

Trade Adjustment Assistance for Farmers Training Coordination Program

FY 2009 Request for Applications

APPLICATION DEADLINE: September 17, 2009



U.S. Department of Agriculture



Cooperative State Research, Education, and Extension Service

**COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE;
U.S. DEPARTMENT OF AGRICULTURE**

**TRADE ADJUSTMENT ASSISTANCE FOR FARMERS TRAINING COORDINATION
PROGRAM**

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under **10.315**.

DATES: Applications must be received by close of business (COB) on **September 17, 2009** (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding. Comments regarding this request for applications (RFA) are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

STAKEHOLDER INPUT: The Cooperative State Research, Education, and Extension Service (CSREES) is requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program, if applicable, and will be used to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFAs for competitive programs. Written stakeholder comments on this RFA should be submitted in accordance with the deadline set forth in the DATES portion of this Notice.

Written stakeholder comments should be submitted by mail to: Policy and Oversight Branch; Office of Extramural Programs; Cooperative State Research, Education, and Extension Service; USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: RFP-OEP@csrees.usda.gov. (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the **Trade Adjustment Assistance for Farmers Training Coordination Program RFA**.

EXECUTIVE SUMMARY: CSREES announces the availability of cooperative agreement funds and requests applications for the Trade Adjustment Assistance for Farmers National Training Coordination Program (National TAAF Training Coordination Program) for fiscal year (FY) **2009**. The amount available for support of this program in FY 2009 is approximately **\$17 million** for a program of 3-year duration.

This notice identifies the objectives for TAAF programming and the National TAAF Training Coordination Center, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for the National TAAF Training Coordination Program cooperative agreement. CSREES additionally requests stakeholder input from any interested party for use in the development of the next RFA for this program.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

Subtitle C of Title I of the Trade Adjustment Assistance Reform Act of 2002 (Pub. L. 107-210, Div. A), amended the Trade Act of 1974 (Pub. L. 93-618), establishing the Trade Adjustment Assistance for Farmers (TAAF) program (19 U.S.C. 2401 – 2401g). The American Recovery and Reinvestment Act of 2009 (ARRA) (Pub. L. 111-5) reauthorizes, amends, and funds the TAAF program to provide both technical assistance and cash benefits to eligible producers of raw agricultural commodities and fishermen impacted by increased imports contributing to a specific decrease in the national average price, or quantity of production, or value of production of, or cash receipts for the agricultural commodity or fishery products compared to the average of the three preceding marketing years. ARRA amendments to the TAAF program add certain classes of fisherman, increase the reporting requirements and overall transparency of the program, clarify eligibility determinations and associated processes, and clarify the roles and responsibilities of the applicants and the Federal partners.

The authority to provide training and technical assistance is provided in Section 296 of the Trade Act of 1974 (19 U.S.C. 2401e). CSREES will use its general assistance authorities under Section 3318(c) of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3318(c)) to enter into a cooperative agreement to carry out the National TAAF Training Coordination Program outlined in this Request for Applications.

B. Purpose and Priorities

The purpose of the TAAF program is to provide U.S. agricultural producers whose commodities have been certified as adversely affected by imports, and who have been approved through individual application, with the knowledge, skills and tools needed to make adjustments to their operations, business plans, marketing plans for their operations, with the goal of enhancing farm profitability and ability to adjust to imports. Producers of commodities certified by the USDA Foreign Agricultural Service (FAS) and who meet the eligibility requirements by USDA Farm Service Agency (FSA) are eligible for TAAF program participation.

The purpose of the National TAAF Training Coordination Program outlined in this Request for Applications (RFA) is to establish a National TAAF Training Coordination Center responsible for coordinating training and technical assistance required of the TAAF program. Applicants to this RFA must develop a comprehensive proposal which embraces all aspects of the coordination, training and technical assistance, and associated reporting requirements for TAAF and the National TAAF Training Coordination Center as mandated by the ARRA. Guidance on required TAAF reporting under the Office of Management and Budget (OMB) Memorandum M-09-21 on ARRA can be found at:

http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-21.pdf.

The National TAAF Training Coordination Center will coordinate with and report to CSREES, and report activities into associated ARRA data management systems (as described in Part VI.(D)).

1. National TAAF Training Coordination Program applications must demonstrate the applicant's expertise and ability to work in support of producers who have had to modify their business, marketing and production plans to improve their ability to respond to increases in imports;
2. National TAAF Training Coordination Program applications must demonstrate knowledge of and ability to collaborate with the State Cooperative Extension services on a National and regional scale as one among several potential mechanisms to provide TAAF training; and,
3. National TAAF Training Coordination Program applications must demonstrate the ability to supply the data necessary to maintain compliance with the ARRA reporting requirements.

C. Program Area Description

Through this RFA CSREES requests applications for the TAAF Training Coordination Program to establish a National TAAF Training Coordination Center responsible for the development and delivery of training and technical assistance to TAAF-eligible producers for business planning, diversification of enterprises, marketing, and other beneficial subjects as needed to aid producers in adjusting to the impact of imported commodities. The National TAAF Training Coordination Center will design and administer the training requirements of TAAF, develop communications regarding TAAF training and technical assistance, and comply with reporting requirements as described under Part I(B) and in Part VI(D). The successful National TAAF Training Coordination Program applicant will enter into a cooperative agreement with CSREES for establishment of the National TAAF Training Coordination Center to coordinate and implement the training and technical assistance component of the TAAF program under section 296(b) of the Trade Act of 1974 (19 U.S.C. 2401e). Please be advised that the following components of the TAAF program will be administered by FAS/FSA: certification of agricultural commodities eligibility certifications, approval of applications for cash benefits, and payments to implement business plans.

FAS, CSREES, FSA, and the Agricultural Marketing Service (AMS) will all be involved in the TAAF outreach effort. FAS has established a website for TAAF which is now linked to USDA, FSA, CSREES, AMS websites and can be found at: <http://www.fas.usda.gov/ITP/TAA/taa.asp>. Implementing regulations governing the TAAF program (including specific requirements for the provision of training and technical assistance) are expected to be published shortly in the Federal Register (as a Final Rule).

Applicants to the National TAAF Training Coordination Program must show their capacity to provide TAAF program coordination and training as described below:

1. Coordination of TAAF

- Awardee will establish a National TAAF Training Coordination Center. The National TAAF Training Coordination Center will:

- Develop rapid response implementation procedures for TAAF training and associated reporting activities;
- Contract with or make grants to state Cooperative Extension services or other suitable entities qualified to deliver TAAF training and technical assistance to TAAF-eligible producers;
- Conduct regional training workshops for TAAF trainers on existing or emerging TAAF topics;
- Develop a National and regional outreach and communication plan in concert with relevant agencies of the Department of Agriculture to promote the TAAF program;
- Provide effective TAAF communication at intra- and inter-regional and National levels, including use of media outlets and the distribution of TAAF materials;
- Provide a National “one-stop” source of TAAF information (National TAAF Training Coordination Center website);
- Coordinate with and report to CSREES, and report training activities and performance measures into associated ARRA data management systems (as described in Part VI. (D)).

2. Training and Technical Assistance for TAAF

- Provide Initial Training and Technical Assistance that includes:
 - Information for TAAF-eligible producers on ways to improve the yield and marketability of certified agricultural commodities; and,
 - Information for TAAF-eligible producers on the feasibility and desirability of substituting one or more alternative agricultural commodities for the commodity adversely affected by import competition.
- Provide Intensive Training and Technical Assistance that includes:
 - Assistance to TAAF-eligible producers through a series of training courses to help them improve their competitiveness producing certified agricultural commodities, or one or more alternative agricultural commodities;
 - Assistance to TAAF-eligible producers with developing an initial business adjustment plan that can be approved in accordance with the requirements that will be set out in 7 CFR 1580.32. An approved plan must reflect the skills gained by the producer through the series of training courses, and demonstrate how the producer will apply those skills to make adjustments to his/her business and marketing plans and operations, with the goal of enhancing his/her farm profitability and ability to adjust to imports; and,
 - Assistance to TAAF-eligible producers with developing a longer-term, more detailed business adjustment plan that meets regulatory requirements and includes steps to materially contribute to the economic adjustment of the producer to changing market conditions, while taking into consideration the interests of the workers employed by the producer and demonstrating that the producer will have sufficient resources to implement the business adjustment plan.

PART II—AWARD INFORMATION

A. Available Funding

In FY 2009, CSREES anticipates awarding a single cooperative agreement under this program. There is no commitment by USDA to fund any particular application or to make a specific number of awards. In FY 2009, approximately **\$17 million** will be available to fund the National TAAF Training Coordination Center and training component of the TAAF program for a three (3) year project period.

B. Types of Applications

In FY 2009, only new applications may be submitted to the National TAAF Training Coordination Program. A new application is a project application that has not been previously submitted to the National TAAF Training Coordination Program. All new applications will be reviewed competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

C. Project Types

National TAAF Training Coordination Center

It is anticipated that one cooperative agreement to support a single **National TAAF Training Coordination Center** will be provided as a result of this FY 2009 competition.

National TAAF Training Coordination Program applications should include an annual plan of work, budget and budget narrative for each year of the three (3) year project period, and a cumulative budget and budget narrative covering the entire period.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may be submitted by organizations and institutions that are part of the Land Grant system and/or State Cooperative Extension services.

Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project. An applicant's failure to meet an eligibility criterion by the time of an application deadline will result in CSREES returning the application without review or, even though an application may be reviewed, will preclude CSREES from making an award.

B. Cost Sharing or Matching

CSREES does not require matching or cost sharing support for this program, and matching resources will not be factored into the review process as evaluation criteria.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Electronic Application Package

Only electronic applications may be submitted via Grants.gov to CSREES in response to this RFA.

Prior to preparing an application, it is suggested that the PD/PI first contact an Authorized Representative (AR) (also referred to as Authorized Organizational Representative or AOR) to determine if the organization is prepared to submit electronic applications through 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 steps to access application materials are as follows:

1. 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 CSREES 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-CSREES-EXCA-002504** in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

Contained within the application package is the “CSREES Grants.gov Application Guide: A Guide for Preparation and Submission of CSREES Applications via Grants.gov.” This Guide contains an introduction and general Grants.gov instructions, information about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

If assistance is needed to access the application package (e.g., downloading or navigating Adobe forms), refer to 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: Monday through Friday 7:00 am – 9:00 pm Eastern Standard Time
Email: support@grants.gov

B. Content and Form of Application Submission

Electronic applications should be prepared following Part V and VI of the document entitled “A Guide for Preparation and Submission of CSREES Applications via Grants.gov.” This guide is part of the corresponding application package (see Section A. of this Part). The following is **additional information** needed to prepare an application in response to this RFA. If there is a discrepancy between the two documents, the information contained in this RFA is overriding.

Note the attachment requirements (e.g., portable document format) in Part III section 3. of the Guide. ANY PROPOSALS CONTAINING NON-PDF DOCUMENTS WILL BE AT RISK OF BEING EXCLUDED FROM CSREES REVIEW. Incomplete and partial applications will be excluded from CSREES review. With documented prior approval, resubmitted applications will be accepted until close of business on the closing date in the RFA.

If you do not own PDF-generating software, Grants.gov provides online tools to assist applicants. Users will find a link to “Convert Documents to PDF” on <http://grants.gov/assets/PDFConversion.pdf>.

1. SF 424 R&R Cover Sheet

Information related to the questions on this form is dealt with in detail in Part V, 2. of the CSREES Grants.gov Application Guide.

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

Information related to the questions on this form is dealt with in detail in Part V, 3. of the CSREES Grants.gov Application Guide.

3. R&R Other Project Information Form

Information related to the questions on this form is dealt with in detail in Part V, 4. of the CSREES Grants.gov Application Guide.

a. Field 6. Project Summary/Abstract. The summary should also include the relevance of the project to the goals of **Trade Adjustment Assistance for Farmers Training Coordination Program**.

b. Field 7. Project Narrative.

The Project Narrative shall not exceed **30** pages of written text—whether single- or double-spaced—and up to **15** additional pages for figures and tables. This maximum (**45** pages) has been established to ensure fair and equitable competition. Appendices to the Project Narrative are allowed if they are directly germane to the proposed project. The addition of appendices should not be used to circumvent the page limit.

The Project Narrative must clearly address the purpose and priorities outlined in Part I, B & C, as appropriate. Moreover, the Project Narrative must include all of the following:

1. A Summary Statement of the applicant's Intentions in submitting a proposal for the National TAAF Training Coordination Center (Center), including a Rationale for having the Center established at the proposing institution.
2. A clear Statement of Purpose, along with Goals and Objectives for the proposed Center, as well as for TAAF training.
3. A Discussion of the relevant Body of Knowledge sufficient to demonstrate the applicant's understanding of the needs of TAAF-eligible producers, as well as trade adjustment strategies and alternatives. The discussion should include estimates of the magnitude of the issues and their relevance to stakeholders and to ongoing State-Federal food and agricultural research, education and extension programs.
4. A Description of Planned Coordination and Training Efforts and the Mechanisms to achieve them, sufficient to demonstrate the applicant's proficiency administering a Center. This description should include discussion of any relevant past activities.
5. A Plan of Work, including Methods and Procedures for establishing the Center, and Action Steps for Implementation of TAAF programming. This plan of work should provide a description of the Facilities in which the Center will operate, along with the Personnel Needs, Assignments, and Division of Labor anticipated for the coordination and program implementation action steps identified. The Methods and Procedures section of the Plan of Work should include but not necessarily be limited to:
 - a. A description of the proposed project activities in the sequence in which it is planned to carry them out;
 - b. Techniques to be employed, including their feasibility and rationale for their use in program implementation;
 - c. Kinds of results expected;
 - d. Means by which data will be analyzed or interpreted;
 - e. Details of plans to communicate programming and results to stakeholders and the public;
 - f. Pitfalls that might be encountered;
 - g. Limitations to proposed project; and
 - h. A project timetable outlining all important phases as a function of time, year by year, for the entire project, including, if appropriate, periods beyond the grant funding period.
6. A Description of Prospective Partners for collaboration and the role each will play in the Center's efforts. The description should include the role of the stakeholders in problem identification, planning, implementation, and evaluation, as appropriate.
7. A Description of an Evaluation Component to assess the effectiveness of the Center's coordination efforts and TAAF training and technical assistance outcomes.

8. Evidence and Discussion of Past Experience and Compliance with advanced Federal Reporting Requirements. (ARRA reporting requirements are presumed to be a significant administrative burden that Applicants should acknowledge in the Project Narrative.)

4. R&R Senior/Key Person Profile (Expanded)

Information related to the questions on this form is dealt with in detail in Part V, 5. of the CSREES Grants.gov Application Guide.

5. R&R Personal Data – As noted in Part V, 6. of the CSREES Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award. If completing the information, **do not enter any data in the field requesting the social security number.**

6. R&R Budget

Information related to the questions on this form is dealt with in detail in Part V, 7. of the CSREES Grants.gov Application Guide.

NOTE:

Please review OMB Memo 09-18 for specific details regarding Recovering State Administrative Costs. Detailed information on the “Payments to State Grantees for Administrative Costs of Recovery Act Activities” can be found on the OMB website at: http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-18.pdf or via the direct link for OMB Guidance: M-09-18.

If your institution qualifies for recovery of state administrative costs, in addition to any request for recovery of indirect costs, the amount should be reflected on the SF 424 R&R Budget (Field J on the Form). Please refer to the CSREES Grants.gov Application Guide (Section V. 7. for further guidance). The amount requested for recovery of state administrative costs cannot exceed 0.5% of the total Federal funds awarded.

7. Supplemental Information Form

Information related to the questions on this form is dealt with in detail in Part VI, 1. of the CSREES Grants.gov Application Guide.

- a. Field 2. Program Code. Enter the program code name (i.e., enter “**Trade Adjustment Assistance for Farmers Training Coordination Program**”) and the program code (i.e., enter “TAA”).

C. Submission Dates and Times

Instructions for submitting an application are included in Part IV, Section 1.9 of the CSREES Grants.gov Application Guide.

Applications must be received by Grants.gov by COB on **September 17, 2009** (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding.

Correspondence regarding submitted applications will be sent using e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

Successful applicants will be contacted by Patricia Hipple, National Program Leader (NPL) for Trade Adjustment Assistance, Economic and Community Systems Unit within two (2) to three (3) business days of the application deadline. If questions arise, the AR may contact the NPL at phipple@csrees.usda.gov. See Part VII of the applicable RFA for further details regarding the NPL.

Once the application has been assigned a proposal number, this number should be cited on all future correspondence.

D. Funding Restrictions

Indirect costs may not exceed ten percent (10%) of the total Federal funds provided under this award (TFFA). The recovery of indirect costs on the cooperative agreement made by CSREES under this program, as well as subawards may not exceed the lesser of the institution's official negotiated indirect cost rate or the equivalent of ten percent (10%) of total Federal funds awarded.

NOTE:

Please review OMB Memo 09-18 for specific details regarding Recovering State Administrative Costs. Detailed information on the "Payments to State Grantees for Administrative Costs of Recovery Act Activities" can be found on the OMB website at: http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-18.pdf or via the direct link for OMB Guidance: M-09-18.

If your institution qualifies for recovery of state administrative costs, in addition to any request for recovery of indirect costs, the amount should be reflected on the SF 424 R&R Budget (Field J on the Form). Please refer to the CSREES Grants.gov Application Guide (Section V. 7. for further guidance). The amount requested for recovery of state administrative costs cannot exceed 0.5% of the total Federal funds awarded.

CSREES has determined that funds awarded under this authority may not be used for the renovation or refurbishment of research, education, or extension space; the purchase or installation of fixed equipment in such space; or the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.

E. Other Submission Requirements

The applicant should follow the submission requirements noted in the document entitled "A Guide for Preparation and Submission of CSREES Applications via Grants.gov."

PART V—APPLICATION REVIEW REQUIREMENTS

A. General

Each application will be evaluated in a 2-part process. First, each application will be screened to ensure that it meets the administrative requirements as set forth in this RFA. Second, applications that meet these requirements will be technically evaluated by a review panel.

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

B. Evaluation Criteria

The evaluation criteria below will be used in reviewing applications submitted in response to this RFA:

1. Capacity for Coordination and Service Provision - 50 points

- Application demonstrates applicant's ability to establish and maintain an effective National TAAF Training Coordination Center;
- Application demonstrates applicant's expertise and ability to support TAAF-eligible producers who have been exposed to trade impacts and whose business, marketing and production plans must be modified to adjust to import competition and help them enhance their profitability.
- Application demonstrates applicant's knowledge and ability to develop and coordinate TAAF training and technical assistance;
- Application demonstrates applicant's knowledge of and ability to collaborate with the State Cooperative Extension services on a National and regional scale as one among several potential mechanisms to provide TAAF training;
- Application demonstrates the capacity to provide effective communication about TAAF at intra- and inter-regional and National levels, including use of media outlets, the distribution of TAAF materials, and maintenance of a TAAF website; and,

- Application evidences a plan for maintaining full compliance with the ARRA reporting requirements as described in Parts I and VI of this RFA.

2. Initial Training and Technical Assistance: **25 points**

- Application demonstrates that the National TAAF Training Coordination Center proposed can comprehensively deliver the Initial Training and Technical Assistance requirements as described in Part I., C. of this RFA.

3. Intensive Training and Technical Assistance: **25 points**

- Application demonstrates that the National TAAF Training Coordination Center proposed can comprehensively deliver the Intensive Training and Technical Assistance requirements described in Part I., C. of this RFA; and,
- Application demonstrates that the National TAAF Training Coordination Center can successfully collaborate with the State Cooperative Extension services and/or other suitable training entities to provide training and technical assistance to TAAF-eligible producers.

C. Conflicts of Interest and Confidentiality

During the peer evaluation process, extreme care will be taken to prevent any actual or perceived conflicts of interest that may impact review or evaluation. For the purpose of determining conflicts of interest, the academic and administrative autonomy of an institution shall be determined by reference to the current Higher Education Directory, published by Higher Education Publications, Inc., 6400 Arlington Boulevard, Suite 648, Falls Church, Virginia 22042. Phone: (703) 532-2300. Web site: <http://www.hepinc.com>.

Names of submitting institutions and individuals, as well as application content and peer evaluations, will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of peer reviewers will remain confidential throughout the entire review process. Therefore, the names of the reviewers will not be released to applicants.

D. Organizational Management Information

Specific management information relating to an applicant shall be submitted on a one time basis, with updates on an as needed basis, as part of the responsibility determination prior to the award of a cooperative agreement identified under this RFA, if such information has not been provided previously under this or another CSREES program. CSREES will provide copies of forms recommended for use in fulfilling these requirements as part of the preaward process. Although an applicant may be eligible based on its status as one of these entities, there are factors which may exclude an applicant from receiving Federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a

determination that an applicant is not responsible based on submitted organizational management information).

PART VI—AWARD ADMINISTRATION

A. General

Within the limit of funds available for such purpose, the awarding official of CSREES shall make the award to the responsible, eligible applicant whose application is judged most meritorious under the procedures set forth in this RFA. The date specified by the awarding official of CSREES as the effective date of the award shall be no later than September 30 of the Federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. It should be noted that the project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by CSREES under this RFA shall be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles, and the Department's assistance regulations (e.g. 7 CFR parts 3015, 3016, 3019 and 3430).

B. Award Notice

The award document will provide pertinent instructions and information including, at a minimum, the following:

- (1) Legal name and address of performing organization or institution to whom the Administrator has issued an award under the terms of this request for applications;
- (2) Title of project;
- (3) Name(s) and institution(s) of PDs chosen to direct and control approved activities;
- (4) Identifying award number assigned by the Department;
- (5) Project period, specifying the amount of time the Department intends to support the project without requiring recompetition for funds;
- (6) Total amount of Departmental financial assistance approved by the Administrator during the project period;
- (7) Legal authority(ies) under which the award is issued;
- (8) Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
- (9) Applicable award terms and conditions;

(10) Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award; and

(11) Other information or provisions deemed necessary by CSREES to carry out its respective awarding activities or to accomplish the purpose of a particular award.

C. Administrative and National Policy Requirements

Several Federal statutes and regulations apply to applications considered for review and to project funds 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, A-87 and A-122 (2 CFR Parts 220, 225 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 3016—USDA implementation of Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

7 CFR Part 3017—USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement) and 7 CFR Part 3021—Governmentwide Requirements for Drug Free Workplace (Grants).

7 CFR Part 3018—USDA implementation of Restrictions on Lobbying. Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans.

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 (2 CFR Part 215).

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

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

7 CFR 3430—Competitive and Noncompetitive Non-formula Federal Assistance Programs-- General Award Administrative Provisions.

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).

D. Expected Program Outputs and Reporting Requirements

Funded projects will be expected to verify program accomplishments. Detailed information on past performance measures for TAAF can be found on the OMB website at: <http://www.whitehouse.gov/omb/expectmore/detail/10003023.2006.html#performanceMeasures>. Successful applicants will be responsible for reporting to CSREES, and reporting activities into associated ARRA data management systems, including performance measures as described below in ARRA item 3.

CSREES Reports

CRIS Reports – Grantees are required to submit annual and summary evaluation reports via CSREES’ Current Research Information System (CRIS) <http://cwf.uvm.edu/cris>. When access to the web is unavailable, please contact the CRIS Office at 202-690-0009 or e-mail cdeckers@cris.csrees.usda.gov. CRIS is an electronic, Web-based inventory system that facilitates both grantee submissions of project outcomes and public access to information on Federally-funded projects. CRIS reports are required to include the subaward and subcontract level information as agreed to in the Terms and Conditions of Award.

PLEASE NOTE: *These reports are made to CSREES by the awardee via [CRIS](#).*

ARRA Reports:

Funds awarded pursuant to this RFA were made available by section 1887 of the American Recovery and Reinvestment Tax Act of 2009 (Div. B of ARRA). Specific reporting requirements under ARRA will be identified in the Terms and Conditions of the Award.

1. Award Level Transaction Data Feed – Awardees are required to submit bimonthly reports to CSREES detailing funds distribution as technical training assistance is initiated (this information ultimately feeds to the USAspending.gov). Report frequency is currently bimonthly, however the frequency of report transmissions may change to be required weekly within the terms of the award. Detailed information can be at the OMB website at:

http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-15.pdf or via the direct link for OMB Guidance: [M-09-15](#)).

PLEASE NOTE: These reports are made to **CSREES** by the awardee as agreed to in the *Terms and Conditions of the award*.

2. Funding Notifications – This is a cumulative report that is to be completed *immediately* upon release of any type of public notification (local, regional, or National) including: press releases, significant web updates, public presentations that refer to TAAF, TAAF training opportunity announcements, and any other public sharing of information related to the use of ARRA funds. Detailed information can be at the OMB website at:

http://www.whitehouse.gov/omb/assets/memoranda_fy2009/m09-15.pdf or via the direct link for OMB Guidance: [M-09-15](#)).

PLEASE NOTE: These reports are made to **CSREES** by the awardee as agreed to in the *Terms and Conditions of the award*.

Quarterly Recipient Reporting – Beginning October 1, 2009, this reporting is mandated in §1512 of the [ARRA](#). Detailed information can be at the OMB website at:

http://www.recovery.gov/?q=content/program-plan&program_id=7544 or via the direct link for OMB Guidance: [M-09-21](#). A centralized reporting tool is being implemented to facilitate

and ease the reporting process. Section 1512 reporting requirements were further elucidated by OMB Webinars presented during the week of July 20, 2009 (archived on the [OMB Webinar](#) website). The initial report deadline is October 10, 2009 and will recur quarterly for the duration of the award. Data validation is performed by FAS. Any corrections will be returned to the awardee and must be addressed during the last week of the month in which they were returned. The final draft of each report will be moved to [Recovery.gov](#) on the last day of the report month.

PLEASE NOTE: These reports are made to [www.FederalReporting.Gov](#) by the TAAF Training Coordination Program awardee as agreed to in the *Terms and Conditions of the award*.

3. Performance Measures:

The measures have been revised to enrich the performance metrics for Recovery targets. In some instances, targets will not be available until additional baseline data has been collected.

Please refer to Performance Measures published on the Recovery.gov for the FAS TAAF Recovery Plan which are available via the direct link or at the following website:

[TAAF Performance Measures](#) or http://www.recovery.gov/?q=content/program-plan&program_id=7544

PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact Patricia Hipple, National Program Leader for Trade Adjustment Assistance; Economic and Community Systems Unit; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; STOP 2215; 1400 Independence Avenue, SW; Washington, DC 20250-2215; e-mail: phipple@csrees.usda.gov.

PART VIII—OTHER INFORMATION

A. Access to Review Information

Copies of reviews, not including the identity of reviewers, and a summary of the panel comments will be sent to the applicant PD after the review process has been completed.

B. Use of Funds; Changes

1. Delegation of Fiscal Responsibility

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

2. Changes in Project Plans

a. The permissible changes by the awardee, PD(s), or other key project personnel in the approved project shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the awardee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the Authorized Departmental Officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.

b. Changes in approved goals or objectives shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes. In no event shall requests for such changes be approved which are outside the scope of the original approved project.

c. Changes in approved project leadership or the replacement or reassignment of other key project personnel shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes.

d. Transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not Federal funds are involved, shall be requested by the awardee and approved in writing by the ADO prior to effecting such transfers, unless prescribed otherwise in the terms and conditions of the award.

e. The project period may be extended by CSREES without additional financial support, for such additional period(s) as the ADO determines may be necessary to complete or fulfill the purposes of an approved project, but in no case shall the total project period exceed five years. Any extension of time shall be conditioned upon prior request by the awardee and approval in writing by the ADO, unless prescribed otherwise in the terms and conditions of award.

f. Changes in Approved Budget: Unless stated otherwise in the terms and conditions of award, changes in an approved budget must be requested by the awardee and approved in writing by the ADO prior to instituting such changes if the revision will involve transfers or expenditures of

amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or award.

C. Confidential Aspects of Applications and Awards

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

D. Regulatory Information

For the reasons set forth in the final Rule related Notice to 7 CFR part 3015, subpart V (48 FR 29114, June 24, 1983), this program is excluded from the scope of the Executive Order 12372 which requires intergovernmental consultation with State and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of information requirements contained in this Notice have been approved under OMB Document No. 0524-0039.

E. Definitions

Please refer to 7 CFR 3430, Competitive and Noncompetitive Non-formula Federal Financial Assistance Programs--General Administrative Provisions, for the applicable definitions for this CSREES grant program.

For the purpose of this program, the following definitions are applicable:

Agricultural commodity means any commodity in its raw or natural state; found in chapters 1, 3, 4, 5, 6, 7, 8, 10, 12, 14, 23, 24, 41, 51, and 52 of the Harmonized Tariff Schedule of the United States (HTS).

Articles like or directly competitive generally means products falling under the same HTS number used to identify the agricultural commodity in the petition. A “like” product means substantially identical in inherent or intrinsic characteristics, and the term “directly competitive” means articles that are substantially equivalent for commercial purposes (i.e., adapted to the same uses and essentially interchangeable therefore). For fishery products, competition could be either from farm-raised or wild-caught products.

Authorized representative means an entity that represents a group of agricultural commodity producers or fishermen.

Average price received by the producer means the average of the 3 marketing year prices per unit received by the producer from the first level of sales for the commodity, not weighted by production.

Cash receipts mean the value of commodity marketing during the calendar year, irrespective of the year of production, as calculated by the Economic Research Service of the USDA.

Certification of eligibility means the date on which the Administrator (FAS) announces in the Federal Register or by Department news release, whichever comes first, a certification of eligibility to apply for trade adjustment assistance.

Contributed importantly means a cause which is important, but not necessarily more important than any other cause.

Family member means an individual to whom a producer is related as spouse, lineal ancestor, lineal descendent, or sibling, including:

- (1) Great grandparent;
- (2) Grandparent;
- (3) Parent;
- (4) Children, including legally adopted children;
- (5) Grandchildren;
- (6) Great grandchildren;
- (7) Sibling of the family member in the farming operation; and
- (8) Spouse of a person listed in paragraphs (1) through (7) of this definition.

Filing period means the dates during which petitions may be submitted, as published in the Federal Register.

Group means three or more producers who are not members of the same family.

Impacted area means one or more States of the United States.

Marketing year means the marketing season or year designated by the Administrator (FAS) with respect to an agricultural commodity. In the case of an agricultural commodity that does not have a designated marketing year, a calendar year will be used.

National average price means the average price paid to producers for an agricultural commodity in a marketing year as determined by the National Agricultural Statistics Service (NASS) of the U.S. Department of Agriculture, or the National Marine Fisheries Service of the National Oceanic and Atmospheric Administration, when available, or when unavailable, as determined by the Administrator (FAS).

Producer means a person who shares in the risk of producing an agricultural commodity and is entitled to a share of the commodity for marketing, including an operator, a sharecropper, or a person who owns or rents the land on which the commodity is produced; or a person who reports gain or loss from the trade or business of fishing on the person's annual Federal income tax

return for the taxable year that most closely corresponds to the marketing year with respect to which a petition is filed.

Raw or natural state means unaltered by any process other than cleaning, grading, coating, sorting, trimming, mixing, conditioning, drying, dehulling, shelling, chilling, cooling, blanching, irradiating, or fumigating.

Regions means (1) the Northeast region consisting of the 12 Northeast States and the District of Columbia (ME, VT, NH, MA, RI, CT, NY, NJ, PA, DE, MD, and WV); (2) the Southern Region consisting of 13 States plus Puerto Rico (VA, NC, SC, KY, TN, GA, FL, AL, MS, LA, TX, AR, and OK); the North Central Region consisting of 12 States (OH, MI, IN, IL, MO, KS, IA, WI, MN, NE, SD, and ND); and the Western Region consisting of 12 States (HI, AK, WA, OR, CA, ID, NV, UT, AZ, MT, WY, CO, and NM).

State Cooperative Extension Service means an organization established at the land-grant college or university under the Smith-Lever Act of May 8, 1914, as amended (7 U.S.C. §341-349); section 208(b) of the Act of October 26, 1974, as amended (D.C. Code, 38-1202.09(b)); or section 1444 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended (7 U.S.C. §3221).

United States means the 50 States of the United States, the District of Columbia, and Puerto Rico.

Value of production means the value of commodities produced during the crop year calculated as production times the marketing year average price. This may be equal to cash receipts when the crop year for the commodity runs from January through December.