

Renewable Resources Extension Act Program

FY 2012 Formula Grant Opportunity (FGO) –Final

APPLICATION DEADLINE: April 23, 2012

 **U.S. Department of Agriculture
National Institute of Food and Agriculture**

**NATIONAL INSTITUTE OF FOOD AND AGRICULTURE;
U.S. DEPARTMENT OF AGRICULTURE**

RENEWABLE RESOURCES EXTENSION ACT PROGRAM

FINAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under 10.500.

DATES: Applications must be received by close of business (COB) (5:00 p.m. Eastern Time) on April 23, 2012.

EXECUTIVE SUMMARY: The National Institute of Food and Agriculture (NIFA) requests applications for the FY 2012 formula grants authorized under the Renewable Resources Extension Act Program. These grants are used to assist all states in carrying out a program of extension activities designed to (1) provide educational programs that enable individuals to recognize, analyze, and resolve problems dealing with renewable resources, including forest- and range-based outdoor recreation opportunities, trees, and forests in urban areas, and trees and shrubs in shelterbelts; (2) use educational programs to disseminate the results of research on renewable resources; (3) conduct educational programs that transfer the best available technology to those involved in the management and protection of forests and rangelands and the processing and use of their associated renewable resources; (4) develop and implement educational programs that give special attention to the educational needs of small, private non-industrial forest landowners; (5) develop and implement educational programs in range and fish and wildlife management; (6) assist in providing continuing education programs for professionally trained individuals in fish and wildlife, forest, range, and watershed management and related fields; (7) help forest and range landowners in securing technical and financial assistance to bring appropriate expertise to bear on their problems; and (8) help identify areas of needed research regarding renewable resources. The amount available for this program in FY 2012 is \$3,432,000.

This notice identifies the objectives for Renewable Resources Extension Act (RREA) projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a FY 2012 RREA formula grant allocation. NIFA additionally requests stakeholder input from any interested party for use in the development of the next Formula Grant Opportunity (FGO) for this program. Please send questions or comments to Formula Grants Branch, Office of Grants and Financial Management (OGFM), NIFA/USDA, Stop 2271, 1400 Independence Avenue, SW, Washington, DC 20250-2271; fax: (202) 401-1804; or e-mail: formulagrantsquestions@nifa.usda.gov.

What's New for FY 2012

- A new RREA Strategic Plan for FY 2012-2016 has been completed and the priorities listed in that plan are to be the focus of RREA expenditures by recipients. The new RREA Strategic Plan is available at:
<http://www.nifa.usda.gov/business/awards/formula/renewableres.html>. Printed copies of the Plan are available by contacting the Program Managers listed in Part VII of this FGO.
- The FY 2012 formula grant awards will be disbursed through the Automated Standard Application for Payment System (ASAP) operated by the Department of Treasury's Financial Management Service. Applicants must ensure ASAP recipient ID information provided on the SF 424 R&R (Research and Related) is correct as NIFA will use this information to certify funds in ASAP. NIFA will no longer move ASAP funds between institutional accounts. All FY 2009 and prior formula grant awards will continue to be disbursed via the Payment Management System (PMS) operated by the Department of Health and Human Services (DHHS). Applicants can receive instructions on how to access ASAP and how to inform NIFA, Financial Operations Division (FOD) of their account number to use to make disbursements by sending e-mail to the ASAP Customer Service at ASAPCustomerService@nifa.usda.gov
- There will be one submission in FY 2012:
 - Final – Based on the actual appropriated amount for FY 2012 and actual formula distribution for FY 2012 (See Appendix A).
- The Application Package for this final submission will include:
 - Application for Federal Assistance Standard Form (SF) 424 (Research & Related (R&R) (Required)
 - NIFA Supplemental Information Form (Required)
NIFA will use the Supplemental Information Form to capture all necessary attachments for this final submission of the SF 424 (R&R) application (via pdf attachment).
 - NIFA will be capturing the information for three key contacts, and each organization will determine who those individuals are.
 - Block 5 should reflect the person responsible for fiscal/financial issues.
 - The Authorized Representative (AR)¹ must have the authority to represent and bind the organization for any agreement.
 - The name of the Project Director will be reflected on the NIFA-2009, "Award Face Sheet", and it is suggested that the State Extension Director or 1890 Extension Administrator would be an appropriate person.
- NIFA plans to issue all FY 2012 Formula Grants on the NIFA-2009 form. This form is also used to issue non-formula grants.

¹ Authorized Representative (AR) – the individual who is authorized to commit the awardee's time and other resources to the project, to commit the awardee to comply with the terms and conditions of the award instrument including those set out herein, and to otherwise act for or on behalf of the awardee institution or organization.

- For formula grants issued in FY 2012, the grantee is required to submit an **annual** SF-425, Federal Financial Report (this form consolidates and replaces four financial reporting forms, the SF-269, SF-269A, SF-272, and SF-272A). The grantee is NOT required to submit a **quarterly** SF-425 (the **quarterly** submission requirement, however, exists for previously issued grants with DHHS as the designated payment system). When completing the SF-425, the Project/Grant Period in Block 8 must reflect the duration of the award (i.e., 5 years).

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

The Renewable Resources Extension Act (Public Law 95-306 (92 Stat. 349, 16 U.S.C. 1671 et seq.)) established the Renewable Resources Extension Act Program in 1978. This law provides the basis for Federal funding for extension activities associated with fish, wildlife, and water resources on private forest and rangelands and for renewable resource education programs at State Land-Grant Institutions established under the Morrill Act of July 2, 1862, as amended; the Hatch Act of March 2, 1887, as amended; the Morrill Act of August 30, 1890, as amended, including Tuskegee University; and other State-supported colleges and universities offering graduate training in the sciences basic to forestry and having a forestry school.

States are eligible for funds appropriated under this Act according to the respective capabilities of their private forests and rangelands for yielding renewable resources and relative needs for such resources identified in the periodic Renewable Resource Assessment provided for in section 3 of the Forest and Rangeland Renewable Resources Planning Act of 1974 and the periodic appraisal of land and water resources provided for in section 5 of the Soil and Water Resources Conservation Act of 1977.

Under the Federal Funding Accountability and Transparency Act (FFATA), the U.S. Office of Management and Budget (OMB) was required to develop and maintain a public searchable data base for all Federal financial assistance awards, and Federal agencies were required to report specific data elements which were collected via these applications (e.g., Dun and Bradstreet data Universal Numbering (DUNS) numbers, legal name of institution, legal address, and congressional district). OMB makes this information available at <http://www.usaspending.gov>.

In FY 2012, NIFA is only requiring a final submission (amounts based on the Consolidated and Further Continuing Appropriations Act, 2012).

Please note that the submission of this application package does not change the following:

- Delegated authorities of the State Extension Director or 1890 Extension Administrator
- How funds are managed at your institution; and
- Indirect costs and tuition remission are unallowable costs

Guidelines for the administration of this program are published as Chapter III, Financial Operations, of the Administrative Handbook for Cooperative Extension Work, which may be accessed at <http://www.nifa.usda.gov/business/awards/formula/manuals/coopextension.pdf>.

Please note that any instructions in this FGO supersede policies and procedures identified in this manual. NIFA intends to revise this manual in FY 2012 and then promulgate administrative provisions for this program through rulemaking which includes a public comment period.

B. Purpose and Priorities

The purpose of this funding is to assist states in carrying out an extension program designed to assist forest and range landowners and managers in making resource management decisions

based on research findings. Forest and rangeland resources include vegetation, water, fisheries and wildlife, soil, and recreation. A new RREA Strategic Plan for FY 2012-2016 has been completed and the priorities listed in that plan are to be the focus of RREA expenditures by recipients. The new RREA Strategic Plan is available at:

<http://www.nifa.usda.gov/business/awards/formula/renewableres.html>. Printed copies of the Plan are available by contacting the Program Managers listed in Part VII of this FGO.

PART II—AWARD INFORMATION

A. Available Funding

The Consolidated and Further Continuing Appropriations Act, 2012 provides \$3,432,000 in FY 2012 for this program.

Funds will be distributed to the institutions on a semi-annual basis. See Appendix A for the specific allocation.

RREA funds are expected to be fully expended in the fiscal year of appropriation; however current policy allows 50 percent of the prior fiscal year allocation to be carried over into the next fiscal year. These carryover funds must be fully expended by September 30 of the following year. However, waiver requests may be considered and approved. Requests should be submitted to the RREA Program Manager, Dr. Eric R. Norland, enorland@nifa.usda.gov, (202) 401-5971.

B. Types of Submission

In FY 2012, applications for awards must be submitted to the RREA Program as a “new” application on the www.grants.gov website. As noted previously, these application packages complement, rather than duplicate, the information collected via the Current Research Information System (CRIS), and together satisfy all legislative and regulatory pre-award requirements.

Specific project details and pertinent information should be entered in the Current Research Information System (CRIS) as in prior years. CRIS is the U.S. Department of Agriculture's documentation and reporting system for ongoing agricultural, food and nutrition, and forestry research and education. CRIS contains over 30,000 descriptions of current, publicly-supported research and education activities. This work is sponsored or conducted by the USDA research agencies, the State Agricultural Experiment Stations, the State Land-Grant Institutions and Universities, State Schools of Forestry, Cooperating Schools of Veterinary Medicine, and USDA grant recipients. See Part VI.C. for specific CRIS requirements.

C. Project Types

Applicants should request funding in the amounts listed in Appendix A to this announcement. NIFA will fund the RREA program in FY 2012 for Plans of Work for FY 2012-2016 that are submitted by recipients and approved by NIFA. The RREA Program Manager, Eric Norland, enorland@nifa.usda.gov has provided POW extension/revision instructions to each institution's

RREA contact. Projects must be comprised of the delivery of extension education programs dealing with forest and rangeland resources. A new RREA Strategic Plan as been developed for FY 2012-2016 and serves as the framework for focusing RREA funds on the following strategic issues: (a) invasive species; (b) forest and rangeland water and wetland resources; (c) economic opportunities for individuals and communities; (d) biomass for energy; (e) ecosystem services; (f) forest stewardship and health; (g) rangeland stewardship and health; (h) forest and rangeland wildlife and fisheries resources; (i) food production, safety, and security; (j) intergenerational land transfer; and (k) building capacity through enhanced connections. Specific objectives, program delivery options, and national quantitative reporting indicators are contained in the RREA Planning and Reporting Guide.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may be submitted by State colleges and universities in accordance with Section 3(b) of Public Law 95-306, Renewable Resources Extension Act of 1978: Auburn University; Alabama A & M University; Tuskegee University; University of Alaska - Fairbanks; University of Arizona; University of Arkansas; University of Arkansas – Pine Bluff; University of California; Colorado State University; University of Connecticut; University of Delaware; Delaware State University; University of the District of Columbia; University of Florida; Florida A & M University; University of Georgia; Fort Valley State University; University of Guam; University of Hawaii; University of Idaho; University of Illinois; Purdue University; Iowa State University; Kansas State University; University of Kentucky; Kentucky State University; Louisiana State University; Southern University; University of Maine; University of Maryland (College Park); University of Maryland (Eastern Shore); University of Massachusetts; Michigan State University; University of Minnesota; Mississippi State University; Alcorn State University; University of Missouri; Lincoln University; Montana State University; University of Nebraska; University of Nevada; University of New Hampshire; Rutgers University; New Mexico State University; Cornell University; North Carolina State University; North Carolina A & T State University; North Dakota State University; Ohio State University; Oklahoma State University; Langston University; Oregon State University; Pennsylvania State University; University of Puerto Rico; University of Rhode Island; Clemson University; South Carolina State University; South Dakota State University; University of Tennessee; Texas A&M University; Prairie View A & M University; Utah State University; University of Vermont; University of the Virgin Islands; Virginia Polytechnic Institute and State University; Virginia State University; Washington State University; West Virginia University; West Virginia State University; University of Wisconsin; and University of Wyoming.

Institutions may subcontract to organizations not eligible to apply for funding provided that such arrangements are necessary to complete the project.

B. Cost Sharing or Matching

There is no cost-sharing or matching requirement for this program.

PART IV—SUBMISSION INFORMATION

A. Electronic Formula Grants Opportunity Package

Only electronic applications may be submitted via Grants.gov to NIFA in response to this FGO.

Prior to preparing an application, it is suggested that the State Extension Director or 1890 Extension Administrator, or his or her designee, first contact an (AR) to determine if the organization is prepared to submit electronic applications through Grants.gov. If the organization is not prepared, the AR should see http://www.grants.gov/applicants/get_registered.jsp for steps for preparing to submit applications through Grants.gov.

The State Extension Director or 1890 Extension Administrator, or his or her designee, also must contact the institution's AR in order to be granted permission for the submission of applications through Grants.gov. Once that permission is granted in the grants.gov system, the State Extension Director or 1890 Extension Administrator, or his or her designee, can obtain a login and password necessary for submission of applications.

The steps to access application materials are as follows:

1. In order to access, complete and submit applications, applicants must download and install a version of Adobe Reader compatible with Grants.gov. This software is essential to apply for NIFA Federal assistance awards. For basic system requirements and download instructions, please see http://www.grants.gov/help/download_software.jsp. To verify that you have a compatible version of Adobe Reader, Grants.gov established a test package that will assist you in making that determination. Grants.gov Adobe Versioning Test Package:
<http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.

2. The application package must be obtained via Grants.gov, go to <http://www.grants.gov>, click on "Apply for Grants" in the left-hand column, click on "Step 1: Download a Grant Application Package and Instructions," enter the funding opportunity number **USDA-NIFA-OP-003719** in the appropriate box and click "Download Package." From the search results, click "Download" to access the application package.

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

Grants.gov customer support
Toll Free: 1-800-518-4726
Business Hours: 24 hours a day, 7 days a week. Closed on [Federal Holidays](#)
Email: support@grants.gov

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

B. Content and Form of Formula Grants Opportunity Package Submission

General

Each grant application must contain an “Application for Federal Assistance,” Form SF 424 (R&R) and “NIFA Supplemental Information Form. If applicable, use the “Supplemental Information Form” to submit a matching waiver request.

Grant Application Package

Verify that the information shown corresponds to the grant for which the applicant wishes to apply. Grants.gov will auto-populate the following information:

- Opportunity Title
- Offering Agency
- Catalog of Federal Domestic Assistance (CFDA) Number
- CFDA Description
- Opportunity Number
- Opportunity Open Date
- Opportunity Close Date
- Agency Contact

Enter a name for the application in the *Application Filing Name** field. This field is required. This name is for use solely by the applicant for you to track through the Grants.gov submission process. It is not used by the receiving agency.

Open and complete all of the documents listed in the “Mandatory Documents” box. Complete the SF 424 (R&R) first. Data entered on the SF 424 (R&R) will populate other mandatory and optional forms where possible.

To open an item, simply click on it to select the item and then click on the “Open Form” button. When a form or document has been completed, click the form/document name to select it, and then click the => button. This will move the form/document to the “Completed Documents” box. To remove a form/document from the “Completed Documents” box, click the form/document name to select it, and then click the <= button. This will return the form/document to the “SF 424 (R&R) Documents” or “Optional Documents” box.

These forms should be completed in accordance with the instructions. **The following are the government-wide instructions followed by *agency specific guidelines (noted in italics)*, if any, for each data element for each form:**

- **1. SF 424 (R&R)- Cover Page**
 - Open and complete document SF 424 (R&R) first as this page will pre-populate information on pages where the same information is requested;
 - **Box 1** – Type of Submission:

- Pre-application – unless specified in a program announcement this field is NOT used by NIFA.
- Application – *check application* (all applications are new; the type of application – New, Resubmission, Renewal or Revision is collected and identified in box 8). *Enter “New”*.
- Changed/Corrected Application – *N/A*.
- **Box 2** – Date Submitted and Applicant Identifier
 - Leave the “Date Submitted” box blank.
 - Applicant Identifier – If you wish to use a unique identification number for your own purpose, enter it here. Applicant use only. *Use or leave blank*.
- **Box 3** – Date Received by State and State Application Identifier
 - Enter the date received by the State, if applicable. Enter in format mm/dd/yyyy. State use only. *Use or leave blank*. Enter the identifier assigned by the State, if applicable. State use only. *Use or leave blank*.
- **Box 4a** – Federal Identifier
 - New project applications should leave this field blank unless you are submitting a changed/corrected application. When submitting a changed/corrected “new” application, enter the Grants.gov tracking number.
- **Box 4b** - Agency Routing Number
 - To be entered only if agency specific instructions indicate. *Leave blank*.
- **Box 5** – Applicant Information
 - Organizational DUNS Number: Enter the Organization’s D-U-N-S number (received from D&B) or the D-U-N-S +4 number (if available).
 Legal Name: Enter the name of the institution.
 Address: Enter complete address of applicant. Enter the institution’s mailing address.
 Person to be contacted on matters involving this application – For the person to contact on matters related to this submission: name, organizational affiliation (if affiliated with an organization other than the applicant organization, e-mail address, phone number, and fax number. *Enter the contact information for the person responsible for fiscal/financial issues*.
- **Box 6** – Employer Identification: Enter either the Employer Identification Number (EIN) or Taxpayer Identification Number (TIN) as assigned by the Internal Revenue Service.
- **Box 7** – Type of Applicant. From the drop down menu select the appropriate code letter and enter in the space provided. Code letters **O, P, Q, R, S, T, U, V, and W** are letters that have not been included as part of the drop down menu.
 A. State Government

- B.** County Government
- C.** City or Township Government
- D.** Special District Government
- E.** Regional Organization
- F.** U.S. Territory
- G.** Independent School District
- H.** Public/State Controlled Institution of Higher Education
- I.** Indian/Native American Tribal Government (Federally Recognized)
- J.** Indian/Native American Tribal Government (Other than Federally Recognized)
- K.** Indian/Native American Tribally Designated Organization
- L.** Public/Indian Housing Authority
- M.** Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
- N.** Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
- X.** Other (specify in accordance with agency instructions)
- **Box 8 – Type of Application**
 - New - application being submitted for the first time or is considered an “initial” application. Check new for the initial as well as the final FGO submission.
 - Resubmission – Select “Resubmission” when your institution has filed an accepted “New/Initial” or “Update” package and now desires to revise any of the information on those applications, such as its matching funds available. Any matching waiver requests would be attached to this package, as well.
 - Renewal - application requesting continued funding (*previously known as competing continuation*) *N/A Leave Blank*
 - Continuation - non-competing application (*previously known as Progress Report*) - *N/A Leave Blank*
 - Revision – Select “Revision” if your institution discovers an error or omission in the “New/Initial”, or “Resubmission” application, or if you are requested to do so by NIFA as the result of its review of the application. *Leave Blank*
- **Box 8 - A-E: N/A**
 - A.** Increase Award
 - B.** Decrease Award
 - C.** Increase duration
 - D.** Decrease duration
 - E.** Other - provide written explanation, i.e., any other change in the terms and conditions of the existing award
- **Box 9 - Name of Federal Agency - will be pre-filled**
- **Box 10 - Do not complete Catalog of Federal Domestic Assistance. Number (CFDA) - will be pre-filled or left blank.**
- **Box 11 - Descriptive Title of Applicant’s Project - fill in with the Project Title**

- **Box 12** - Enter proposed start and end dates – use format: MM/DD/YYYY. *Enter 10/01/2011- 09/30/2012.*
- **Box 13** - Congressional district of the Applicant Organization - Enter the applicant’s congressional district. *Enter the Congressional district where the main campus is located.*
- **Box 14** - Project Director/Principal Investigator – complete all boxes in this section. Note that the nine digit zip code is required. **It is suggested that the name and information of the State Extension Director or the 1890 Extension Administrator be included in this box. This name will appear on the official award document for FY 2012.**
- **Box 15** - Estimated Project Funding –
 - **15.a.** Enter the amount requested from the Federal agency. If the agency has specified an amount, enter that amount. *Enter your institution’s actual FY 2012 allocation as listed in Appendix A to this announcement.*
 - **15.b.** Total Non-Federal Funds Requested: Enter the amount of funds from all other sources (i.e., match). *Institutions are not required to match; enter “0”.*
 - **15.c.** Total Federal & Non-Federal Funds: Enter total amount of Federal funds requested plus the non-federal (i.e., match) amounts.
 - **15.d.** Estimated Program Income: Enter amount of estimated program income to be generated from this project. *Enter “0”.*
- **Box 16** - *Select “Program is not covered by E.O. 12372”.*
- **Box 17** - **By signing this application, I certify (1) to the statements contained in this list of certifications* (as identified under Part IV, C), and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any Administrative and National Policy Requirements, (as identified under Part VI, B) if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001).** Application is to be signed by the State Extension Director or 1890 Extension Administrator, or his or her designee, of the applicant organization. *The required assurances designated here includes the institution’s compliance with all Federal laws and regulations associated with receipt of Federal Domestic Assistance for this program, including the matching certification and certification regarding lobbying activities. By clicking the submit button of the application, the State Extension Director or 1890 Extension Administrator, or his or her designee, certifies to the above.*
- **Be sure to click on the “I agree” button.** Although this box is for the AR to certify, if this box is not checked, an error message will result.

* The applicable certifications and assurances can be located on the NIFA website. See http://www.nifa.usda.gov/funding/all_forms.html under the “Other Forms” heading.

- **Box 18** - If applicable, attach the SFLLL (Standard Form LLL, Disclosure of Lobbying Activities).
- **Box 19** - Authorized Representative (AR) - Also known as Signing Official. To be signed by the State Extension Director or 1890 Extension Administrator, or his or her designee, of the applicant organization. Enter the name, title, phone number, e-mail address, and fax number of the State Extension Director or 1890 Extension Administrator, or his or her designee.
- **Box 20** - Pre-Applications - Unless specifically noted in a program announcement, do not use pre-applications - *Leave blank*.

2. NIFA Supplemental Information Form (Required)

1. **Funding Opportunity Name:** *No entry required. This is pre-populated from the opportunity package.*
Funding Opportunity Number: *No entry required. This is pre-populated the opportunity package.*
2. **Program Code Name:** Enter the name of the program to which you are applying exactly as instructed in the full announcement. This field is required. *Enter “Renewable Resources Extension Act Formula”.*
Program Code: Enter the program code to which you are applying exactly as instructed in the full announcement. This code is used to route proposals within the agency. This field is required. *Enter “RREAF”.*
3. **Type of Applicant:** *No entry required. This will be pre-populated from your entry on the application cover sheet.*
4. **Additional Applicant Types:** Select one of the following options if it is applicable to the legal applicant of this application. *If you are a Land-Grant Institution, select the appropriate institution type from the drop down menu in this block. If you are NOT a Land-Grant Institution, skip this block.*
5. **Supplemental Applicant Types:** *Please check all that apply.*
6. **DHHS Account Information:** **This information will no longer be utilized as payments will be made via the Automated Standard Application System (ASAP) operated by the Department of Treasury’s Financial Management Service. Provide your institutions ASAP recipient ID number.**
7. **Key Words:** Enter the most relevant key words which describe the proposed project. This field is required. *Enter “Not applicable.”*
8. **Conflict of Interest List:** *Do not attach a conflict of interest list. NIFA will use this field to capture all necessary attachments for this submission on the final SF 424 R&R application (via pdf attachment).*

Saving the Application

The application package can only be saved from the Grant Application Package screen. It is recommended that after the applicant completes each form/document that they click on the “Close Form” button to close the form and then save the application package by clicking on the “Save” button at the top of the Grant Application Package Screen. It is important to note that the application package will be saved to the last active directory on the applicant’s computer. Therefore, the applicant should save the application package to their hard drive where it can be easily accessed. The applicant may save their application package at any time and should save the application package with the same file name each time. An error message will occur each time that the applicant saves the form before completing all of the mandatory fields on the mandatory forms or the optional forms are moved to the Optional Completed Documents for Submission column on the application package. The applicant may ignore this warning. This warning will not appear when all of the mandatory fields have been completed on all of the forms/documents in the application package.

Check Package for Errors

To initiate the Grants.gov edit check process, simply click on the “Check Package for Errors” button at the top of the screen. This process will identify all mandatory fields that have not been completed by the applicant. These errors will be displayed one at a time.

No checks against NIFA business rules will take place.

Submitting the Application

The AR must open the browser, open the application and then press the Submit button. To submit the application:

1. Close all open browser(s) and running applications.
2. Open the internet browser.
3. Navigate to the physical location where the application file is located. Select the application to open.
4. The internet browser will open the application. This may take a few moments. Please be patient.
5. Once the application is completely open, click the **Save and Submit** button. (The Save and Submit button will not become active until all mandatory documents have been properly completed and there are no errors in the application.) You are required to save the application again at this point in order to begin the application submission process.
6. Click **Save and Submit**.
7. A dialog box will appear and you will need to enter your Grants.gov username and password.
8. Lastly, click **Login**.

Only the AR has the authority and user rights to **Save and Submit** an application to Grants.gov. Additional submission tips may be found at the Grants.gov website.

Grants.gov Submission Tips: http://www.grants.gov/help/submit_application_faqs.jsp

C. Certifications

In addition, by signing the application the applicant is providing the required assurances noted below:

Each entity that applies and does not have an exemption under Sec. 25.110 of 2 CFR will: (1) Be registered in the Central Contract Registry (CCR) prior to submitting an application or plan; (2) Maintain an active CCR registration with current information at all times during which it has an active Federal award or an application or plan under consideration by an agency; and (3) Provide its DUNS number in each application or plan it submits to the agency.

Each entity that applies and does not have an exception under Sec. 170.110(b) of 2 CFR ensures that they have the necessary processes and systems in place to comply with the reporting requirements identified in Appendix A to Part 170 should they receive funding.

D. Submission Dates and Times

The application package containing an “Application for Federal Assistance,” Form SF 424 (R&R) and “NIFA Supplemental Information Form, should be submitted online at the www.grants.gov website by COB (5:00 p.m. Eastern Time) on April 23, 2012.

The receipt of all applications will be acknowledged by e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses via the www.grants.gov website.

If an applicant has not received an acknowledgment within 30 days of the submission, the applicant must contact the Agency contact (see Part VII) immediately and ask for the application number assigned to the application. Failure to do so may result in the application not being processed and funding being held. Once the application has been assigned an application number, this number should be cited on all future correspondence.

E. Funding Restrictions

(1) Approved NIFA RREA Projects

RREA Federal funding must be used on the programs identified in the institution’s approved 5-Year Plan of Work for FY 2012-2016.

(2) Matching

There is no cost-sharing or matching requirement for this program.

(3) Indirect Costs and Tuition Remission

In accordance with section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. §3319), indirect costs and tuition remission are unallowable as RREA formula grant expenditures.

F. Other Submission Requirements

Program information for the RREA Program should be submitted to the CRIS office as in previous years. See the website at: <http://cwf.uvm.edu/cris>. Required submissions include:

- 1) Plan of Work* (Paste in the plan of work description previously entered in CRIS and approved by the RREA Program Manager)
- 2) Assurance Form (CSREES-2008)*
- 3) Annual Accomplishments Report (AD-421)

*Submitted at project initiation.

States must submit a 5-year Plan of Work (FY 2012-2016), comprised of Form AD-416 - Work Unit Description, and AD-417 - Project Classification, through the Current Research Information System by October 31 of each year for that fiscal year. The Form AD-421, Annual Accomplishments Report, must be submitted by November 1 of each year for the previous fiscal year.

CRIS forms should be submitted online at the web address: <http://cwf.uvm.edu/cris>.

The RREA Popular Report must be submitted to the National Program Leader by November 1 of each year for the previous fiscal year. Instructions for preparing the Popular Report are contained in the RREA Planning and Reporting Guide – FY 2007 – FY 2009.

Instructions for completing and submitting the Plan of Work, Annual Accomplishments Report, and Popular Report may be found at http://www.nifa.usda.gov/business/reporting/pdf/rrea_2007_2009.pdf.

PART V—SUBMISSION REVIEW REQUIREMENTS

The National Program Leader (NPL) and the OGF M Formula Grants Branch will be reviewing administrative requirements to determine if all program, financial, and administrative requirements have been met and are current.

PART VI—AWARD ADMINISTRATION

A. General

The NPL will notify the OGF M Formula Grants Branch regarding institution's compliance with reporting requirements. Once all program and administrative requirements have been met by the eligible institution, funding will be released on a quarterly basis. The OGF M Formula Grants Branch will notify the institutions when all requirements have been met or approved.

B. Administrative and National Policy Requirements

Several Federal statutes, regulations and terms and conditions apply to grant applications considered for review and to formula grants awarded under this program. These include, but are not limited to:

7 CFR Part 1, subpart A — USDA implementation of the Freedom of Information Act.

7 CFR Part 3 — USDA implementation of OMB Circular No. A-129 regarding debt collection.

7 CFR Part 15, subpart A — USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.

7 CFR Part 331 and 9 CFR Part 121 — USDA implementation of the Agricultural Bioterrorism Protection Act of 2002.

7 CFR Part 3015 — USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21 and A-122, now codified at 2 CFR Parts 220 and 230) and incorporating provisions of 31 U.S.C. 6301-6308 (formerly the Federal Grant and Cooperative Agreement Act of 1977, Pub. L. No. 95-224), as well as general policy requirements applicable to recipients of Departmental financial assistance.

7 CFR Part 3017 — USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement).

7 CFR Part 3018 — USDA implementation of Restrictions on Lobbying.

7 CFR Part 3019 — USDA implementation of OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (codified at 2 CFR 215).

7 CFR Part 3021 – USDA Implementation of Governmentwide Requirements for Drug-Free Workplace (Financial Assistance).

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

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

29 U.S.C. 794 (section 504, Rehabilitation Act of 1973) and 7 CFR Part 15b (USDA implementation of statute) —prohibiting discrimination based upon physical or mental handicap in Federally assisted programs.

35 U.S.C. 200 et seq. —Bayh Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in Federally assisted programs (implementing regulations are contained in 37 CFR Part 401).

REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION

In accordance with the Office of Management and Budget guidance published in the Federal Register (FR), 75 FR 55663, on September 14, 2010, “Requirements for Federal Funding Accountability and Transparency Act Implementation,” awardees must comply with the requirements of this award term.

a. Reporting of first-tier subawards

1. **Applicability.** Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

2. Where and when to report.

i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrc.gov>.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. **What to report.** You must report the information about each obligating action that the submission instructions posted at <http://www.fsrc.gov> specify.

b. Reporting Total Compensation of Recipient Executives

1. **Applicability and what to report.** You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

i. the total Federal funding authorized to date under this award is \$25,000 or more;

ii. in the preceding fiscal year, you received--

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the Executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at <http://www.ccr.gov>.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives

1. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if--

i. In the subrecipient's preceding fiscal year, the subrecipient received--

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the recipient.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

- i. Subawards, and
- ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions

For purposes of this award term:

1. **Entity** means all of the following, as defined in 2 CFR part 25:

- i. A Governmental organization, which is a State, local government, or Indian tribe;
- ii. A foreign public entity;
- iii. A domestic or foreign nonprofit organization;
- iv. A domestic or foreign for-profit organization;
- v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. **Executive** means officers, managing partners, or any other employees in management positions.

3. **Subaward**:

- i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. ---- .210 of the attachment to OMB Circular A-133, “Audits of States, Local Governments, and Non-Profit Organizations”).
- iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. **Subrecipient** means an entity that:

- i. Receives a subaward from you (the recipient) under this award; and
- ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- i. Salary and bonus.
- ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- v. Above-market earnings on deferred compensation which is not tax-qualified.
- vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

CENTRAL CONTRACTOR REGISTRATION AND UNIVERSAL IDENTIFIER REQUIREMENTS

In accordance with the Office of Management and Budget guidance published in the Federal Register (FR), 75 FR 55671, on September 14, 2010, "Financial Assistance Use of Universal Identifier and Central Contractor Registration," awardees must comply with the requirements of this award term.

Requirement for Central Contractor Registration (CCR)

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

Requirement for Data Universal Numbering System (DUNS) Numbers

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.

2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

Definitions

For purposes of this award term:

1. *Central Contractor Registration (CCR)* means the Federal repository into which an entity must provide information required for the conduct of a business as a recipient. Additional information about registration procedures may be found at the CCR Internet site (currently at <http://www.ccr.gov>).
2. *Data Universal Numbering System (DUNS) number* means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
3. *Entity*, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - a. A Governmental organization, which is a State, local government, or Indian Tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization; and
 - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
4. *Subaward*:
 - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
 - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, *see* Sec .210 of the attachment to OMB Circular A-133, “Audits of States, Local Governments, and Non-Profit Organizations”).

C. Expected Program Outputs and Reporting Requirements

Institutions must submit a Form AD-416, Work Unit Description; Form AD-417, Project Classification; CSREES-2008, Assurance Form; and Project Listing through the Current Research Information System at the initiation of each RREA project and by October 31 of each year for that fiscal year. Each eligible institution shall submit a CRIS Form AD-421, Accomplishments Report, by November 1 of each year for the previous fiscal year.

Financial reporting via the SF 425, Federal Financial Report for FY 2012 is due to the Formula Grants Branch of the Office of Grants and Financial Management on April 1,

2013 for the period October 1, 2011, through September 30, 2012, and annually thereafter until the award is closed out. Funds are expected to be fully expended in the fiscal year of appropriation; however funds may be carried over for four years after the end of the year for which they were appropriated. Reports should be submitted to formulagrantsforms@nifa.usda.gov.

PART VII—AGENCY CONTACT

For programmatic questions regarding RREA projects and the RREA program, please contact: Dr. Eric Norland, National Program Leader, Forest Resource Management, Institute of Bioenergy, Climate and Environment, NIFA/USDA, Stop 2210, 1400 Independence Avenue, SW, Washington, DC 20250-2210; Telephone: (202) 401-5971; Fax: (202) 401-1706; E-mail: enorland@nifa.usda.gov.

Alternatively, you may contact Dr. James P. Dobrowolski, National Program Leader, Rangeland and Grassland Ecosystems, Institute of Bioenergy, Climate and Environment, NIFA/USDA, Stop 2210, 1400 Independence Avenue, SW, Washington, DC 20250-2210; Telephone: (202) 401-5016; Fax: (202) 401-1706; E-mail: jdobrowolski@nifa.usda.gov.

For questions relating to the completion of the grants.gov forms, please contact: Brenda Barnett, Formula Grants Branch, Office of Grants and Financial Management (OGFM), NIFA/USDA, Stop 2271, 1400 Independence Avenue, SW, Washington, DC 20250-2271; Telephone: (202) 401-6520; Fax: (202) 401-1804; E-mail: formulagrantsquestions@nifa.usda.gov

For questions relating to CRIS forms and submissions, please contact: Planning, Accountability, and Reporting Staff, NIFA/USDA, Stop 2213, 1400 Independence Avenue, SW, Washington, DC 20250-2213; Telephone: (202) 690-0009; Fax: (202) 720-7714; E-mail: cris@nifa.usda.gov.

If help is needed with the Grants.gov registration process for the applicant organization, downloading or navigating PDF forms, using Adobe Reader with a Macintosh computer or with the technical aspects of submitting to the Grants.gov system, check the resources available on the Grants.gov Web site first (<http://www.grants.gov>). Grants.gov assistance is also available as follows:

Grants.gov customer support
Toll Free: 1-800-518-4726
Business Hours: 24 hours a day, 7 days a week. Closed on [Federal Holidays](#)
Email: support@grants.gov

If the Authorized Representative (AR) has not received a confirmation message from Grants.gov within 48 hours of submission of an application, please contact Grants.gov customer support.

When Grants.gov is contacted, a ticket number is issued to track the response. The applicant should maintain the ticket number as documentation of electronic issues associated with the application.

Grants.gov Help Desk Operations Process is described below:

Tier 1: Grants.gov Contact Center Operator

- Handles the initial contact and attempts to resolve the call.
- If not, files a research request (escalation).

Tier 2: Research Analyst

- Escalations go to the research analyst who does further research on the issue.
- Unable to resolve, issue escalated to Grants.gov Program management Office.

Tier 3: Grants.gov PMO

- Research Analyst works with PMO to resolve the issue.
- Typical escalations: Policy questions/System bugs/Training or Meeting Requests.

**UNITED STATES DEPARTMENT OF AGRICULTURE
National Institute of Food and Agriculture**

**FY 2012 Distribution to Renewable Resources Extension Act (RREA)
(Award 2012-46000)**

Appendix A

State	Institutions	Grant Number	FY 2012 Allocation
AL	Auburn University	2012-46000-00100	\$88,069
AL	Alabama A & M University	2012-46000-08901	12,500
AL	Tuskegee University	2012-46000-08902	12,500
AK	University of Alaska - Fairbanks	2012-46000-00200	76,669
AZ	University of Arizona	2012-46000-00300	67,802
AR	University of Arkansas	2012-46000-00400	77,936
AR	University Of Arkansas - Pine Bluff	2012-46000-08903	12,500
CA	University of California	2012-46000-00500	90,603
CO	Colorado State University	2012-46000-00600	58,934
CT	University of Connecticut	2012-46000-00700	46,267
DE	University of Delaware	2012-46000-00800	46,267
DE	Delaware State University	2012-46000-08904	12,500
DC	University of the District of Columbia	2012-46000-05400	12,500
FL	University of Florida	2012-46000-00900	79,203
FL	Florida A & M University	2012-46000-08905	12,500
GA	University of Georgia	2012-46000-01000	89,336
GA	Fort Valley State University	2012-46000-08906	12,500
GU	University of Guam	2012-46000-05301	12,500
HI	University of Hawaii	2012-46000-01100	46,267
ID	University of Idaho	2012-46000-01200	52,601
IL	University of Illinois	2012-46000-01300	53,867
IN	Purdue University	2012-46000-01400	51,334
IA	Iowa State University	2012-46000-01500	46,267
KS	Kansas State University	2012-46000-01600	46,267
KY	University of Kentucky	2012-46000-01700	65,268
KY	Kentucky State University	2012-46000-08907	12,500
LA	Louisiana State University	2012-46000-01800	75,402
LA	Southern University	2012-46000-08908	12,500
ME	University of Maine	2012-46000-01900	62,735
MD	University of Maryland - College Park	2012-46000-02000	46,267

**UNITED STATES DEPARTMENT OF AGRICULTURE
National Institute of Food and Agriculture**

**FY 2012 Distribution to Renewable Resources Extension Act (RREA)
(Award 2012-46000)**

Appendix A (cont.)

State	Institutions	Grant Number	FY 2012 Allocation
MD	University of Maryland - Eastern Shore	2012-46000-08909	12,500
MA	University of Massachusetts	2012-46000-02100	46,267
MI	Michigan State University	2012-46000-02200	74,135
MN	University of Minnesota	2012-46000-02300	57,668
MS	Mississippi State University	2012-46000-02400	85,536
MS	Alcorn State University	2012-46000-08910	12,500
MO	University of Missouri	2012-46000-02500	66,535
MO	Lincoln University	2012-46000-08911	12,500
MT	Montana State University	2012-46000-02600	60,201
NE	University of Nebraska	2012-46000-02700	46,267
NV	University of Nevada	2012-46000-02800	47,534
NH	University of New Hampshire	2012-46000-02900	46,267
NJ	Rutgers University	2012-46000-03000	46,267
NM	New Mexico State University	2012-46000-03100	64,001
NY	Cornell University	2012-46000-03200	84,269
NC	North Carolina State University	2012-46000-03300	86,802
NC	North Carolina A & T State University	2012-46000-08912	12,500
ND	North Dakota State University	2012-46000-03400	46,267
OH	The Ohio State University	2012-46000-03500	61,468
OK	Oklahoma State University	2012-46000-03600	55,134
OK	Langston University	2012-46000-08913	12,500
OR	Oregon State University	2012-46000-03700	83,003
PA	Pennsylvania State University	2012-46000-03800	80,469
PR	University of Puerto Rico	2012-46000-03900	12,500
RI	University of Rhode Island	2012-46000-04000	46,267
SC	Clemson University	2012-46000-04100	69,068
SC	South Carolina State University	2012-46000-08914	12,500
SD	South Dakota State University	2012-46000-04200	46,267
TN	University of Tennessee	2012-46000-04300	70,335

**UNITED STATES DEPARTMENT OF AGRICULTURE
National Institute of Food and Agriculture**

**FY 2012 Distribution to Renewable Resources Extension Act (RREA)
(Award 2012-46000)**

Appendix A (cont.)

State	Institutions	Grant Number	FY 2012 Allocation
TN	Tennessee State University	2012-46000-08915	12,500
TX	Texas A & M University	2012-46000-04400	91,870
TX	Prairie View A & M University	2012-46000-08916	12,500
UT	Utah State University	2012-46000-04500	48,800
VT	University of Vermont	2012-46000-04600	46,267
VI	University of the Virgin Islands	2012-46000-05200	12,500
VA	Virginia Tech	2012-46000-04700	81,736
VA	Virginia State University	2012-46000-08917	12,500
WA	Washington State University	2012-46000-04800	72,869
WV	West Virginia University	2012-46000-04900	56,401
WV	West Virginia State University	2012-46000-08919	12,500
WI	University of Wisconsin	2012-46000-05000	71,602
WY	University of Wyoming	2012-46000-05100	50,067
Total Payments to States			\$3,432,000
Federal Administration			148,000
National Focus Projects			120,000
Grand Total			\$3,700,000