

NOTICE OF FUNDING OPPORTUNITY

International Agricultural Education Fellowship Program (Cost-Reimbursable)

Application Submission Deadline: June 19, 2023

Summary

The U.S. Department of Agriculture, Foreign Agricultural Service, Fellowship Programs, announces this funding opportunity to support the International Agricultural Education Fellowship Program by issuing new awards. This opportunity is available to State cooperative institutions or other colleges and universities in the United States, as defined at 7 USC 3103, and is intended to assist developing countries in establishing school-based agricultural education and youth extension programs under the Agriculture Improvement Act of 2018, PL 115-334, Sec. 3307, 7 USC § 3295.

A. Program Description

Overview:

The International Agricultural Education Fellowship Program (IAEFP), in coordination with 4-H and Future Farmers of America (FFA), will provide opportunities to eligible U.S. citizens to assist developing countries in establishing school-based agricultural education and youth extension programs. The IAEFP's purpose is to connect United States agriculturalists to the demand for experiential, school-based agricultural education in developing countries. The IAEFP was first implemented in Ghana during calendar year 2021-2022. The IAEFP allows United States agriculturalists the opportunity to develop a global mindset, help collaboratively meet the food and fiber needs of the domestic population of eligible countries, and help strengthen and enhance trade linkages between eligible countries and the United States agricultural industry.

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

FAS will consider applications from all eligible organizations, including current recipients and new organizations.

Objectives:

For this opportunity, the IAEFP will focus on any low to middle income country as defined by The World Bank. The USDA anticipates issuing up to 2 awards in this program cycle. Each award is expected to support up to nine (9) Fellows. The Fellowship is expected to last 8-9 months in concurrence with the priority country's secondary school academic year. Fellows participating in the IAEFP are required to hold a minimum of a bachelor's degree in an agriculture-related field and be U.S. Citizens.

Although each Fellow should be assigned to a specific site within the proposed country, they are expected to participate as a cohesive cohort. All applications must demonstrate that security considerations have been assessed and address all measures that would be implemented to ensure the safety and security of participating U.S. Fellows.

Award recipients should coordinate with the USDA/FAS IAEFP Team, and relevant FAS overseas offices and/or appropriate U.S. Embassy personnel on programmatic issues, such as priority country partnerships, site selection and Fellow placement, and security measures. Additionally, a strong social media presence displaying the ongoing activities of the IAEFP is encouraged. Finally, regular updates on program implementation should also be provided to USDA/FAS Washington, D.C. and FAS overseas office representatives as requested.

Place of Performance:

Applicants may submit multiple applications for different countries; and all will be considered. All applications must address the safety and security situation in proposed country and the regions within the country where Fellows will be placed. All applications should address where the IAEFP can work in conjunction with the Norman E. Borlaug International Agricultural Science and Technology Fellowship Program, the Cochran Fellowship Program, the Food for Progress Program, the McGovern-Dole Food for Education Program, the Local and Regional Procurement Program, and with Peace Corps, USAID, and/or other USG programming.

All applications should recognize and demonstrate incorporation of any priority country government requirements to allow for smooth implementation of this program. Program implementation must be focused on program sustainability and collaboration with the host government to help build/enhance the country's agricultural education curriculum. This may include formal registration with the government in the country. Applicants should determine if the proposed country requires registration to work there. If registration is required, applicants must clearly state their registration status in the proposed country or detail plans for the registration process should they be selected. The timeline for any registration processes will be considered in the proposed timeline of the IAEFP.

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

Each application must be country-specific and tailored to the context of that country. Depending on ever-changing security situations in eligible low to middle income countries, the USDA selecting official may elect not to award or fund applications for certain proposed locations. In

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

Lastly, the implementing institution is expected to conduct a post-program visit for the Fellows to Washington, DC to be greeted at USDA's Washington, DC headquarters, participate in meetings organized by the FAS Fellowship Programs team, and provide a debriefing of their Fellowship experiences to USDA/FAS leadership.

Funding Opportunity Number

USDA-FAS-10619-0762-10.-23-0001

Assistance Listing Number

10.619 International Agricultural Education Fellowship Program

Authorizing Legislation

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

B. Federal Award Information

Total Available Federal Funding: Up to \$1,000,000 (up to \$500,000 per award)

Anticipated Number of Awards: 2

Cost Share/Match Requirement: None/Not Required

Projected Period of Performance Start: September 1, 2023

Projected Period of Performance End: August 31, 2026

Extensions to this program may be permitted, subject to approval.

Type of Assistance Instrument:

USDA/FAS anticipates that a Cost-Reimbursable Agreement will be funded pursuant to this funding opportunity.

This type of agreement allows for a collaborative relationship between USDA/FAS, the selected recipient, and other collaborating partners. The particular scope and depth of this collaboration may vary throughout performance, depending on the needs of the activity and the desires of the participants.

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) before the application submission deadline 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, Federal Awarding Agency Contact, if you have questions about this requirement.

Cost Share/Match Requirement: None/Not Required In-kind contributions are generally allowable towards meeting any cost share/match requirement.

Ineligible activities: If an application is submitted that includes any ineligible tasks or activities, that portion of the application will be ineligible for funding and may, depending on the extent to which it affects the application, render the entire application ineligible for funding.

D. Application and Submission Information

This announcement contains all information necessary to apply to this funding opportunity.

Submission Dates and Times

Application Submission Deadline: June 19, 2023 at 11:59pm EDT (UTC -04:00)

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 computer problems.

Anticipated Funding Selection Date: July 31, 2023

Anticipated Award Date: August 18, 2023

Content and Form of Application Submission

A complete application package must include:

- Standard Form SF-424, Application for Federal Assistance, showing the Unique Entity Identifier, and signed by the applicant
- Standard Form SF-424A, Budget Information for Non-Construction Programs, 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 a determination of ineligibility but may delay approval and/or adversely impact the application's scoring.
- A detailed budget and narrative, in which cost items are quantified and described in sufficient detail to enable USDA/FAS to independently determine that the proposed costs are reasonable and allowable for the project and consistent with applicable regulations.

- A detailed project narrative or plan of operation: the project narrative must include the following elements to explain the overall program plan and the applicant's technical experience and expertise:
 - Indicate the name of the institution applying;
 - Indicate the country of proposed placement and justification for the selection;
 - Provide an analysis of the security situation in the proposed region where Fellows will be placed with a detailed security plan;
 - Determine if the proposed country requires registration to work there. If registration is required, applicants must clearly state their registration status in the proposed country or detail plans for the registration process should they be selected. The timeline for any registration processes will be considered in the proposed timeline of the IAEFP;
 - Provide a summary of relevant institutional capabilities for the identification of adequate and safe living accommodations and site selection for Fellows in the proposed country;
 - Include site selection, site development, and associated budget plans;
 - Provide an approach to achieve each of the program objectives, including topics to be covered, possible field visits, and leveraging other FAS/U.S. Government activities/programming;
 - Address where the IAEFP can work in conjunction with the Norman E. Borlaug International Agricultural Science and Technology Fellowship Program, the Cochran Fellowship Program, the Food for Progress Program, the McGovern-Dole Food for Education Program, the Local and Regional Procurement Program, and with Peace Corps, USAID, and/or other USG programming.
 - Provide a description of how the award, including the logistical elements, will be administered and the role of the institution staff;
 - Provide a description of how the applicant, if selected, will identify and recruit candidates to be Fellows through an organized recruitment process, including any rubrics, a reasonable timeline, and involvement of the National Future Farmers of America Organization (FFA) and the National 4-H Council (4-H) in the candidate selection process (all final Fellow selections submitted to the USDA/FAS for final concurrence);
 - Briefly describe any expertise and international experience in the proposed country, including an explanation of previous engagement with in-country stakeholders, and applicable language abilities;
 - Demonstrate understanding of the cultural context including its influence on program implementation and on Fellow experience;
 - Describe program strategy, including classroom instruction, field demonstrations, entrepreneurship projects, and leadership development;
 - Align training topics with USDA and the selected country's agricultural policy, development, and extension goals, including topics and activities that promote bilateral agricultural trade and a focus on Climate Smart Agricultural practices;
 - Include orientation trainings on country-specific safety and security, situational awareness, and security self-defense for all Fellows;

- Include a plan to account for the goals and objectives of individual Fellows and describe the skills or knowledge expected to be acquired by the Fellows by the end of the program;
- Describe how individual needs of the Fellows will be addressed to help each achieve their desired program deliverables;
- Include the monitoring and evaluation plan to be employed during the program with specific performance goals, an activity-level results framework, performance indicators with targets for each program activity, and plans for baseline and program-related data collection;
- Describe means of flexibility to account for potential program changes and the ability to respond to unforeseen circumstances in the priority country (this should include information on how unforeseen problems will be addressed);
- Provide a quality assurance plan;
- Provide a risk mitigation plan that incorporates security considerations provided by the Department of State website: <https://travel.state.gov/content/travel.html>.
- The layout includes a description of what is being proposed, how it will be conducted, and what is the desired result.
- An application that follows these formatting guidelines:
 - Organized, written in English, free of excessive grammatical and spelling errors
 - Source information cited appropriately
 - Submitted in PDF format
 - Applicants are advised that readability is of paramount importance and should take precedence in selection of an appropriate font for use in the application.
- Standard Form SF-LLL, Disclosure of Lobbying Activities, if applicable to the applicant

Unique entity identifier and System for Award Management (SAM)

Each applicant is required to:

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

SAM.gov registration requires several weeks to process and cannot be expedited; prospective applicants should therefore ensure that registrations are submitted timely.

SAM.gov Registration Instructions

Organizations applying to this funding opportunity must have an active SAM.gov registration. If you have never done business with the Federal Government, you will need to register your organization in SAM.gov. If you do not have a SAM.gov account, then you will create an account using login.gov¹ to complete your SAM.gov registration. SAM.gov registration is FREE. The process for entity registrations includes obtaining Unique Entity ID (UEI), a 12-character

¹ Login.gov a secure sign in service used by the public to sign into Federal Agency systems including SAM.gov and Grants.gov. For help with login.gov accounts you should visit [http://login.gov/help](https://login.gov/help).

alphanumeric ID assigned an entity by SAM.gov, and requires assertions, representations and certifications, and other information about your organization. Please review the [Entity Registration Checklist](#) for details on this process.

Entities outside the United States (defined at 2 CFR 200.1 as “[foreign organizations](#)” and “[foreign public entities](#)”) must obtain a NATO Commercial and Government Entity (NCAGE) Code prior to SAM.gov registration. An NCAGE is required for all foreign entities prior to registering in SAM.gov. You can complete the registration once you enter the NCAGE. You can submit your request for an NCAGE Code by going to the NATO Support Activity (NSPA) NCAGE Request Tool at [CAGE/NCAGE Code Request](#) which contains detailed instructions.

If you have done business with the Federal Government previously, you can check your entity status using your government issued UEI to determine if your registration is active. SAM.gov requires you renew your registration every 365 days to keep it active.

Please note that SAM.gov registration is different than obtaining a UEI only. Obtaining an UEI only validates your organization’s legal business name and address. Please review the [Frequently Asked Question](#) on the difference for additional details.

Organizations should ensure that their SAM.gov registration includes a current e-Business (EBiz) point of contact name and email address. The EBiz point of contact is critical for Grants.gov Registration and system functionality.

Contact the [Federal Service Desk](#) for help with your SAM.gov account, to resolve technical issues or chat with a help desk agent: (866) 606-8220. The Federal Service desk hours of operation are Monday – Friday 8am – 8pm ET.

Intergovernmental Review

Not applicable.

Funding Restrictions

Generally, funds may not be used in any manner that is prohibited by applicable regulations, including 2 CFR Part 200 and 2 CFR Part 400. 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 2023, \$152,771 per year, \$585.33 per day, or

\$73.17 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. Pursuant to USDA Departmental Regulation DR2255-001, a Negotiated Indirect Cost Rate Agreement (NICRA) with a cognizant U.S. Government agency will be honored, except where prohibited by statute.

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 Information

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

Applicants who require assistance with any USDA-managed computer system should reach out to the program officer(s) listed in Section G, Federal Awarding Agency Contact, at least 5 business days in advance of the application submission deadline. Applicants should provide as much detail as possible to facilitate resolution of the issue.

E. Application Review Information

Review and Selection Process

In all cases, the agency will conduct an initial responsiveness review of all applications submitted to determine:

- 1) the application was submitted on time as specified in this announcement (See Section D. Application and Submission Information);
- 2) the applicant is eligible (see Section C. Eligibility Information);
- 3) all the required forms and documents are submitted no later than the Application Submission Deadline specified in Section D. Application and Submission Information, Content and Form of Application Submission.

If an applicant is determined to be ineligible or an application is determined to be incomplete, the agency will notify the applicant prior to commencing with evaluation of applications, usually within 5 business days of the Application Submission Deadline. An applicant that feels such a determination is made in error may request reconsideration, highlighting evidence supporting their claim, by email to the program officer(s) listed in Section G, Federal Awarding Agency Contact, within 3 business days of notification.

The agency will convene a review panel, which may include both federal and non-federal reviewers, to review the eligible applications against the evaluation criteria described below. The reviewers will ensure that the applicant 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 below. The review panel will make a recommendation list to the selecting official, who is not a member of the panel.

The selecting official may select applications out of rank order in consideration of strategic program priorities, such as geographical distribution, incorporation of minority-serving institutions, or congressional directive. Selection 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 subaward, 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

Applicants will be evaluated on the extent and quality to which they demonstrate that they have the capabilities, staff, resources, and equipment to successfully perform the project as described in the following factors. Scoring will also be based on the level of detail and how clearly the applicant's capacities to address these factors are outlined in the proposal.

Factor 1: Security and Safety (50 Points)

The applicant will be evaluated on the extent and quality to which they demonstrate their ability to select safe and secure sites for Fellows in the proposed country and an understanding of safety and security risks for all program participants including:

- Safety and Security Issues Identified (10 Points)
 - Applicant's consideration of on the ground safety and security situation where Fellows might be working and documentation of the safety and security issues within the region where Fellows might be placed.
- Safety and Security Plans Included (20 Points)
 - Applicant's explanation of a detailed security/emergency action/risk mitigation plan that addresses potential risks and that should outline proposed methods for safe transportation, communication, secure housing, etc.
- High Risk Regions/Countries Excluded (20 Points)
 - Applicant's consideration of State Department advisories for the proposed country (travel.state.gov - high risk regions or countries should not be considered and will not be scored favorably – the safety of the Fellows is critical for program success).

Factor 2: Technical Expertise and Experience (40 Points)

The applicant will be evaluated on the extent and quality to which they demonstrate how the program objectives will be achieved through their appropriate technical background, expertise and abilities, and program plans including:

- Fellow Recruitment Plan Included (5 Points)
 - Applicant's explanation of a strong and diverse Fellow recruitment from multiple strategic medians nationwide including Minority Serving Institution networks;
 - Applicant's explanation of a thorough Fellow selection process including final review by 4-H, FFA and concurrence by USDA/FAS;

- Applicant’s explanation of a comprehensive contingency plan in the event selected Fellows drop out;
 - Applicant’s explanation of a strategy for Fellows’ participation as one cohesive cohort throughout the program;
- Experience with Agricultural Education and Extension Programs Defined and Detailed (20 Points)
 - Applicant’s explanation of their experience with international program implementation, training, and youth-focused experiential education (should experience be lacking, the applicant may not receive points for this section);
 - Applicant’s explanation of their experience with developing youth leadership and entrepreneurship programming (should experience be lacking, the applicant may not receive points for this section);
 - Applicant’s explanation of their ability to monitor and evaluate the program and respond to unforeseen circumstances (should experience be lacking, the applicant may not receive points for this section);
 - Applicant’s explanation of their ability to align training topics with USDA’s and the priority country’s agricultural programs, policies, and development and extension goals.
- Knowledge and Connection within Proposed Countries Defined and Detailed (15 Points)
 - Applicant’s consideration of Fellow language ability for security considerations in the proposed country and applicant’s explanation of their experience using local language in program implementation;
 - Applicant’s explanation of their process for strategic selection of priority sites for Fellows with consideration of safety and security concerns and the needs of each individual;
 - Applicant’s explanation of their ability to administer the program in-country, and work with local community leaders to ensure approval of program implementation;
 - Applicant’s explanation of their ability to tailor training and program implementation to the needs of the proposed country, the host communities, and the Fellows;
 - Applicant’s explanation of their knowledge of the culture, relevant agricultural conditions, opportunities for climate-smart agricultural practices, and methods of agricultural education within the proposed country;
 - Applicant’s explanation of their knowledge of the proposed country’s program-specific policies and procedures and demonstration of an understanding of potential influences on project success (including knowledge of any registration requirements to operate in the country, and the process/plans for registration);
 - Applicant’s explanation of their relationships with priority country government and community leaders, Ministries of Education and Agriculture, and any other related government personnel.

Factor 3: Overall Program Plan (40 Points)

The applicant will be evaluated on the extent and quality to which they demonstrate that the overall program design is strategically aligned and relevant to the stated objectives including:

- Programmatic Alignment with USDA Priorities Defined and Detailed (10 Points)
 - Applicant’s demonstration that the program can promote bilateral agricultural trade between the proposed country and the United States;
 - Applicant’s demonstration that the program will align with the proposed country’s agricultural development and extension goals;
 - Applicant’s consideration of local/national government and community receptiveness to the program, including demonstration of an understanding of the registration process with any appropriate authorities to work in the proposed country;
 - Applicant’s demonstration of programmatic alignment with other USG (including USDA/FAS) activities in the proposed country.
- Program Implementation Plans and Strategies Included (20 Points)
 - Applicant’s explanation of the following details in their implementation plans:
 - Predeparture orientation;
 - In-country orientation;
 - Classroom instruction;
 - Field demonstrations and/or field visits;
 - Entrepreneurship projects;
 - Community engagement;
 - Leadership development;
 - Term break activities and opportunities;
 - Applicant’s explanation of the following strategies and plans:
 - Safety and Risk Mitigation Strategy;
 - Monitoring and Evaluation Plan;
 - Quality Assurance Plan;
- Professional Formatting, Spelling, and Grammar Utilized (10 Points)
 - Applicant’s demonstration of professional organization and formatting throughout the project narrative and supporting documents with limited spelling and grammatical errors.

Factor 4: Budget (20 Points)

The applicant will be evaluated on the reasonableness, cost-effectiveness, and adequacy of the proposed budget to accomplish the project, along with the extent to which the budget documents are detailed, organized, in-scope, and appropriate, including:

- Appropriate and Detailed Content Included (10 Points)
 - Applicant’s demonstration that the proposed budget is appropriate for the number of participating Fellows and the length of the program;
 - Applicant’s use of a detailed budget table that utilizes cost item categories and includes appropriate cost savings where available.
- Budget Narrative and Budget Table Included (10 Points)
 - Applicant’s use of a clear budget narrative accompanying the budget table to address each line item therein;
 - Applicant’s demonstration of successful rounding and calculating with final budget narrative numbers exactly matching the budget line items, rounded to the penny.

Integrity in Performance

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

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

- An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM.gov 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.gov.
- 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 2 CFR [§ 200.206](#)

F. Federal Award Administration Information

Federal Award Notices

Successful applicants will be notified of the status of their application/award by email. This notification is not authorization to proceed, and such notification should be construed as provisional.

Administrative and National Policy Requirements

All successful applicants for all grant and cooperative agreements are required to comply with the applicable General Administrative Terms and Conditions, which can be found at https://www.fas.usda.gov/grants/general_terms_and_conditions/default.asp. The applicant is presumed to have read, understood, and accepted these terms when accepting a USDA/FAS award. Applicants with questions about the applicable terms should contact the program officer(s) listed in Section G, Federal Awarding Agency Contact.

The applicable Terms and Conditions will be for the last year specified at that URL.

Before accepting an award, the applicant should carefully read the award package for instructions on administering the 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.

Post-Award Performance Expectations

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

Required Fellow Qualifications:

- A minimum of a bachelor's degree in an agricultural-related field of study;
- U.S. Citizenship;
- Language fluency when determined necessary for Fellow safety and security.

Preferred Fellow Qualifications:

- A developed understanding of United States school-based agricultural education and youth extension programs;
- Able to provide hands-on experience in and outside of the classroom in various forms, such as extension work;
- Flexibility and resilience in the face of changing work environments and an understanding of the impacts and benefits of cultural differences.
- Able to demonstrate what it means to operate in an international setting;
- Participation and leadership roles in FFA or 4-H should be considered along with a letter of recommendation from one of these organizations.

3. Site Selection for Fellows
 - The recipient should recommend sites to USDA/FAS for approval;
 - Safety and security concerns should be addressed in the justification of site selection;
 - Sites should align with programmatic objectives with consideration of current in-country USG activities;
 - Proposed country's government policies and requirements related to agricultural education curricula should be factored into selection of sites;
 - Scoping costs should also be planned and presented within the budget and budget narrative.
4. Travel and Transportation
 - Travel should be arranged by the recipient and ensure it is consistent with Federal Travel Regulations (41 CFR 300 et seq.) and the institution's policies and procedures;
 - The recipient should provide round trip, economy class, international airfare from the Fellow's home to the assigned country;
 - The recipient is responsible for arranging and purchasing all domestic travel related to the Fellow's training program;

- The recipient should provide housing for the Fellow for the duration of the training program, taking into account gender and cultural norms;
- The recipient should pay lodging fees directly and should not require the Fellow to pay for lodging expenses;
- Lodging should include a private bedroom, private or shared bathroom, access to laundry resources as culturally acceptable, and access to a kitchen with pots, pans, and utensils.
- Necessities, such as sheets, towels, and cleaning supplies, should be provided for Fellow's use (the Fellow should not have to pay for these items);
- Lodging should be within walking distance to the work location or easily accessible by public transportation, as security permits;
- If public transportation is required to access work location, the recipient should provide the Fellow with a bus pass or proper allowance for transportation expenses, as security permits;
- When planning lodging options, the recipient should check with the Fellow, account for any special dietary restrictions or preferences, and should communicate these restrictions/preferences to necessary personnel in the host community prior to the Fellow arrival, in the event special accommodations are needed;
- The recipient should ensure compliance with all COVID-19 requirements and procedures.

5. Pre- and Post-Program Visits to Washington, DC

- The implementing institution should organize, coordinate, and pay for a Washington, DC visit at the USDA headquarters at the end of the program. This can include but is 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. Meals and Incidentals (M&IE)

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

7. Emergency Health Insurance

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

- The recipient should immediately alert USDA/FAS staff if any health/medical conditions arise during the program.

8. Communication

- The recipient should develop the training and orientation program in consultation with USDA/FAS;
- The recipient should keep USDA/FAS informed regarding any logistical or program planning;
- The recipient should keep USDA/FAS, FAS/Post and the appropriate U.S. Embassy personnel abreast of all programmatic issues including program implementation;
- The recipient should provide USDA/FAS, FAS/Post and the appropriate U.S. Embassy personnel with the Fellow's temporary address and phone number, and emergency contact numbers for the PI, local contact, or other appropriate institution personnel. This information is required so that Fellow can be reached in the event of an emergency;
- The recipient should maintain frequent communication with the Fellows and be available 24/7 to respond to Fellow needs.

9. Program

- The recipient should provide a security briefing and a security plan to each Fellow;
- The recipient should provide educational materials and supplies to each Fellow to allow their full participation in the program;
- The recipient should pay for all fees related to the Fellow's program;
- The recipient should ensure that participating implementors have all required registrations to operate in the proposed country;
- The recipient should arrange relevant field visits as applicable;
- The recipient should ensure semi-annual reports are submitted to USDA/FAS and include success stories and Fellow feedback;
- The recipient should maintain a social media presence and provide updates to USDA/FAS on ongoing successes;
- FAS expects that applications submitted for past IAEFP funded programs should build upon past IAEFP activities and what has been accomplished to date. The recipient may also draw on additional resources and best practices from similar programs for robust program development.

10. Orientation

- The recipient should provide a virtual pre-departure orientation to prepare Fellows for the program, set expectations, provide a forum for Q&A, and start the development of a cohesive Fellowship cohort. At minimum, this should include:
 - Name and contact information of PI/Training Coordinator
 - Name and contact information of host site, including details of host institution
 - Program plan/calendar and anticipated site visits
 - Professional development expectations
 - Visa information
 - Housing, M&IE allowance, and other expense information

- Country-specific guides including safety protocols, emergency contact information, as well as cultural, political, and social tips, weather information, and other introductory materials
- Explanation of what is and is not covered under emergency health insurance policy (e.g., no pre-existing conditions, no dental, etc.)
- Reminder to bring any necessary prescription medications
- The recipient should provide an orientation upon the Fellow's arrival to acquaint them with site and community resources. At minimum, this should include:
 - Demonstration of local transportation options
 - In-depth security briefing
 - Identification of safety network
 - Explanation of:
 - Cultural and legal expectations
 - Local agricultural knowledge, technology, and practices
 - Agricultural education in the country, and teaching methodology that can be applied specifically to youth agricultural education
- The recipient should provide all welcome and orientation guides for selected Fellows including all emergency contact information and emergency evacuation plans.

11. Monitoring

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

Reporting

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

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

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

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

Monitoring

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

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

Closeout

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

G. Federal Awarding Agency Contact

For all inquiries, contact:

Name: Chris Biles

Email Address: Christine.Biles@usda.gov

Phone Number: (202) 720-2737

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

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 application submission deadline (See Section D). The agency contact listed will confirm receipt of applications upon request.

*Please identify the opportunity to which you are applying in your email correspondence by including the name of the program in the email subject line and any additional details as necessary.

H. Other Information

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.

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 USDA/FAS Program Manager to explain how that development occurred, as part of their request for guidance and/or approval. 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 recipient's approved request. All instances of program income shall be listed in the progress and financial reports.