

Renewable Resources Extension Act Program

FY 2010 Formula Grant Opportunity (FGO) –Final

APPLICATION DEADLINE: April 19, 2010

 **U.S. Department of Agriculture
National Institute of Food and Agriculture**

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

RENEWABLE RESOURCES EXTENSION ACT PROGRAM

FINAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under 10.500.

DATES: Applications must be received by close of business (COB) on April 19, 2010 at 5:00 p.m. Eastern Time.

EXECUTIVE SUMMARY: The National Institute of Food and Agriculture (NIFA) requests applications for the FY 2010 formula grants authorized under the Renewable Resources Extension Act Program. These grants are used to assist all states in carrying out a program of extension activities designed to (1) provide educational programs that enable individuals to recognize, analyze, and resolve problems dealing with renewable resources, including forest- and range-based outdoor recreation opportunities, trees, and forests in urban areas, and trees and shrubs in shelterbelts; (2) use educational programs to disseminate the results of research on renewable resources; (3) conduct educational programs that transfer the best available technology to those involved in the management and protection of forests and rangelands and the processing and use of their associated renewable resources; (4) develop and implement educational programs that give special attention to the educational needs of small, private non-industrial forest landowners; (5) develop and implement educational programs in range and fish and wildlife management; (6) assist in providing continuing education programs for professionally trained individuals in fish and wildlife, forest, range, and watershed management and related fields; (7) help forest and range landowners in securing technical and financial assistance to bring appropriate expertise to bear on their problems; and (8) help identify areas of needed research regarding renewable resources. The amount available for this program in FY 2010 is \$3,905,280.

This notice identifies the objectives for Renewable Resources Extension Act (RREA) projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a FY 2010 RREA formula grant allocation. NIFA additionally requests stakeholder input from any interested party for use in the development of the next Formula Grant Opportunity (FGO) for this program. Written stakeholder input should be submitted by mail to: Policy and Oversight Branch; Office of Extramural Programs; National Institute of Food and Agriculture, USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: RFA-OEP@nifa.usda.gov. (**This e-mail address is intended only for receiving stakeholder input regarding this FGO.**) In your stakeholder input, please state that you are responding to the Renewable Resources Extension Act Program FGO.

Please send **questions or comments** to Formula Grants Section of the Office of Extramural Programs, Awards Management Branch, Stop 2271, 1400 Independence Avenue, SW, Washington, D.C. 20250-2271; fax: (202) 690-3002; or e-mail: formulagrantsquestions@nifa.usda.gov.

What's New for FY 2010?

- The FY 2010 formula grant awards will be disbursed through the Automated Standard Application for Payment System (ASAP) operated by the Department of Treasury's Financial Management Service. Applicants have received information on how to access ASAP, establish an account, if necessary, and how to utilize ASAP to draw funds, create reports, etc. The information will also include instructions to inform NIFA, Formula Grant Section, Awards Management Branch (FGS/AMB) of the account number to use for the FY 2010 formula grant disbursements.
- All FY 2009 and prior formula grant awards will continue to be disbursed via the Payment Management System (PMS) operated by the Department of Health and Human Services (DHHS).
- There will be two submissions in FY 2010:
 - Initial – For an estimated amount (see Appendix A) based on the FY 2009 allocation amounts.
 - Final – Based on the actual appropriated amount for FY 2010 and actual formula distribution for FY 2010.
- No Standard Form (SF) 424-A, Budget Information for Non-Construction Programs, and no Budget Narrative Attachment Form are required for either the initial or final submissions for FY 2010.
- The Application Package for the initial or final submissions will include:
 - Application for Federal Assistance, Standard Form (SF) 424-M (Mandatory) (Required)
 - NIFA Supplemental Information Form (Required)
 - Key Contacts Form (Required)
- Effective October 1, 2009, formula grantees were required to submit a SF-425, Federal Financial Report, which replaces the SF-272, Federal Cash Transaction Report and the SF-269, Financial Status Report. NIFA will be providing additional guidance on the implementation of the SF-425, Federal Financial Report, by mid-March 2010.
- On October 1, 2009, all authorities of the Cooperative State Research, Education, and Extension Service (CSREES) were transferred to the National Institute of Food and Agriculture (NIFA) per section 7511 of the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246).
- Effective February 1, 2010, OEP Awards Management Branch assumed responsibility for business functionality of the OEP Formula Grants Section.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

The Renewable Resources Extension Act (Public Law 95-306 (92 Stat. 349, 16 U.S.C. 1671 et seq.)) established the Renewable Resources Extension Act Program in 1978. This law provides the basis for Federal funding for extension activities associated with fish, wildlife, and water resources on private forest and rangelands and for renewable resource education programs at State Land-Grant Institutions established under the Morrill Act of July 2, 1862, as amended; the Hatch Act of March 2, 1887, as amended; the Morrill Act of August 30, 1890, as amended, including Tuskegee University; and other State-supported colleges and universities offering graduate training in the sciences basic to forestry and having a forestry school.

States are eligible for funds appropriated under this Act according to the respective capabilities of their private forests and rangelands for yielding renewable resources and relative needs for such resources identified in the periodic Renewable Resource Assessment provided for in section 3 of the Forest and Rangeland Renewable Resources Planning Act of 1974 and the periodic appraisal of land and water resources provided for in section 5 of the Soil and Water Resources Conservation Act of 1977.

In FY 2007, the former CSREES conducted a Grants.gov pilot for the solicitation of one of the NIFA Formula Programs, the McIntire-Stennis Cooperative Forestry Program. Under this pilot the institutions were required to submit a SF-424M Application (Cover Page Form), NIFA Supplemental Form, and Key Contacts Form through Grants.gov. NIFA implemented this process for all NIFA Formula Programs in FYs 2008 and 2009 and thereafter due to the mandated reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA). Under this law, the U.S. Office of Management and Budget (OMB) was required to develop and maintain a public searchable data base for all Federal financial assistance awards, and Federal agencies are required to report specific data elements which will be collected via these applications (e.g., Dun and Bradstreet data Universal Numbering (D-U-N-S®) numbers, legal name of institution, legal address, congressional district). OMB makes this information available at <http://www.usaspending.gov>.

In FY 2010, NIFA requires both an initial submission (based on estimated amounts per the 2009 Omnibus Appropriation Act) followed by a final submission (based on the actual appropriated amount for FY 2010 and the actual formula distribution for FY 2010), NIFA is not requiring the following forms for FY 2010 for the final submission:

- Standard Form (SF) 424-A, Budget Information for Non-Construction Programs
- Budget Narrative Attachment Form

Please note that the submission of this application package does not change the following:

- Delegated authorities of the Extension Director or 1890 Extension Administrator
- How funds are managed at your institution; and
- Indirect costs and tuition remission are unallowable costs

Guidelines for the administration of this program are published as Chapter III, Financial Operations, of the Administrative Handbook for Cooperative Extension Work, which may be accessed at <http://www.nifa.usda.gov/business/awards/formula/manuals/coopextension.pdf>. Please note that any instructions in this FGO supersede policies and procedures identified in this manual. NIFA will be revising this manual and promulgate administrative provisions for this program through rulemaking which includes a public comment period in early 2011.

B. Purpose and Priorities

The purpose of this funding is to provide expanded extension programming in forest and rangeland resources.

PART II—AWARD INFORMATION

A. Available Funding

The Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2010 (Pub. L. 111-80) provides \$3, 905,280, in FY 2010 for this program.

Funds will be distributed to the institutions on a quarterly basis. See Appendix A for the specific allocation.

RREA funds are expected to be fully expended in the fiscal year of appropriation; however current policy allows 50 percent of the prior fiscal year allocation to be carried forward into the next fiscal year. These carryover funds must be fully expended by September 30 of the following year. However, waiver requests may be considered and approved jointly by the RREA Program Manager and the Office of Extramural Programs. Requests should be submitted to the Office of Extramural Programs contact identified in Part VII.

B. Types of Submission

In FY 2010, pre-award form submissions must be submitted to the RREA Program as a “new” application on the www.grants.gov website. As noted previously, these application packages complement, rather than duplicate, the information collected via the Current Research Information System (CRIS), and together satisfy all legislative and regulatory pre-award requirements.

Specific project details and pertinent information should be entered in the Current Research Information System (CRIS) as in prior years. CRIS is the U.S. Department of Agriculture's documentation and reporting system for ongoing agricultural, food and nutrition, and forestry research and education. CRIS contains over 30,000 descriptions of current, publicly-supported research and education activities. This work is sponsored or conducted by the USDA research agencies, the State Agricultural experiment stations, the State Land-Grant Institutions and universities, State schools of forestry, cooperating schools of veterinary medicine, and USDA grant recipients. See Part VI.C. for specific CRIS requirements.

C. Project Types

Applicants should request funding in the amounts listed in Appendix A to this announcement. NIFA will fund the RREA program in FY 2010 for Plans of Work approved/ revised/extended for FY 2010. The RREA Program Manager, Eric Norland, enorland@nifa.usda.gov has provided POW extension/revision instructions to each institution's RREA contact. Projects must be comprised of the delivery of extension education programs dealing with forest and rangeland resources. NIFA has extended the current the RREA Strategic Plan for FYs 2010 and 2011 while the strategic plan for FYs 2012-2016 is being developed in collaboration with state partners. The Strategic Plan, as extended, serves as the framework for focusing the RREA funds on the following strategic issues: (a) forest stewardship and health; (b) rangeland stewardship and health; (c) wildlife and fisheries resources; (d) invasive species; (e) economic opportunities for individuals and communities; (f) public policy; and (g) land conversion, fragmentation, and parcelization. For additional information about each of these strategic issues, see the RREA Strategic Plan at <http://rreaprograms.net/Planning/Denver/Plan/>.

Additionally, grantees may conduct educational events and individual meetings with forest and range landowners and managers, citizens, landowners, and community leaders concerning forest, range, fish, and wildlife based income-generating opportunities; hold educational events and individual meetings with citizens and community leaders concerning forest, range, fish and wildlife policy issues, alternatives, and potential outcomes; conduct educational events and individual meetings with landowners and managers on options to minimize land-use conversion of forest and rangelands when ownership changes; or conduct educational events and individual meetings with minority forest and range landowners and managers about rangeland technology or management practices.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may be submitted by State colleges and universities in accordance with Section 3(b) of Public Law 95-306, Renewable Resources Extension Act of 1978: Auburn University; Alabama A & M University; Tuskegee University; University of Alaska - Fairbanks; University of Arizona; University of Arkansas; University of Arkansas – Pine Bluff; University of California; Colorado State University; University of Connecticut; University of Delaware; Delaware State University; University of the District of Columbia; University of Florida; Florida A & M University; University of Georgia; Fort Valley State University; University of Guam; University of Hawaii; University of Idaho; University of Illinois; Purdue University; Iowa State University; Kansas State University; University of Kentucky; Louisiana State University; Southern University; University of Maine; University of Maryland (College Park); University of Maryland (Eastern Shore); University of Massachusetts; Michigan State University; University of Minnesota; Mississippi State University; Alcorn State University; University of Missouri; Lincoln University; Montana State University; University of Nebraska; University of Nevada; University of New Hampshire; Rutgers State University; New Mexico State University; Cornell University; North Carolina State University; North Carolina A & T State University; North Dakota State University; Ohio State University; Oklahoma State University; Langston

University; Oregon State University; Pennsylvania State University; University of Puerto Rico; University of Rhode Island; Clemson University; South Carolina State University; South Dakota State University; University of Tennessee; Texas A&M University; Prairie View A & M University; Utah State University; University of Vermont; University of the Virgin Islands; Virginia Polytechnic Institute and State University; Virginia State University; Washington State University; West Virginia University; West Virginia State University; University of Wisconsin; and University of Wyoming.

Institutions may subcontract to organizations not eligible to apply for funding provided that such arrangements are necessary to complete the project.

B. Cost Sharing or Matching

There is no cost-sharing or matching requirement for this program.

PART IV—SUBMISSION INFORMATION

A. Address to Request Formula Grants Opportunity Package

Only electronic applications may be submitted via Grants.gov to NIFA in response to this FGO.

Prior to preparing an application, it is suggested that the State Extension Director or 1890 Administrator, or his or her designee, first contact an Authorized Representative (AR) to determine if the organization is prepared to submit electronic applications through Grant.gov. If the organization is not prepared, the AR should see http://www.grants.gov/applicants/get_registered.jsp for steps for preparing to submit applications through Grants.gov.

The State Extension Director or 1890 Administrator, or his or her designee, also must contact the institution's AR in order to be granted permission for the submission of applications through Grants.gov. Once that permission is granted, the State Extension Director or 1890 Administrator, or his or her designee, can obtain a login and password.

The steps to access application materials are as follows:

1. In order to access, complete and submit applications, applicants must download and install a version of Adobe Reader compatible with Grants.gov. This software is essential to apply for NIFA Federal assistance awards. For basic system requirements and download instructions, please see http://www.grants.gov/help/download_software.jsp. To verify that you have a compatible version of Adobe Reader, Grants.gov established a test package that will assist you in making that determination. Grants.gov Adobe Versioning Test Package: <http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.

2. The application package must be obtained via Grants.gov, go to <http://www.grants.gov>, click on "Apply for Grants" in the left-hand column, click on "Step 1: Download a Grant Application Package and Instructions," enter the funding opportunity number "USDA-

NIFA-OP-002998” in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

If assistance is needed to access the application page (e.g., downloading or navigating PDF forms, using Adobe with a Macintosh computer), refer to the resources available on the Grants.gov Web site first (<http://grants.gov>). Grants.gov assistance is also available as follows:

Grants.gov customer support
Toll Free: 1-800-518-4726
Business Hours: 24 hours a day, 7 days a week. Closed on [Federal Holidays](#)
Email: support@grants.gov

See <http://www.nifa.usda.gov/funding/electronic.html> for additional resources for applying electronically.

B. Content and Form of Formula Grants Opportunity Package Submission

General

Each grant application must contain an “Application for Federal Assistance,” Form SF-424 Mandatory; NIFA Supplemental Information Form; and Key Contacts Form. These forms should be completed in accordance with the instructions accompanying the form on the grants.gov website. The following are the government-wide instructions followed by agency specific guidelines (*in italics*), if any, for each data element for each form:

Grant Application Package

Verify that the information shown corresponds to the grant for which the applicant wishes to apply. Grants.gov will auto-populate the following information:

- Opportunity Title
- Offering Agency
- Catalog of Federal Domestic Assistance (CFDA) Number
- CFDA Description
- Opportunity Number
- Competition ID
- Opportunity Open Date
- Opportunity Close Date
- Agency Contact

Enter a name for the application in the * ***Application Filing Name*** field. This field is required. This name is for use solely by the applicant for you to track through the Grants.gov submission process. It is not used by the receiving agency.

Open and complete all of the documents listed in the “Mandatory Documents” box. Complete the SF-424 first. Data entered on the SF-424 will populate other mandatory and optional forms where possible.

To access a form or document, click the form/document name to select it, and then click the => button. This will move the form/document to the “Mandatory Documents for Submission” box. To open an item to complete it, simply click on it to select the item and then click on the “Open Form” button. To remove a form/document from the “Mandatory Documents for Submission” box, click the form/document name to select it, and then click the <= button. This will return the form/document to the “Mandatory Documents” or “Optional Documents” box.

1. Application for Federal Assistance (Standard Form (SF)-424 M (Mandatory))

- 1a. **Type of Submission:** Select one Type of Submission with agency instructions. *Select “Application”.*
- 1b. **Frequency:** Select applicable frequency for the Type of Submission in 1.a. *Select “Annual”.*
- 1c. **Consolidated Application/Plan/Funding Request?** Indicate if the submission is a consolidated application/plan/funding request. *Select “No”.*
- 1d. **Version:** Select the applicable version for the Type of Submission in 1.a:

Initial: Select “Initial” in response to the FGO. Use it to submit your institution’s final submission application package, including actual formula distribution amount for FY 2010 per Appendix.

- 2. **Date Received:** Federal use only.
- 3. **Applicant Identifier:** Applicant use only. *Use or leave blank.*
- 4a. **Federal Entity Identifier:** Enter Federal entity identifier, if any, as specified in agency instructions. *Leave blank.*
- 4b. **Federal Award Identifier:** Enter Federal award identifier assigned by agency (if applicable). *Enter “USDA-NIFA-OP-002998”.*
- 5. **Date Received by State:** State use only. *Use or leave blank.*
- 6. **State Application Identifier:** State use only. *Use or leave blank.* This field is for use when an institution has its own system for tracking applications. This field allows the applicant to enter its application identifier on the application.
- 7a. **Legal Name:** Enter the following: Legal name of applicant. *Enter the name of the institution.*
- 7b. **Employer/Taxpayer Identification Number (EIN/TIN):** Enter: Employer Identification Number (EIN) or Taxpayer Identification Number (TIN) as assigned by the Internal Revenue Service.

- 7c. **Organizational DUNS:** Enter: Organization's D-U-N-S® number (received from D&B) or the D-U-N-S +4® number (if available).
- 7d. **Address:** Enter: Complete address of applicant. *Enter the institution's mailing address.*
- 7e. **Organizational Unit:** Enter: Name of primary organizational unit (and department/division, if applicable), which will undertake the assistance activity. *Enter the office where the ED or EA, or his or her designee, is located.*
- 7f. **Name and contact information of person to be contacted on matters involving this application:** For the person to contact on matters related to this submission: name, organizational affiliation (if affiliated with an organization other than the applicant organization, e-mail address, phone number, and fax number. *Enter the contact information for the person performing this electronic submission.*
- 8a. **Type of Applicant:** Select the appropriate code letter and enter in the space provided. Code letters O, P, Q, R, S, T, U, V, and W are not applicable.
- A State Government
 - B County Government
 - C City or Township Government
 - D Special District Government
 - E Regional Organization
 - F U.S. Territory
 - G Independent School District
 - H Public/State Controlled Institution of Higher Education
 - I Indian/Native American Tribal Government (Federally Recognized)
 - J Indian/Native American Tribal Government (Other than Federally Recognized)
 - K Indian/Native American Tribally Designated Organization
 - L Public/Indian Housing Authority
 - M Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
 - N Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
 - X Other (specify in accordance with agency instructions)

Please enter the appropriate code letter for your institution.

9. **Name of Federal agency:** Enter name of Federal agency from which assistance is being requested. *No entry required. This field is pre-populated from the opportunity package.*
10. **Catalog of Federal Domestic Assistance Number:** Enter the Catalog of Federal Domestic Assistance (CFDA) number and title of the program under which assistance is requested. Use the continuation sheet to enter multiple CFDA numbers and titles. *No entry required. This field is pre-populated from the opportunity package.*
11. **Areas Affected by Funding (Cities, Counties, States, etc. Use continuation sheet on page 5 if necessary):** List areas or entities affected using categories specified in agency instructions. Use the continuation sheet to enter multiple entities beyond the space

provided. *Enter cities, counties, states, etc. anticipated to be affected by the FY 2010 allocation you will receive.*

- 12a. **Congressional Districts of (Use continuation sheet on page 5 if necessary), Applicant:** Applicant-Enter the applicant's congressional district. Enter the congressional district. *Enter the Congressional district where the main campus is located.*
- 12b. **Congressional Districts of (Use continuation sheet on page 5 if necessary), Program/Project:** Program/Project-Enter the congressional district(s) affected by the program or project. If all congressional districts are included for a State, use "all", e.g., all congressional districts in Maryland would show as MD-all). Use the continuation sheet to enter multiple congressional districts that represent less than all congressional districts in a State or congressional districts in multiple States. *(Note: If this application is being completed by someone other than the ED or EA, or his or her designee, the ED or EA, or his or her designee, may need to be consulted on this question.)*
- 13a. **Funding Period, Start Date:** Enter the start date of the funding period for this submission. *Enter "10/01/2009".*
- 13b. **Funding Period, End Date:** Enter the end date of the funding period for this submission. *Enter "09/30/2010".*
- 14a. **Estimated Funding, Federal:** Federal-Enter the amount requested from the Federal agency. If the agency has specified an amount, enter that amount. *Enter your institution's actual FY 2010 RREA allocation as listed in Appendix A to this announcement.*
- 14b. **Estimated Funding, Match:** Match-Enter the amount of funds from all other sources. *Institutions are not required to match; enter "0".*
15. **Is Submission Subject to Review By State Under Executive Order 12732 Process?** *Select "c. Program is not covered by E.O. 12372".*
16. **Is the Applicant Delinquent On Any Federal Debt?** Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans, and taxes. This question applies to the applicant (institution) organization.
17. **By signing this application, I certify (1) to the statements contained in this list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms (as identified under Part VI, B) if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) To be signed by the ED or EA, or his or her designee, of the applicant**

organization. Enter the name, title, phone number, e-mail address, and fax number of the ED or EA, or his or her designee. *The required assurances designated here includes the institutions compliance with all Federal laws and regulations associated with receipt of Federal Domestic Assistance for this program, including the matching certification and certification regarding lobbying activities. By hitting the submit button of the application, the ED or EA, or his or her designee, certifies to the above.*

2. NIFA Supplemental Information Form (Required)

1. **Funding Opportunity Name:** *No entry required. This is pre-populated from the opportunity package.*
Funding Opportunity Number: *No entry required. This is pre-populated the opportunity package.*
2. **Program Code Name:** *Enter “Renewable Resources Extension Act Formula”*
Program Code: *Enter “RREAF”*
3. **Type of Applicant:** *No entry required. This will be pre-populated from your entry on the application cover sheet.*
4. **Additional Applicant Types:** *If you are a Land-Grant Institution, select the appropriate institution type from the drop down menu in this block. If you are NOT a Land-Grant Institution, skip this block.*
5. **Supplemental Applicant Types:** *Please check all that apply.*
6. **HHS Account Information:** *If the legal applicant has a HHS account select yes. If it does not select no. This field is required. This information will no longer be utilized as payments will be made via the Automated Standard Application System (ASAP) operated by the Department of Treasury’s Financial Management Service.*
7. **Key Words:** *Enter “Not applicable”.*
8. **Conflict of Interest List:** *Leave blank.*

3. Key Contacts Form (Required)

Applicant Organization Name: Enter the complete legal name of the institution.

Contact 1 Project Role: *Enter the contact information for the ED or EA.*

Contact 2 Project Role: *Enter the contact information for the ED’s or EA’s designee, if applicable.*

Contact 3 Project Role: *Enter the contact information for the Business Office Manager/Administrator for this program.*

Contact 4 Project Role: *Enter the contact information for the person responsible for Drawdowns.*

Saving the Application

The application package can only be saved from the Grant Application Package screen. It is recommended that after the applicant completes each form/document that they click on the “Close Form” button to close the form and then save the application package by clicking on the “Save” button at the top of the Grant Application Package Screen. It is important to note that the application package will be saved to the last active directory on the applicant’s computer. Therefore, the applicant should save the application package to their hard drive where it can be easily accessed. The applicant may save their application package at any time and should save the application package with the same file name each time. An error message will occur each time that the applicant saves the form before completing all of the mandatory fields on the mandatory forms or the optional forms are moved to the Optional Completed Documents for Submission column on the application package. The applicant may ignore this warning. This warning will not appear when all of the mandatory fields have been completed on all of the forms/documents in the application package.

Check Package for Errors

To initiate the Grants.gov edit check process, simply click on the “Check Package for Errors” button at the top of the screen. This process will identify all mandatory fields that have not been completed by the applicant. These errors will be displayed one at a time.

No checks against NIFA business rules will take place.

Submitting the Application

The AR must open the browser, open the application and then press the Submit button. To submit the application:

1. Close all open browser(s) and running applications.
2. Open the internet browser.
3. Navigate to the physical location where the application file is located. Select the application to open.
4. The internet browser will open the application. This may take a few moments. Please be patient.
5. Once the application is completely open, click the **Save and Submit** button. (The Save and Submit button will not become active until all mandatory documents have been properly completed and the application has been saved.) You are required to save the application again at this point in order to begin the application submission process.
6. Click **Save and Submit**.
7. A dialog box will appear and you will need to enter your Grants.gov username and password.
8. Lastly, click **Login**.

Only the AR has the authority and user rights to **Save and Submit** an application to Grants.gov. Additional submission tips may be found at the Grants.gov website.

Grants.gov Submission Tips: http://www.grants.gov/help/submit_application_faqs.jsp

C. Certifications

Important Note: By signing Form SF-424-M, the applicant is providing the certifications required by 7 CFR Part 3017, regarding Debarment and Suspension, 7 CFR Part 3018, regarding Lobbying, 7 CFR 3021, regarding Drug-Free Workplace, and compliance with the provisions of Chapter III, Financial Operations, of the NIFA Administrative Handbook for Cooperative Extension Work, including 7 CFR 3015, Uniform Federal Assistance Regulations; 7 CFR 3019, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations; 7 CFR 3016, Uniform Administration Requirements for Grants and Cooperative Agreements to States and Local Governments; and OMB Circulars A-21, Cost Principles for Educational Institutions (now codified at 2 CFR Part 220), and A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations (now codified at 2 CFR Part 215). If the project will involve a subcontractor or consultant, the subcontractor and/or consultant should submit a Form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions, to the grantee organization for retention in their records. This form should not be submitted to USDA.

D. Submission Dates and Times

An “Application for Federal Assistance,” Form SF-424 Mandatory; NIFA Supplemental Information Form; and Key Contacts Form; should be submitted online at the www.grants.gov website no later than April 19, 2010 at 5:00 pm Eastern time.

The receipt of all applications will be acknowledged by e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses on the Application for Federal Assistance SF-424-Mandatory Form.

If an applicant has not received an acknowledgment within 60 days of the submission, the applicant must contact the Agency contact (see Part VII) immediately and ask for the application number assigned to the application. Failure to do so may result in the application not being processed and funding being held. Once the application has been assigned an application number, this number should be cited on all future correspondence.

E. Funding Restrictions

(1) Approved NIFA RREA Projects

RREA Federal funding must be expended on the programs identified in the institution’s approved Plan of Work.

(2) Matching

There is no cost-sharing or matching requirement for this program.

(3) Indirect Costs and Tuition Remission

In accordance with section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. §3319), indirect costs and tuition remission are unallowable as RREA formula grant expenditures.

F. Other Submission Requirements

Program information for the RREA Program should be submitted to the CRIS office as in previous years. See the website at: <http://cwf.uvm.edu/cris>. Required submissions include:

- 1) Plan of Work* (Paste in the plan of work description previously entered in CRIS and approved by the RREA Program Manager)
- 2) Assurance Form (NIFA-2008)*
- 3) Annual Accomplishments Report (AD-421)

*Submitted at project initiation.

States must submit a Plan of Work, comprised of Form AD-416 - Work Unit Description, and AD-417 - Project Classification, through the Current Research Information System by October 31 of each year for that fiscal year. (These forms have already been submitted for FY 2010.) The Form AD-421, Annual Accomplishments Report, must be submitted by November 1 of each year for the previous fiscal year. (This form has already been submitted for FY 2009.)

CRIS forms should be submitted online at the web address: <http://cwf.uvm.edu/cris>.

The RREA Popular Report and Quantitative Indicator Data must be submitted to the National Program Leader by November 1 of each year for the previous fiscal year. (This form should have already been submitted for FY 2009.) Instructions for preparing the Popular Report are contained in the RREA Planning and Reporting Guide – FY 2007 – FY 2009.

Instructions for completing and submitting the Plan of Work, Annual Accomplishments Report, and Popular Report may be found at http://www.csrees.usda.gov/business/reporting/pdf/rrea_2007_2009.pdf.

PART V—SUBMISSION REVIEW REQUIREMENTS

The National Program Leader and the OEP Formula Grants Section will be reviewing administrative requirements to determine if all program, financial, and administrative requirements have been met and are current.

PART VI—AWARD ADMINISTRATION

A. General

The NPL will notify the OEP Formula Grants Section regarding institution's compliance with the CRIS reporting requirements. Once all program and administrative requirements have been met by the eligible institution, funding will continue to be released on a quarterly basis. The OEP Formula Grants Section will notify the institutions when all requirements have been met or approved.

B. 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 include, but are not limited to:

7 CFR Part 1, subpart A — USDA implementation of the Freedom of Information Act.

7 CFR Part 3 — USDA implementation of OMB Circular No. A-129 regarding debt collection.

7 CFR Part 15, subpart A — USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.

7 CFR Part 331 and 9 CFR Part 121 — USDA implementation of the Agricultural Bioterrorism Protection Act of 2002.

7 CFR Part 3015 — USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21 and A-122, now codified at 2 CFR Parts 220 and 230) and incorporating provisions of 31 U.S.C. 6301-6308 (formerly the Federal Grant and Cooperative Agreement Act of 1977, Pub. L. No. 95-224), as well as general policy requirements applicable to recipients of Departmental financial assistance.

7 CFR Part 3017 — USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement).

7 CFR Part 3018 — USDA implementation of Restrictions on Lobbying.

7 CFR Part 3019 — USDA implementation of OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (codified at 2 CFR 215).

7 CFR Part 3021 – USDA Implementation of Governmentwide Requirements for Drug-Free Workplace (Financial Assistance).

7 CFR Part 3052 — USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Nonprofit Organizations.

7 CFR Part 3407 — NIFA procedures to implement the National Environmental Policy Act of 1969, as amended.

29 U.S.C. 794 (section 504, Rehabilitation Act of 1973) and 7 CFR Part 15b (USDA implementation of statute) —prohibiting discrimination based upon physical or mental handicap in Federally assisted programs.

35 U.S.C. 200 et seq. —Bayh Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in Federally assisted programs (implementing regulations are contained in 37 CFR Part 401).

C. Expected Program Outputs and Reporting Requirements

Institutions must submit a Form AD-416, Work Unit Description; Form AD-417, Project Classification; NIFA-2008, Assurance Form; and Project Listing through the Current Research Information System at the initiation of each RREA project and by October 31 of each year for that fiscal year. Each eligible institution shall submit a CRIS Form AD-421, Accomplishments Report, RREA Popular Report, and Quantitative Indicator Data by November 1 of each year for the previous fiscal year.

Guidance on the submission of the SF-425, Federal Financial Report, for FY 2010 formula grant awards will be provided by mid-March 2010.

PART VII—AGENCY CONTACT

For questions regarding RREA projects and the RREA program, please contact: Dr. Eric Norland, National Program Leader, Forest Research Management, Stop 2210, 1400 Independence Avenue, SW, Washington, DC 20250-2210; Telephone: (202) 401-5971; Fax: (202) 401-1706; E-mail: enorland@nifa.usda.gov. Alternatively, you may contact Dr. James P. Dobrowolski, National Program Leader, Rangeland and Grassland Ecosystems, Stop 2210, 1400 Independence Avenue, SW, Washington, DC 20250-2210; Telephone: (202) 401-5016; Fax: (202) 401-1706; E-mail: jdobrowolski@nifa.usda.gov.

For questions relating to the completion of the grants.gov forms and funding release, please contact: Patricia Myers, Team Leader, Formula Grants Section, Office of Extramural Programs, Awards Management Branch, Stop 2271, 1400 Independence Avenue, SW, Washington, DC 20250-2298; Telephone: (202) 205-0453; Fax: (202) 690-3002; E-mail: formulagrantsquestions@nifa.usda.gov.

For questions relating to CRIS forms and submissions, please contact: Current Research Information System Office, USDA/NIFA, Stop 2213, 1400 Independence Avenue, SW, Washington, DC 20250-2270; Telephone: (202) 690-0009; Fax: (202) 690-0634; E-mail: cris@nifa.usda.gov.

For questions relating to the Plan of Work Update, please contact Bart Hewitt, Office of Planning and Accountability, USDA/NIFA, Stop 2214, 1400 Independence Avenue, SW,

Washington, DC 20250-2214; Telephone: (202) 720-0747; Fax: (202) 720-4730; E-mail: bhewitt@nifa.usda.gov.

If help is needed with the Grants.gov registration process for the applicant organization, downloading or navigating PDF forms, using Adobe Reader with a Macintosh computer or with the technical aspects of submitting to the Grants.gov system, check the resources available on the Grants.gov Web site first (<http://grants.gov>).

Grants.gov assistance is also available as follows:

Grants.gov customer support
Toll Free: 1-800-518-4726
Business Hours: 24 hours a day, 7 days a week. Closed on [Federal Holidays](#)
Email: support@grants.gov

If the Authorized Representative (AR) has not received a confirmation message from Grants.gov within 48 hours of submission of an application, please contact Grants.gov customer support.

When Grants.gov is contacted, a ticket number is issued to track the response. The applicant should maintain the ticket number as documentation of electronic issues associated with the application.

Grants.gov Help Desk Operations Process is described below:

Tier 1: Grants.gov Contact Center Operator

- Handles the initial contact and attempts to resolve the call.
- If not, files a research request (escalation).

Tier 2: Research Analyst

- Escalations go to the research analyst who does further research on the issue.
- Unable to resolve, issue escalated to Grants.gov Program management Office.

Tier 3: Grants.gov PMO

- Research Analyst works with PMO to resolve the issue.
- Typical escalations: Policy questions/System bugs/Training or Meeting Requests.

**National Institute of Food and Agriculture
Renewable Resources Extension Act (RREA)**

APPENDIX A

Final

<u>State</u>	<u>Institutions</u>	<u>Grant Number</u>	<u>FY 2010 Allocation</u>
AL	Auburn University	2010-46000-00100	\$97,082
AL	Alabama A & M University	2010-46000-08901	\$13,500
AL	Tuskegee University	2010-46000-08902	\$0
AK	University of Alaska - Fairbanks	2010-46000-00200	\$83,295
AZ	University of Arizona	2010-46000-00300	\$72,573
AR	University of Arkansas	2010-46000-00400	\$84,827
AR	University Of Arkansas - Pine Bluff	2010-46000-08903	\$13,500
CA	University of California	2010-46000-00500	\$100,145
CO	Colorado State University	2010-46000-00600	\$61,850
CT	University of Connecticut	2010-46000-00700	\$46,532
DE	University of Delaware	2010-46000-00800	\$46,532
DE	Delaware State University	2010-46000-08904	\$13,500
DC	University of the District of Columbia	2010-46000-05400	\$13,500
FL	University of Florida	2010-46000-00900	\$86,359
FL	Florida A & M University	2010-46000-08905	\$13,500
GA	University of Georgia	2010-46000-01000	\$98,614
GA	Fort Valley State University	2010-46000-08906	\$13,500
GU	University of Guam	2010-46000-05301	\$13,500
HI	University of Hawaii	2010-46000-01100	\$46,532
ID	University of Idaho	2010-46000-01200	\$54,191
IL	University of Illinois	2010-46000-01300	\$55,723
IN	Purdue University	2010-46000-01400	\$52,659
IA	Iowa State University	2010-46000-01500	\$46,532
KS	Kansas State University	2010-46000-01600	\$46,532
KY	University of Kentucky	2010-46000-01700	\$69,509
KY	Kentucky State University	2010-46000-08907	\$13,500
LA	Louisiana State University	2010-46000-01800	\$81,764
LA	Southern University	2010-46000-08908	\$13,500
ME	University of Maine	2010-46000-01900	\$66,445
MD	University of Maryland - College Park	2010-46000-02000	\$46,532
MD	University of Maryland - Eastern Shore	2010-46000-08909	\$13,500
MA	University of Massachusetts	2010-46000-02100	\$46,532
MI	Michigan State University	2010-46000-02200	\$80,232
MN	University of Minnesota	2010-46000-02300	\$60,318
MS	Mississippi State University	2010-46000-02400	\$94,018

MS	Alcorn State University	2010-46000-08910	\$13,500
MO	University of Missouri	2010-46000-02500	\$71,041
MO	Lincoln University	2010-46000-08911	\$13,500
MT	Montana State University	2010-46000-02600	\$63,382
NE	University of Nebraska	2010-46000-02700	\$46,532
NV	University of Nevada	2010-46000-02800	\$48,064
NH	University of New Hampshire	2010-46000-02900	\$46,532
NJ	Rutgers University	2010-46000-03000	\$46,532
NM	New Mexico State University	2010-46000-03100	\$67,977
NY	Cornell University	2010-46000-03200	\$92,486
NC	North Carolina State University	2010-46000-03300	\$95,550
NC	North Carolina A & T State University	2010-46000-08912	\$13,500
ND	North Dakota State University	2010-46000-03400	\$46,532
OH	The Ohio State University	2010-46000-03500	\$64,914
OK	Oklahoma State University	2010-46000-03600	\$57,255
OK	Langston University	2010-46000-08913	\$13,500
OR	Oregon State University	2010-46000-03700	\$90,954
PA	Pennsylvania State University	2010-46000-03800	\$87,891
PR	University of Puerto Rico	2010-46000-03900	\$13,500
RI	University of Rhode Island	2010-46000-04000	\$46,532
SC	Clemson University	2010-46000-04100	\$74,104
SC	South Carolina State University	2010-46000-08914	\$13,500
SD	South Dakota State University	2010-46000-04200	\$46,532
TN	University of Tennessee	2010-46000-04300	\$75,636
TN	Tennessee State University	2010-46000-08915	\$13,500
TX	Texas A & M University	2010-46000-04400	\$101,677
TX	Prairie View A & M University	2010-46000-08916	\$13,500
UT	Utah State University	2010-46000-04500	\$49,595
VT	University of Vermont	2010-46000-04600	\$46,532
VI	University of the Virgin Islands	2010-46000-05200	\$13,500
VA	Virginia Tech	2010-46000-04700	\$89,423
VA	Virginia State University	2010-46000-08917	\$13,500
WA	Washington State University	2010-46000-04800	\$78,700
WV	West Virginia University	2010-46000-04900	\$58,786
WV	West Virginia State University	2010-46000-08919	\$13,500
WI	University of Wisconsin	2010-46000-05000	\$77,168
WY	University of Wyoming	2010-46000-05100	\$51,127
	Total Payments to States		\$3,630,280
	Federal Administration		\$ 162,720
	National Focus Projects		\$ 275,000
	Grand Total		\$4,068,000