Food and Agriculture Defense Initiative
Extension Disaster Education Network

MODIFICATIONS: Pages cover, 2, 5 and 9

FY 2018 Request for Applications (RFA

APPLICATION DEADLINE: July 26, 2018

ELIGIBILITY: See Part III, A of RFA

ANTICIPATED AWARD AMOUNT: $383,000



United States Department of Agriculture

National Institute of Food and Agriculture

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

FOOD AND AGRICULTURE DEFENSE INITIATIVE:
EXTENSION DISASTER EDUCATION NETWORK

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under 10.304.

DATES: Applications must be received by **5 p.m. Eastern Time** on July 26, 2018. Applications received after this deadline will normally not be considered for funding (see Part IV, C of this RFA). Comments regarding this request for applications (RFA) are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

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

EXECUTIVE SUMMARY: NIFA requests applications for the Food and Agriculture Defense Initiative: Extension Disaster Education Network (EDEN) for fiscal year (FY) 2018 to provide national coordination of EDEN for outreach service to enhance biosecurity of the U.S. agriculture and food system. The anticipated amount available for this cooperative agreement is approximately $383,000 annually for four years. This funding will be renewed annually based on the availability of funding and progress reports.

This notice identifies the objectives for EDEN projects, deadline dates, funding information, eligibility criteria for projects and applicants, and application forms and associated instructions needed to apply for an EDEN cooperative agreement.

Table of Contents

PART I—FUNDING OPPORTUNITY DESCRIPTION 4
A. Legislative Authority 4
B. Purpose and Priorities 4
C. Program Area Description 5
PART II—AWARD INFORMATION 9
A. Available Funding 9
B. Types of Applications 9
PART III—ELIGIBILITY INFORMATION 10
A. Eligible Applicants 10
B. Cost Sharing or Matching 10
PART IV—APPLICATION AND SUBMISSION INFORMATION 11
A. Electronic Application Package 11
B. Content and Form of Application Submission 12
C. Submission Dates and Times 17
D. Funding Restrictions 18
E. Other Submission Requirements 18
PART V—APPLICATION REVIEW REQUIREMENTS 19
A. General 19
B. Evaluation Criteria 19
C. Conflicts of Interest and Confidentiality 21
D. Organizational Management Information 21
E. Application Disposition 21
PART VI—AWARD ADMINISTRATION 22
A. General 22
B. Award Notice 22
C. Administrative and National Policy Requirements 22
D. Expected Program Outputs and Reporting Requirements 22
PART VII—AGENCY CONTACT 23
PART VIII—OTHER INFORMATION 24
A. Use of Funds; Changes 24
B. Confidential Aspects of Applications and Awards 24
C. Regulatory Information 25
D. Definitions 25

PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority

The Food and Agriculture Defense Initiative was authorized through section 1472 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA), 7 U.S.C. 3318; and Homeland Security (Cooperative Agreements), section 1484 of NARETPA, 7 U.S.C 3351. Using this authority available to the Secretary, the Secretary shall use funds made available to carry out agricultural research, education, and extension activities for continuation of partnerships with institutions of higher education and other institutions to help form stable, long-term programs to enhance the biosecurity of the U.S.

B. Purpose and Priorities

Biosecurity of the U.S. agriculture and food system can be threatened by animal/plant pests and diseases, as well as environmental risks. Diseases affecting livestock can have a significant impact on human health (diseases transmissible from animals to humans), animal productivity and production, on live animal trade, meat and other animal products, and, consequently, on the overall process of economic development. Preventing the spread and introduction of pests of plants and plant products, and promoting appropriate measures for their control is a major component of biosecurity of plant life and health. Environmental or natural events, including but not limited to droughts, hurricanes, floods, landslides, wildfires, and tornadoes also pose a significant threat to agriculture and can escalate biosecurity risks. It is necessary to mitigate the threats posed by these constraints.

The primary focus of Food & Agriculture Defense Initiative: **Extension Disaster Education Network** (EDEN) will be to help form sustainable efforts to enhance the biosecurity of the U.S. agriculture and food system through education and extension activities. The purpose of this program is to expand the Cooperative Extension System's educational role with a focus on agrosecurity before, during, and after a disaster, using the U.S. Department of Homeland Security (DHS) **National Response Framework**. This framework established an “all-hazards” approach to enhance the ability of the United States to manage domestic incidents. This approach includes homeland security processes for disaster planning, preparing, mitigating, responding, and recovering.

The goals of the EDEN program are to maximize the ability of American agricultural producers to prosper by feeding and clothing the world. In doing so, it will ensure that American agricultural products and exports are produced in steady supply and in a manner that can be trusted by our trading partners. Historically, a collateral benefit of the program has been to facilitate and protect rural prosperity and economic development through improved all hazards management of domestic disasters. Specific tactics supported by this program include:

- Fostering interdisciplinary and multi-state education and outreach programs, addressing all phases of biosecurity disasters as well as all phases of other disasters that can escalate biosecurity risks;

- Providing linkages needed to build strategic partnerships with local, state, and federal agencies, organizations and networks, including but not limited to the National Animal Health Laboratory Network and the National Plant Diagnostic Network;
- Providing administrative oversight and report outcomes and impacts;
- Providing communication and information delivery needed to promote disaster preparedness and the development of effective strategies for mitigation, response, and recovery; and
- Fostering collaboration among state EDEN programs to improve delivery of services and exchange of information.

The program priorities relate to delivering education, building strategic partnerships, overseeing EDEN administration, and improving communication. These priorities are described in detail under subpart C. Program Area Description.

The EDEN program aligns with the following:

USDA Strategic Goals for 2018-2022
Goal 2. Maximize the Ability of American Agricultural Producers to Prosper by Feeding and Clothing the World

USDA REE Action Plan, 2014
Goal 1. Sustainable Intensification of Agricultural Production
1A: Crop and Animal Production
1B: Crop and Animal Health
Goal 3: Sustainable Use of Natural Resources
3A. Water Availability: Quality and Quantity
Goal 7: Rural Prosperity/Rural-Urban Interdependence

NIFA Strategic Plan for 2014-2018;
Goal 1. *Science* - Catalyze exemplary and relevant research, education and extension programs.

C. Program Area Description

Program Area Code: ES
Program Code Name: AA-G
Application Deadline: July 26, 2018 (5:00 p.m. ET)
Grant Type: Cooperative Agreement
Project Types: Extension

FADI EDEN will fund one project that will deliver education, strategic partnerships, administration, and communication activities, including the coordination of the development, implementation, and enhancement of diverse capabilities for addressing threats to the U.S. agriculture and food system with special emphasis on planning, training, outreach activities related to vulnerability analyses, incident response, and detection/prevention technologies.

The following elements must be included in the project:

1. Education

- Build the capacity of the EDEN program through coordination with State Extension Directors, resulting in increased numbers of EDEN points of contact (POCs) and delegates delivering science-based education to assist Cooperative Extension in preparing for, mitigating, providing an educational response to, and recovering from disasters;

- Advance Extension's ability to deliver disaster education in the wake of local, regional or national catastrophic events. Enhance the abilities of individuals, families, communities, organizations, agencies and businesses to prepare for all phases of disasters;

- Support mechanisms to disseminate timely information on threats to human, animal, and plant health, bolstered with linkages to existing science-based education;

- Target small and/or underserved producers with timely biosecurity/agrosecurity messaging that align with official information from state and federal government sources;

- Develop and promote resource materials in EDEN's name, for use by EDEN in disaster education activities and to continue to support EDEN's efforts to collect and disseminate specific information on homeland security, animal, and plant biosecurity;

- Identify existing educational materials and programs and make them available across the Extension system as features of the EDEN network and its website; and

- Develop and provide educational materials on National Preparedness month in coordination with Department of Homeland Security.

2. Strategic Partnerships

- Advance strategic partnerships with other organizations to incorporate Cooperative Extension into local, state, and national response frameworks;

- Collaborate with other land-grant universities, the 1890 EDEN Advisory Group, which includes representatives from the 1890 Historically Black Colleges and Universities to increase representation in EDEN.

3. Administration

- Serve as the host institution and provide a central point of programmatic, budgetary, operational and other support for extension disaster education efforts and furtherance of diverse homeland security capabilities. The host institution will support and regularly consult with the EDEN Executive Board and Program Area Work Groups (PAWGs) and committees to ensure programmatic effectiveness and alignment with EDEN's Strategic Plan;
- Manage subcontracts for yet-to-be determined contractors for website management and extension education opportunities that will be mutually agreed upon by the Project Director and NIFA; and
- Expand and support the existing structure to obtain response notes from POCs and delegates following a disaster and facilitate this communication to designated NIFA personnel to report situations, outcomes, and impacts.

4. Communications

- Increase stakeholder awareness of the EDEN program and the successful efforts it supports. Information delivery formats may include a variety of methods, including but not limited to social media, presentations, websites, conferences, workshops, face to face meetings, online courses, webinars, newsletters, press releases, public service announcements, fact sheets, infographics, and other modes; and
- Manage EDEN's public affairs and enhance communication among relevant Extension, state and federal agencies, and other organizations to help fill the void of information for producers and consumers.

Behavioral and Social Sciences

Behavioral education and promotion of disaster preparedness is important in planning for individual and community resiliency. Incorporation of social and behavioral sciences is key for addressing many of the challenges facing communities, such as helping people plan for and mitigate disasters. Effective non-formal education programs and services in social and behavioral sciences promote and enhance disaster preparedness, response, mitigation, and recovery and in the long run increases community resiliency. Such initiatives can provide timely and adequate information to communities that lead to behavior change. The proposed Extension outreach project should include activities that integrate social and behavioral sciences in program design and implementation. Extension educators and other relevant partners, supported by innovative communication platforms, can employ these programs and services to sustain disaster education activities that successfully protect and enhance biosecurity, vitality, and resiliency of communities.

eXtension

NIFA encourages (but does not require) projects that develop content suitable for delivery through eXtension (https://extension.org/). You may use funds to contribute to existing Communities of Practice (CoP)/Learning Networks, or to form a new Learning Network(s) focused on disaster preparedness, mitigation, response, and recovery (pre-disaster, during and post disaster). eXtension projects must align with the eXtension vision, mission, and values; must have a letter of acknowledgement from eXtension; and may also need a letter of support from one or more of the Communities of Practice. For detailed guidance on how to partner with eXtension, go to http://create.extension.org/node/2057.

Global Engagement

NIFA supports global engagement that advances U.S. agricultural goals. To attain the agency's goals for U.S. agriculture, promotion of global competence of our nation's future agricultural workforce, and safe and nutritious food security in a growing world, NIFA recognizes that collaboration with international partners can advance U.S. agriculture. Thus, applications in response to this program's RFA may include collaborations with international partners, but may only be submitted by eligible U.S. institutions. Such applications may include subcontracts to international partners or other institutions. Applications must clearly demonstrate benefits to the United States. Additional guidance on including international activities is provided on the International Partnerships website.

PART II—AWARD INFORMATION
A. Available Funding

The anticipated amount available for the EDEN program in FY 2018 is approximately $383,000 , with annual renewal for a total of four years based on availability of funding in subsequent years and progress reports. The award will be issued as a cooperative agreement, which is a legal instrument reflecting a relationship between the United States Government and a State, a local government, or other recipient when—
(1) the principal purpose of the relationship is to transfer a thing of value to the State, local government, or other recipient to carry out a public purpose of support or stipulation authorized by a law of the United States instead of acquiring (by purchase, lease, or barter) property or services for the direct benefit or use of the United States Government; and
(2) substantial involvement is expected between the executive agency and the State, local government, or other recipient when carrying out the activity contemplated in the agreement. (31 USC 6305).

Through the cooperative agreement NIFA agrees to:

1. Assign a National Program Leader (NPL) with appropriate expertise, who will monitor the project and make recommendations concerning planning and procedures to be followed and ensure that objectives are being fulfilled;
2. Provide FY 18 funds in the approximate amount of $383,000 for project costs that are allowable, allocable, and reasonable as specified on the Notice of Award and the budget; and
3. Provide guidance in the evaluation process and other technical assistance, as needed.

NIFA is issuing the cooperative agreement on a continuation basis. A continuation award 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.

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

B. Types of Applications

In FY 2018, only new applications will be accepted by the EDEN program.

New application. This is a project application that has not been previously submitted to the EDEN program. Since this is a new competition in FY 2018, all applications meeting the program guidelines from eligible institutions will be considered new for the EDEN Program. We will review all new applications competitively using the screening for administrative requirements, review panel evaluation of proposals using evaluation criteria and selection process described in Part V—Application Review Requirements.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

In accordance with section 1472(c) of NARETPA, applicants may be: State agricultural experiment stations, State cooperative extension services, all colleges and universities, other research or education institutions and organizations, Federal and private agencies and organizations, individuals, and any other contractor or recipient, either foreign or domestic, to further research, extension, or teaching programs in the food and agricultural sciences of the Department of Agriculture. Failure to meet an eligibility criterion by the application deadline may result in the application being excluded from consideration or, even though an application may be reviewed, will preclude NIFA from making an award.

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

B. Cost Sharing or Matching

NIFA does not require cost sharing or matching support for this program.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Electronic Application Package

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

New Users of Grants.gov

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

Steps to Obtain Application Package Materials

To receive application materials:

1. You must download and install a version of Adobe Reader compatible with Grants.gov to access, complete, and submit applications. For basic system requirements and download instructions, see http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html. Grants.gov has a test package that will help you determine whether your current version of Adobe Reader is compatible.

- To obtain the application package from Grants.gov, go to http://www.grants.gov/web/grants/applicants/download-application-package.html and enter the funding opportunity number where appropriate

  Funding Opportunity Number: USDA-NIFA-ES-006632

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

  Contained within the application package is the "NIFA Grants.gov Application Guide." This guide contains an introduction and general Grants.gov instructions, information about

how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

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

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

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

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

B. Content and Form of Application Submission

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

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

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

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

1. SF 424 R&R Cover Sheet

Information related to the questions on this form is dealt with in detail in Part V, 2 of the NIFA Grants.gov Application Guide. See Part V, Section 2.17 of the NIFA Grants.gov Application Guide for the required certifications and assurances (e.g., Prohibition Against Entities Requiring Certain Internal Confidentiality Agreements).

2. SF 424 R&R Project/Performance Site Location(s)

Detailed information related to the questions on this form is available in Part V, 3 of the NIFA Grants.gov Application Guide.

3. R&R Other Project Information Form

Detailed information related to the questions on this form is available in Part V, 4 of the NIFA Grants.gov Application Guide.

a. Field 7. Project Summary/Abstract.

All proposals must include a Project Summary/Abstract. Use the template suggested in Part V. 4.7 of NIFA Grants.gov Application Guide and also found at https://nifa.usda.gov/resource/application-support-templates. The summary must include the relevance of the project to the goals of the EDEN program and provide the following information, in the order listed:

- Project title;
- List of Project Directors (PDs) and Co-PDs and their institutions/organizations; and
- Concise (250 words or less) description of the project.

b. Field 8. Project Narrative.

NOTE: The Project Narrative shall not exceed 20 pages of written text and up to 5 additional pages for figures and tables. We have established this maximum (25 pages) to ensure fair and equitable competition. The Project Narrative must include all of the following:

- 1-inch margins;
- Times New Roman 12-point font; and
- Single- or double-spaced text; and
- A one-page Table of Contents that does not count towards the 25-page limitation).

In developing the Project Narrative section of your application, use the sections headings listed below. Indicate the Section letter and number in your response, e.g., type "A.1", "A.2", etc., before your response to each statement. Do not combine two or more statements or refer to another section of the Project Narrative in your response, such as indicating that the response for B.2 is in D.7.

NOTE: Appendices to the Project Narrative are allowed if they are directly germane to the proposed project. Do not add appendices to circumvent the page limit. The Project Narrative must include all of the following:

Section A. Introduction:

1. Provide background information on your institution's capabilities and capacity to serve at the host institution for the EDEN program;

2. Describe what you consider to be critical elements in addressing disaster education;
3. Describe the scope of the project; concisely state the long-term goal(s) and supporting objectives of the proposed project in the areas of education, strategic partnerships, administration, and communications;
4. Describe how this project will build upon or expand related work or programs of the EDEN program in the areas of education, strategic partnerships, administration, and communications;
5. Describe ongoing or recently completed significant activities that relate to the proposed project including the work of key project personnel; include preliminary data/information pertinent to the proposed project; and
6. Estimate the magnitude of the issues and the relevance to stakeholders;

Section B: Objectives

All applications must include a statement of specific aims of the proposed project. Include objectives which answer the questions of who, what and to what extent. Each objective needs a specific action plan describing a reasonable scope of activities that can be accomplished within the resource and time constraints of the cooperative agreement. Be sure objectives relate to goals and:

1. Define the target audience and/or end users of project deliverables; and
2. Present clear, concise, complete and logically arranged aims.

Section C: Project Timetable

The proposal outline must include all important phases as a function of time, year by year, for the entire project. Outline a **four year plan of work**, detailing the annual work plan for each fiscal year and including the following:

1. Overall description of scope of activities for each year; and
2. Description of education/extension/planning activities with milestones, partner/collaborator roles (if appropriate) and verifiable indicators, which demonstrate progress and successful implementation.

Section D: Methods

Explicitly state the procedures or methodology you will apply to the proposed project. This section should include, but not necessarily be limited to, descriptions of:

1. Stakeholder involvement in problem identification, planning, implementation, and evaluation;
2. Techniques to be employed in the project, including their feasibility, rationale for their use, and how they accomplish stated objectives;
3. Proposed project activities related to the objectives, listed sequentially;
4. Participant recruitment strategy(ies) to be used;
5. How education/extension activities will be evaluated;
6. Plans to communicate results to stakeholders and the public;
7. Project development and implementation challenges that may be encountered and how you plan to address those challenges;
8. Approaches for establishing partnerships;

9. Administration of different components of the EDEN project, including website maintenance, on-line course development and maintenance, and subawards;
10. Limitations to proposed procedures and how you plan to address the limitations;
11. Pitfalls that might be encountered; and
12. If applicable, how you propose to transition the project from the existing host institution to your institution.

Section E: Project Performance Assessment

Include project performance assessment plans for review of outcomes achieved and use of results to inform, refine and adjust future project plans as needed. Include a plan for monitoring and measuring performance of the project. The plan must include the following elements:

1. A logic model or alternative schematic that illustrates the causal linkages between planned activities and desired outcomes; a logic model template and explanation of its components can be located at: https://nifa.usda.gov/resource/integrated-programs-logic-model-planning-process;
2. Indicate the amount of funding that will be set aside for monitoring the performance of your project;
3. Indicate who on the team will provide the project performance assessment oversight. NIFA does not require, but it does encourage grantees to include on their teams colleagues skilled in project performance measurement or evaluation, who can help develop the monitoring plan and, if feasible, participate in carrying out the plan;
4. Describe your expected outcomes. Define outcomes from outlined activities and indicate how they will be measured.

Be as specific as possible in describing the linkages among activities, outputs, and different types of outcomes (e.g., changes in participant knowledge, awareness, competency, behavior, or changes in condition).

Section F: Project Management Plan

1. If the proposed EDEN project represents collaboration between two or more land-grant institutions or other organization, provide an explanation of how the relationship and communication will be managed;
2. Describe the process for solicitation of proposals and award processes for sub-contracts, if applicable;
3. Describe the activities to be performed by the sub-awardees, if applicable;
4. Describe how the relationship and communication between the State Cooperative Extension System and the non-land-grant partners will be managed, if applicable; and
5. Describe the fiscal and administrative oversight for the project. The budget will include a breakdown of costs so that information does not need to be described here.

Section G: Partner Roles

1. State Cooperative Extension System and non-land grant partners may jointly or individually provide leadership for different objectives or activities. Briefly describe the roles of key staff on the proposed project and percent of time each will dedicate to the project; and

2. Land-grant institutions submitting applications where other partners will conduct portions of the deliverables must describe each institution's roles and responsibilities. Describe relevant work that demonstrate each institution's ability to successfully execute the proposed project.

c. Field 12. Add Other Attachments
See Part V. Section 4.12 of the NIFA Grants.gov Application Guide (Field 12 on the form) for instructions regarding mandatory Felony Convictions or Tax Delinquent Status.

Letters of Commitment from All Partners on the Proposed Project
Letters may be submitted by relevant organizations, including land-grant institutions, Regional Rural Development Center (RRDC), state offices, eXtension, etc. The letters should state readiness to collaborate on the proposed EDEN project and describe the partner's specific role(s) on the project. Title the attachments for example as, "1890Letter", "RRDCLetter" or "eXtensionLetter". *Note: If partnering with eXtension, you must have a letter of acknowledgement from eXtension and a letter of commitment from the appropriate Community of Practice or Learning Network. For detailed guidance on how to partner with eXtension, go to http://create.extension.org/node/2057.*

Bibliography
No page limit. Submit as an attachment in PDF format. Title the attachment as "BibliographyReferencesCited." All work cited in the proposal should be referenced in this section of the application. All references must be complete, include titles and all co-authors, conform to an acceptable journal format, and be listed in alphabetical order using the last name of the first author or listed by number in the order of citation.

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

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

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

The amount of detail depends on the nature of the project and the breakdown of costs. Indirect costs is limited to 10 percent.

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

Field 2. Program to which you are applying. Enter the program code name (i.e., enter "**Homeland Security**") and the program code (i.e., enter "**AA-G**"). Note that accurate entry of the program code is very important for proper and timely processing of an application.

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

C. Submission Dates and Times

We recommend that you conduct an administrative review of the application before submission of it via Grants.gov to ensure that it complies with all preparation instructions. An application checklist is included in Part VII of the NIFA Grants.gov Application Guide to assist with this review. While the checklist referenced in Part VII should be used to determine the application for completeness, the application should be checked additionally for the following required item(s). This is not an exhaustive list of required items; it serves to highlight **required items that are sometimes overlooked by applicants:**

- Project summary
- Project action plan
- Timeline
- Bibliography
- Logic model
- Current and pending support forms
- Conflict of interest forms
- Letters of commitment
- Felony convictions or tax delinquent status

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

Applications must be received by Grants.gov by **5 p.m. Eastern Time on July 26, 2018.** Applications received after this deadline will normally not be considered for funding.

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

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

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

D. Funding Restrictions

Indirect costs is limited to 10 percent of the total federal funds and tuition remission are not allowed. You may not use grant funds awarded under this authority to renovate or refurbish space. You may not purchase or install fixed equipment in such space or plan, repair, rehabilitate, acquire, or construct buildings or facilities.

E. Other Submission Requirements

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

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

PART V—APPLICATION REVIEW REQUIREMENTS

A. General

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

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

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

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

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

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

B. Evaluation Criteria

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

website: https://nifa.usda.gov/sites/default/files/resource/NIFA-Peer-Review-Process-for-Competitive-Grant-Applications_0.pdf

The following evaluation criteria will be used to review applications submitted in response to this RFA:

1. **Potential for Advancing Quality of Education; Significance of the Problem (30 points)**

   This criterion is used to assess the likelihood that the project will have an impact upon enhancing biosecurity and advancing the quality of disaster preparedness, post-disaster relief programs or activities with a focus on rapid recovery and reestablishment through Extension engagement. Elements considered include institutional long-range goals, USDA's strategic goals, identification of a problem or opportunity to be addressed, body of knowledge and preliminary data, justification for the project, innovation, advancing educational equity, multidisciplinary and/or problem-based focus, potential for enhancing extension's reach of providing innovative, education-based approaches to addressing disaster preparedness and specific responses related to natural and man-made disasters, and potential for adoption by others.

2. **Proposed Approach and Cooperative Linkages (25 points)**

   This criterion relates to the soundness of the proposed approach including objectives, methodology, plan of operation, timetable, logic model, and scope of the project to produce expected outcomes/changes in knowledge, awareness, attitudes, and/or behaviors in targeted population, expected products and results, evaluation, and dissemination plans. Emphasis is placed on the quality of educational support provided to the applicant institution through its partnerships and collaborative initiatives, and on the potential cooperative linkages likely to evolve as a result of this project.

3. **Institutional Capability and Capacity Building (20 points)**

   This criterion relates to the institution's capability to perform the project and the degree to which the project will strengthen its extension capacity. Elements include the institution's commitment to the project, the adequacy of institutional resources (administrative, facilities, equipment, and/or materials) available to carry out the project, and plans for project continuation or expansion beyond the period of USDA support.

4. **Key Personnel (15 points)**

   This criterion relates to the adequacy of the number and qualifications of key persons who will develop and carry-out the project, and the qualifications of project personnel who will provide for the assessment of project results and impacts and dissemination of these findings.

5. **Budget and Cost-Effectiveness (10 points)**

   This criterion relates to how well the total budget supports the project and is cost effective. Elements considered include the necessity and reasonableness of costs to carry out project

activities and achieve project objectives; the appropriateness of budget allocations between the applicant and any collaborating institution(s); the adequacy of time committed to the project by key project personnel; and the degree to which the project maximizes the use of limited resources, optimizes educational value for the dollar, achieves economies of scale, and focuses expertise and activity on high-priority educational need areas.

C. Conflicts of Interest and Confidentiality

During the peer evaluation process, we take extreme care to prevent any actual or perceived conflicts of interest that may impact review or evaluation. See http://www.nifa.usda.gov/business/competitive_peer_review.html for further information about conflicts of interest and confidentiality as related to the peer review process.

D. Organizational Management Information

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

E. Application Disposition

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

PART VI—AWARD ADMINISTRATION

A. General

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

B. Award Notice

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

See http://www.nifa.usda.gov/business/awards/awardterms.html to view current NIFA award terms and conditions.

C. Administrative and National Policy Requirements

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

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

D. Expected Program Outputs and Reporting Requirements

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

PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact:

Programmatic Contact –
Name: Beverly Samuel
Title: National Program Leader
Unit: Division of Family and Consumer Sciences
Location: USDA NIFA 800 9th Street SW
4427 Waterfront Centre, Washington, DC 20024
Phone: (202) 720-6059 **Fax:** (202) 720-9366
Email: bsamuel@nifa.usda.gov

Administrative/Business Contact –
Name: Rochelle McCrea
Title: Team Leader, Awards Management Division
Location: USDA NIFA, 800 9th Street SW
2271 Waterfront Centre
Washington, DC 20024
Phone: (202) 401-2880 **Fax:** (202) 401-6271
Email: rmccrea@nifa.usda.gov

PART VIII—OTHER INFORMATION

A. Use of Funds; Changes

1. Delegation of Fiscal Responsibility

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

2. Changes in Budget or Project Plans

In accordance with 2 CFR 200.308, awardees must request prior approval from NIFA for the following program or budget-related reasons:
(i) Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).
(ii) Change in a key person specified in the application or the federal award.
(iii) The disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.
(iv) The inclusion, unless waived by the federal awarding agency, of costs that require prior approval in accordance with 2 CFR 200 Subpart E—Cost Principles of this part or 45 CFR Part 75 Appendix IX, "Principles for Determining Costs Applicable to Research and Development under Awards and Contracts with Hospitals," or 48 CFR Part 31, "Contract Cost Principles and Procedures," as applicable.
(v) The transfer of funds budgeted for participant support costs as defined in §200.75 Participant support costs to other categories of expense.
(vi) Unless described in the application and funded in the approved federal awards, the subawarding, transferring or contracting out of any work under a federal award, including fixed amount subawards as described in §200.332 Fixed amount subawards. This provision does not apply to the acquisition of supplies, material, equipment, or general support services.
(vii) The need arises for additional federal funds to complete the project.

The awardee will be subject to the terms and conditions identified in the award. See http://www.nifa.usda.gov/business/awards/awardterms.html for information about NIFA award terms.

B. Confidential Aspects of Applications and Awards

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

C. Regulatory Information

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

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

D. Definitions

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