U.S. DEPARTMENT OF AGRICULTURE
Foreign Agricultural Service

# NOTICE OF FUNDING OPPORTUNITY
# FY 2022 Faculty Exchange Program-Philippine and Vietnamese Veterinary Science

*Deadline:* June 27, 2022

## A. Program Description

### Program Overview, Objectives, and Expectations

This program will support the design and delivery of training activities for university professors in Veterinary Science from the Philippines and Vietnam. Veterinary training design and training under FEP must include a curriculum that addresses science based SPS/TBT issues that connect to international trade.

### Background

FEP began in 1995 to bring junior- or mid-level university professors from countries in the Former Soviet Union to the United States for one semester to increase their knowledge of, and ability to, teach agricultural economics, marketing, and agribusiness management at their home institutions. Between 2002-2012, the program evolved to also include an Agricultural Science area, which focused on subjects such as animal health, food quality, food inspection, phytosanitary measures, and grades and standards, and involved scientists from Africa and Central America, in addition to Eastern Europe and Eurasian countries. Starting in 2016, the FEP narrowed its geographic focus solely to Africa, and to the area of Veterinary Science. Since 2016, this Veterinary Science area of the program has hosted 54 early to mid-career instructors at Colleges of Veterinary Medicine from Ethiopia, Ghana, Kenya, Tanzania, and Uganda.

Training programs are designed and organized in conjunction with U.S. universities, the USDA, and other government agencies. The FEP emphasizes improved and updated course and curriculum development, teaching and student assessment methods, exposure to current research techniques and practical field experiences while the Fellows study in the United States. In addition, the FEP includes follow-up visits by U.S. host professors. While visiting the participants' universities U.S. faculty members are expected to assess progress in implementation of courses developed during the U.S.-based portion of the program and continue to encourage collaboration between U.S. and participating universities.

### Objectives

The purpose of the FEP is to assist developing countries improve their university agricultural education, research, and extension programs by providing a one semester training program at U.S. Land Grant Agricultural Universities. Participants upgrade their technical knowledge in their subject area, they learn new teaching methods through class observation, and new research methods through experience in the lab, short courses, and/or one-on-one instruction.

During this FY 2022 FEP programming cycle, it is expected that each participant from the Philippines and Vietnam revise and modernize their class outlines for introduction at their home university after they return. Participants travel to laboratories, farms, agribusinesses, and government offices to gain an understanding of how the veterinary science and animal health systems operate in the United States. Faculty Mentors visit each participant in their home country 3-9 months after the conclusion of the U.S.-based program to provide follow-on support and advice. USDA will select Fellows based on similar backgrounds in research areas and place them in groups of up to ten Fellows. Each group will be placed at a Land Grant University specializing in their topic.

**Expectations:**
**Duration**
The U.S.-based training will be 4-5 months within the full period of performance. All Fellows from the Philippines and Vietnam should participate in the program at the same time as a cohort. Ideally, this period would align with the Fall session of classes at the respective university.

**Location**
The implementing institution is expected to host the Fellows at a research facility on their campus in the United States. The Mentors are expected to make reciprocal visits of up to 2 weeks to the Fellows' home institutions in the Philippines and Vietnam. In addition, the implementing institution is expected to conduct pre- and post- visits with the Fellows at USDA's Washington DC headquarters.

**Issued By**
U.S. Department of Agriculture, Foreign Agricultural Service

**Catalog of Federal Domestic Assistance (CFDA) Number and Title**
10.613 Faculty Exchange Program

**Notice of Funding Opportunity Title**
FY 2022 Faculty Exchange Program-Philippine and Vietnamese Veterinary Science

**NOFO Number**
USDA-FAS-10613-0700-10.-22-0001

**Assistance Listing** (*formerly Catalog of Federal Domestic Assistance*)
10.613 Faculty Exchange Program

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

**Announcement Type**
New Agreement

## B. Federal Award Information

| | |
|---|---|
| Total Available Federal Funding: | Up to $1,000,000 total; up to $500,000 per award (Each award supports a cohort of 10 Fellows) |

Anticipated Number of Awards: Up to 2

Cost Share/Match Requirement: None/Not Required

Projected Period of Performance Start: September 1, 2022

Projected Period of Performance End: August 31, 2024

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

Type of Assistance Instrument: Cost-Reimbursable Agreement

## C. Eligibility Information

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

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

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

## D. Application and Submission Information

This announcement contains all information necessary to apply.

### Submission Dates and Times

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

*Applications received after this time will not be accepted. Applicants are advised to make their submissions 1-2 days before this deadline in case of technical problems.*

Anticipated Funding Selection Date: July 15, 2022

Anticipated Award Date: August 15, 2022

### Content and Form of Application Submission

A complete application package must include:

- Form SF-424, showing the Unique Entity Identifier, and signed by the applicant.
- Form SF-424A, showing the budget categorization. Applicants are advised to consult 2 CFR 200 Subpart E for guidance on proper categorization of cost items. An improper categorization will not itself be grounds for denial of the application but may delay approval and/or adversely impact the application's scoring.

- A detailed illustrative budget, in which cost items are described in sufficient detail to enable FAS to determine that the proposed costs are reasonable and allowable for the project and consistent with applicable regulations. In the past, successful budgets have included but are not limited to the following costs:
  - Logistics expenses
    - Travel, meals, and lodging for the Fellows and Mentors on trips necessary for the program.
  - Professional Development
    - Professional development includes trips to the field, research laboratories, a professional conference (if available) and other trips that help the Fellows gain a deeper understanding of their research topics; U.S. Institutions salaries, fees, and indirect costs.
- A detailed project narrative or plan of operation
  - Indicate the name of the institution who is applying to host an FEP cohort;
  - Provide a tentative training plan based on the training interests listed in the statement of work, including topics to be covered, possible field visits and other activities with tentative dates;
  - Include a narrative description of the proposed training, how it will be administered and the role of the university faculty and support staff;
  - Provide a summary of relevant institutional capabilities for hosting international Fellows in Veterinary Medicine;
  - Briefly describe the expertise and international experience of the recipient in the field of interest and in Vietnam and/or The Philippines;
  - Demonstrate understanding of cultural context and needs of the Fellows;
  - Identify the expected skills or knowledge to be acquired by the Fellows by the end of the program;
  - Briefly demonstrate flexibility within the training plan to account for potential program changes and ability to respond to unforeseen circumstances;
  - Include a quality assurance plan – this should include information on how unforeseen problems that can arise will be addressed;
  - Use professional formatting, spelling, and grammar;
  - The layout should include a description of what is being proposed, how it will be conducted, and what is the desired result.
- Form SF-LLL, if applicable to the applicant

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

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

- Be registered in SAM before submitting its application;
- Have assented to the federal assistance certifications in the SAM platform;
- Provide a valid Unique Entity Identifier (UEI) in its application; and
- Continue to maintain an active SAM registration with current information at all times when it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

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

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

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

For example, agreement funds and other support may not be used for matching contributions for other federal grants or cooperative agreements, lobbying, or intervention in federal regulatory or adjudicatory proceedings. Federal employees are prohibited from acting as an agent of the applicant in any capacity (paid or unpaid) on any proposal submitted under this program. Also, federal funds may not be used to sue the Federal Government or any other government entity.

Compensation for personal services: Employees, consultants, or other personnel, including those of subrecipients, and regardless of the method of engagement, may not exceed the pro-rata equivalent of GS-15 on the General Schedule (for 2021, $143,598 per year, $550 per day, or $68.77 per hour). Non-monetizable fringe benefits, such as health insurance coverage, are not included to this ceiling.

Indirect Costs: In general, costs incurred for a common or joint purpose benefitting more than one cost objective but not readily assignable to specific awards, without effort disproportionate to the results achieved, are considered indirect costs. These may include facilities not specific to individual projects, enterprise-wide services such as IT, and enterprise management. For cost-reimbursable agreements, indirect costs may not exceed 10% of direct costs, as stipulated at 7 USC 3319a.

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

**Other Submission Requirements**
Applications should be submitted through the ezFedGrants system at https://grants.fms.usda.gov/

Applicants who require technical assistance should reach out to the program officer(s) listed in Section G at least 5 business days in advance of the application deadline. Applicants should provide as much detail as possible to facilitate resolution of the issue.

Applicants should supply an application that follows formatting guidelines and has limited spelling and grammatical errors.

## E. Application Review Information

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

- The application was submitted on time as specified in this announcement (See Section D. Application and Submission Information);
- The applicant is eligible (see Section C. Eligibility Information);
- All the required forms and documents are submitted timely as outlined (See Section D. Application and Submission Information, Content and Form of Application Submission).

**Application Guidelines**
The application is expected to follow professional guidelines for submission. Those guidelines include the following:

- Clearly outline all aspects of the program plan – what is planned, how this will be conducted, and the anticipated results;
- Be written in English and free of excessive grammatical and spelling errors;
- Be written using Times New Roman, 12-point font; tables and graphs may have a smaller font as appropriate; all other text font and size should be consistent throughout the application;
- Be typed on standard 8.5” x 11” sized paper with 1-inch margins;
- Be paginated with each page consecutively numbered;
- Cite source information and/or provide an explanation of the analysis undertaken;
- Be submitted in PDF.

If an applicant is determined to be ineligible or an application is determined to be incomplete, the agency will notify the applicant. An applicant that feels such a determination is made in error may request reconsideration, highlighting evidence supporting their claim.

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

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

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

Prior to selection, the agency may contact the highest-ranking applicants to seek clarification and to negotiate technical and programmatic aspects of the application. If an application includes a sub-awardee, FAS may request to speak with all parties included in the application to ensure sufficient planning and coordination has taken place prior to making an award.

**Evaluation Criteria**

**Technical Expertise and Experience (30 points)**

Mentors must have appropriate technical backgrounds to provide the desired, advanced training. If necessary, other appropriate collaborating scientists should be identified to meet any of the objectives which the Mentor cannot address. Mentor's experience and knowledge of relevant agricultural conditions within the Fellow's country or a similar location will be considered as appropriate. The recipient's experience with international training and adult-education will also be considered.

**Overall Program (30 points)**

The overall program plan and design should be relevant to the Fellows' objectives and backgrounds. The program plan should be thorough, identify how the implementing institution will be involved, and how it will help achieve the desired post-program deliverables and address the Fellows' research goals and objectives. Relevant agricultural practices within the region of the university will be considered as appropriate. Relevant university resources should be identified, and their applicability explained. The international expertise of the implementing institution, and its ability to address any cultural considerations of the Fellow will be considered. Additional resources/organizations should be identified as appropriate. Site visits and meetings should be meaningful to the content of the program, if included. Finally, the program plan should allow flexibility in the event of unforeseen circumstances.

**Budget (30 points)**

The proposed budget should be appropriate for the number of Fellows and length of the program. The budget should include appropriate cost savings where available and a detailed budget narrative should address each line item of the budget.

**Professional formatting, spelling, and grammar (10 points)**

Does the project proposal follow FAS guidelines for a project narrative, with limited spelling and grammatical errors?

**Integrity in Performance**
Prior to making a Federal award, the Federal awarding agency is required by 31 USC 3321 and 41 USC 2313 to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

- Financial stability;
- Quality of management systems and ability to meet management standards;
- History of performance in managing federal awards;
- Reports and findings from audits; and
- Ability to effectively implement statutory, regulatory, or other requirements.

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

- An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.
- The Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in § 200.206

## F. Federal Award Administration Information

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

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

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

The applicable Standard Administrative Terms and Conditions will be for the last year specified at that URL, unless the application is to continue an award first awarded in an earlier year. In that event, the terms and conditions that apply will be those in effect for the year in which the award was originally made unless explicitly stated otherwise in subsequent mutually agreed amendments to the award.

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

**Reporting**

Financial Reports, using form SF-425, must be submitted semi-annually, within 30 days of the end of the reporting period. A final financial report must be submitted within 120 days of the end date of the agreement.

Performance Progress Reports must be submitted semi-annually, within 30 days of the end of the reporting period. A final performance progress report must be submitted within 120 days of the end date of the agreement. The recipient may use any appropriate format for performance progress reports, provided the report includes:

- A comparison of expected to actual accomplishments for the period;
- The reasons why established goals were not met, if appropriate; and
- Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

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

**Performance Expectations**

1) Duration: The U.S.-based training should last 4-5 months within the full period of performance. All Fellows should be present at the same time as a cohort. Ideally, the activity would align with the Fall session of classes at the university.

2) Location: The applicant is expected to host the Fellows at a research facility on their campus in the United States. The Mentors are expected to make reciprocal visits of up to 2 weeks to the Fellows' home institutions, which may be in developing countries.

3) Assignment of a Principal Investigator (Training Coordinator): The implementing institution will designate a contact person as the Principal Investigator (PI) responsible for coordinating all administrative and programmatic arrangements.

4) Assignment of Mentors: A key component of the program is matching each Fellow with a Mentor. The implementing institution will select an appropriate Mentor for one-on-one work with each Fellow for the duration of the program.
    - Each Mentor will establish a professional relationship, providing guidance and training in each Fellow's area of research/study.

- Each Mentor will work with the Fellow before arrival to discuss an appropriate work plan, site visits, and all other arrangements. A work plan should be agreed upon and finalized no later than 2 weeks after the program start date.
- Each Mentor will provide a draft of their work plan through the PI to USDA/FAS for consultation and approval approximately 2 weeks before the commencement of the program.
- Each Mentor will agree to commit a significant amount of time each week for one-on-one work with the Fellow during the program.
- Each Mentor will continue communicating with the Fellow beyond the end of the U.S.-based portion of the program and through the Mentor's follow-up visit.
- Each Mentor will submit quarterly progress reports that indicate all program activities conducted through the PI to USDA/FAS; video and pictures are encouraged as well.
- Ongoing posting of success stories/pictures to the university's social media accounts/platforms are expected with appropriate USDA social media tags to allow program visibility and successes.
- Each Mentor may assign other faculty members to assist with the Fellow's training and research activities.
- Mentors may not be assigned to multiple Fellows during the same time frame.

5) Pre- and Post-Program Visits to Washington, DC
    - The implementing institution will organize, coordinate, and pay for the Washington, DC visits for orientation and wrap-up sessions at the USDA headquarters. This can include but not limited to arranging per diem, lodging, air and ground transportation to/from, as well as in, Washington, DC.
    - USDA will organize the internal to USDA headquarters portion of the visit.

6) Mentor Follow-up Visit
    - Each Mentor's reciprocal follow-up visit to the Fellow's home country is a required component of the Faculty Exchange Program.
    - Each Mentor will work with the Fellow to plan a follow-up visit. The trip should occur within 3-9 months after the U.S.-based portion of the program ends.
    - The PI should provide USDA/FAS with an agenda for each Mentor's travel, including goals and objectives. The Mentor's travel information must also be provided to USDA/FAS for emergency contact purposes and country clearance (if required by the cognizant FAS Overseas Office).
    - Each Mentor will provide a trip report highlighting conducted activities and results through the PI to USDA/FAS within 30 days after the visit.
    - Each Mentor should plan to meet with the USDA/FAS Attaché, Councilor, and/or local staff at the U.S. Embassy while they are traveling, if feasible. USDA/FAS can assist with coordination prior to the trip.

7) Travel and Transportation
    - The implementing institution must make all travel arrangements for Fellows consistent with 2 CFR 200.274. This will include round trip, economy class,

international airfare from each Fellow’s home to the university; and any domestic travel related to the training program.
- The implementing institution will provide housing for the Fellow, within walking distance to the campus/training location or easily accessible by public transportation, for the duration of the training program. This housing will consider gender and cultural norms. Housing will include, inter alia, a private bedroom, private or shared bathroom, access to a laundry room and allowance for laundry costs, access to a kitchen (with pots, pans, and utensils), sheets, towels, and cleaning supplies. The implementing institution will not require the Fellow to pay for these expenses and will provide either reimbursement or advance payment.
- If public transportation is required to access campus/the training location, the implementing institution will provide the Fellow with a bus pass or proper allowance for transportation expenses.
- The implementing institution is not required to arrange the Fellows’ U.S. travel visa. USDA will provide Fellows with a DS-2019 for the Fellow to request and obtain a J-1 visa.

8) Meals and Incidentals (M&IE)
   - The implementing institution will provide each Fellow with meal and living allowances for the duration of stay.
   - When planning lodging and/or dining options, the implementing institution should check with the Fellows and account for any special dietary restrictions or preferences.
   - Daily M&IE allowance may not exceed current GSA per diem rates.
   - The implementing institution can determine the frequency of per diem allotments, but the Fellows must receive per diem within the first week of the Fellowship. The PI must inform the Fellows and USDA/FAS immediately if this cannot be accommodated.

9) Emergency Health Insurance
   - The implementing institution will purchase emergency health insurance for each Fellow for the duration of stay, as required for all J-1 Visa holders (22 CFR 62.14). Dates of coverage must include date of departure from their home country to the university until date of arrival back in their home country from the university.
   - Fellows must not be required to purchase their health insurance and then be reimbursed.
   - The implementing institution will educate Fellows as to what is covered under the health insurance policy, especially highlighting that pre-existing medical conditions are not covered.
   - The implementing institution will alert USDA/FAS staff if any health/medical conditions arise during the Fellowship.

10) Communication
   - The implementing institution will initiate contact with Fellows as soon as possible after signing of the agreement and selection of Fellows.

- The implementing institution will develop the training program in consultation with USDA/FAS, and Mentors will customize each work plan in consultation with the Fellows.
- The implementing institution will keep USDA/FAS informed regarding any logistical or program planning or modification.
- The implementing institution will notify USDA/FAS immediately upon Fellows' physical arrival and departure from the U.S. to comply with U.S. Department of Homeland Security requirements.
- The implementing institution will notify USDA/FAS when Fellows go on trips that take them away from the university overnight and will provide itineraries and updates.
- The implementing institution will provide USDA/FAS with the Fellows' temporary U.S. address and phone number, and emergency contact numbers for the PI, Mentor, or other appropriate institution personnel. This information is required so that Fellow can be reached in the event of an emergency.

11) Fellowship Program
- The implementing institution will provide educational materials and supplies to each Fellow as necessary to allow their full participation in the Fellowship.
- The implementing institution will ensure all fees related to the training program, such as (but not limited to) technology fees, administrative fees, laboratory fees, etc., are fully paid.
- The implementing institution will arrange relevant field visits as applicable to the Fellows' training program.
- The implementing institution will ensure each Fellow submits an interim and final report (2-3 pages each) to USDA/FAS halfway through the Fellowship and then before leaving the United States.
- ImpleMentors should organize and offer appropriate cross-cultural activities for the purpose of sharing language, culture, or history in accordance with J-1 Visa requirements.

12) Orientation
- The PI (Training Coordinator) will communicate directly with Fellows at least 4-8 weeks before arrival in the U.S. to ensure that all pertinent information is available, including:
  - Name and contact information of PI (Training Coordinator)
  - Name and contact information of Mentor
  - Institution information, weather information, and clothing needs
  - Housing and M&IE allowance
  - Program plan and anticipated site visits
  - Professional development expectations
  - Reminder to bring any necessary prescription medications
  - Explain what is and is not covered under emergency health insurance policy (e.g. no pre-existing conditions, no dental, etc.)
- The implementing institution will provide an orientation upon the Fellows' arrival to acquaint them with campus and community resources, such as:

- Explanation and demonstration of local bus/transportation, and grocery shopping options
- Explanation of cultural and legal expectations
- Safety and security protocol

13) Programmatic Reporting
    - Ensure each Fellow completes a program evaluation.
    - Ensure each Fellow develops an Action Plan to identify and state goals for their return while also outlining specific steps or activities that each Fellow will do upon return to their home country. An Action Plan generally includes steps, milestones, measures of progress, responsibilities, assignments, and timeline. The recipient shall provide a copy of each Fellow's Action Plan to USDA/FAS via the PI.
    - Ensure each Fellow provides a brief final report (format at the discretion of the recipient).

14) Suggested Field Trips/Activities
    - State-level Department of Agriculture and State Veterinarian's office(s) for an overview of animal health programs, disease surveillance and eradication, animal registration/license requirements, vaccination programs, disease testing programs, emergency disease outbreak planning and programs, etc.
    - State or APHIS (Animal and Plant Health Inspection Service) laboratories for information on disease testing/research
    - Visit to livestock farms
    - Visit to large animal health vet practices
    - Visit to small animal/pet practices
    - Briefings on role of private veterinarians in disease identification and surveillance and cooperation with state and federal government
    - If your state has an international border, a visit to the border to learn animal inspection protocols and requirements that enable trade
        - Information on the role of APHIS in animal health and import and export regulations
    - Briefings on food safety and animal inspections at slaughterhouses
    - Briefings on the concept of HACCP (Hazard Analysis Critical Control Point)
    - Briefings on continuing education requirements for veterinarians
    - Briefings on the role of Veterinarian associations
    - Role of APHIS in animal health and import and export regulations

**Monitoring**
FAS through its authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. During site visits, FAS will review grant recipients' files related to the grant-funded program.

As part of any monitoring and program evaluation activities, grant recipients must permit FAS, upon reasonable notice, to review grant-related records and to interview the organization's staff and clients regarding the program, and to respond in a timely and accurate manner to FAS requests for information relating to their grant program.

**Close Out**
Within 120 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, recipients must submit a final financial report (FFR) and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance. After final reports have been reviewed and approved by the agency, and any residual amount due to the recipient or due to be returned to the agency, the award is subject to closeout. Acceptance of final reports by the agency constitutes a closeout of the award with no further notice or obligation to either party. This acceptance will indicate the period of performance has expired, and any remaining funds will be deobligated. Records must be retained for a minimum of three years after the final reports are submitted.

## G. Federal Awarding Agency Contact

For all general questions, contact: Chris Biles at christine.biles@usda.gov
Hours of Operation: 8:00 AM to 4:30 PM EDT
1400 Independence Ave SW
Washington, DC 20250

Inquiries will be returned within 24 working hours (3 business days). All questions must be received no later than 16 working hours (2 business days) prior to submission deadline. The point of contact will confirm receipt of proposals upon request.

*Please identify the program to which you are applying in your email correspondence.

## H. Other Information

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

**Budget Revisions**
Transfers of funds between direct cost categories in the approved budget when such cumulative transfers among those direct cost categories exceed ten percent of the total budget approved in this Award require written approval from the agency. The total budget amount may not be increased without a bilaterally executed amendment to the award.

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

**Post-award program income**
In the event program income becomes available to the recipient post-award, it is the recipient's responsibility to notify the FAS Program Manager to explain how that development occurred, as part of their request for guidance and/or approval. The Program Manager will review approval

requests for program income on a case-by-case basis; approval is not automatic. Consistent with the policy and processes outlined in 2 C.F.R. Part 200, pertinent guidance and options, as determined by the type of recipient and circumstances involved, may be approved by the Grant Officer. If approval is granted, an award modification will be issued with an explanatory note in the remarks section of the face page concerning guidance and/or options pertaining to the recipient’s approved request. All instances of program income shall be listed in the progress and financial reports.