

**COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE;
U.S. DEPARTMENT OF AGRICULTURE**

SMITH-LEVER SPECIAL NEEDS FUNDING

INITIAL ANNOUNCEMENT

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

DATES: Applications must be received by close of business (COB) on **June 8, 2007** (5:00 p.m. Eastern Time).

PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

Section 3(b) & (c) of the Smith–Lever Act as amended through Public Law 107-293, authorizes the Secretary of Agriculture, acting through the Administrator of the Cooperative State Research, Education, and Extension Service (CSREES), to conduct competitive grant programs to State Extension Services at 1862 Land-Grant Institutions to support innovative, education-based approaches to addressing emergency preparedness and specific responses related to natural and man-made disasters.

B. Purpose and Priorities

The purpose of the Special Needs Program is to provide the Cooperative Extension System (CES) an opportunity to support innovative approaches to addressing risks, hazards and disasters. During disasters and emergency situations that potentially have a negative effect on CES functionality, the rapid recovery and reestablishment of local CES services such as educational activities, and outreach services are integral parts of CES disaster innovations. Key components are plans and procedures for the temporary procurement of critical items and the delivery of emergency education and service programs. Priority will be given to proposals that will bring timely CES engagement to bear on specific human needs related to emergency response, individual safety, and also personal/public health and well-being.

The Special Needs Program will also fund the development of educational programs and demonstration activities focusing on disaster mitigation, preparedness, response, and recovery. Projects should involve the timely distribution and use of emergency outreach material by trained staff or volunteers. Consideration will also be given to proposals that support education and service activities that will help provide and support local recovery efforts for impacted rural communities, schools, businesses and agricultural-based activities. The intent of the Special Needs Program is to fund projects that will result in the implementation of programs that serve public needs during emergency situations within impacted States and across impacted regions.

C. Program Area Description

For the purposes of this request for applications (RFA), the **PROGRAM NAME** is **ESNP SPECIAL NEEDS** and the **PROGRAM CODE** is **MB**.

In evaluating applications for Special Needs funds, CSREES will weigh the need for preparation, the risks involved, and potential losses; and support projects that demonstrate the potential for the greatest impacts and widest benefits in addressing existing and future emergency situations within states and across regions. Fundable projects could range from educational activities that enhance emergency preparedness to post-disaster programs and relief activities that specifically address crisis situations. Timely post-disaster engagement could involve the procurement of critical items and inventory needed for rapid recovery and reestablishment of essential local Extension engagement.

Special Needs encourages proposals that specifically address the following six key target areas:

1. **Technical assistance** through inter-disciplinary and multi-state programs for problem solving assistance through disaster mitigation, preparation, response and recovery;
2. **Education** through inter-disciplinary and multi-state training programs and demonstration projects addressing communications, mitigation, preparation, response and recovery as they relate to disasters;
3. **Collaboration** with Federal, state and local agencies and other disaster relief organizations;
4. **Long range planning** for future disaster education needs and actions;
5. **Communication delivery** of key information that meets end-users' needs in a timely fashion with consideration of potentially limited communication channels due to disaster situations; and
6. **Dissemination of credible, science-based information** that is easily accessible and reliable.

PART II—AWARD INFORMATION

A. Available Funding

There is no commitment by USDA to fund any particular grant application or to make a specific number of awards. CSREES anticipates approximately \$450,000 will be available to support Special Needs applications in fiscal year (FY) 2007.

B. Types of Applications

New or resubmitted applications may be submitted in response to this RFA.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may be submitted by Extension Directors of 1862 Land-grant Institutions in the 50 states, American Samoa, Guam, Micronesia, Northern Marianas, Puerto Rico, and the Virgin Islands. Award recipients may subcontract to other organizations provided such organizations are necessary for the conduct of the project.

An applicant's failure to meet an eligibility criterion by the time of an application deadline will result in CSREES returning the application without review or, even though an application may be reviewed, will preclude CSREES from making an award.

B. Cost Sharing or Matching

To comply with the matching requirements of the Special Needs Program, applicants are required to provide 100 percent matching funds from non-federal sources for all proposed federal funds sought in the application. In kind contributions are not allowed for this program. These matching funds may be used for either the proposed project or **any** extension activity approved in the 5 - year plan of work.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

Only electronic applications may be submitted to CSREES via Grants.gov in response to this RFA.

Prior to preparing an application, it is suggested that the Project Director/Principal Investigator (PD/PI) first contact an Authorized Organizational Representative (AOR) to determine if the organization is prepared to submit electronic applications through Grant.gov. If the organization is not prepared, the AOR should see http://www.grants.gov/applicants/get_registered.jsp for steps for preparing to submit applications through Grants.gov.

The steps to access application materials are as follows:

1. Download and install PureEdge Viewer, a small, free program that provides access to the grant application. See http://www.grants.gov/resources/download_software.jsp#pureedge.

2. The application package must be obtained via Grants.gov, go to <http://www.grants.gov>, click on “Apply for Grants” in the left-hand column, click on “**Step 1: Download a Grant Application Package and Instructions**,” enter the funding opportunity number USDA-CSREES-SLBCD-000589 in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

Contained within the application package is the “[CSREES Grants.gov Application Guide: A Guide for Preparation and Submission of CSREES Applications via Grants.gov](#).” This Guide contains an introduction and general Grants.gov instructions, information about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

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

Grants.gov customer support

Toll Free: 1-800-518-4726

Business Hours: M-F 7:00 am – 9 pm Eastern Standard Time

Email: support@grants.gov

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

B. Content and Form of Application Submission

Electronic applications should be prepared following Parts V and VI of the document entitled “**CSREES Grants.gov Application Guide: [A Guide for Preparation and Submission of CSREES Applications via Grants.gov](#)**.” This guide is part of the corresponding application package (see Section A. of this Part). The following is **additional information** needed in order to prepare an application in response to this RFA. If there is discrepancy between the two documents, the information contained in this RFA is overriding.

Note the portable document format requirements in Part III section 3 of the Guide.

1. R&R Other Project Information Form.

a. Project Summary/Abstract (Field 6. on the Form) – **PDF Attachment.**

The summary should also include the relevance of the project to the goal of the Special Needs Program.

b. Project Narrative (Field 7. on the Form) – **PDF Attachment.**

PLEASE NOTE: The Project Narrative shall not exceed 10 pages of written text and up to 5 additional pages for figures and tables. This maximum (15 pages) has been established to ensure fair and equitable competition. The Special Needs Program provides the CES an opportunity to support innovative approaches to addressing risks, hazards and disasters. Applicants should provide the following program-specific information in their applications:

(1) Introduction: Include information on the following in the order identified:

- (a) Describe the Special Need that this project is to address;
- (b) Concisely state the goal(s) of the proposed project;
- (c) Describe how this project will build upon or expand related work or programs;
- (d) Describe how the work on this project relates to the experience of key project personnel;
- (e) Describe stakeholders' role in problem identification, if any, and plans to involve stakeholders in implementing results;
- (f) Define the target audience and end users of this project; and
- (g) Relate project to other state, regional or national efforts.

(2) Objectives:

- (a) Provide a brief review of the goal(s) stated in the Introduction; and
- (b) Present a clear, concise set of project objectives.

(3) Methods: Describe the procedures by objective for the proposed effort, include:

- (a) Techniques and methods to be employed, including their feasibility and rationale for their use in this project;
- (b) Timeline for proposed research with milestones and verifiable indicators, which demonstrate progress;
- (c) Means by which extension and education activities will be evaluated and details of how the results will be communicated to end users; and
- (d) Contribution of this effort to other state, regional or national Extension educational activities such as the Extension Disaster Education Network (EDEN) or eXtension (see <http://about.extension.org/wiki/Planning> for more information).

2. R&R Senior/Key Person Profile Form

Senior/key persons will participate in this requested year of funding. The form will need to be completed with the additional senior/key persons' information. Note that in completing the form, the PD/PI information is automatically pre-populated in the form and all required information must be completed.

3. R&R Personal Data Form

Note that in completing the form, the PD/PI information is automatically pre-populated in the form.

4. R&R Budget Form

Budget Justification (Field K. of the R&R Fed & Non-Fed Budget) – **PDF Attachment**

The Special Needs Program requires matching funds as specified under Part III, B. The budget narrative should include written verification of commitments of matching support (including both cash and in-kind contributions) from third parties. Written verification means:

(a) For any third party cash contributions, a separate pledge agreement for each donation, signed by the authorized representatives of the donor organization and the applicant organization, which must include: (1) The name, address, and telephone number of the donor; (2) the name of the applicant organization; (3) the title of the project for which the donation is made; (4) the dollar amount of the cash donation; and (5) a statement that the donor will pay the cash contribution during the grant period; and (b) For any third party in-kind contributions, a separate pledge agreement for each contribution, signed by the authorized representatives of the donor organization and the applicant organization, which must include: (1) The name, address, and telephone number of the donor; (2) the name of the applicant organization; (3) the title of the project for which the donation is made; (4) a good faith estimate of the current fair market value of the third party in kind contribution; and (5) a statement that the donor will make the contribution during the grant period.

The sources and amount of all matching support from outside the applicant institution should be summarized on a separate page.

5. Supplemental Information Form.

a. Program Code (Field 2. on the Form). Enter the program code name **ESNP SPECIAL NEEDS** and the program code enter **MB**.

b. Conflict of Interest List (Field 4. on the Form). A conflict of interest list is not required under this RFA. Do not complete and submit a conflict of interest list.

C. Submission Date and Time

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

Applications must be received by Grants.gov by close of business on **June 8, 2007** (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding.

The receipt of all applications will be acknowledged by e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

If the AOR has not received a confirmation message from CSREES within 30 days of submission of the application, please contact the Program Contact identified at the end of the RFA and request the proposal number assigned to the application. **Failure to do so may result in a delay in the issuance of an award. Once the application has been assigned a proposal number, this number should be cited on all future correspondence.**

D. Funding Restrictions

Pursuant to Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended, 7 U.S.C. 3319, indirect costs are not allowable costs under section 3(b) and 3(c) 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 - AGENCY CONTACT

Applicants and other interested parties are encouraged to contact Dennis Kopp; Assistant Administrator for Program and Analysis; Cooperative State Research, Education, and Extension Service; telephone: 202-690-0745; fax: 202-720-8987; e-mail: dkopp@csrees.usda.gov.