

Expanded Food and Nutrition Education Program

FY 2010 Formula Grant Opportunity (FGO) – Initial

APPLICATION DEADLINE: November 30, 2009



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

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

EXPANDED FOOD AND NUTRITION EDUCATION PROGRAM

INITIAL 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 November 30, 2009 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 section 3(d) of the Smith-Lever Act for the Expanded Food and Nutrition Education Program (EFNEP). These grants are used to assist all States, U.S. Territories and the District of Columbia in carrying out a program of extension activities designed to employ and train professional and paraprofessional aides to engage in direct nutrition education of low-income families and low-income youth. NIFA anticipates that the amount available for this program in FY 2010 is approximately \$65,709,480.

This notice identifies the objectives for EFNEP projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a FY 2010 EFNEP 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. Please send questions or comments to Formula Grants Section of the Office of Extramural Programs, NIFA/USDA, Stop 2298, 1400 Independence Avenue, SW, Washington, DC 20250-2298; 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. 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). Applicants will receive instructions on how to access ASAP and how to inform NIFA, Formula Grant Section, Financial Operations Branch (FGS/FOB) of their account number to use to make disbursements.
- 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. The tentative release date is within 45 days of the enactment of the FY 2010 Appropriations Act. The Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2010 (Pub. L. 111-80) was signed October 21, 2009 therefore the final FGO will be released by December 5, 2009.

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. However, EFNEP specific budget forms, budget justification narrative and Annual Update document will be due as described in PART II.B.

- 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)
 - EFNEP 2010 Annual Update (as PDF attachment)
 - EFNEP Budget Sheet (as PDF attachment)
 - EFNEP Budget Justification Narrative (as PDF attachment)
- Effective October 1, 2009, formula grantees are 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, within 60 days of this announcement.

- 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 per section 7511 of the Food, Conservation, and Energy Act of 2008 (Pub.L. 110-246).

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

Section 3(d) of the Smith-Lever Act provides that The Secretary of Agriculture may fund extension work in the several States, Territories, and possessions. Section 1425 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (as amended) (7 U.S.C. 3175) is also known as the Expanded Food and Nutrition Education Program (EFNEP). This law provides the basis for Federal funding for extension activities associated with disseminating the results of food and nutrition research performed or funded by the U.S. Department of Agriculture to enable low-income individuals and families to engage in nutritionally sound food purchase and preparation practices. Funding extends to EFNEP at State land-grant colleges established under the Morrill Act of July 2, 1862, as amended, and the Morrill Act of August 30, 1890, as amended, including Tuskegee University and West Virginia State University.

Section 7116 of the Food, Conservation, and Energy Act of 2008 (FCEA) amended Section 1425 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3175) to accomplish the following:

Notwithstanding section 3(d) of the Smith-Lever Act of May 8, 1914 (7 U.S.C. 343(d)) for administration, technical, and other services for coordinating the extension work of the Department and the several States, Territories, and possessions the remainder shall be allocated among the States as follows:

1. 1862 Institutions shall receive a base in an amount equaling their FY 1981 allocation.
2. Four percent (4%) shall be available for administrative expenses.
3. \$100,000 will be distributed to each 1862 and 1890 Land-Grant Institution including the University of the District of Columbia.
4. For fiscal year (FY) 2010 – 11 percent of funds appropriated for EFNEP in excess of funds appropriated in FY 2007 will be allocated to the 1890 Institutions in an amount that bearing the same ratio to the population living at or below 125 percent of the poverty level (as prescribed by the Office of Management and Budget and as adjusted pursuant to section 673(2) of the Community Services Block Grant Act (42 U.S.C.9902(2))) in the State where the 1890 Institution is located; bears to the total population living at or below 125 percent of the poverty level in all States where 1890 Institutions are located; as determined by the most recent decennial census at the time when the appropriated amount first exceeds levels appropriated for EFNEP in FY 2007. This FY 2009 rate of 11 percent is to increase by 1 percentage point annually until FY 2014 – maxing out at 15 percent and remaining at that level for every year thereafter.
5. The remainder will be allocated to each State in an amount that bears the same ratio to the total amount allocated as the population living at or below 125 percent of the poverty level in the State; bears to the total population living at or below 125 percent of poverty

level in all States; as determined by the most recent decennial census at the time at which each such additional amount is first appropriated.

The establishment of the National Institute of Food and Agriculture (Institute) is mandated in section 251(f) of the Department of Agriculture Reorganization Act of 1994 (7 U.S.C. 6971 (f)) as added by section 7511(a)(4) of the Food, Conservation, and Energy Act (FCEA) of 2008 (Public Law 110-246). All programs and authorities currently delegated to NIFA will transfer to the Institute, no later than October 1, 2009.

In FY 2007, the former CSREES conducted a Grants.gov pilot for the solicitation of one of the Formula Programs, the McIntire-Stennis Cooperative Forestry Program. Under this pilot the institutions were required to submit a SF-424M Application (Cover Page Form), CSREES Supplemental Form, and Key Contacts Form through Grants.gov. Please note that this application package replaced the forms/information solicited each year by the CSREES Office of Extramural Programs and did not duplicate the information being collected under the Current Research Information System (CRIS). CSREES implemented this process for all CSREES Formula Programs in FY 2008 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 names of institutions, legal addresses, congressional districts, etc.). OMB makes this information available at <http://www.usaspending.gov>.

In FY 2010, although NIFA will require both an initial submission (based on the 2009 Omnibus Appropriations Act) and final submission (based on the actual appropriated amount for FY 2010 and the actual formula distribution for FY 2010) NIFA will not require the following forms for FY 2010 for either submission:

- Standard Form (SF) 424-A, Budget Information for Non-Constructions Programs
- Budget Narrative attachment form

However, the initial and final submissions will require some EFNEP-specific forms.

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

- Delegated authorities of the State Extension Director or 1890 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. In 2010, NIFA will be revising this manual and will promulgate administrative provisions for this program through rulemaking which includes a public comment period.

The 2009 Omnibus Appropriations Act (Public Law 111-8) provides \$65,709,480 for this program under section 3(d) of the Smith-Lever Act.

B. Purpose and Priorities

The purpose of this funding is to increase the impact of nutrition education disseminated to low-income families and youth in the 50 states, the District of Columbia, and the Insular Areas.

PART II—AWARD INFORMATION

A. Available Funding

Subject to any 2010 Continuing Resolutions, funds will be distributed to the institutions on a quarterly basis and according to the revised formula at the FY 2009 appropriated level. See Appendix A for the specific allocations. Adjustments will be made to the allocations for FY 2010 once the FY 2010 appropriations are finalized.

EFNEP funds are expected to be fully expended in the fiscal year of appropriation; however funds may be carried over for up to four (4) years after the end of the year for which they were appropriated.

B. Types of Submission

Initial Submission:

In FY 2010, pre-award form submissions must be submitted to EFNEP as a “new” application on the www.grants.gov website. The SF-424M Application Package should include:

- Application for Federal Assistance (Standard Form (SF) 424M (Mandatory))
- NIFA Supplemental Information Form
- Key Contacts Form
- *EFNEP Budget Sheet (as PDF attachment) -OR- a statement in the Annual Update indicating that the budget sheet does not vary significantly from the FY2009 submission
- *EFNEP Budget Justification Narrative (as PDF attachment) -OR- a statement in the Annual Update indicating that the justification does not vary significantly from the FY2009 submission
- EFNEP 2010 Annual Update (as PDF attachment)

Please note that the EFNEP forms are not part of the Grants.gov Application Package. The EFNEP forms must be submitted as PDF attachments. Attach the PDF documents to the “Application for Federal Assistance”. To attach the PDF documents to the form, go to “1) Please add Attachment 1,” click on “Add Attachment,” and follow the instructions.

**An EFNEP budget sheet and budget justification narrative do not need to be submitted as part of the “initial” FGO unless the institution anticipates significant changes from what was submitted with their FY2009 final FGO package. If a revised budget sheet and justification are not being submitted, a statement in the Annual Update indicating as such must be included.*

Final Submission (solicited under a FY 2010 FGO-Final):

After the federal budget is passed and institution allocations are published, a final FY 2010 EFNEP application must be submitted through the www.grants.gov website, based on the actual allocations. This SF-424M Application Package should include:

- Updated Application for Federal Assistance (Standard Form (SF) 424M (Mandatory); (excluding the SF-424A Budget Form)
- Updated NIFA Supplemental Information Form
- Updated Key Contacts Form
- EFNEP Budget Sheet (as PDF attachment)
- EFNEP Budget Justification Narrative (as PDF attachment)
- *EFNEP 2010 Annual Update (as PDF attachment) -OR- a statement in the Budget Justification Narrative indicating that the Annual Update does not vary significantly from the FY2010 “initial” submission

Please note that the EFNEP forms are not part of the Grants.gov Application Package. The EFNEP forms must be submitted as PDF attachments. Attach the PDF documents to the “Application for Federal Assistance”. To attach the PDF documents to the form, go to “1) Please add Attachment 1,” click on “Add Attachment,” and follow the instructions.

**An EFNEP Annual Update does not need to be submitted as part of the “final” FGO unless the institution anticipates significant changes from what was submitted with their FY2010 initial FGO package. If a revised budget sheet and justification are not being submitted, a statement in the Annual Update indicating as such must be included.*

See PART IV.B. for further information on completing the EFNEP PDF forms.

C. Project Types

Applicants should request funding equal to the amounts in Appendix A. NIFA will fund EFNEP in FY 2010 for approved EFNEP projects.

Projects should consist of employing and training professional and paraprofessional (peer educator) staff to engage in direct nutrition education and other appropriate nutrition education efforts with low-income families and youth. To the maximum extent practicable, peer educators shall be hired from the “indigenous target population.”

EFNEP serves two primary low-income audiences: 1) families (parents and other caregivers with primary responsibility for feeding young children); and 2) youth/children.

The objectives of EFNEP are to assist low-income families and youth in acquiring knowledge, skills, attitudes, and changed behaviors necessary for nutritionally sound diets and to contribute to their personal development and improvement of the total family diet and nutritional well-being.

Participation in EFNEP should result in:

- Improved diets and nutritional well-being of the total family;
- Increased knowledge of the essentials of human nutrition – particularly as reflected in the Federal Food Guidance System;
- Increased ability to select and buy food that meets nutritional needs;
- Improved practices in food production, preparation storage, safety, and sanitation;
- Increased ability to manage food budgets and related resources such as electronic benefit transfer cards from the Supplemental Nutrition Assistance Program (formerly the Food Stamp Program).

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may be submitted by State colleges and universities in accordance with Section 3(d) of the Smith-Lever Act: Auburn University; Alabama A & M University; Tuskegee University; University of Alaska; American Samoa Community College; 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; Kentucky State University; Louisiana State University; Southern University; University of Maine; University of Maryland (College Park); University of Maryland (Eastern Shore); University of Massachusetts; Michigan State University; College of Micronesia; 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 University; New Mexico State University; Cornell University; North Carolina State University; North Carolina A & T University; North Dakota State University; Northern Marianas College; 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; Tennessee State University; 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.

Award recipients 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 these funds.

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-SLBCD-002652" 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://www.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-M; “Supplemental Information Form,” and “Key Contacts Form”.

Additionally, the EFNEP 2010 Budget Sheet, EFNEP 2010 Budget Justification Narrative, and EFNEP 2010 Annual Update are required as PDF attachments as described in PART II.B. Instructions for completing these program specific documents can be found on the EFNEP FGO Website (http://www.nifa.usda.gov/nea/food/efnep/formula_grant.html). Extension Directors/1890 Administrators and Authorized Representatives are encouraged to work with EFNEP Coordinators/Directors to complete these forms.

The following are the government-wide instructions followed by *agency specific guidelines*, 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 this FGO. Use it to submit your institution’s application package, including its estimated Federal funds. **This option will be used in FY 2010.***

Resubmission: Select “Resubmission” when your institution has filed an accepted “Initial” or “Update” package and now desires to revise any of the information on those applications, such as its key contact personnel.

Revision: Select “Revision” if your institution discovers an error or omission in the “Initial,” “Update,” or “Resubmission” application, or if you are requested to do so by NIFA as the result of its review of the application.

Update: Select “Update” when the fiscal year’s final allocation is published. Use this submission to revise your institution’s “initial” application to reflect its actual Federal funds, as well any other changes to the application data (e.g., DUNS number, address, Key Contact information).

For your first submission via Grants.gov in FY 2010 under this FGO, please indicate “initial.”

- 2. **Date Received:** Date completed by Grants.gov upon submission.
- 3. **Applicant Identifier:** If you wish to use a unique identification number for your own purpose, enter it here. *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. Applicant use only. Use or leave blank.*
- 4a. **Federal Entity Identifier:** Enter the number assigned to your organization by the Federal agency. *Leave blank.*

- 4b. **Federal Award Identifier:** Enter the Federal award number assigned by the Federal agency, if any. *Enter “USDA-NIFA-SLBCD-002652”.*
5. **Date Received by State:** Enter the date received by the State, if applicable. Enter in the format mm/dd/yyyy. *State use only. Use or leave blank.*
6. **State Application Identifier:** Enter the identifier assigned by the State, if applicable. *State use only. Use or leave blank.*
- 7a. **Legal Name:** Enter the legal name of applicant that will undertake the assistance activity. This field is required. *Enter the name of the institution.*
- 7b. **Employer/Taxpayer Identification Number (EIN/TIN):** Enter either the 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 the name of primary organizational department, service, laboratory, or equivalent level within the organization, which will undertake the assistance activity. *Leave the “Division Name” blank. Enter the office where the State Extension Director or 1890 Administrator, 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 and therefore, are not included in the following list.
- 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 applicable code letter for your Institutions.

9. **Name of Federal agency:** *No entry required. This field is pre-populated from the opportunity package.*
10. **Catalog of Federal Domestic Assistance Number and CFDA Title:** *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 projects funded by this program.*
- 12a. **Congressional Districts of Applicant:** Enter the congressional district in the following format: 2 characters State abbreviation, 3 characters District Number. Examples: CA-005 for California’s 5th district, CA-012 for California’s 12th district. If outside of the US, enter 00-000. This field is required. Enter the congressional district. *Enter the Congressional district where the main campus is located. Enter the Congressional district where the main campus is located.*
- 12b. **Congressional Districts of (Use continuation sheet on page 5 if necessary), Program/Project:** Enter the congressional district in the following format: 2 characters State abbreviation, 3 characters District Number. Examples: CA-005 for California’s 5th district, CA-012 for California’s 12th district. If all districts in a state are affected, enter “all” for the district number. Example: MD-all for all congressional districts in Maryland. If nationwide (all districts in all states), enter US-all. If the program/project is outside the US, enter 00-00. *(Note: If this application is being completed by someone other than the State Extension Director or 1890 Administrator, or his or her designee, the State Extension Director or 1890 Administrator, or his or her designee, may need to be consulted on this question.)*

Attach an additional list of Program/Project Congressional Districts if needed.

- 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:** Enter the dollar amount. This field is required. *Enter your institution's estimated FY 2010 allocation as listed in Appendix A to this announcement.*
- 14b. **Estimated Funding, Match:** Enter the dollar amount. *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."*
- a. State Review Available: Select if this submission was made available to the State Executive Order 12372 process for review.
- b. State Review not selected: Select if the program is subject to E.O. 12372 but has not been selected by State for review.
- c. State Review not needed: Select if the program is not covered by E.O. 12372.
16. **Is the Applicant Delinquent On Any Federal Debt?** *Select the appropriate box. If yes, provide an explanation. 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) 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 State Extension Director or 1890 Administrator, or his or her designee, certifies to the above.**

To be signed by the State Extension Director or 1890 Administrator, or his or her designee as the Authorized Representative, of the applicant organization. Enter the name, title, phone number, e-mail address, and fax number of the State Extension Director or 1890 Administrator, or his or her designee.

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 from the opportunity package.*
2. **Program Code Name:** Enter the name of the program to which you are applying exactly as instructed in the full announcement. This field is required. *Enter “Expanded Food and Nutrition Education Formula Program.”*
Program Code: Enter the program code to which you are applying exactly as instructed in the full announcement. This code is used to route proposals within the agency. *Enter “EFNEP.”*
3. **Type of Applicant:** *No entry required. This will be pre-populated from your entry on the application cover sheet.*
4. **Additional Applicant Types:** Select one of the following options if it is applicable to the legal applicant of this application. *Select the appropriate institution type from the drop down menu in 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 the most relevant key words which describe the proposed project. This field is required. *Enter “Not applicable.”*
8. **Conflict of Interest List:** *Leave blank. Do not attach a conflict of interest list.*

3. Key Contacts Form (Required)

Applicant Organization Name: This is pre-populated from entry on Form SF-424M. Enter the complete legal name of the institution.

Contact 1 Project Role: *Enter the contact information for the State Extension Director or 1890 Administrator, or his or her designee.*

Contact 2 Project Role: *Enter the contact information for the Program Coordinator or Program Director.*

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 it 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 at this time.

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 there are no errors in the application.) 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 3021, Drug-Free Workplace, and 7 CFR Part 3018, regarding Lobbying, and compliance with the provisions of Chapter III, Financial Operations, of the CSREES 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 (now codified at 2 CFR 215); 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

The application package containing an “Application for Federal Assistance,” Form SF-424 Mandatory; NIFA Supplemental Information Form; “Key Contacts Form,” and an “EFNEP Budget Sheet,”; “EFNEP Budget Justification Narrative,”; and “EFNEP Annual Update,” (see Part II.B for additional details on program specific reporting requirements); should be submitted online at the www.grants.gov website by COB on November 30, 2009 (5:00 p.m. Eastern Time). This will be your “initial” FGO submission.

The receipt of all applications will be acknowledged by e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses on the Key Contacts Form on the www.grants.gov website.

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 EFNEP Projects

EFNEP Federal funding must be used on NIFA approved EFNEP projects.

(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 EFNEP formula grant expenditures.

PART V—SUBMISSION REVIEW REQUIREMENTS

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

PART VI—AWARD ADMINISTRATION

A. General

The National Program Leader or Program Specialist will notify the OEP Formula Grants Section regarding institutions' compliance with reporting requirements. If all program and administrative requirements have been met by the eligible institution, funding will be released on a quarterly basis. The OEP Formula Grants Section will notify the institutions when all requirements have been met and are current.

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 (now 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 — CSREES 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

States must provide a state program report, using the State Reporting System version 5 (SRS5) which was due November 1, 2009. The FY 2010 report will be due November 1, 2010.

Guidance on the submission of the SF-425, Federal Financial Report, for the FY 2010 formula grant awards will be provided within 60 days of this announcement.

PART VII—AGENCY CONTACT

For questions regarding EFNEP, please contact: Stephanie Blake, Program Specialist, NIFA/USDA, Stop 2225, 1400 Independence Avenue, SW, Washington, DC 20250-2225; Telephone: (202) 720-6079; Fax: (202) 720-9366; E-mail: sblake@nifa.usda.gov; or Helen Chipman, National Program Leader, NIFA/USDA, Stop 2225, 1400 Independence Avenue, SW, Washington, DC 20250-2225; Telephone: (202) 720-8067; Fax: (202) 720-9366; E-mail: hchipman@nifa.usda.gov.

For questions relating to the completion of the grants.gov forms and funding release, please contact: Patricia Myers, Office of Extramural Programs, NIFA/USDA, Stop 2298, 1400 Independence Avenue, SW, Washington, DC 20250-2298; Telephone: (202) 205-0453; Fax: (202) 690-3002; E-mail: formulagrantsquestions@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://www.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 (PMO).

Tier 3: Grants.gov PMO

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

UNITED STATES DEPARTMENT OF AGRICULTURE
NATIONAL INSTITUTE OF FOOD AND AGRICULTURE

Estimated FY 2010 Distribution of Funds to Eligible Institutions for Extension Activities
Authorized Under the Smith-Lever Act, Section 3(d)
Award #2010-41510 - Expanded Food and Nutrition Education Program

APPENDIX A INITIAL

<u>State</u>	<u>Grant Number</u>	<u>Estimated FY 2010 Institution Allocation</u>
ALABAMA		
AL	Auburn University	2010-41510-00100
		\$1,967,213
AL	Alabama A&M University	2010-41510-08901
		106,130
AL	Tuskegee University	2010-41510-08902
		106,130
ALASKA		
AK	University of Alaska	2010-41510-00200
		261,814
AMERICAN SAMOA		
AS	American Samoa Community College	2010-41510-05500
		103,374
ARIZONA		
AZ	University of Arizona	2010-41510-00300
		676,244
ARKANSAS		
AR	University of Arkansas	2010-41510-00400
		1,286,971
AR	University of Arkansas-Pine Bluff	2010-41510-08903
		107,442
CALIFORNIA		
CA	University of California	2010-41510-00500
		3,512,360
COLORADO		
CO	Colorado State University	2010-41510-00600
		637,447
CONNECTICUT		
CT	University of Connecticut	2010-41510-00700
		530,388
DELAWARE		
DE	University of Delaware	2010-41510-00800
		306,340
DE	Delaware State University	2010-41510-08904
		101,251
DISTRICT OF COLUMBIA		
DC	University of District of Columbia	2010-41510-05400
		110,944
FLORIDA		
FL	University of Florida	2010-41510-00900
		2,129,533
FL	Florida A&M University	2010-41510-08905
		135,183
GEORGIA		
GA	University of Georgia	2010-41510-01000
		2,161,955
GA	Ft. Valley State University	2010-41510-08906
		118,302
GUAM		
GU	University of Guam	2010-41510-05301
		103,555
HAWAII		
HI	University of Hawaii	2010-41510-01100
		345,497

	IDAHO		
ID	University of Idaho	2010-41510-01200	379,026
	ILLINOIS		
IL	University of Illinois	2010-41510-01300	2,141,741
	INDIANA		
IN	Purdue University	2010-41510-01400	1,246,690
	IOWA		
IA	Iowa State University	2010-41510-01500	948,262
	KANSAS		
KS	Kansas State University	2010-41510-01600	752,122
	KENTUCKY		
KY	University of Kentucky	2010-41510-01700	1,670,899
KY	Kentucky State University	2010-41510-08907	110,911
	LOUISIANA		
LA	Louisiana State University	2010-41510-01800	1,870,923
LA	Southern University	2010-41510-08908	114,510
	MAINE		
ME	University of Maine	2010-41510-01900	495,361
	MARYLAND		
MD	University of Maryland	2010-41510-02000	900,557
MD	University of Maryland-Eastern Shore	2010-41510-08909	107,709
	MASSACHUSETTS		
MA	University of Massachusetts	2010-41510-02100	1,025,051
	MICHIGAN		
MI	Michigan State University	2010-41510-02200	1,813,205
	MICRONESIA		
FM	College of Micronesia	2010-41510-05600	106,339
	MINNESOTA		
MN	University of Minnesota	2010-41510-02300	1,038,370
	MISSISSIPPI		
MS	Mississippi State University	2010-41510-02400	1,708,413
MS	Alcorn State University	2010-41510-08910	109,503
	MISSOURI		
MO	University of Missouri	2010-41510-02500	1,569,764
MO	Lincoln University	2010-41510-08911	111,536
	MONTANA		
MT	Montana State University	2010-41510-02600	380,524
	NEBRASKA		
NE	University of Nebraska	2010-41510-02700	604,306
	NEVADA		
NV	University of Nevada	2010-41510-02800	274,880
	NEW HAMPSHIRE		
NH	University of New Hampshire	2010-41510-02900	321,965
	NEW JERSEY		
NJ	Rutgers University	2010-41510-03000	1,122,654
	NEW MEXICO		
NM	New Mexico State University	2010-41510-03100	589,841
	NEW YORK		
NY	Cornell University	2010-41510-03200	3,389,229

NORTH CAROLINA			
NC	North Carolina State University	2010-41510-03300	2,499,997
NC	North Carolina A&T University	2010-41510-08912	117,258
NORTH DAKOTA			
ND	North Dakota State University	2010-41510-03400	419,839
NORTHERN MARIANAS ISLANDS			
MP	Northern Marianas College	2010-41510-05700	103,231
OHIO			
OH	Ohio State University	2010-41510-03500	2,195,231
OKLAHOMA			
OK	Oklahoma State University	2010-41510-03600	1,099,154
OK	Langston University	2010-41510-08913	108,979
OREGON			
OR	Oregon State University	2010-41510-03700	579,915
PENNSYLVANIA			
PA	Pennsylvania State University	2010-41510-03800	2,662,354
PUERTO RICO			
PR	University of Puerto Rico	2010-41510-03900	1,446,466
RHODE ISLAND			
RI	University of Rhode Island	2010-41510-04000	384,493
SOUTH CAROLINA			
SC	Clemson University	2010-41510-04100	1,545,508
SC	South Carolina State University	2010-41510-08914	109,725
SOUTH DAKOTA			
SD	South Dakota State University	2010-41510-04200	461,872
TENNESSEE			
TN	University of Tennessee	2010-41510-04300	1,972,104
TN	Tennessee State University	2010-41510-08915	113,402
TEXAS			
TX	Texas A&M University	2010-41510-04400	4,213,276
TX	Prairie View A&M University	2010-41510-08916	155,817
UTAH			
UT	Utah State University	2010-41510-04500	397,168
VERMONT			
VT	University of Vermont	2010-41510-04600	318,118
VIRGIN ISLANDS			
VI	University of the Virgin Islands	2010-41510-05200	103,451
VIRGINIA			
VA	Virginia Polytechnic Inst. & State U.	2010-41510-04700	1,701,167
VA	Virginia State University	2010-41510-08917	111,893
WASHINGTON			
WA	Washington State University	2010-41510-04800	769,375
WEST VIRGINIA			
WV	West Virginia University	2010-41510-04900	1,018,535
WV	West Virginia State University	2010-41510-08920	105,555
WISCONSIN			
WI	University of Wisconsin	2010-41510-05000	1,007,817

	WYOMING		
WY	University of Wyoming	2010-41510-05100	<u>275,416</u>
	Payment to States		\$65,709,480
	Federal Administration		<u>445,520</u>
	Total		<u><u>\$66,155,000</u></u>