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The logo for the National Institute of Food and Agriculture (NIFA), featuring the letters "NIFA" in a large, white, serif font against a dark background with a stylized sun or light effect behind the letters.

REQUEST FOR APPLICATIONS

Tribal Colleges Extension Program

Capacity Applications

MODIFICATIONS: Pages 1, 2, 6, and 14

FUNDING YEAR: Fiscal Year 2022

APPLICATION DEADLINE: June 14, 2022

ANTICIPATED FUNDING: \$9,500,000

FUNDING OPPORTUNITY NUMBER: USDA-NIFA-SLBCD-009062

ASSISTANCE LISTING NUMBER: 10.517

LETTER OF INTENT DEADLINE: Not Required

PROGRAM NAME CODE: TCEP

PROGRAM CODE: NK

INITIAL ANNOUNCEMENT
National Institute of Food and Agriculture
United States Department of Agriculture

Assistance Listing: The Tribal Colleges Extension Program: Capacity Applications is listed in the Assistance Listings under number 10.517.

Key Dates and Deadlines

Application:

5:00 P.M. Eastern, June 14, 2022 [Ref to Part I § C of this RFA]

Letter of Intent:

Not Required

Applicants Comments:

Within six months from the issuance of this notice (NIFA may not consider comments received after the sixth month)

Advancing Diversity, Equity, Inclusion, and Accessibility. NIFA recognizes research, education, and extension efforts will have the greatest impacts when equity is grounded in the programs. NIFA is committed to enhancing diversity, equity, inclusion, and accessibility of programs and encourages individuals, institutions, and organizations from underserved communities to apply to funding opportunities as lead, co-lead, or subaward recipient(s), and to engage as leaders in the peer panel review process to support the development of strong networks and collaborations. NIFA encourages applications that engage diverse communities and have broad impacts through research, education, extension, and integrated activities to address current and future challenges.

Stakeholder Input. The National Institute of Food and Agriculture (NIFA) seeks comments on all request for applications (RFAs) so it can deliver programs efficiently, effectively, with integrity, and with a focus on customer service. NIFA considers comments, to the extent possible when developing RFAs and use comments to help 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)). Applicants may submit written comments to Policy@usda.gov (email is for comments only). Please use the following subject line: Response to the Tribal Colleges Extension Program: Capacity RFA.

EXECUTIVE SUMMARY

NIFA requests applications for the Tribal Colleges Extension Program: Capacity Applications (TCEP-CA) for fiscal year (FY) 2022 to provide informal, community-focused education and outreach. The amount available for this grant in FY 2022 is approximately \$9,500,000.

This notice identifies the objectives for TCEP-CA projects, deadline dates, funding information, eligibility criteria for projects and applicants, and application forms and associated instructions needed to apply for a TCEP-CA.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority

This program is authorized under Section 534(b) of the Equity in Educational Land-Grant Status Act of 1994 (7 U.S.C. 301 note), as amended by the Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA) (7 U.S.C. 7601). This section amends Section 3 of the Act of May 8, 1914 (Smith-Lever Act) (7 U.S.C. 341 et seq.), as amended. Under this authority, appropriated funds are to be awarded to the 1994 Land-Grant Institutions (hereinafter referred to as 1994 Institutions) for Extension work and funds are to be distributed on the basis of a competitive application process.

B. Purpose and Priorities

Tribal Colleges Extension Program: Capacity Applications (TCEP-CA), **Assistance Listing 10.517** directly aligns with the following [USDA Strategic Goal](#): Strategic Goal 5: Expand Opportunities for Economic Development and Improve Quality of Life in Rural and Tribal Communities.

The purpose of the TCEP-CA is to give Tribal communities opportunities for enhanced Traditional Ecological Knowledge, agricultural productivity, community resilience, economic growth and youth development by extending the reach of innovations in research and technology and enhancing informal, local educational programming. Previous projects have addressed the following:

1. Tribal Youth Development
2. Increased Food Sovereignty
3. Financial Literacy
4. Optimization of Agriculture Production
5. Natural Resource Conservation
6. Traditional Knowledge Workshops

The 1994 Institutions are encouraged to see these projects as community driven. Providing evidence of buy-in from engaged community members will be an asset to the proposal. This funding is designed to support Extension offices, so applicants may propose several initiatives in response to their stakeholders' demands. Projects involving indigenous traditional ecological knowledge are appropriate for this RFA. If training or a workshop is proposed, virtual options for participation must be provided.

Leadership Skills Development. The development of leadership skills, knowledge, and qualities are necessary to prepare students for agricultural and related careers in the private sector, government, and academia. TCEP-CA teaching applications must demonstrably incorporate a leadership development component to equip students with technical and leadership abilities upon graduation. Specific activities may include:

Developing practical applications to increase understanding of leadership roles, including critical thinking, problem solving, and communication skills; ethics and professionalism; and working in teams.

1. Connecting the academic classroom experience with daily leadership roles and organizational activities.
2. Providing opportunities for mentoring and shadowing; and
3. Organizing leadership academies, workshops, trainings, etc.

Traditional ecological knowledge is considered an acceptable topic of research, education, and extension for projects funded by this RFA, in pursuit of the aforementioned priorities, goals, and objectives.

C. Program Area Description

Key Information:

Program Code – NK

Program Code Name – Tribal College Extension Program (TCEP)

Assistance Listing/Code of Federal Domestic Assistance – 10.517

Requested Project Types – Single Function Extension Projects

Requested Grant Types – New Continuation

Application Deadline - June 14, 2022

PART II—AWARD INFORMATION

A. Available Funding

The amount available for TCEP grant program in FY2022 is approximately \$9.5 million. USDA is not committed to fund any particular application or to make a specific number of awards.

The expectation is that each 1994 Institution that submits an extension capacity grant will receive funding, so long as the application is of sufficient quality. Institutions will compete, however, for the amount of funding they receive. There is no commitment by USDA to fund any particular application or to make a specific number of awards.

The [Automated Standard Application for Payments](#), operated by the Department of Treasury, Bureau of Fiscal Service, is the designated payment system for awards resulting from this RFA.

B. Application Restrictions

In FY 2022, you may only submit a new application to the TCEP-CA Program. NIFA will evaluate applications using the criteria described in [Part V](#) of this RFA. Application for FY2022 is limited to the following application type:

New application. This is a project application that has not been previously submitted to the TCEP Program. We will review all new applications competitively using the screening for administrative requirements, review panel evaluation of proposals using evaluation criteria and selection process described in Part V—Application Review Requirements.

NIFA may choose to issue a new award on a continuation basis. A continuation award is an award instrument by which NIFA agrees to support a specified level of effort for a predetermined period of time with a statement of intention to provide additional support at a future date, provided that performance has been satisfactory, appropriations are available for this purpose, and continued support would be in the best interest of the federal government and the public.

C. Project and Grant Types

1. Grant Type

The following is a list of available grant types under this RFA.

- (a) Standard Grant supports targeted original scientific Research, Education/Teaching, Extension, or Integrated Projects. An eligible, individual institution, independent branch campus, or branch institution of a State system may submit a grant application for project activities to be undertaken principally on behalf of its own students or faculty, and to be managed primarily by its own personnel. The applicant executes the project without the requirement of sharing grant funds with other project partners.

2. Project Type

(a) Extension Projects

Single-function Extension Projects conduct programs and activities that deliver science-based knowledge and informal educational programs to people, enabling them to make practical decisions. Program delivery may range from community-based to national audiences and use communication methods from face-to-face to electronic or combinations thereof, Extension Projects may also include related matters such as certification programs, in-service training, client recruitment and services, curriculum development, instructional materials and equipment, and innovative instructional methodologies appropriate to informal educational programs.

Extension Projects address one or more of the following key strategic actions:

1. Support informal education to increase food and agricultural literacy of youth and adults;
2. Promote science-based agricultural literacy by increasing understanding and use of food and agricultural science data, information, and programs;
3. Build science-based capability in people to engage audiences and enable informed decision making;
4. Develop new applications of instructional tools and curriculum structures that increase technical competency and ensure global competitiveness;
5. Offer non-formal learning programs that increase accessibility to new audiences at the rate at which new ideas and technologies are tested and/or developed at the community-scale; and
6. Develop programs that increase public knowledge and citizen engagement leading to actions that protect or enhance the nations' food supply, agricultural productivity, environmental quality, community vitality, and/or public health and well-being.

These projects should lead to measurable, documented changes in learning, actions, or conditions in an identified audience or stakeholder group. These projects should synthesize and incorporate a wide range of the latest relevant research results.

D. Ethical Conduct of Funded Projects

In accordance with sections 2, 3, and 8 of 2 CFR Part 422, institutions that conduct USDA-funded extramural research must foster an atmosphere conducive to research integrity, bear primary responsibility for prevention and detection of research misconduct, and maintain and effectively communicate and train their staff regarding policies and procedures. In the event an application to NIFA results in an award, the Authorized Representative (AR) assures, through acceptance of the award that the institution will comply with the above requirements. Award recipients must, upon request, make available to NIFA the policies, procedures, and documentation to support the conduct of the training. See Responsible and Ethical Conduct of Research for further information.

PART III—ELIGIBILITY INFORMATION

A. Eligibility Requirements

Applicants for the TCEP-CA must meet all the requirements discussed in this RFA. Failure to meet the eligibility criteria by the application deadline may result in exclusion from consideration or, preclude NIFA from making an award. For those new to Federal financial assistance, NIFA's [Grants Overview](#) provides highly recommended information about grants and other resources to help understand the Federal awards process.

Applications may only be submitted by colleges and universities designated as 1994 Land-Grants by legislation. Failure to meet an eligibility criterion by the application deadline may result in the application being excluded from consideration or, even though an application may be reviewed, will preclude NIFA from making an award.

The following schools are eligible for this program.

Aaniiih Nakoda College	Bay Mills Community College
Blackfeet Community College	Cankdeska Cikana Community College
Chief Dull Knife College	College of the Menominee Nation
College of the Muscogee Nation	Dine' College
Fond du Lac Tribal and Community College	Fort Peck Community College
Haskell Indian Nations University	Iisagvik College
Institute of American Indian Arts	Keweenaw Bay Ojibwa Community College
Lac Courte Oreilles Ojibwa Community College	Leech Lake Tribal College
Little Big Horn College	Little Priest Tribal College
Navajo Technical University	Nebraska Indian Community College
Northwest Indian College	Nueta Hidatsa Sahnish College
Oglala Lakota College	
Red Lake Nation College	Saginaw Chippewa Tribal College
Salish Kootenai College	Sinte Gleska University
Sisseton Wahpeton College	Sitting Bull College
Southwestern Indian Polytechnic Institute	Stone Child College
Tohono O'odham Community College	Turtle Mountain Community College
United Tribes Technical College	White Earth Tribal and Community College

Duplicate or Multiple Submissions – duplicate or multiple submissions are not allowed. NIFA will disqualify both applications if an applicant submits duplicate or multiple submissions. For more information or clarification contact the NIFA Point of Contact identified in this RFA. For those new to Federal financial assistance, NIFA's [Grants Overview](#) provides highly recommended information about grants and other resources to help understand the Federal awards process.

B. Cost Sharing or Matching

No Match Required - The TCEP-CA has NO matching requirement. NIFA will not factor matching resources into the review process as an evaluation criterion.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Method of Application

Applicants must apply to this RFA electronically; no other method or response is accepted. The electronic application for this RFA and additional resources are available on [Grants.gov](https://www.grants.gov) and [Grants 101](#). **Table 5** provides instructions on how to obtain an electronic application. **Part III** of the NIFA Grants [Application Guide](#) contains detailed information regarding the [Grants.gov](https://www.grants.gov) registration process. The NIFA Grants Application Guide is contained in the specific funding opportunity package or a sample of the guide can be found [here](#). When applying for a NIFA award, it is important to reference the version of the guide that is included in the specific funding opportunity application package.

Table 1. Steps to Obtain Application Materials

Steps	Action
Step One: Register	<i>New Users</i> to Grants.gov must register early with Grants.gov prior to submitting an application (Register Here).
Step Two: Download Adobe	Download and Install Adobe Reader (see Adobe Software Compatibility for basic system requirements).
Step Three: Find Application	Using this funding opportunity number USDA-NIFA-SLBCD-009062 , search for application here: Opportunity Package .
Step Four: Assess Readiness	Contact an AR prior to starting an application to assess the organization’s readiness to submit an electronic application.

Table 2: Help and Resources

Grants.gov Support	NIFA Support
Grants.gov Online Support Telephone support: 800-518-4726 Toll-Free or 606-545-5035 Email support: support@grants.gov Self-service customer-based support: Grants.gov iPortalgrantapplicationquestions@usda.gov Key Information: Customer service business Hours 24/7, except federal holidays .	Email: grantapplicationquestions@usda.gov Key Information: Business hours: Monday thru Friday, 7a.m. – 5p.m. ET, except federal holidays

B. Content and Form of Application Submission

The application guide is part of the corresponding application package for this RFA. The RFA overrides the application guide if there is a discrepancy between the two documents. NIFA will accept subsequent submissions to an application until the application deadline. However, applicants that do not meet the application requirements, to include partial applications, risk being excluded from NIFA’s review. NIFA will assign a proposal number to all applications that

meet the requirements of this RFA. Applicants must refer to the proposal number when corresponding with NIFA. **Table 7** outlines other key instructions for applicants.

Table 3: Key Application Instructions

Instruction	References (All references are to the Application Guide)
Attachments must be in a portable document format (PDF) format.	Part IV
Check the manifest of submitted files to verify attachments are in the correct format.	Part IV
Conduct an administrative review of the application before submission.	Part IV
Follow the submission instructions.	Part V
Provide an accurate email address, where designated, on the SF-424 R&R.	Part V
Contact the Grants.gov helpdesk for technical support and keep a record of the correspondence.	N/A
Contact NIFA if applicant does not receive correspondence from NIFA regarding an application within 30 days of the application deadline.	N/A

1. SF 424 R&R Cover Sheet

Information related to the questions on this form is dealt with in detail in Part V, 2 of the NIFA Grants.gov Application Guide. See Part V, Section 2.18 of the NIFA Grants.gov Application Guide for the required certifications and assurances (e.g., Prohibition Against Entities Requiring Certain Internal Confidentiality Agreements).

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

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

3. R&R Other Project Information Form

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

a. Field 7. Project Summary/Abstract.

The summary should also include the relevance of the project to the goals of TCEP template.

For the summary, specifications are as follows:

1. The summary should not exceed 250 words
2. Include the names and affiliated organizations of all PDs and Co-PDs
3. Include the title of the project (must be descriptive of the program)
4. **It must indicate this is an Extension proposal**

Remember that a Capacity Grant reflects an entire extension program serving multiple stakeholders.

See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

b. Field 8. Project Narrative.

NOTE: The Project Narrative shall not exceed 12 pages of written text and up to three additional pages for figures and tables (the font size should be no smaller than 11 points, Times New Roman). We have established this maximum 15 pages to ensure fair and equitable competition.

The Project Narrative must include all the following:

1. **Extension Plan:** Provide a mission statement that captures the essence of your Extension activities. Describe how the mission of your extension outreach supports the Strategic Plan of your college.
2. **Community and Audience Analysis:** Provide evidence that the Extension program has gathered input from the tribe, stakeholders or an advisory group and understands the needs and concerns of the community. Demonstrate that the portfolio of programs to be offered reflects an agreed upon set of objectives and a plan to realize them.
3. **A statement of the potential for public good in Indian country:** The public good describes spillover benefits accrued to the entire community beyond the program participants. Public good can also mean breaking barriers to technology transfer and scientific knowledge resulting in greater agricultural or economic prosperity across a reservation community. Focus on how the Extension program functions as a change agent by providing information of resources otherwise unavailable. How does it enhance program participants' lives and empower them to teach others?
4. **Targeted Audience:** Identify the intended target populations of your Extension office and discuss how they will be impacted by the program. Discuss the programs you offer and the staff and clients they impact. Describe how your various programs integrate into a comprehensive extension effort which serves diverse stakeholders and any partnerships between these programs.
5. **Project Review and Evaluation:** The evaluation plan should describe how quantitative metrics and success stories will be captured to demonstrate the impact of this project. It should be an assessment of the project's value to stakeholders and its sustainability.
6. **Collaborative Relationships:** Detail any collaborative work or plans for cooperation with a Federally Recognized Tribes Extension Program (FRTEP) office, 1862 cooperative extension, Tribal outreach offices or other entities.

c. Field 12. Add Other Attachments

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

You can visit this site to obtain necessary forms: <https://nifa.usda.gov/resource/application-support-templates>

1. **One-Page Stakeholder Implementation Plan (PDF Attachment)**

Make the heading “Stakeholder Plan”. Save the file as “**StakeholderPlan.**” TCEP Capacity funds provide informal outreach education at the community level. In order to align with community needs, gathering input from stakeholders is critical and will guide project development. This will help guide the Project Directors (PDs) as they continue to tailor activities to their stakeholder’s needs. This report is not to exceed one page and must contain the following:

- i. Description of the process used to identify individual and group stakeholders
- ii. Highlights of the input these stakeholders provided
- iii. A statement of how collected input was considered
- iv. A plan for gaining feedback from stakeholders throughout the life of the project

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

Detailed information related to the questions on this form is available in Part V, 5 of the NIFA Grants.gov Application Guide. This section of the guide includes instructions about senior/key person profile requirements, and details about the biographical sketch and the current and pending support, including a link to a suggested template for the current and pending support. A current and pending support template is available at: <https://nifa.usda.gov/resource/application-support-templates>.

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

6. **R&R Budget**

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

- a. Applicants should prepare a budget for each of the four years of the grant (**\$246,000 per year**) plus a cumulative 4-year budget of \$984,000.
- b. All applications must include a budget narrative to justify budget items for all four years.
- c. All sub-awards must include a budget and budget narrative for each year they are part of the grant.
- d. Use this on-line tutorial to answer budget questions
<http://nifa-connect.nifa.usda.gov/budget/>

7. **Supplemental Information Form**

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

Field 2. Program to which you are applying. Enter the program code name (i.e., enter TCEP) and the program code (i.e., enter NK). Note that accurate entry of the program code is very important for proper and timely processing of an application.

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

Data Management Plan. A DMP is required for this program. Applicants should clearly articulate how the project director (PD) and co-PDs plan to manage and disseminate the data generated by the project. The DMP will be considered during the merit review process (see [Part V § B](#) of this RFA, [NIFA's Data Management Plan](#)). If you need help in preparing a data management plan or have questions about what constitutes a data management plan for this role (including questions about data privacy, etc.), please contact the NIFA program contacts listed at the end of this RFA.

C. Submission Dates and Times

We recommend that you conduct an administrative review of the application before submission of it via Grants.gov to ensure that it complies with all preparation instructions. An application checklist is included in Part VII of the NIFA Grants.gov Application Guide to assist with this review.

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

Applications must be received by Grants.gov by **5 p.m. Eastern Time on June 14, 2022**. Applications received after this deadline will normally not be considered for funding.

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

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

If the AR has not received correspondence **from NIFA** regarding a submitted application within 24 hours of the established deadline, contact the Agency Contact identified in Part VII of the RFA and request the proposal number assigned to the application. **Failure to do so may result in the application not being considered for funding by the peer review panel. Once the application has been assigned a proposal number, you should cite this number on all future correspondence.**

D. Funding Restrictions

Indirect costs are unallowable, and no funds will be approved for this purpose. Costs that are a part of the institution's indirect cost pool may not be reclassified as direct costs for the purpose of making them allowable.

The use of grant funds to plan, acquire, or construct a building or facility, or to acquire land, is not allowed under this program. With prior approval, in accordance with the cost principles set forth in OMB Circular No. A-21, grant funds may be used to purchase equipment, or for improvements, alterations, renovations, or repairs to land, buildings, or equipment, deemed

necessary to retrofit existing spaces and resources in order to carry out a funded project under this grant. However, requests to use grant funds for such purposes must be aligned with the goals and objectives of the project. Any equipment purchased with Federal funds is the property of the grantee or the sub-grantee, as appropriate.

Neither Equity nor Research projects are supported under the TCEP.

In addition, the following costs, although not all-inclusive, **are not permitted**:

1. Entertainment
2. Meals (except when provided to maintain the continuity of a meeting)
3. Tickets to shows or sporting events
4. Alcoholic beverages
5. Costs associated with banquets and award ceremonies
6. Incentives

E. Other Submission Requirements

You should follow the submission requirements noted in Part IV, Section 1.9 in the document entitled “NIFA Grants.gov Application Guide.”

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

PART V—APPLICATION REVIEW REQUIREMENTS

A. General

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

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

1. 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;
2. The need to include experts from various areas of specialization within relevant scientific, education, or extension fields;
3. The need to include other experts (e.g., producers, range or forest managers/operators, and consumers) who can assess relevance of the applications to targeted audiences and to program needs;
4. The need to include experts from a variety of organizational types (e.g., colleges, universities, industry, state and federal agencies, and private profit and non-profit organizations) and geographic locations;
5. The need to maintain a balanced composition with regard to minority and female representation and an equitable age distribution; and
6. The need to include reviewers who can judge the effective usefulness of each application to producers and the general public.

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

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

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

B. Evaluation Criteria

A reviewer's written evaluation entails two levels of assessment. First, the reviewer summarizes how well the application addressed each evaluation criterion. After the application has been assessed for strengths and weaknesses of each criterion, the reviewer then evaluates the overall likelihood that the project will have significant outcome and impact. These written reviews are used to begin panel discussions with other reviewers serving on the peer review panel. Through these discussions, peer review panelists come to consensus on the final rating and ranking of proposals. A complete description of NIFA's peer review process can be found at the NIFA website: https://nifa.usda.gov/sites/default/files/resource/NIFA-Peer-Review-Process-for-Competitive-Grant-Applications_0.pdf

Potential for Advancing Quality of Tribal Extension

This criterion is used to assess the likelihood the project will have an impact upon and advance the quality of food, agriculture, natural resources, traditional ecological knowledge, and human sciences by strengthening institutional capacities to meet clearly delineated needs in Tribal communities. Elements considered include alignment of the project with institutional long-range goals, USDA's Goals, identification of a problem or opportunity to be addressed, justification for the project, innovation, advancing Tribal extension, multidisciplinary and/or problem-based focus, potential for adoption by other institutions, will the project enhance the understanding of cultural heritage and agricultural traditions of their community, are community members and students able to build on the knowledge and skills of the local cultural community, are participants in the project able to engage effectively in learning activities that are based on traditional ways of knowing and learning, and does the proposed project build awareness and appreciation of the relationships and processes of interaction of all elements in the world around them.

Proposed Approach and Cooperative Linkages

This criterion relates to the soundness of the proposed approach including objectives, methodology, plan of operation, timetable, sustainability, expected products and results, culturally relevant evaluation, and dissemination plans. Emphasis is placed on the quality of educational support provided to the applicant institution through its partnerships and collaborative initiatives, and on the potential cooperative linkages likely to evolve as a result of this project.

Institutional Capability and Capacity Building

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

Key Personnel

This criterion relates to the adequacy of the number and qualifications of key persons who will develop and carry out the project, and the qualifications of project personnel who will provide for the assessment of project results and impacts and dissemination of these findings. Applicants must submit specific management information relating to an applicant prior to an award and update the information as needed. Applicants may only have to update their information if they had previously provided the information under this or another NIFA program.

Budget and Cost-Effectiveness

This criterion relates to how well the total budget supports the project and is cost effective. Elements considered include the necessity and reasonableness of costs to carry out project activities and achieve project objectives; the appropriateness of budget allocations between the applicant and any collaborating institution(s); the adequacy of time committed to the project by key project personnel; and the degree to which the project maximizes the use of limited resources, optimizes educational value for the dollar, achieves economies of scale, and focuses expertise and activity on high-priority areas.

C. Conflicts of Interest and Confidentiality

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

D. Organizational Management Information

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

E. Application Disposition

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

PART VI. AWARD ADMINISTRATION

A. General

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

Award Notice. The award document will provide pertinent instructions and information as described in [2 CFR 200.211](#) (see [NIFA's Terms and Conditions](#)).

B. Administrative and National Policy Requirements

Several federal statutes and regulations apply to grant applications and the projects outlined in this RFA (some are listed here: [Federal Regulations](#)). Unless specifically noted by statute or award-specific requirements, [NIFA Policy Guide](#) applies to all NIFA awards.

C. Expected Program Outputs and Reporting Requirements

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

PART VII. OTHER INFORMATION

A. Use of Funds; Changes

1. Delegation of Fiscal Responsibility

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

2. Changes in Budget or Project Plans

In accordance with [2 CFR 200.308](#), awardees must request prior approval from NIFA for the following program or budget-related reasons:

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

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

B. Confidential Aspects of Applications and Awards

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

award. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

C. Regulatory Information

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

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

D. Definitions

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

E. Materials Available on the Internet

Extension Grant-Capacity program information will be made available on the NIFA website at: <https://nifa.usda.gov/program/tribal-extension-grant-program>

In addition, the tribal portfolio support page may have material that will be helpful to applicants: <https://nifa.usda.gov/program/nifa-tribal-programs>

APPENDIX I: AGENCY CONTACT

Program Contacts:

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For administrative questions related to;

1. Grants.gov, see Part IV of this RFA
2. Other RFA or application questions, please email grantapplicationquestions@usda.gov
3. Awards under this RFA, please email awards@usda.gov

U.S. Postal Mailing Address:

National Institute of Food and Agriculture
U.S. Department of Agriculture
P.O. Box 419205, MS 10000
Kansas City, MO 64141-6205

Courier/Package Delivery Address:

National Institute of Food and Agriculture
United States Department of Agriculture
2312 East Bannister Road, MS 10000
Kansas City, MO 64141-3061