

# Expanded Food and Nutrition Education Program

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## *FY 2009 Formula Grant Opportunity (FGO) – Initial*

**Please Note:** As of 01/27/09, the Closing Date for this RFA has been extended. The new **February 20, 2009** deadline can found in **bold Red Text** throughout the document.

**APPLICATION DEADLINE: February 20, 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**

**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 **February 20, 2009** at 5:00 p.m. Eastern Time.

**EXECUTIVE SUMMARY:** The Cooperative State Research, Education, and Extension Service (CSREES) requests applications for the FY 2009 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 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 in other appropriate nutrition education programs. CSREES anticipates that the amount available for this program in FY 2009 is approximately \$65,135,272.

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 2009 EFNEP formula grant allocation. CSREES additionally requests stakeholder input from any interested party for use in the development of the next FGO for this program. Please send questions or comments to Formula Grants Section of the Office of Extramural Programs, Stop 2298, 1400 Independence Avenue, SW, Washington, D.C. 20250-2298; fax: (202) 690-3002; or e-mail: [formulagrantsquestions@csrees.usda.gov](mailto:formulagrantsquestions@csrees.usda.gov).

## What's New for FY 2009?

- **Impact of 2008 Farm Bill changes:**

- Section 7403 of the Food, Conservation, and Energy Act of 2008 (Public Law 110-246) (FCEA) amended section 3(d) of the Smith-Lever Act (7 U.S.C. 343(d)) to provide the opportunity for 1862 and 1890 land-grant institutions, including Tuskegee University and West Virginia State University, and the University of the District Columbia, to compete for and receive these funds directly from the Secretary of Agriculture. However, section 1425 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA) provides a statutory formula for the distribution of funds appropriated for the Expanded Food and Nutrition Education program (EFNEP). Section 7116 of FCEA amended NARETPA section 1425 to revise this statutory formula effective October 1, 2008. Appendix A of the FY 2009 FGO – Initial for EFNEP includes allocations for all eligible institutions including the University of the District of Columbia and the 1890 land-grant institutions.
- Section 7116 of FCEA amended section 1425 of NARETPA to revise the EFNEP formula allocation as follows:
  - 1) The FY 1981 bases are allocated to the 1862 land-grant institutions.
  - 2) Four percent of the increase in funding above the FY 1981 appropriated level is allocated for administrative costs.
  - 3) \$100,000 is given to each 1862 land-grant institution (including the University of the District of Columbia (UDC)) and 1890 land-grant institution (\$7.5 million).
  - 4) Ten percent of the funds (appropriated in FY 2009) in excess of the amount of funds appropriated for EFNEP in FY 2007 is allocated to the 1890 land-grant institutions according to each institution's prorata share based on the population at or below 125 percent of the poverty level. These percentage amounts in FY 2010 increase to 11 percent, FY 2011 increase to 12 percent, FY 2012 increase to 13 percent, FY 2013 increase to 14 percent, and FY 2014 and thereafter to 15 percent.
  - 5) The remainder is allocated to each 1862 land-grant institution according to each institution's prorata share based on the population at or below 125 percent of the poverty level.

Please see the Calculations for the Estimated FY 2009 EFNEP Allocations Based on the FY 2008 Appropriated Level and the Revised EFNEP Formula Methodology.

- **There will be two submissions in FY 2009:**
  - **Initial** – For an estimated amount (see Appendix A) based on the 2009 Continuing Resolution, FY 2008 appropriated funding, level and application of the revised EFNEP formula methodology provided by FCEA Section 7116.
  - **Final** – Based on the actual appropriated amount for FY 2009 and actual formula distribution for FY 2009. The tentative release date for the final FGO is 45 days after the FY 2009 appropriation is finalized.
- **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 the final submissions in FY 2009. However, the EFNEP-specific forms will be required. Please see below.**
- **Application Package for the initial and final submissions will include:**
  - **Application for Federal Assistance (Standard Form (SF) 424M (Mandatory)) (Required for both)**
  - **CSREES Supplemental Information Form (Required for both)**
  - **Key Contacts Form (Required for both)**
  - **Budget Sheet (PDF attachment for final submission)**
  - **Budget Justification Narrative (PDF attachment for final submission)**
  - **Annual Update (PDF attachment for final submission)**

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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) 2009 – 10 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 10 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.

In FY 2007, CSREES conducted a Grants.gov pilot for the solicitation of one of the CSREES 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 2009, although CSREES will require both an initial submission (based on estimated amounts per the 2009 Continuing Resolution) and final submission (based on the actual appropriated amount for FY 2009 and the actual formula distribution for FY 2009) CSREES will not require the following forms for FY 2009 for either submission:

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

However, the final submission 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.csrees.usda.gov/business/awards/formula/manuals/coopextension.pdf>. Please note that any instructions in this FGO supersede policies and procedures identified in this manual. **CSREES will be revising this manual and will promulgate administrative provisions for this program through rulemaking which includes a public comment period in 2009.**

The Consolidated Appropriations Act, 2008 (Public Law 110-161) provides \$65,135,272 for this program under section 3(d) of the Smith-Lever Act. The Consolidated Security, Disaster, and Continuing Appropriations Act, 2009 (Public Law 110-329) (2009 Continuing Resolution) provides funding for this program at the FY 2008 appropriated level through March 6, 2009.

## **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 the above 2009 Continuing Resolution, funds will be distributed to the institutions on a quarterly basis and according to the revised formula at the FY 2008 appropriated level. See Appendix A for the specific allocations. Adjustments will be made to the allocations for FY 2009 once the FY 2009 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 2009, pre-award form submissions must be submitted to EFNEP as a “new” application on the [www.grants.gov](http://www.grants.gov) website. The SF-424M Application Package should include:

- Application for Federal Assistance (Standard Form (SF) 424M (Mandatory))
- CSREES Supplemental Information Form
- Key Contacts Form

#### Final Submission (solicited under a FY 2009 FGO-Final):

After the federal budget is passed and institution allocations are published, a final FY 2009 EFNEP application must be submitted through the [www.grants.gov](http://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 CSREES Supplemental Information Form
- Updated Key Contacts Form
- EFNEP Budget Sheet (as PDF attachment)
- EFNEP Budget Justification Narrative (as PDF attachment)
- EFNEP 2009 Annual Update (as PDF attachment)

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. CSREES will fund EFNEP in FY 2009 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 CSREES 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](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. Download and install Adobe Reader, a small, free program that provides access to the grant application. See [http://www.grants.gov/help/download\\_software.jsp](http://www.grants.gov/help/download_software.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-SLBCD-001946" in the appropriate box and click "Download Package." From the search results, click "Download" to access the application package.

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

Grants.gov customer support  
Toll Free: 1-800-518-4726  
Business Hours: M-F 7:00 am – 9:00 pm Eastern Standard Time  
Email: [support@grants.gov](mailto:support@grants.gov)

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

## **B. Content and Form of Formula Grants Opportunity Package Submission**

### **General**

Each grant application must contain an “Application for Federal Assistance,” Form SF-424 Mandatory; “Supplemental Information Form,” CSREES Supplemental Information Form; and “Key Contacts Form,” SF-424 Key Contacts.

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 open an item, simply click on it to select the item and then click on the “Open Form” button. When a form or document has been completed, click the form/document name to select it, and then click the => button. This will move the form/document to the “Completed Documents” box. To remove a form/document from the “Completed Documents” 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 2009.***

*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 CSREES 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 2009 under this FGO, please indicate “initial.”***

- 2. **Date Received:** Federal use only.
- 3. **Applicant Identifier:** Applicant use only. *Use or leave blank.*
- 4a. **Federal Entity Identifier:** Enter Federal entity identifier, if any, as specified in agency instructions. *Leave blank.*
- 4b. **Federal Award Identifier:** Enter Federal award identifier assigned by agency (if applicable). *Enter “USDA-CSREES-SLBCD-001946.”*

5. **Date Received by State:** State use only. *Use or leave blank.*
6. **State Application Identifier:** State use only. *Use or leave blank.* This field is for use when an institution has its own system for tracking applications. This field allows the applicant to enter its application identifier on the application.
- 7a. **Legal Name:** Enter the following: Legal name of applicant. *Enter the name of the institution.*
- 7b. **Employer/Taxpayer Identification Number (EIN/TIN):** Enter: Employer Identification Number (EIN) or Taxpayer Identification Number (TIN) as assigned by the Internal Revenue Service.
- 7c. **Organizational DUNS:** Enter: Organization's D-U-N-S® number (received from D&B) or the D-U-N-S +4 number® (if available).
- 7d. **Address:** Enter: Complete address of applicant. *Enter the institution's mailing address.*
- 7e. **Organizational Unit:** Enter: Name of primary organizational unit (and department/division, if applicable), which will undertake the assistance activity. *Enter the office where the 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.
- 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:** Enter name of Federal agency from which assistance is being requested. *No entry required. This field is pre-populated from the opportunity package.*
10. **Catalog of Federal Domestic Assistance Number:** Enter the Catalog of Federal Domestic Assistance (CFDA) number and title of the program under which assistance is requested. Use the continuation sheet to enter multiple CFDA numbers and titles. *No entry required. This field is pre-populated from the opportunity package.*
11. **Areas Affected by Funding (Cities, Counties, States, etc. Use continuation sheet on page 5 if necessary):** List areas or entities affected using categories specified in agency instructions. Use the continuation sheet to enter multiple entities beyond the space provided. *Enter cities, counties, states, etc. anticipated to be affected by the FY 2009 allocation you will receive.*
- 12a. **Congressional Districts of (Use continuation sheet on page 5 if necessary), Applicant:** Applicant-Enter the applicant's congressional district. Enter the congressional district. *Enter the Congressional district where the main campus is located.*
- 12b. **Congressional Districts of (Use continuation sheet on page 5 if necessary), Program/Project:** Program/Project-Enter the congressional district(s) affected by the program or project. If all congressional districts are included for a State, use "all", e.g., all congressional districts in Maryland would show as MD-all). Use the continuation sheet to enter multiple congressional districts that represent less than all congressional districts in a State or congressional districts in multiple States. *(Note: If this application is being completed by someone other than the 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.)*
- 13a. **Funding Period, Start Date:** Enter the start date of the funding period for this submission. *Enter "10/01/2008."*
- 13b. **Funding Period, End Date:** Enter the end date of the funding period for this submission. *Enter "09/30/2009."*
- 14a. **Estimated Funding, Federal:** Federal-Enter the amount requested from the Federal agency. If the agency has specified an amount, enter that amount. *For the "initial" submission enter your institution's amount from Appendix A.*
- 14b. **Estimated Funding, Match:** Match-Enter the amount of funds from all other sources. *Institutions are not required to match; enter "0."*

15. **Is Submission Subject to Review By State Under Executive Order 12732 Process?**  
*Select “c. Program is not covered by E.O. 12732.”*
16. **Is the Applicant Delinquent On Any Federal Debt?** Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans, and taxes. This question applies to the applicant (institution) organization.
17. **By signing this application, I certify (1) to the statements contained in this list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms (as identified under Part VI, B) if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)** To be signed by the State Extension Director or 1890 Administrator, or his or her designee, 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. *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.*

## 2. CSREES 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 “Expanded Food and Nutrition Education Formula Program”*  
**Program Code:** *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 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:** *Click on the radio button next to “Yes”. Enter your HHS PIN number in the appropriate box. IMPORTANT: IN THIS CONTEXT YOUR PIN NUMBER IS YOUR HHS ACCOUNT NUMBER. DO NOT ENTER THE*

PASSWORD YOU USE TO ACCESS THE HHS PAYMENT MANAGEMENT SYSTEM.

7. **Key Words:** Enter “Not applicable.”
8. **Conflict of Interest List:** Leave blank.

### 3. Key Contacts Form (Required)

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

**Contact 1 Project Role:** Enter the contact information for the 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 CSREES 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 **Submit** button. (The Submit button will not become active until all mandatory documents have been properly completed and the application has been saved.)
6. Click **Sign and Submit**.
7. Next, enter your username and password.
8. Lastly, click **Login**.

Only the AR has the authority and user rights to **Sign 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](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 and 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

In response to this announcement, an “Application for Federal Assistance,” Form SF-424 Mandatory; “Supplemental Information Form,” CSREES Supplemental Information Form; and “Key Contacts Form,” SF-424 Key Contacts; should be submitted online at the [www.grants.gov](http://www.grants.gov)

website by COB on **February 20, 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](http://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 CSREES EFNEP Projects**

EFNEP Federal funding must be used on CSREES 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 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) and Governmentwide Requirements for Drug Free Workplace (Grants).

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 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, 2008. The FY 2009 report will be due November 1, 2009.

Financial reporting via the SF-269, Financial Status Report, for FY 2008 is due to the OEP Formula Grants Section by April 1, 2009. The SF-272, Federal Cash Transactions Report, for each calendar quarter is due online at the DHHS website ([www.dpm.psc.gov](http://www.dpm.psc.gov)) usually on the 15th day of November, February, May, and August for the preceding calendar quarter. See website for specific dates. DHHS may restrict payment requests from the grantee's account if the SF-272 report is not submitted on time.

## **PART VII—AGENCY CONTACT**

For questions regarding EFNEP, please contact: Stephanie Blake, Program Specialist, Stop 2225, 1400 Independence Avenue, S.W., Washington, D.C. 20250-2225; Telephone: (202) 720-6079; Fax: (202) 720-9366; E-mail: [sblake@csrees.usda.gov](mailto:sblake@csrees.usda.gov); or Helen Chipman, National Program Leader, Stop 2225, 1400 Independence Avenue, S.W., Washington, D.C. 20250-2225; Telephone: (202) 720-8067; Fax: (202) 720-9366; E-mail: [hchipman@csrees.usda.gov](mailto:hchipman@csrees.usda.gov).

For questions relating to the completion of the grants.gov forms and funding release, please contact: Brenda Barnett, Office of Extramural Programs, Stop 2298, 1400 Independence Avenue, S.W., Washington, D.C. 20250-2298; Telephone: (202) 401-6520; Fax: (202) 690-3002; E-mail: [formulagrantsquestions@csrees.usda.gov](mailto:formulagrantsquestions@csrees.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: M-F 7:00 am – 9:00 pm Eastern Standard Time  
Email: [support@grants.gov](mailto: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.

## **PART VIII—OTHER INFORMATION**

### **A. CSREES' Grants.gov Implementation Plans**

CSREES is continuing to develop its capacity to exchange proposal and grant data electronically with its grantees through [Grants.gov](#) and to process, review, and award proposals and grants electronically.

In Fiscal Year (FY) 2007, CSREES conducted a pilot on the submission of the SF-424 Mandatory application package through the Grants.gov website for the McIntire-Stennis Cooperative Forestry Research Program. The pilot was successful as all eligible grantees submitted their applications through Grants.gov.

The Federal Funding Accountability and Transparency Act of 2006 requires all Federal agencies to report monthly to a publicly-accessible website on all Federal assistance awards (including grants). This requirement became effective for all awards made in FY 2007 and thereafter.

As a result, for the FY 2008 (October 1, 2007 - September 30, 2008) and subsequent cycles, CSREES is requiring electronic submission through Grants.gov for all Federal assistance programs (i.e., grants). For more information about CSREES' Grants.gov plans, including important announcements, program implementation details, and detailed requirements, see the CSREES' web site, [http://www.csrees.usda.gov/business/other\\_links/egov/egov.html](http://www.csrees.usda.gov/business/other_links/egov/egov.html). The information on these web sites will be updated as appropriate. It is suggested that the sites be visited periodically for important updates.

### **B. D-U-N-S® Number**

A D&B Data Universal Numbering System (D-U-N-S®) number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 70 million businesses worldwide. A Federal Register notice of final policy issuance (68 FR 38402) requires a D-U-N-S® number in every application (i.e., hard copy and electronic) for a grant or cooperative agreement (except applications from individuals) submitted on or after October 1, 2003. Therefore, potential applicants should verify that they have a D-U-N-S® number or take the steps needed to obtain one. For information about how to obtain a D-U-N-S® number go to

<http://www.grants.gov/RequestaDUNS>. Please note that the registration may take up to 14 business days to complete.

### **C. Required Registration for Grants.gov**

The Central Contract Registry (CCR) is a database that serves as the primary Government repository for contractor information required for the conduct of business with the Government. This database will also be used as a central location for maintaining organizational information for organizations seeking and receiving grants from the Government. Such organizations must register in the CCR prior to the submission of applications via grants.gov (a DUNS number is needed for CCR registration). For information about how to register in the CCR visit the “Get Started” section at <http://www.grants.gov>. Allow a minimum of 5 days to complete the CCR registration.

<b>APPENDIX A</b>			
<b>ESTIMATED FY 2009 DISTRIBUTION OF EXPANDED FOOD AND NUTRITION</b>			
<b>EDUCATION PROGRAM (EFNEP) FUNDING AUTHORIZED UNDER</b>			
<b>THE SMITH-LEVER ACT, SECTION 3(d)</b>			
	<u>State</u>		<b>ESTIMATED</b>
	<u>Territory</u>		<b>FY 2009</b>
	<u>Abbrev</u>	<u>Grant Number</u>	<u>Institution Allocation</u>
<b>ALABAMA</b>			
Auburn University	AL	2009-41510-00100	\$ 1,957,255
Alabama A&M University	AL	2009-41510-08901	104,729
Tuskegee University	AL	2009-41510-08902	104,729
<b>ALASKA</b>			
University of Alaska	AK	2009-41510-00200	260,940
<b>AMERICAN SAMOA</b>			
American Samoa Community College	AS	2009-41510-03500	102,932
<b>ARIZONA</b>			
University of Arizona	AZ	2009-41510-00300	666,059
<b>ARKANSAS</b>			
University of Arkansas	AR	2009-41510-00400	1,280,927
University of Arkansas-Pine Bluff	AR	2009-41510-08903	105,741
<b>CALIFORNIA</b>			
University of California	CA	2009-41510-00500	3,443,496
<b>COLORADO</b>			
Colorado State University	CO	2009-41510-00600	631,712
<b>CONNECTICUT</b>			
University of Connecticut	CT	2009-41510-00700	526,661
<b>DELAWARE</b>			
University of Delaware	DE	2009-41510-00800	305,324
Delaware State University	DE	2009-41510-08904	100,965
<b>DISTRICT OF COLUMBIA</b>			
University of the District of Columbia	DC	2009-41510-05400	109,509
<b>FLORIDA</b>			
University of Florida	FL	2009-41510-00900	2,100,958
Florida A&M University	FL	2009-41510-08905	127,141
<b>GEORGIA</b>			
University of Georgia	GA	2009-41510-01000	2,147,090
Ft. Valley State University	GA	2009-41510-08906	114,119
<b>GUAM</b>			
University of Guam	GU	2009-41510-05301	103,089
<b>HAWAII</b>			

University of Hawaii	HI	2009-41510-01100	343,686
<b>IDAHO</b>			
University of Idaho	ID	2009-41510-01200	376,726
<b>ILLINOIS</b>			
University of Illinois	IL	2009-41510-01300	2,123,269
<b>INDIANA</b>			
Purdue University	IN	2009-41510-01400	1,238,360
<b>IOWA</b>			
Iowa State University	IA	2009-41510-01500	944,354
<b>KANSAS</b>			
Kansas State University	KS	2009-41510-01600	748,261
<b>KENTUCKY</b>			
University of Kentucky	KY	2009-41510-01700	1,662,037
Kentucky State University	KY	2009-41510-08907	108,418
<b>LOUISIANA</b>			
Louisiana State University	LA	2009-41510-01800	1,859,138
Southern University	LA	2009-41510-08908	111,193
<b>MAINE</b>			
University of Maine	ME	2009-41510-01900	493,294
<b>MARYLAND</b>			
University of Maryland	MD	2009-41510-02000	894,296
University of Maryland-Eastern Shore	MD	2009-41510-08909	105,947
<b>MASSACHUSETTS</b>			
University of Massachusetts	MA	2009-41510-02100	1,016,857
<b>MICHIGAN</b>			
Michigan State University	MI	2009-41510-02200	1,798,448
<b>MICRONESIA</b>			
College of Micronesia	FM	2009-41510-05600	105,508
<b>MINNESOTA</b>			
University of Minnesota	MN	2009-41510-02300	1,032,698
<b>MISSISSIPPI</b>			
Mississippi State University	MS	2009-41510-02400	1,700,695
Alcorn State University	MS	2009-41510-08910	107,331
<b>MISSOURI</b>			
University of Missouri	MO	2009-41510-02500	1,560,384
Lincoln University	MO	2009-41510-08911	108,900
<b>MONTANA</b>			
Montana State University	MT	2009-41510-02600	378,624
<b>NEBRASKA</b>			
University of Nebraska	NE	2009-41510-02700	601,856
<b>NEVADA</b>			
University of Nevada	NV	2009-41510-02800	271,819
<b>NEW HAMPSHIRE</b>			
University of New Hampshire	NH	2009-41510-02900	320,772
<b>NEW JERSEY</b>			
Rutgers University	NJ	2009-41510-03000	1,112,637
<b>NEW MEXICO</b>			
New Mexico State University	NM	2009-41510-03100	585,086

<b>NEW YORK</b>			
Cornell University	NY	2009-41510-03200	3,352,044
<b>NORTH CAROLINA</b>			
North Carolina State University	NC	2009-41510-03300	2,485,980
North Carolina A&T University	NC	2009-41510-08912	113,314
<b>NORTH DAKOTA</b>			
North Dakota State University	ND	2009-41510-03400	418,751
<b>NORTHERN MARIANAS ISLANDS</b>			
Northern Marianas College	MP	2009-41510-05700	102,807
<b>OHIO</b>			
Ohio State University	OH	2009-41510-03500	2,178,273
<b>OKLAHOMA</b>			
Oklahoma State University	OK	2009-41510-03600	1,091,862
Langston University	OK	2009-41510-08913	106,927
<b>OREGON</b>			
Oregon State University	OR	2009-41510-03700	574,197
<b>PENNSYLVANIA</b>			
Pennsylvania State University	PA	2009-41510-03800	2,643,479
<b>PUERTO RICO</b>			
University of Puerto Rico	PR	2009-41510-03900	1,423,206
<b>RHODE ISLAND</b>			
University of Rhode Island	RI	2009-41510-04000	382,792
<b>SOUTH CAROLINA</b>			
Clemson University	SC	2009-41510-04100	1,537,610
South Carolina State University	SC	2009-41510-08914	107,502
<b>SOUTH DAKOTA</b>			
South Dakota State University	SD	2009-41510-04200	460,456
<b>TENNESSEE</b>			
University of Tennessee	TN	2009-41510-04300	1,961,220
Tennessee State University	TN	2009-41510-08915	110,339
<b>TEXAS</b>			
Texas A&M University	TX	2009-41510-04400	4,167,942
Prairie View A&M University	TX	2009-41510-08916	143,060
<b>UTAH</b>			
Utah State University	UT	2009-41510-04500	394,050
<b>VERMONT</b>			
University of Vermont	VT	2009-41510-04600	317,269
<b>VIRGIN ISLANDS</b>			
University of the Virgin Islands	VI	2009-41510-05200	102,999
<b>VIRGINIA</b>			
Virginia Polytechnic Inst. & State U.	VA	2009-41510-04700	1,691,508
Virginia State University	VA	2009-41510-08917	109,174
<b>WASHINGTON</b>			
Washington State University	WA	2009-41510-04800	760,529
<b>WEST VIRGINIA</b>			
West Virginia University	WV	2009-41510-04900	1,014,026
West Virginia State University	WV	2009-41510-08919	104,283
<b>WISCONSIN</b>			

University of Wisconsin	WI	2009-41510-05000	1,001,111
<b>WYOMING</b>			
University of Wyoming	WY	2009-41510-05100	274,592
Payment to States			<u>\$ 65,135,272</u>
Federal Administration			421,595
Total			<u>\$ 65,556,867</u>