



United States  
Department of  
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National Institute  
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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. The letters are set against a dark background that includes a stylized silhouette of a plow or similar agricultural tool.

# **REQUEST FOR APPLICATIONS Agriculture Risk Management Education Partnerships Competitive Grants Program**

FUNDING YEAR: Fiscal Year 2024

LETTER OF INTENT DEADLINE: Not Applicable

APPLICATION DEADLINE: January 15, 2024

ANTICIPATED PROGRAM FUNDING: \$9,052,800

FUNDING OPPORTUNITY NUMBER: USDA-NIFA-ARPA-010473

ASSISTANCE LISTING NUMBER: 10.520

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

**Assistance Listing Number (ALN):** The Agriculture Risk Management Education Partnerships Competitive Grants Program (ARME) is listed in the Assistance Listings under number 10.520.

**Table 1: Key Dates and Deadlines**

| Task Description            | Deadline  |
|-----------------------------|---|
| <b>Application:</b>         | 5:00 P.M. Eastern Time, January 15, 2024<br>[Ref to <a href="#">Part I, C</a> of this RFA]                            |
| <b>Letter of Intent:</b>    | Not Applicable  |
| <b>Applicants Comments:</b> | Within six months from the issuance of this notice<br>(NIFA may not consider comments received after the sixth month) |

**Advancing Diversity, Equity, Inclusion, and Accessibility (DEIA).** The National Institute of Food and Agriculture (NIFA) recognizes research, education, and extension efforts will have the greatest impacts when programs are grounded in DEIA. 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.** 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 uses 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](mailto:Policy@usda.gov). Please use the following subject line: Response to the ARME RFA.

## EXECUTIVE SUMMARY

NIFA requests applications for the ARME for fiscal year (FY) 2024 to provide resources for four regional risk management education centers for the purpose of developing and delivering agricultural risk management education materials. In addition, this program will provide one grant for a Risk Management Education Electronic Support Center to provide associated support to the regional centers. The anticipated amount available for applications in FY 2024 is approximately \$9,052,800.

This RFA is being released prior to the passage of a full appropriations act for FY 2024. Enactment of a continuing resolution, appropriations act, or other authorizing legislation may affect the availability or level of funding for this program.

This notice identifies the objectives for ARME projects, deadline dates, funding information, eligibility criteria for projects and applicants, and application forms and associated instructions needed to apply for an ARME grant. Applicants should become familiar with the Regional Risk Management Education Centers Operations Manual ([ARME OP Guide](#)).

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## **PART I. FUNDING OPPORTUNITY DESCRIPTION**

### **A. Legislative Authority**

Section 133 of the Agriculture Risk Protection Act of 2000 ([7 U.S.C. 1524 \(a\)](#)) authorizes the Secretary, acting through the National Institute of Food and Agriculture (NIFA), to establish a competitive grants program, the Agriculture Risk Management Education Partnerships Program. Section 11125 of the Agriculture Improvement Act of 2018, [Public Law 115-334](#), reauthorized ARME and merged it with the Risk Management Agency's (RMA) Crop Insurance Education in Targeted States Program. The 2018 Farm Bill provisions designated a total of \$10 million in mandatory funds to the new merged program, with \$5 million of that total dedicated to educating producers previously underserved by the RMA Crop Insurance program, defined as, "producers that are underserved by the Federal crop insurance program established under this subchapter, as determined by the Corporation" [[Public Law 115-334 Section 11125\(a\)\(3\)\(E\)](#)].

### **B. Purpose and Priorities**

The purpose of ARME, Assistance Listing 10.520, is to educate agricultural producers about the full range of risk management activities. These activities include futures, options, agricultural trade options, crop insurance, cash forward contracting, debt reduction, production diversification, marketing plans and tactics, farm resources risk reduction, and other appropriate risk management strategies. The program places special emphasis on risk management strategies, education, and outreach specifically targeted at: (A) beginning farmers or ranchers; (B) legal immigrant farmers or ranchers that are attempting to become established producers in the United States; (C) socially disadvantaged farmers or ranchers; (D) farmers or ranchers that (i) are preparing to retire; and (ii) are using transition strategies to help new farmers or ranchers get started; and (E) new or established farmers or ranchers that are converting production and marketing systems to pursue new markets. The Agriculture Risk Management Education (ARME) program brings the existing knowledge base to bear on risk management issues faced by agricultural producers and expands the program throughout the Nation on a regional and multi-regional basis.

The primary goals and objectives of the ARME program are to 1) provide U.S. agricultural producers and their families, as appropriate, with the knowledge, skills, and tools needed to make informed risk management decisions that enhance profitability of their operations, and 2) deliver risk management education to agricultural producers underserved by the Federal crop insurance program.

The **ARME** Program will fund four (4) regional centers nationwide and one (1) Risk Management Education Electronic Support Center:

- Northeast Region ARME Center
- North Central Region ARME Center
- Southern Region ARME Center
- Western Region ARME Center
- Risk Management Education Electronic Support Center

The purpose of the four (4) Regional ARME Centers is to conduct regional and multi-regional based competitive grants programs for the purpose of funding agricultural risk management organizations and individuals who are risk management experts. These organizations and

individuals must also have the knowledge and experience in developing various risk management curricula and delivering to agencies, institutions and professionals involved in risk management serving producers and their families.

The purpose of the Risk Management Education Electronic Support Center is to provide supporting services to the four regional centers. Support to the four regional ARME centers will include electronic, on-line submission of proposals to the four regional centers sub-awards competitive grants programs, provision of a results verification system that includes both progress report and final report templates for the sub-awards process, national communications planning and execution for the program, coordination of events and conferences, and archival support for all materials and curriculum developed through the regional center sub-awards competitive grants programs.

The Regional ARME Centers are expected to address the risk management needs of agricultural producers and their families in the following **five (5)** risk management categories:

1. **Production Risk:** A production risk is any production related activity to achieve or event that has a range of possible outcomes, such as uncertain natural growth processes of crops and livestock.
2. **Marketing Risk:** Marketing risk is any related activity or event that leads to the variability of prices farmers receive for their products or pay for production inputs.
3. **Financial Risk:** Financial risk encompasses those risks that threaten the financial health or the business, such as the volatility of prices, yields and income as well as changing interest rates, credit rules, and the availability of credit.
4. **Legal Risk:** Legal risk is generated by uncertainties surrounding and resulting from government policies and regulations related to tax laws, food safety, labeling and marketing, protected species, water use, animal health and welfare, chemical use, animal waste, other environmental issues such as clean air and water, government commodity and income support programs, and the legal liabilities of a variety of litigious issues faced by farms and ranches.
5. **Human Risk:** Human Risk refers to human relationships that impact the viability of farm and ranch businesses including communication, labor management and supply, intergenerational transition, estate planning, heirs' property, and human health and relationship issues including accidents, illness, disability, death, and divorce.

The Regional Centers are expected to specifically target risk management as identified in the Legislative Authority ([7 U.S.C. 1524](#)), with 50% of sub-award funding to target results/outcome-based risk management education and training programs to agricultural producers and their families underserved by the Federal crop insurance program. Regionally based programs and multi-regional based programs should be flexible while addressing special needs as determined by producers and other stakeholders, listening and focus groups, and other parties knowledgeable and interested in agricultural risk management. Special emphasis areas as defined by Congress shall be included in the focus of the ARME Centers' activities through 2026.

The ARME Center applicants will be rated using the Evaluation Criteria for this RFA (See [Part V, B](#)) to assess their proficiency in demonstrating ability and expertise working in support of producers who have limited exposure to risk management concepts, tools and strategies, and who can demonstrate expertise in support of and commitment to working with producers who fall within the five special emphasis categories. Applicants' proposals will be evaluated for national expertise in one or more of the five identified areas of risk. Applicants are encouraged to recognize the risk management education needs of all producers, including traditionally underserved producers, regardless of the size or scale of operations, those underserved by the Federal crop insurance program, new and beginning farmers, and other communities of producers identified in the "special emphasis" categories. Priority will also be given to those applicants with a demonstrated relationship with 1890 land grant institutions, 1994 land grant institutions, Hispanic Serving Institutions and other organizations serving socially disadvantaged, emerging, and underserved communities of farmers, ranchers, and producers. In addition, the host organization of the centers is required to adopt "streamlining" practices wherein the organization is granted the authority under a streamlining agreement to administer and manage an awards program conducted in accordance with the agreement stipulations.

The Regional ARME Centers will administer results-based, competitive programs. Program applicants at the regional level must identify the intended audience(s) and outcomes of their curricula and training, along with metrics to measure those outcomes. All curricula and training materials developed through this program to date, as well as reports on program outcomes, are archived and publicly available on the Ag Risk Library at: <https://agrisk.umn.edu/>. Handling of baseline data and data collection will be addressed in the Data Management Plan (DMP) in accordance with the [Part IV, B](#) of this RFA.

The ARME Program is aligned with the following [USDA Strategic Goals FY 2022-2026](#) goal:

1. Goal 2: Ensure America's Agricultural System is Equitable, Resilient, and Prosperous

The ARME program is aligned with the following [USDA Science and Research Strategy, 2023–2026](#) priorities:

1. Priority 2 – Driving Climate-Smart Solutions
2. Priority 5 – Translating Research into Action

***Global Engagement.*** NIFA supports global engagement that advances U.S. agricultural goals. NIFA recognizes that collaboration with international partners may be necessary to attain the agency's goals for U.S. agriculture, promote global competence of our nation's future agricultural workforce, and promote safe and nutritious food security in a growing world. Therefore, although application to this RFA is limited to eligible U.S. institutions, applicants may collaborate with international partners, to include subcontracts to international partners or other institutions. Applications must clearly demonstrate benefits to the U.S.

***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. ARME teaching applications must demonstrably incorporate a leadership development component to equip students with technical and leadership abilities upon graduation.



The ARME Operations Manual is available on the NIFA web site at <http://nifa.usda.gov/resource/extension-risk-management-education-operations-manual>.

For a program informational webinar please visit the [NIFA calendar](#) for dates, event registration, and link. If you need a reasonable accommodation to participate in any of the informational webinars listed, please contact the event host listed no later than 10 days prior to the event.

### **C. Program Area Description**

Providing America's agricultural producers with effective, market-based risk management tools and solutions is a cornerstone of USDA's intention to ensure a financially sustainable and competitive agricultural system. Today's farmers and ranchers face an unprecedented risk environment. For an individual farm manager, risk management involves choosing tools and strategies designed to reduce the financial effects of the uncertainties of commodity prices, financial access, government policies, crop yields, global economies, weather, human factors, and other conditions that can cause fluctuations in farm income and subsequent profits.

The Agricultural Risk Management Education program works to fulfill USDA's Goal 2, to ensure America's agricultural system is equitable, resilient, and prosperous.

NIFA is soliciting applications under the following program areas:

1. Regional Risk Management Education Center
2. Risk Management Education Electronic Support Center

In the four regions of the United States (Northeast, North Central, Southern and Western) one award will be made to one Regional Risk Management Education Center in each geographic area. In addition, a single award will be made to a Risk Management Education Electronic Support Center. Proposals should make clear that the applicant organization has the potential capacity to organize, coordinate, and lead centers in carrying out the activities required to address this program's priorities across the entire region, including any U.S. territories.

Regional Center awardees will receive, review and fund proposals, and process awards under a competitive grants program protocol as a part of the Grant Award Terms and Conditions. Center awardees are required to join with USDA/NIFA in a "streamlining agreement". There are specific compliance requirements under this agreement.

## 1. Regional Risk Management Education Center

**Table 2:** Regional Risk Management Education Center Key Information

| Title                           | Description      |
|---------------------------------|------------------|
| <b>Program Code:</b>            | OC               |
| <b>Program Code Name:</b>       | ARPA             |
| <b>ALN:</b>                     | 10.520           |
| <b>Project Type:</b>            | Extension        |
| <b>Grant Type:</b>              | Extension        |
| <b>Application Deadline</b>     | January 15, 2024 |
| <b>Grant Duration:</b>          | 36-48 Months     |
| <b>Anticipated # of Awards:</b> | 4                |
| <b>Maximum Award Amount:</b>    | \$2,150,040      |

Quality proposals for a Regional Risk Management Education Center will demonstrate the ability to provide the following: 1) focused development and implementation of relevant Risk Management Education programs to agricultural producers, including those underserved by crop insurance; 2) management capacity to develop and maintain a Regional Risk Management Education Center with networks to deliver programs; 3) verification of program outcomes and impacts; and 4) effective regional communication networks and linkage to a national network.

Proposed budgets for the Regional ARME Center grants may include funding for the Center Director and support staff. Center Directors must be actively employed and engaged with the host institution and must demonstrate significant expertise in some area of risk management through their curriculum vitae.

Additional funding may be used to support Center activities including needs assessment, stakeholder input and guidance, regional competitive processes, and regional support of coordinated national training efforts. This also includes materials developed and other necessary activities to enhance the delivery of risk mitigation tools to appropriate audiences and conferences as deemed necessary and appropriate by the Regional ARME Centers' advisory councils, their respective Center Directors, and USDA/NIFA. **At least 50% of funding made available for sub-awards shall be specifically designated for the delivery of risk management education to agricultural producers underserved by the Federal Crop Insurance program; with proposed educational programming that aligns with one or more of the five areas of risk: production, marketing, financial, legal, or human.**

The ARME program is designed to develop a competitive sub-award grants program that is regionally or multi-regionally based, producer focused, results based and, when possible, incorporates public and private partnerships. Any funded project must have verifiable results. The Regional ARME Center Directors shall collaborate regarding sub-awards grants program management activities and release requests for applications in a coordinated, simultaneous manner. Regional ARME Center Directors must ensure that the integrity of the competitive process is always maintained.

## **2. Risk Management Education Electronic Support Center**

**Table 3: Risk Management Education Electronic Support Center Key Information**

| <b>Title</b>                    | <b>Description</b> |
|---------------------------------|--------------------|
| <b>Program Code:</b>            | OC                 |
| <b>Program Code Name:</b>       | ARPA               |
| <b>ALN:</b>                     | 10.520             |
| <b>Project Type:</b>            | Extension          |
| <b>Grant Type:</b>              | Extension          |
| <b>Application Deadline</b>     | January 15, 2024   |
| <b>Grant Duration:</b>          | 36-48 Months       |
| <b>Anticipated # of Awards:</b> | 1                  |
| <b>Maximum Award Amount:</b>    | \$452,640          |

USDA/NIFA places a high priority on a Risk Management Education Electronic Support Center. This Center electronically stores program materials for risk management educators and professionals and other interested parties. The Center should be a source of addressing risk management education technologies, both in development and delivery.

It is critical that the Center communicates effectively and works closely with the directors of the four Regional Centers. It is expected that the Center will provide support to the Regional Centers by receiving pre-proposals, proposals, annual progress reports, and final reports on an electronic basis, and be able to re-transmit the pre-proposals and proposals to the various Regional Centers, as necessary. Applicants for the Risk Management Education Electronic Support Center should present plans and other information that demonstrate their program and administrative capacity to organize and operate such a center. Specific information on meeting the needs of underserved, disadvantaged, minority groups and other risk management audiences, including special emphasis communities of producers, should also be addressed in terms of possible outreach and assistance efforts.

Risk Management Education Electronic Support Center proposals will be expected to demonstrate the ability to provide, facilitate, and/or demonstrate: 1) management capacity to develop and maintain a Risk Management Electronic Support Center; 2) national source for access to Risk Management Education materials, and promoting and coordinating risk management education to include an annual conference; 3) electronic support to the Regional Risk Management Education Centers; and, 4) collaboration with the four Regional Centers to identify and address regional risk management education priorities, including a lead role in organizing annual ARME conferences in 2024, 2025, and 2026.

In summary, the Risk Management Electronic Support Center shall support the regional centers in the following ways: provide user-friendly electronic applications for submission of pre-proposals and proposals to the various regional centers; archival services for all risk management materials produced through the regional centers' grants, including a searchable database of all funded projects and the results of completed projects, and conference leadership and support.

**The database shall include a category/filter specifically designated for the risk management education of agricultural producers underserved by the Federal Crop Insurance program.**

## PART II. AWARD INFORMATION

### A. Available Funding

This RFA is being released prior to the passage of a full appropriations act for FY 2024. Enactment of a continuing resolution, appropriations act, or other authorizing legislation may affect the availability or level of funding for this program. The total amount of funds available for five awards under this ARME request for applications is \$9,052,800 for FY 2024 and each year thereafter through FY 2026 for support of five grant awards under this program.

Funding Breakdown:

- North Central ARME Center: \$2,150,040
- Western ARME Center: \$2,150,040
- Southern ARME Center: \$2,150,040
- Northeastern Center for ARME: \$2,150,040
- Risk Management Education Electronic Support Center for ARME: \$452,640

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

NIFA will evaluate applications using the criteria described in [Part V](#) of this RFA. Application for FY 2024 is limited to the following application types:

1. *New application*: This is a project application that has not been previously submitted to the ARME Program. NIFA 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](#) of this RFA. (See [Appendix III](#) for definition).

Note: It is the intention of NIFA to make awards for each fiscal year commencing in FY 2024 through FY 2026 based upon the FY 2024 competition. Therefore, **only new** applications are being solicited, and they should contain a plan of work for each year, budget and budget narrative for each year, and a consolidated budget covering the entire period. The proposal cover page (See [Part IV](#), this RFA, Application and Submission Information) should include the entire grant period and the total amount being requested for the entire period of the grant proposal (e.g., FY 2024 – FY 2026 or three (3) years). Note that yearly funding awards will be made on an annual basis contingent upon the availability of funds and satisfactory performance by the centers in the management and oversight of regional and multi-regional ARME competitively funded projects.

ARME project periods must be three (3) years. In FY 2024, NIFA plans to make awards for an initial project period of one year to grantees that have requested funding for 3 years. A continuation grant will be issued for years 2 and 3, provided that grantee 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. If these three elements are met, NIFA will provide additional support in FYs 2025 and 2026.

## C. Project and Grant Types

### 1. Project Types

#### 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.

In response to the FY 2024 ARME RFA, ARME will continue to support two types of extension projects – (a) The Regional Agriculture Risk Management Education (ARME) Centers and (b) the Risk Management Education Electronic Support Center (RMEEESC). One award will be made for each of the four Regional ARME Centers and one for the Regional Risk Management Education Electronic Support Center. Therefore, there will be a total of **five (5) awards**. Project periods shall not exceed three years (36 months).

(a) Regional Agriculture Risk Management Education (ARME) Centers

Four grants, one each to four separate Regional ARME Centers will be provided as a result of this FY 2024 competition corresponding to the following regions: Northeast, North Central, Southern, and Western.

The Regional ARME Centers are expected to conduct projects within their region and multi-regional projects with other Centers. These projects are to be solicited and selected for funding by the ARME Center through a sub-award competitive process that parallels the competitive process utilized by NIFA, is specifically approved by the NIFA National Program Leader and other relevant personnel and is contained within the Operational Guide for ARME Centers. It is anticipated that the Centers will support special projects for training, coordination, and communication networks, including outreach and assistance to disadvantaged or underserved customers, and other clientele groups with particular risk management education needs that are developed, with stakeholder input, and conducted by or on behalf of the Centers, and with specific prior approval by NIFA.

(b) Risk Management Education Electronic Support Center (RMEESC)

One award will fund the RMEESC. The RMEESC can be located in any region

**2. Grant Types.** The following is a list of available grant types under this RFA.

- (a) Regular 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.

**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**

Applications may only be submitted by qualified public and private entities (including land grant colleges, cooperative extension services, and colleges or universities). This includes all colleges and universities, Federal, State, and local agencies, nonprofit and for-profit private organization or corporations, and other entities. Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project. 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.

Applicants for the ARME Program 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.

***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 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 ARME Program has **NO** matching requirement. NIFA will not factor matching resources into the review process as an evaluation criterion.



## PART IV. APPLICATION AND SUBMISSION

### 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 4** 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 4.** Steps to Obtain Application Materials

| Steps                               | Action   |
|-------------------------------------|--|
| <b>Step One: Register</b>           | <i>New Users</i> to <a href="https://www.grants.gov">Grants.gov</a> must register early with <a href="https://www.grants.gov">Grants.gov</a> prior to submitting an application ( <a href="#">Register Here</a> ). |
| <b>Step Two: Download Adobe</b>     | Download and Install <a href="#">Adobe Reader</a> (see <a href="#">Adobe Software Compatibility</a> for basic system requirements).  |
| <b>Step Three: Find Application</b> | Using this funding opportunity number <b>USDA-NIFA-ARPA-010473</b> , search for application here: <a href="#">Opportunity Package</a> .  |
| <b>Step Four: Assess Readiness</b>  | Contact an AR prior to starting an application to assess the organization’s readiness to submit an electronic application.   |

**Table 5:** Help and Resources

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

### B. Content and Form of the Application

The [NIFA Grants Application Guide](#) is part of the corresponding application package for this RFA. The RFA overrides the [NIFA Grants Application Guide](#) if there is a discrepancy between the two documents. 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 6** outlines other key instructions for applicants.

**Table 6:** Key Application Instructions

| Instruction   | References<br>(All references are to the <u><a href="#">NIFA Grants Application Guide</a></u> ) |
|---|---|
| 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 IV   |
| Provide an accurate email address, where designated, on the SF-424 R&R.   | Part V  |
| Contact the <a href="#">Grants.gov</a> 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 <b>30</b> days of the application deadline. | N/A   |

**SF 424 R&R Cover Sheet.** See **Part V** of the [NIFA Grants Application Guide](#) for the required certifications and assurances.

**SF 424 R&R Project/Performance Site Location(s).** See **Part V** of the [NIFA Grants Application Guide](#).

**R&R Other Project Information Form.** See **Part V** of the [NIFA Grants Application Guide](#).

1. **Field 7.** Project Summary (PS)/Abstract. The PS must show how the project goals align with the project goals of the ARME. See **Part V** of the [NIFA Grants Application Guide](#) for instructions and suggested templates.
2. **Field 8.** Project Narrative (PN). The PN must not exceed 6 *1.5 spaced* pages of written text and up to 6 *1.5 spaced* additional pages for figures and tables (the font size for tables should be no smaller than 11 points, Times New Roman). The page limits outlined here ensure fair and equitable competition. Appendices to the PN are allowed if they are directly germane to the proposed project. Do not add appendices to circumvent the page limit. The PN must include all the following:
  - a. **Introduction:** Include a brief summary of work proposed to complete under the current increment of funding requested with this application. Also state specific program aims which must align with the overall objectives outlined in the RFA.

- b. **Statement of Need:** Describe how this overall project will address relevant issues and the audience(s) to be served. Include a description of the risks faced by agricultural producers underserved by the Federal crop insurance program.
- c. **Program Delivery:** Describe the methods or procedures to be applied to the proposed efforts.
- d. **Communication Plan:** Describe how progress, results, and other relevant information will be communicated to stakeholders and to the public.
- e. **Capacity:** Describe the organization’s administrative/management/expert capacity to develop and maintain a Regional Risk Management Education Center with Networks to deliver regional ARME programs OR to develop and maintain a Risk Management Education Electronic Support Center.
- f. **Evaluation:** Describe how the program structure and procedures/methodologies selected, based on project objectives which will be used to measure the extent to which the objectives are met

3. **Field 12, Add Other Attachments.** See **Part V** of the [NIFA Grants Application Guide](#).

- a. **Collaborative Arrangements – PDF Attachment.** Title the attachment as “Collaborative Arrangements” in the document header and save file as “Collaborative Arrangement”. If it is necessary to enter into formal consulting or collaborative arrangements with others, such arrangements should be fully explained and justified. If the consultant(s) or collaborator(s) are known at the time of the application, a vitae or resume should be provided. In addition, evidence (e.g., letter of support signed by the AR of the consultant/collaborating organization) should be provided that the collaborators involved have agreed to render these services. The applicant also will be required to provide additional information on consultants and collaborators in the budget portion of the application.
- b. **Letters of Commitment** should be included for all individuals, 1890 consortia members, and other organizations included in the proposal.

**R&R Senior/Key Person Profile (Expanded).** See **Part V** of the [NIFA Grants Application Guide](#) for profile requirements, details about the biographical sketch, and suggested support templates.

**R&R Personal Data.** This information is voluntary and is not a precondition of award (see **Part V** of the [NIFA Grants Application Guide](#)).

**R&R Budget.** See **Part V** of the [NIFA Grants Application Guide](#).

1. Indirect costs (IDC) – See [Part IV, C](#) of this RFA for funding restrictions regarding indirect cost, and **Part V** of the [NIFA Grants Application Guide](#) for additional information

**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](#)).

**Supplemental Information Form.** See Part V of the [NIFA Grants Application Guide](#).

1. **Field 2.** Program to which the applicant is applying. Enter the program name (*ARME – Agriculture Risk Management Education Partnerships*) and the program code (*OC*). Accurate entry is critical.
2. **Field 8.** Conflict of Interest List. See **Part V** of the [NIFA Grants Application Guide](#).

### **C. Funding Restrictions**

**Indirect Cost (IDC) not to exceed 30 percent of Total Federal Funds Awarded (TFFA).**

Section 1462(a) and (c) of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 ([7 U.S.C. 3310\(a\) and \(c\)](#)) limits IDC for the overall award to 30 percent of TFFA under a research, education, or extension grant. The maximum IDC rate allowed under the award is determined by calculating the amount of IDC using:

1. the sum of an institution’s negotiated IDC rate and the IDC rate charged by sub-awardees, if any; or
2. 30 percent of TFFA.

The maximum allowable IDC rate under the award, including the IDC charged by the sub-awardee(s), if any, is the lesser of the two rates.

If the result of number one above is the lesser of the two rates, the grant recipient is allowed to charge the negotiated IDC rate on the prime award and the sub-award(s), if any. Any sub-awards would be subject to the sub-awardee’s negotiated IDC rate. The sub-awardee may charge its negotiated IDC rate on its portion of the award, provided the sum of the IDC rate charged under the award by the prime awardee and the sub-awardee(s) does not exceed 30 percent of the TFFA.

If number two above is the lesser of the two rates, then the maximum IDC rate allowed for the overall award, including any sub-award(s), is limited to 30 percent of the TFFA. That is, the IDC of the prime awardee plus the sum of the IDC charged by the sub-awardee(s), if any, may not exceed 30 percent of the TFFA.

In the event of an award, the prime awardee is responsible for ensuring the maximum IDC allowed for the award is not exceeded when combining IDC for the Federal portion (i.e., prime and sub-awardee(s)) and any applicable cost-sharing. Amounts exceeding the maximum allowable IDC are considered unallowable. See sections [408](#) and [410](#) of [2 CFR 200](#).

If the applicant does not have a negotiated rate and NIFA is the cognizant agency, the applicant may request an IDC rate. Applicants are not required to complete the IDC package during the application process and need only to calculate an IDC rate to serve as a basis for requesting IDC. If awarded, the applicant will be required to submit a complete IDC proposal package to obtain a negotiated rate.

Organizations that do not have a current negotiated (including provisional) rate, may elect the De Minimis rate ([2 CFR 200.414](#)). The Uniform Guidance offers the option of electing to charge a

de Minimis rate of 10 percent of modified total indirect costs (MTDC) which may be used indefinitely. As described above and in [2 CFR 200.403](#), costs must be charged consistently as either indirect or direct costs but may not be double charged or inconsistently charged as both. If elected, this methodology must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which it may do at any time.

See [NIFA Indirect Costs](#) for information including [additional resources](#) and [NIFA Indirect Cost Guidance Chart](#).

## PART V. APPLICATION REVIEW REQUIREMENTS

### A. NIFA's Evaluation Process

NIFA evaluates each application in a two-part process. First, we screen each application to ensure that it meets the administrative requirements set forth in this RFA. All administrative requirements must be met in order for the application to proceed to the next level of review. Second, a scientific peer-review process will be used to technically evaluate applications that have met the administrative requirements using a review panel (see [NIFA Peer Review Process](#)).

#### **Scientific Peer Review Process:**

NIFA selects reviewers for the review panel 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, researchers, public health practitioners, educators, consumers, and commercial reviews) 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 race, ethnicity, gender representation, and an equitable age distribution.
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 NIFA will recommend that your project is either approved for support from currently available funds or declined due to insufficient funds or unfavorable review.

NIFA reserves the right to negotiate with the PD/PI and/or 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.

After the review process has been completed, NIFA sends copies of reviews, *not* including the identity of reviewers, and a summary (if applicable) of the review panel comments to the PD.

***Conflicts of interest.*** NIFA takes extreme care to prevent any actual or perceived conflicts of interest that may influence the review or evaluation (see [NIFA Peer Review Process for Competitive Grant Applications](#)).

## **B. Evaluation Criteria**

NIFA will use the following criteria to evaluate this RFA:

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/resource/nifa-peer-review-process-competitive-grant-applications>.

The four Regional ARME Centers will be evaluated on one set of criteria and the Risk Management Education Electronic Support Center will be evaluated with a separate set of criteria. NIFA will use the evaluation criteria below to review applications submitted in response to this RFA.

**Proposals for Regional ARME Centers will be evaluated based on the criteria described below:**

### *1. Development and Delivery of Relevant ARME Programs to Agricultural Producers*

Focus on Producers, but not to exclude other supply chain related activities used to connect producers to consumers.

Factors include demonstrated understanding of agricultural RME needs including use of feedback mechanisms that identify emerging needs of producers and indicate program relevance and effectiveness. How does your organization gain information from producers that identify current and emerging ARME needs? Please note the role of an advisory council/board in such an effort. Also, to the extent possible, reviewers must clearly have an idea of the submitting entities particular expertise and experience in the area of focus on producers.

### Programs Targeted to Agricultural Risk Management Education Needs

Identify how ARME programming will address multi-regional, regional, state, and local risk management issues. Recognize the risk management education needs of all producers, including traditionally underserved producers, regardless of the size or scale of operations, and of each of the five "special emphasis" communities of producers, including new and beginning farmers, and the types of agricultural risks associated with specialty crops and climatic conditions. Innovative approaches that address ARME issues are welcomed. Explain the applicant's specific experiences with special emphasis producer communities and identify what is the applicant's specific plan for greater inclusion of special emphasis producer communities' risk education needs. Indicate how agricultural producers underserved by the Federal Crop Insurance program will be served.

### Use of ARME Materials Appropriate for Regional Educational Needs

Factors to be considered will include ready access to existing ARME materials that apply to regional risk management issues and the ability to develop additional materials as needed.

How will you provide access to the materials developed as part of the grants you will be awarding?

## *2. Management Capacity to Develop and Maintain a Regional Risk Management Education Center with Networks to deliver ARME Programs*

### Use of a Competitive Process to Select Sub-Award Projects at the Regional Level

Clearly identify regional ARME needs and link them to ARME identified regional and national objectives. How will an ARME Center advisory council contribute to RFA development and help select proposals for funding? What process will be employed to competitively determine the selection of proposals for funding? Demonstrate how USDA agencies such as Risk Management Agency are engaged.

### Development of a Regional ARME Delivery Network and Coordination with the National ARME Delivery Network

These networks (regional and national) should ensure that public and private entities involved in the regional ARME Program participate in an institutional/organizational framework, coordinate delivery of ARME programs to agricultural producers, within and between regions, as appropriate.

NIFA seeks to fund a network to support and further expand extension risk management program education and establish a network of technical assistance providers to assist producers.

### Expertise and Institutional/Organizational Support

Center staff should possess adequate training, experience, and the capacity to develop, manage, and oversee regional ARME programs (including experience developing, managing, and overseeing similar programs), conduct training as appropriate, and participate in national coordination activities. Institutional/organizational support including facilities should be noted as well. Project Director status must be noted; specifically, the full or part-time status of the Project Director, his or her relationship to the applying entity, prior knowledge of and experience in risk management education-related activities, and related pertinent information is required.

## *3. Verification of Program Impacts*

### Definition of Performance Targets

Performance targets should be closely related to program objectives and expected outcomes and should focus on change in the knowledge and behavior of program participants. How will your organization keep track of projects and whether the grantees have met the objectives they set out to accomplish? How will the organization ensure compliance with identified performance targets by sub-grantees? What are the identified performance targets for the regional ARME Center and how will these targets be met in the short and long-term?

### Regular and Accurate Reporting of ARME Program Activities and Impacts

The process described should include the formation of accountability and reporting systems integrated with program objectives, identify focus on results and identify use for semi-annual,



annual, and/or requested reporting at regional and national levels. The means by which you expect to archive final reports should also be addressed.

#### *4. Effective Regional Communication Networks and Linkage to a National Network*

##### Capacity to Provide Effective ARME Communication at Intra- and Inter-regional Levels

This includes use of media outlets and the distribution of regional ARME materials that have nationwide application. What is the specific Regional ARME Centers' communication plan within the region; what is the specific Regional ARME Centers' communication plan; how will the Regional ARME Center coordinate with other ARME Centers and the RMEESC in a national communications plan for the ARME program?

##### Participation in National Conferences and Workshops

This activity should promote program coordination and sharing of materials. Are there national conferences or symposia that have relevance to ARME? Describe the Regional ARME Center's engagement with other organizations. What is the applicant's experience in participation with and/or coordination of national conferences and/or workshops, including in-person, virtual, and hybrid sessions.

#### **Proposals for the Risk Management Education Electronic Support Center (RMEESC) will be evaluated based on the criteria described below:**

##### *1. Management Capacity to Develop and Maintain a Risk Management Electronic Support Center*

##### Documentation as to Organizational Effectiveness in Designing and Operating an Electronic Support Center

Relate the experience your organization and key staff have in designing and operating an electronic support center or the equivalent. Describe how operational priorities will be established and how coordination will take place with the four Regional ARME Center Directors.

##### *2. Provide electronic support to the Regional Risk Management Education Centers*

##### Provide Electronic Support to the Regional ARME Centers

Describe how proposals, awards and projects will be tracked. Is there a particular proposed format available? What system requirements will be needed? Describe the system resources your organization possesses.

##### Public Access to the System

Describe how the system will provide public access to reports and accomplishments of ARME projects and activities funded by the Regional ARME Centers. How will the system report and make information content available to the public, e.g., educators, professionals, non-profit organizations, and other interested parties?

### Technology Support

Clearly describe how your organization will provide technology support to the four Regional ARME Centers. How will your organization resolve technology issues, support pre-proposal and proposal submission and reporting requirements, coordinate multi-regional proposals and requests for applications for funding?

- 3. Provide a national source for access to ARME materials, and promote and coordinate risk management education through dissemination, including coordination of annual ARME Conferences*

### Compilation of Materials and Linkages & Coordination of National Communications Effort

Identify the specific plans and/or approach your organization will use to design and execute a national communications plan for and with the Regional ARME Center programs. Demonstrate an ability to compile and organize information produced through the grant programs of the Regional ARME Centers and other evidence-based programs that may exist throughout the Nation. It is important that the ARME Program demonstrate the capacity to organize, archive, or link in such a manner that interested parties involved in ARME have the opportunity to access such information readily.

### Relationship with the Land-grant University System and Other Education Providers

There is a great deal of relevant risk management education activity and data produced under projects conducted throughout the land-grant and other university systems. The applicant organization should be able to demonstrate a familiarity with such projects, the educational materials created, and the current trends and activity around land-grant and other universities addressing risk management education. Please identify how the Risk Management Education Electronic Support Center will extract and provide public access to relevant ARME data and information produced throughout the land-grant and other university systems, and/or federal or state, public or private organizations, should they be available.

### Coordination/Sponsoring Risk Management Conferences

It is important that the Risk Management Education Electronic Support Center be fully engaged with the four Regional ARME Centers in the coordination of various risk management conferences, symposium, etc. The RMEESC must demonstrate the capacity to organize and administer an ARME Annual Conference in calendar years 2024, 2025, and 2026, taking lead in collaboration with the four regional centers. What experience has your organization had in coordinating management conferences, symposia, or similar events? Describe your organization's capabilities to coordinate and sponsor risk management or other relevant or related conferences using in-person, virtual, and hybrid formats. How will conference platforms and proceedings be evaluated, and results used to improve future conferences?

### Program Coordination and Training of Educators and Others in New Risk Management Tools and Strategies

As technology changes and advances, so do the tools available for agricultural risk mitigation. Describe how your organization would go about the task of promoting program coordination and

the training of educators and others on new and emerging risk management tools and strategies. Describe previous relevant efforts in this regard.

**C. Organizational Management Information**

Applicants must submit specific management information prior to an award and update the information as needed. Applicants may only need to provide an update if there was a change in previously provided information under this or another NIFA program. NIFA provides the requisite forms during the pre-award process. Although an applicant may be eligible for award under this program, 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, or a determination that an applicant is not responsible).

**D. Application Disposition**

Applicants may withdraw at any time before NIFA makes a final funding decision. NIFA will retain all applications, including withdrawn applications and unfunded applications.

## **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 Federal Assistance 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 <https://nifa.usda.gov/terms-and-conditions> for information about NIFA award terms). If there are any program or award-specific award terms, they will be identified in the award.

At the end of the grantee's final year, the grantee must prepare a final report to USDA/NIFA that summarizes all significant activities undertaken towards achieving the outcomes of the project. The report should include: basic demographics and total numbers of participants served/resources developed; tables, graphs, and other figures to facilitate comparing targeted project results with actual results that improve profitability or cost avoidance aggregated for the entire project; reductions in the variability of any of the five key risk factors; for projects that have been implemented and have led to measurable and observable outcomes that are documented changes in producer learning, actions or conditions, final numbers of participants who showed/reported significant changes in learning, actions, behaviors, attitudes or conditions; project list of all educational materials (including web links when appropriate) produced by the project; and success stories and pictures showcasing project impacts. Reports must be received in REEport within 60 days of the end of the performance period.

## **PART VII. OTHER INFORMATION**

### **A. Use of Funds and Changes in Budget**

***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.

***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 (the awardee is subject to the terms and conditions identified in the award):

1. Change in the scope or the objective of the project or program without prior written approval (even if there is no associated budget revision requiring).
2. Change in a key person specified in the application or the federal award.
3. Disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project.
4. Inclusion of costs that require prior approval in accordance with [2 CFR 200 Subpart E \(Cost Principles\)](#), 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](#), unless waived by the federal awarding agency, [48 CFR Part 31, Contract Cost Principles and Procedures](#);
5. Transfer of funds budgeted for participant support costs to other categories of expense ([2 CFR 200.456 Participant support costs](#));
6. Sub-awarding, transferring or contracting out of any work under a federal award, including fixed amount sub-awards (see [2 CFR 200.333, Fixed Amount Sub-awards](#)), unless described in the application and funded in the approved federal awards. This provision does not apply to the acquisition of supplies, material, equipment, or general support services.
7. Changes in the approved cost-sharing or matching provided by the non-federal entity; and
8. The need for additional federal funds to complete the project.

### **B. Confidential Aspects of Applications and Awards**

When an application results in an award, it becomes a part of NIFA transaction records, which are available to the public. Information that the Secretary of Agriculture determines to be confidential, privileged, or proprietary in nature will be held in confidence to the extent permitted by law. Therefore, applicants should clearly mark any information within the application they wish to have considered as confidential, privileged, or proprietary. NIFA will retain a copy of an application that does not result in an award for three years. Such an application will be released only with the consent of the applicant or to the extent required by law. An applicant may withdraw 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. Limited English Proficiency**

NIFA offers language access services, such as interpretation and translation of vital information, free of charge. If you need interpretation or translation services, please visit [NIFA Language Access Services](#) or contact Lois Tuttle, Equal Opportunity Specialist, at [Lois.Tuttle@usda.gov](mailto:Lois.Tuttle@usda.gov) or (443) 386-9488.

## APPENDIX I: AGENCY CONTACT

### Program Contacts

Name: Keith D. Harris

Email: [Keith.harris@usda.gov](mailto:Keith.harris@usda.gov)

Telephone: 816-589-6631

Name: Jessica Turner

Email: [Jessica.Turner@usda.gov](mailto:Jessica.Turner@usda.gov)

Telephone: 816-702-9677

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](mailto:grantapplicationquestions@usda.gov)
3. Awards under this RFA, please email [awards@usda.gov](mailto: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

U.S. Department of Agriculture

2312 East Bannister Road, MS 10000

Kansas City, MO 64141-3061

## APPENDIX II: GLOSSARY OF TERMS

### **Glossary of Terms**

Assistance Listing Number – ALN

Authorized Representative – AR

Agriculture Risk Management Education – ARME

Agricultural Research, Extension, and Education Reform Act of 1998 – AREERA

Coordinated Agricultural Project – CAP

Centers of Excellence – COE

Data Management Plan – DMP

National Institute of Food and Agriculture – NIFA

Request for Application – RFA

Research, Education, and Economics – REE

Risk Management Education Electronic Support Center – RMEESC

United States Department of Agriculture – USDA



## APPENDIX III: DEFINITIONS

Refer to [7 CFR 3430 Competitive and Noncompetitive Non-formula Federal Assistance Programs – General Award Administrative Provisions](#) for additional definitions.

### **Definitions:**

#### Agricultural Risk Management Education

Is the informed use, as appropriate, of the full range of agricultural risk management activities, including futures, options, agricultural trade options, crop insurance, cash forward contracting, debt reduction, production diversification, farm resources risk reduction and other risk management strategies, by agricultural producers. It includes those risks encountered in the production, marketing, financial, legal, and human resource(s) aspects of farm and ranch operations.

#### Continuation Award

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.

#### Matching

The process through which a grant recipient match awarded USDA funds with cash and in-kind contributions on a dollar-for-dollar basis. The matching funds must derive from non-Federal sources.

#### National ARME Program

The requirement for each regional center to conduct its programs in coordination with RMEESC and the other three ARME Centers (i.e., to function as a national ARME program), not as four separate, isolated centers.

#### New Application

An application not previously submitted to a program.

#### Producers

Individuals, families, or other entities in the U.S. engaged in the business of agricultural production and marketing before the farm gate.

#### Qualified Public and Private Entities

means public or private groups, organizations, or institutions that have established and demonstrated capacities to conduct projects that accomplish the purposes of the program as designated in these guidelines.

### Resubmitted Renewal Application

A project application that requests additional funding for a project beyond the period that was approved in the original award. This is an application that had previously been submitted for renewal to but not funded.

### Beginning Farmer and Rancher

A person that has not operated a farm or ranch; or has operated a farm or ranch for not more than 10 years (as defined by [section 7405\(a\) of the Farm Security and Rural Investment Act of 2002](#)) [[7 U.S.C. 3319f\(a\)](#)]

### Regions

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

### Socially disadvantaged beginning farmer or rancher

A farmer or rancher who is a member of a socially disadvantaged group (i.e., a group whose members have been subjected to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities) [[7 U.S.C. 2003\(e\)](#)].

### Socially disadvantaged group

A group whose members have been subjected to racial, ethnic, or gender prejudice because of their identity as members of a group without regard to their individual qualities. [[7 U.S.C. 2003\(e\)](#)].