved by NIFA

A detailed breakdown of **all project** costs incurred to date (cumulative), in the following format:

- 1. Cost Item
- 2. Federal Share
- 3. Non-Federal Share (if applicable)

2. Additional Performance Report Emphasis:

Additionally, performance reports should include the following:

- 1. New Facilities Constructed
 - a) Facility Name, Cost, Square Footage, and Funds Leveraged, if any
 - b) Facility Uses for Teaching, Research and Extension
 - c) Narrative of Programs Supported and Emphasis Areas
 - d) Photographs
 - e) Facility Completion Form
- 2. Final Building Inspection or Occupancy Permit, Facilities Renovated
 - a) Facility Name, Cost
 - b) Facility Uses for Teaching, Research, and Extension
 - c) Narrative of Programs Supported and Emphasis Areas
 - d) Photographs
 - e) Final Building Inspection or Occupancy Permit
- 3. Major Land Purchases
 - a) Size and Cost
 - b) Facility Uses for Teaching, Research, and Extension
 - c) Photographs of Any Farm Activities
- 4. Major Laboratory, and Farm Equipment and Miscellaneous
- 5. Impact
 - a) Describe how completed constructions, renovations and acquisitions impacted the institution's programs in FANH sciences (Teaching, Research, and Extension).

PART VII. OTHER INFORMATION

A. Use of Funds and Changes in Budget

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.

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 (the awardee is subject to the terms and conditions identified in the award):

1. Change in the scope or the objective of the project or program without prior written approval (even if there is no associated budget revision requiring).
2. Change in a key person specified in the application or the federal award.
3. Disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project.
4. Inclusion of costs that require prior approval in accordance with [2 CFR 200 Subpart E \(Cost Principles\)](#), 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](#), unless waived by the federal awarding agency,
5. [48 CFR Part 31, Contract Cost Principles and Procedures](#);
6. Transfer of funds budgeted for participant support costs to other categories of expense ([2 CFR 200.456 Participant support costs](#));
7. Sub-awarding, transferring or contracting out of any work under a federal award, including fixed amount sub-awards (see [2 CFR 200.333, Fixed Amount Sub-awards](#)), unless described in the application and funded in the approved federal awards. This provision does not apply to the acquisition of supplies, material, equipment, or general support services.
8. Changes in the approved cost-sharing or matching provided by the non-federal entity; and
9. The need for additional federal funds to complete the project.

B. Confidential Aspects of Applications and Awards

When an application results in an award, it becomes a part of NIFA transaction records, which are available to the public. Information that the Secretary of Agriculture determines to be confidential, privileged, or proprietary in nature will be held in confidence to the extent permitted by law. Therefore, applicants should clearly mark any information within the application they wish to have considered as confidential, privileged, or proprietary. NIFA will retain a copy of an application that does not result in an award for three years. Such an application will be released only with the consent of the applicant or to the extent required by law. An applicant may withdraw 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. Limited English Proficiency

NIFA offers language access services, such as interpretation and translation of vital information, free of charge. If you need interpretation or translation services, please visit [NIFA Language Access Services](#) or contact Lois Tuttle, Equal Opportunity Specialist, at Lois.Tuttle@usda.gov or (443) 386-9488.

APPENDIX I: AGENCY CONTACT

Program Contacts

Rizana Mahroof Ph. D.
National Program Leader
Rizana.Mahroof1@usda.gov

David Wagner
Program Specialist
David.Wagner2@usda.gov

For administrative questions related to;

1. Grants.gov, see Part IV of this RFA
2. Other RFA or application questions, please email grantapplicationquestions@usda.gov
3. Awards under this RFA, please email 1890@usda.gov

U.S. Postal Mailing Address:

National Institute of Food and Agriculture
U.S. Department of Agriculture
P.O. Box 419205, MS 10000
Kansas City, MO 64141-6205

Courier/Package Delivery Address:

National Institute of Food and Agriculture
U.S. Department of Agriculture
2312 East Bannister Road, MS 10000
Kansas City, MO 64141-3061

APPENDIX II: GLOSSARY OF TERMS

Glossary of Terms

Authorized Representative – AR

Agricultural Research, Extension, and Education Reform Act of 1998 – AREERA

Assistance Listing Number – ALN

Data Management Plan – DMP

Food, Agricultural, Natural Resource and Human – FANH

National Environmental Policy Act – NEPA

National Historic Preservation Act – NHPA

National Institute of Food and Agriculture – NIFA

Plan of Work – POW

Request for Application – RFA

Research, Education, and Economics – REE

United States Department of Agriculture – USDA

APPENDIX III: DEFINITIONS

Refer to [7 CFR 3430 Competitive and Noncompetitive Non-formula Federal Assistance Programs – General Award Administrative Provisions](#) for additional definitions.

Definitions

Continuation Award:

An award instrument by which NIFA agrees to support a specified level of effort for a predetermined period of time with a statement of intention to provide additional support at a future date, provided that performance has been satisfactory, appropriations are available for this purpose, and continued support would be in the best interest of the federal government and the public.

New Application:

An application not previously submitted to a program.

Renewal Application:

A project application that seeks additional funding for a project beyond the period that was approved in an original or amended award.