



United States
Department of
Agriculture

National Institute
of Food
and Agriculture

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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 background of a stylized, orange and yellow landscape with rolling hills and a sun.

REQUEST FOR APPLICATION

Renewable Resource Extension Act

National Focus Fund Projects

FUNDING YEAR: Fiscal Year (FY) 2024

APPLICATION DEADLINE: March 13, 2024

ANTICIPATED FUNDING: \$300,000

FUNDING OPPORTUNITY NUMBER: USDA-NIFA-OP-010333

ASSISTANCE LISTING NUMBER: 10.515

LETTER OF INTENT DEADLINE: Not Required

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

Assistance Listing Number (ALN): The Renewable Resource Extension Act – National Focus Fund Projects (RREA-NFF) is listed in the Assistance Listings under number 10.515.

Table 1: Key Dates and Deadlines

Task Description	Deadline
Application:	5:00 P.M. Eastern Time, March 13, 2024 [Ref to Part I, C of this RFA]
Letter of Intent:	Not Required
Applicants Comments:	Within six months from the issuance of this notice (<i>NIFA may not consider comments received after the sixth month</i>)

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 (email is for comments only). Please use the following subject line: Response to the Renewable Resource Extension Act – National Focus Fund Projects (RREA-NFF) RFA.

EXECUTIVE SUMMARY

NIFA requests applications for the Renewable Resource Extension Act (RREA) – National Focus Fund Projects (NFF) for fiscal year (FY) 2024 to provide for extension projects that focus on forest and rangeland renewable resources of national or regional relevance. The amount available for grants in FY 2024 is approximately \$300,000.

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 RREA-NFF projects, deadlines, funding information, eligibility criteria for projects and applicants, application forms, and associated instructions.

TABLE OF CONTENTS

INITIAL ANNOUNCEMENT	2
EXECUTIVE SUMMARY	3
PART I. FUNDING OPPORTUNITY DESCRIPTION	6
A. Legislative Authority.....	6
B. Purpose and Priorities.....	6
C. Program Area Priorities.....	6
PART II. AWARD INFORMATION	8
A. Available Funding	8
B. Application Restrictions	8
C. Project and Grant Types	8
D. Ethical Conduct of Funded Projects	8
PART III. ELIGIBILITY INFORMATION	10
A. Eligibility Requirements.....	10
B. Cost Sharing or Matching.....	10
PART IV. APPLICATION AND SUBMISSION	11
A. Method of Application	11
B. Content and Form of the Application	11
C. Funding Restrictions.....	14
PART V. APPLICATION REVIEW REQUIREMENTS	15
A. NIFA’s Evaluation Process	15
B. Evaluation Criteria.....	16
C. Organizational Management Information.....	16
D. Application Disposition.....	17
PART VI. AWARD ADMINISTRATION	18
A. General	18
B. Administrative and National Policy Requirements.....	18
C. Expected Program Outputs and Reporting Requirements	18
PART VII. OTHER INFORMATION	19
A. Use of Funds and Changes in Budget.....	19
B. Confidential Aspects of Applications and Awards.....	19
C. Regulatory Information	19
D. Limited English Proficiency.....	20
APPENDIX I: AGENCY CONTACT	21
APPENDIX II: GLOSSARY OF TERMS	22
APPENDIX III: DEFINITIONS	23

TABLE OF TABLES

Table 1: Key Dates and Deadlines.....	2
Table 2: Key Information (RREA-NFF Projects).....	7
Table 3: Steps to Obtain Application Materials.....	11
Table 4: Help and Resources	11
Table 5: Key Application Instructions.....	12

PART I. FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority

Section 5A of the [Renewable Resources Extension Act \(RREA\) of 1978 \(Pub. L. 95–306, §8, June 30, 1978, 92 Stat. 352\)](#) codified at [16 U.S.C. 1674\(a\)](#)) provides for an expanded and comprehensive extension program focused on forest and rangeland renewable resources. For FY 2024, the available amount for NFF grants is approximately \$300,000. RREA-NFF funds are used to support projects that will expand the reach of Extension Forestry and Rangeland Programs through better program coordination and delivery, use of innovative technologies, and Extension program models that can be easily replicated by other institutions, states, and regions.

B. Purpose and Priorities

The goal of RREA-NFF, Assistance Listing 10.515, is to enhance the sustainability of U.S. Forest and Rangeland Resources and enable landowners and managers to achieve their desired goals and objectives by making the results of relevant public research available to them. Forest and rangeland resources provide multiple benefits to people including wildlife habitat, water supply, open space, recreation, and cultural resources. Many of these lands are privately owned and managed for forest products, livestock production, and recreation. Forest and rangeland systems are susceptible to less sustainable land use conversion and climate change. RREA-NFF projects must maximize the capacity, reach, and impact of the Cooperative Extension System – Extension Forestry and Rangeland Programs to ensure appropriate management and conservation of natural resources and to ensure resilience against climate change, and threats from land fragmentation.

The RREA-NFF is aligned with the following [USDA Strategic Plan FY 2022-2026](#) goals:

1. USDA Strategic Goal 1: Combat Climate Change to Support America’s Working Lands, Natural Resources and Communities;
2. USDA Strategic Goal 2: Ensure America’s Agricultural System is Equitable, Resilient, and Prosperous; and
3. USDA Strategic Goal 3: Foster an Equitable and Competitive Marketplace for All Agricultural Producers

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

1. Priority 1: Accelerating Innovative Technologies & Practices
2. Priority 2: Driving Climate-Smart Solutions
3. Priority 3: Bolstering Nutrition Security & Health
4. Priority 4: Cultivating Resilient Ecosystems
5. Priority 5: Translating Research into Action

C. Program Area Priorities

NIFA is soliciting applications in the following program area priorities:

1. Extension projects that ensure the adoption of climate-smart technologies and practices in forests systems.
2. Extension projects that ensure the adoption of climate-smart technologies and practices in rangeland systems.

Climate smart technologies and practices reduce the impact of climate variability and change on the stability and productivity of forest and rangeland ecosystems; achieve climate objectives including reductions in greenhouse gas emissions and increases in carbon sequestration levels, to achieve net-zero emissions by 2050 as indicated in Part II section 201 of [Executive Order 14008](#) (Tackling the Climate Crisis at Home and Abroad); and improve the productivity, health, and resiliency of forests and rangeland ecosystems. Socially, economically, and environmentally sustainable climate smart technologies and practices must overcome diminishing natural resources, reduce inequities experienced by underserved communities, reduce the loss of natural habitats and biodiversity, and advance the sustainability of forest and rangeland systems.

The overall intent of the RREA-NFF for FY24 is to support projects that result in the adoption of climate smart technologies and practices that: 1) strengthen education, training, and technical assistance to forest and rangeland owners and managers; 2) promote conservation, protection, and market development through effective extension educational design; 3) shape the future of forestry and rangeland through effective communication and engagement with forest and rangeland owners; 4) support new and better markets for forestry and rangelands products generated; and 5) can be easily replicated by other institutions, states, and regions.

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.

Table 2: Key Information (RREA-NFF Projects)

Title	Description
Program Code:	ME
Program Code Name:	Renewable Resource
CFDA Number	10.515
Project Type:	Extension
Grant Type:	Standard
Application Deadline:	March 13, 2024
Grant Duration:	24 Months
Anticipated # of Awards:	2
Maximum Award Amount:	Approximately \$150,000/Award

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 amount available for RREA-NFF in FY2024 is approximately \$300,000. USDA is not committed 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

NIFA will evaluate applications using the criteria described in [Part V](#) of this RFA. An application for FY2024 is limited to the following application types:

1. *New application*: New applications will be evaluated using the criteria described in [Part V](#) of this RFA and are subject to the due dates herein (see [Appendix III](#) for definition).
2. *Resubmitted application*: Resubmitted applications must include a response to the previous review and are subject to the same criteria and due dates herein. Resubmitted applicants must enter the NIFA-assigned proposal number of the previously submitted application in the *Federal Field (Field 4)* on the application form (see [Appendix III](#) for definition).

C. Project and Grant Types

Standard grants and Extension projects are eligible for funding under the RREA-NFF.

Program priorities are designed to support extension activities that involve stakeholders in developing and rapidly applying new knowledge or practices. This program also supports:

1. Projects that will build on and expand existing extension efforts in forest and rangeland management that advance climate smart technologies and practices;
2. The application of technological innovations (e.g., artificial intelligence, virtual realities, etc.) to increase adoption of climate smart technologies and practices;
3. Extension efforts that, when adopted, provide social, economic, and environmental benefits including carbon credits and the delivery of commodities that support renewable energy development and new markets for wood products.

Proposed projects must:

1. Implement new and innovative technologies into Extension activities that maximize the adoption of climate-smart technologies and practices that result in behavior change among forest and rangeland owners and managers.
2. Include a detailed plan on how data and information will be collected during the execution of the project that will allow for outputs, outcomes, and impacts to be measured. This plan must outline how the following will be documented and measured:
 - a) the extent to which climate smart technologies and practices have been adopted by forest and rangeland practitioners, owners, and managers; and
 - b) the results of these

behavior changes including economic benefits and changes in climate-related metrics, during and beyond the conclusion of the project.

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 RREA-NFF must meet all the requirements discussed in this RFA. Applications may only be submitted by 1862 ([7 CFR 3430.2](#), [7 U.S.C. 301 et seq](#); and [7 U.S.C. 7601\(1\)](#)) and 1890 land-grant institutions ([7 U.S.C. 7601\(2\)](#) and [7 CFR 3430.2](#)). Project Directors must have an Extension appointment. An Extension appointment is a formal appointment by an Extension Director/Administrator in the institution's extension service. 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 submissions or multiple applications by the same PD are not allowed. NIFA will disqualify both applications if an applicant submits duplicate or multiple submissions from the same PD. Multiple submissions from the same institution, however, are allowed.

B. Cost Sharing or Matching

No Match Required - The RREA-NFF 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 3** 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 3: 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-OP-010333 , 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 4: 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 iPortal 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 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 5** outlines other key instructions for applicants.

Table 5: Key Application Instructions

Instruction	References (All references are to NIFA Grants 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 IV
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 has not received correspondence from NIFA regarding an application within 30 days of the application deadline.	N/A

SF 424 R&R Cover Sheet. See **Part** 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 RREA-NFF. 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 **twelve (12)**, *1.5 spaced* pages of written text including all 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 the following:
 - a. Title: Provide an appropriate title for the project.
 - b. Subtitle: State the Priority Area (from [Part I, C](#)) that the proposal addresses.
 - c. Introduction: The introduction should include a clear statement of the long-term goal(s) supporting objectives for the proposed project, and the nature of the issue that the project is intended to address.

- d. **Justification, Rationale, and Significance:** Concisely present the justification for why this project is important to forest and rangeland owners and managers at a national or regional scale and how they will benefit. New and innovative ideas, program delivery approaches, or products should be clearly and explicitly described. Demonstrate the feasibility of the proposed project through preliminary data and the inclusion of a detailed plan on how data and information will be collected during the execution of the project, that will allow for outputs, outcomes and impacts to be measured.
 - e. **Relevant Literature Review:** Provide a narrowly focused and concise review of recent, relevant literature that supports the need for and importance of the project (not to exceed 4 pages).
 - f. **Objectives:** Include clear, concise, complete, and logically arranged objective statements.
 - g. **Approach:** This section must include:
 1. Who are the project stakeholders and how they will be involved in the project and its evaluation;
 2. A logic model (in the form of a figure) for the proposed project and a narrative description of the inputs, outputs, participants, short- and medium-term outcomes, and projected/estimated impacts (long-term outcomes);
 3. A description of the proposed activities and the sequence in which the activities are to be performed;
 4. How, when, and where the activities will be provided;
 5. Expected outputs;
 6. Expected outcomes;
 7. Expected impacts;
 8. A timeline for the project; and
 9. A detailed evaluation plan for the project:
 - i. For participants, activities, outputs, and outcomes – what, how, and when they will be measured;
 - ii. How the evaluation results will be reported, where, and to whom.
 - h. **Project Sustainability and Replication** is required. Describe plans for assisting other institutions/states/regions in replicating the project. Describe any plans for sustaining the project beyond the project period;
 - i. Data management plan (DMP)
3. **Field 12.** Add Other Attachments. See **Part V** of the [NIFA Grants Application Guide](#).

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](#). The budget must support the outputs and outcomes described in the logic model and in the Approach section. Provide a narrative justification for each of the budget lines. Include travel to a national extension conference and/or other professional meeting(s) where you will present the project and its accomplishments.

1. Matching – Not required.
2. Indirect costs (IDC) – Not permitted.

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 “Renewable Resource” and the program code “ME”. Accurate entry is critical.
2. **Field 8.** Conflict of Interest List: See [Part V](#) of the [NIFA Grants Application Guide](#).

C. Funding Restrictions

No Indirect Cost (IDC). IDC is *not* authorized for this RFA.

RREA is an Extension-only program. Therefore, research cannot be conducted with RREA-NFF funds. Pursuant to [Section 1473 of the National Agriculture Research, Extension, and Teaching Policy Act of 1977](#), as amended, [7 U.S.C. 3319](#), indirect costs and tuition remission are not allowable costs under RREA-NFF projects, and no funds will be approved for this purpose. Further, costs that are a part of an institution's indirect cost pool (e.g., administrative or clerical salaries) may not be reclassified as direct costs for the purpose of making them allowable.

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, considering 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 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 public.

After each peer review panel has completed its deliberations, the responsible NIFA program staff 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 applications submitted in response to this RFA:

1. Project Justification

- a. The issue that the project will address is well-defined and described.

2. Project Merit

- a. The proposed objectives, outputs, outcomes, and impacts are clearly described, adequate, and appropriate;
- b. The project utilizes theory-based non-formal adult education principles;
- c. The project approaches and procedures are original, clearly described, and feasible;
- d. The project is innovative relative to focus, methodology, program delivery, audience, and products; and
- e. The project outcomes and projected impacts are clearly stated, measurable, and achievable.

3. Project Relevance

- a. The proposal meets the requirements in the Project Narrative;
- b. Evidence that partners and stakeholders play an active role in setting project direction and are involved throughout the course of the project;
- c. Planning and implementation methods for evaluating the success of project activities and documenting potential impact is in alignment with measurable short and midterm outcomes; and
- d. Demonstration of feasibility through preliminary and current relevant data.

4. Project Personnel, Adequacy of Facilities and Equipment, Project Timeline, and Evaluation Plan

- a. Roles of key personnel are clearly described;
- b. Project personnel have extensive and documented experience in developing, leading, managing and evaluating extension programs;
- c. Detailed, logical, and achievable timeline of project activities from project initiation through project completion and submission of final report is provided;
- d. Clear evidence of staff and budget resources to plan and conduct the project evaluation exists; and
- e. Evidence of institutional capacity, competence, and experience in the proposed area of work is provided.

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 [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.

Grantees are to use REEport, NIFA's electronic, web-based inventory system to submit an initial project initiation which documents expected products and outcomes of the project. Additionally, an annual progress report documenting project outcomes must be submitted to the electronic system. The web-based system facilitates an electronic workflow between grantees and NIFA for project accomplishments to be easily searchable and allows for public access to information on Federally funded projects. The details of these reporting requirements, including those specific to the annual and final technical reports, are included in the award terms and conditions.

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 or (443) 386-9488.

APPENDIX I: AGENCY CONTACT

Program Contacts

Diomides (Diomy) Zamora
diomides.zamora@usda.gov
202-590-6049

Rocio Gutierrez
rocio.gutierrezgarzon@usda.gov
816-541-1673

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
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 Organizational Representative – AOR

Association of Natural Resources Extension Professionals – ANREP

Authorized Representative – AR

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

Data Management Plan – DMP

National Institute of Food and Agriculture –NIFA

Project Director – PD

Principal Investigator – PI

Request for Application – RFA

Research, Education, and Economics – REE

Renewable Resource Extension Act - RREA

Renewable Resource Extension Act - National Focus Fund - RREA NFF

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

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.

New Application:

An application not previously submitted to a program.

Rangeland:

Land supporting indigenous vegetation that either is grazed or that has the potential to be grazed, managed as a natural ecosystem. Rangeland includes grasslands, savannas, grazable forestlands, shrub lands, pasturelands, many deserts, tundra, alpine communities, marshland, and meadows.

Resubmitted Application:

A project application that was previously submitted to a program, but the application was not funded.