

People's Garden Grant Program

FY2011 Request for Applications

APPLICATION DEADLINE: **August 26, 2011**

U.S. Department of Agriculture

National Institute of Food and Agriculture



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

People's Garden Grant Program

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 **August 26, 2011** (5:00 p.m. Eastern Time). Applications received after this deadline normally will not be considered for funding. Comments regarding this request for applications (RFA) are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

STAKEHOLDER INPUT: The National Institute of Food and Agriculture (NIFA) is requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program, if applicable, and will be used to 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)). This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFAs for competitive programs. Written stakeholder comments on this RFA should be submitted in accordance with the deadline set forth in the DATES portion of this Notice.

Written stakeholder comments should be submitted by mail to: Policy and Oversight Division; Office of Grants and Financial Management; National Institute of Food and Agriculture; USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: RFP-OEP@nifa.usda.gov. (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the People's Garden Grant Program RFA.

EXECUTIVE SUMMARY: NIFA announces the availability of grant funds and requests applications for the People's Garden Grant Program (PGGP) for fiscal year (FY) 2011 to facilitate the creation of produce, recreation, and/or wildlife gardens in urban and rural areas, which will provide opportunities for science-based informal education. This program is a joint initiative supported by USDA's Agricultural Marketing Service, Animal and Plant Health Inspection Service, Food and Nutritional Service, Forest Service, and Natural Resources Conservation Service, in addition to NIFA. Successful applicants will provide micro-subgrant support to smaller local projects. The total amount available for support of this program in FY 2011 is approximately \$725,000.

This notice identifies the objectives for PGGP projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a PGGP

grant. NIFA additionally requests stakeholder input from any interested party for use in the development of the next RFA for this program.

In addition, in order to answer questions that you may have concerning this RFA and the pending project, NIFA will host a teleconference on Thursday, August 4, 2011 at 1:00 p.m. (Eastern Time). For those unable to participate in the call, NIFA will post a summary of the questions and the information provided to our website, http://www.nifa.usda.gov/funding/peoples_garden/peoples_garden.html. To participate in the teleconference, please call toll-free (888) 858-2144; the access code is 1059897.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

NIFA will use the non-assistance authority provided in 7 U.S.C. 3318(b) to accept funds for the PGGP from USDA's Agricultural Marketing Service, Animal and Plant Health Inspection Service, Food and Nutrition Service, Forest Service, and Natural Resources Conservation Service. NIFA will use its authority under 7 U.S.C. 3318(c) to enter into mutual interest cooperative agreements with eligible applicants to implement the PGGP.

B. Purpose and Priorities

On February 12, 2009, the Secretary of the U.S. Department of Agriculture (USDA) declared the grounds surrounding USDA Headquarters to be the first People's Garden. The People's Garden Initiative was enacted to honor the 200th birthday of President Abraham Lincoln and to acknowledge his initial designation of USDA as the People's Department in 1862. Since Secretary Tom Vilsack spearheaded the People's Garden Initiative, over 1,300 communities have begun new gardens or expanded existing gardens to meet the criteria of a People's Garden. In order for a produce, recreation, or wildlife garden to receive the designation of a People's Garden, it must meet all three of the following criteria: 1) benefit the community, 2) incorporate sustainable practices, and 3) be collaborative. For additional information regarding the People's Garden Initiative, visit <http://www.usda.gov/peoplesgarden>.

While many communities and organizations have successfully designed, implemented, and continuously maintained a produce, recreation, and/or wildlife garden, there are many urban and rural areas that have expressed an interest but lack the financial and educational means to fulfill this goal. Therefore, the PGGP was designed to facilitate the initial human and financial resource investment necessary for urban and rural areas of need identified as food deserts and/or food insecure areas, particularly those in persistent poverty counties and low-income areas, to create such gardens in their communities including schools. In addition, this program seeks to address the associated health issues closely related to food insecurity and malnutrition. For example, childhood and adult obesity, childhood and adult diabetes, and childhood and adult heart disease in specific geographical areas and/or segments of the population that are higher than the national average and do not have access to affordable and fresh produce.

The primary goal of this grant program is to create locally sponsored, self-sufficient gardens nationwide that will improve food access and serve as science-based informal educational sites for the community. While the focus of the program is the establishment of new gardens, revitalization and repurposing of moribund local community gardening efforts may serve as a component of the proposal. The PGGP is designed to meet the initial program implementation needs and is not intended to provide ongoing long-term program support.

Successful proposals will:

- Provide evidence of a successful track record of community horticultural education that brings together stakeholders and local volunteers,

- Present a plan for collaborating with local groups (non-profit organizations, Master Gardeners, etc.) to support the establishment of community gardens through a micro-subgrant program,
- Establish a target number of “Peoples Gardens” to be established or revitalized as a result of the project,
- The United States Forest Service (USFS) contributed \$150,000 of the \$725,000 available for this program. To receive funds contributed by the USFS, applicants must propose educational activities related to planting, protecting, maintaining and utilizing wood from community trees and forests to maximize social, environmental, and economic benefits.
- The USDA’s Food and Nutritional Service (FNS) contributed \$250,000 of the \$725,000 available for this program. To receive funds contributed by FNS, applicants must contribute cost sharing/matching funds. Properly valued volunteer time administered by an organized program may be used to satisfy this requirement. A detailed line item breakdown of cost sharing contributions should be identified in the “Budget Justification.”
- Present a budget narrative that shows the majority of project funds devoted to the support of local projects via a micro-subgrant program.
- Present a plan to utilize the gardens as science-based educational sites for the community through outreach and education on topics related to the stated priority areas, such as: plant health and productivity, nutrition, natural resource conservation, sustainable agriculture or agricultural marketing.

PART II—AWARD INFORMATION

A. Available Funding

In FY 2011, approximately \$725,000 is available to support the PGGP. NIFA expects to competitively award several mutual interest cooperative agreements to eligible applicants, which include State agricultural experiment stations, State cooperative extension services, colleges and universities, other research or education institutions and organizations, Federal and private agencies and organizations, non-profit organizations, individuals, and any other contractor or recipient.

There is no commitment by USDA to fund any particular application or to make a specific number of awards. Proposed project budgets may not exceed \$150,000, including indirect costs. It is anticipated that a majority of these funds will be devoted to micro-subgrants supporting local community gardening efforts. Micro-subgrants should be in the range of \$1,000 to \$5,000.

Awards issued as a result of this RFA will have designated the Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury's Financial Management Service, as the payment system for funds. For more information see http://www.nifa.usda.gov/business/method_of_payment.html.

B. Types of Applications

This is a new program in FY 2011; therefore all applications must be submitted as “new.” All applications will be reviewed competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

C. Project Duration

The maximum project period should not extend 24 months from the time of award. Applicants should state in their proposal the amount of time anticipated to complete the project and justify the proposed project duration with a graphical or narrative timeline. **The statutory limit for use of these funds is 5 years.**

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Eligible applicants are State agricultural experiment stations, State cooperative extension services, all colleges and universities, other research or education institutions and organizations, Federal and private agencies and organizations, non-profit organizations, individuals, and any other contractor or recipient.

Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the implementation of the project. An applicant's failure to meet an eligibility criterion by the time of an application deadline may result in the application being excluded from consideration or, will preclude NIFA from making an award.

B. Cost Sharing or Matching

USDA's Food and Nutritional Service (FNS) contributed \$250,000 of the \$725,000 available for this program. To receive funds contributed by FNS, applicants must contribute cost sharing/matching funds. Properly valued volunteer time administered by an organized program may be used to satisfy this requirement. A detailed line item breakdown of cost sharing contributions should be identified in the "Budget Justification."

NIFA does not require matching support for the remaining funds to support this program and matching resources will not be factored into the review process as evaluation criteria.

Institutions are required to contribute resources to the accomplishment of project objectives and are encouraged to cost share in order to maximize programmatic impact by limiting indirect cost to ten percent (10%) of total federal funds awarded.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Electronic Application Package

Only electronic applications may be submitted via Grants.gov to NIFA in response to this RFA. Applicants are advised to submit early to the Grants.gov system.

New Users of Grants.gov

Prior to preparing an application, it is suggested that the Project Director/Principal Investigator first contact an Authorized Representative (AR)(also referred to as Authorized Organizational Representative or AOR) to determine if the organization is prepared to submit electronic applications through Grant.gov. If the organization is not prepared (e.g., the institution/organization is new to the electronic grant application process through Grants.gov), then the one-time registration process must be completed PRIOR to submitting an application. It can take as much as two weeks to complete the registration process so it is critical to begin as soon as possible. In such situations the AR should go to “**Get Registered**” on the Grants.gov left navigation bar (or go to http://www.grants.gov/applicants/get_registered.jsp) for information on registering the institution/organization with Grants.gov. A quick reference guide listing the steps is available as a 4-page PDF document at the following website: <http://www.grants.gov/section910/Grants.govRegistrationBrochure.pdf>.

Steps to Obtain Application Package Materials

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-003503** 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 “NIFA Grants.gov Application Guide: A Guide for Preparation and Submission of NIFA 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 Adobe forms), **or submitting the application** then refer to 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 Application Submission

Electronic applications should be prepared following Parts V and VI of the document entitled “A Guide for Preparation and Submission of NIFA 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 attachment requirements (e.g., portable document format) in Part III section 3. of the Guide. ANY PROPOSALS CONTAINING NON-PDF DOCUMENTS WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW. Partial applications will be excluded from NIFA review. With documented prior approval, resubmitted applications will be accepted until close of business on the closing date in the RFA.

If you do not own PDF-generating software, Grants.gov provides online tools to assist applicants. Users will find a link to “Convert Documents to PDF” on <http://grants.gov/assets/PDFConversion.pdf>.

For any questions related to the preparation of an application please review the NIFA Grants.gov Application Guide and the applicable request for applications. If assistance is still needed for preparing application forms content, contact:

- Email: electronic@nifa.usda.gov
- Phone: 202-401-5048
- Business hours: Monday through Friday, 7:00 am – 5:00 pm Eastern Time, excluding Federal holidays.

1. Standard Form (SF) 424 Research & Related Projects (R&R) Cover Sheet

Information related to the questions on this form is dealt with in detail in Part V, 2. of the NIFA Grants.gov Application Guide.

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

Information related to the questions on this form is dealt with in detail in Part V, 3. of the NIFA Grants.gov Application Guide.

3. R&R Other Project Information Form

Information related to the questions on this form is dealt with in detail in Part V, 4. of the NIFA Grants.gov Application Guide.

- a. Field 7. Project Summary/Abstract. The summary should also include the relevance of the project to the goals of the PGGP.
- b. Field 8. Project Narrative.

PLEASE NOTE: The Project Narrative shall not exceed 8 pages of written text regardless of whether it is single or double spaced and up to 2 additional pages for figures and tables. This maximum (10 pages) has been established to ensure fair and equitable competition. The Project Narrative must include all of the following:

Introduction: Include information on the following in the order identified:

- i. Summarize the work to be performed in non-technical terms;
- ii. Concisely state the goal(s) of the proposed project;
- iii. Describe how this project will build upon or expand related work or programs;
- iv. Describe how the work on this project relates to the experience of key project personnel;
- v. Describe the involvement of stakeholders in developing project objectives and implementing results; and
- vi. Define the target audience and end users of this project.

Objectives:

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

Methods: Describe the procedures by objective for the proposed effort, to include:

- i. Techniques and methods to be employed, including their feasibility and the rationale for their use in this project;
- ii. Experience with and plan for collaborating with local groups and administering a micro-subgrants program to support community gardening;
- iii. Timeline of activities with milestones and verifiable indicators, which demonstrate progress.
- iv. Other Attachments (Field 11. on the Form) – PDF Attachment

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

Information related to the questions on this form is dealt with in detail in Part V, 5. of the NIFA Grants.gov Application Guide.

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

6. R&R Budget

Information related to the questions on this form is dealt with in detail in Part V, 7. of the NIFA Grants.gov Application Guide.

7. Supplemental Information Form

Information related to the questions on this form is dealt with in detail in Part VI, 1. of the NIFA Grants.gov Application Guide.

a. Field 2. Program Code. Enter the program code name (i.e., enter “**People’s Garden Grant Program**”) and the program code (i.e., enter “**PGGP**”).

C. Submission Dates and Times

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

Applications must be received by Grants.gov by COB on **August 26, 2011** (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding.

Applicants who have problems with the submission of an application to Grants.gov are encouraged to FIRST contact the Grants.gov Help Desk to resolve any problems. Keep a record of any such correspondence. See Part IV. A. for Grants.gov contact information.

Correspondence regarding submitted applications will be sent using 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 AR has not received correspondence **from NIFA** regarding a submitted application within 5 days of the established deadline, please contact the Program Contact identified in Part VII of the applicable RFA (for the Small Business Innovation Research program (SBIR) the Program Contacts are specified under subsection 1.5 of the SBIR Program Solicitation) and request the proposal number assigned to the application. **Failure to do so may result in (for competitive programs) the application not being considered for funding by the peer review panel or (for non-competitive programs) 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

NIFA has determined that PGGP award funds may not be used for the renovation or refurbishment of research, education, or extension space; the purchase or installation of fixed equipment in such space; or the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities. PGGP award funds may not be used to support the salaries of U.S. government employees. The purchase of equipment is limited to that which is required for training, teaching, extension demonstration, and other relevant project activities.

Institutions are required to contribute resources to the accomplishment of project objectives and are encouraged to cost share in order to maximize programmatic impact by limiting indirect cost to ten percent (10%) of total federal funds awarded.

E. Other Submission Requirements

The applicant should follow the submission requirements noted in the document entitled “A Guide for Preparation and Submission of NIFA Applications via Grants.gov.”

Described below are the requirements for successful submission of an application. All of the following steps must be met for an application to be considered for peer review:

- 1) Meeting the deadline: To electronically send the application to Grants.gov, hit the submit button, which triggers a date and time stamp on the application. The date and time stamp is used to determine whether the application was received by Grants.gov before the deadline, which is prior to close of business (5:00 p.m. Eastern Time) on **August 26, 2011**. An application submitted or resubmitted after the deadline is late. Consideration of late applications is only given in extenuating circumstances (e.g., natural disasters, confirmed Grants.gov outage) with proper documentation and support of the Agency Contact (see Part VII). The occurrence of one of these situations does not automatically ensure that a late application will be accepted. If an applicant wants a late application considered under an extenuating circumstance, the applicant should contact the Agency Contact accordingly.
- 2) Successful Grants.gov validation: The Grants.gov system performs a limited check of the application, and applicants are notified by Grants.gov of the outcome of the initial review. Applications meeting Grants.gov requirements are made available to the funding agency for further processing. Applications that fail Grants.gov validation may be resubmitted to Grants.gov if the original agency deadline has not passed. (Note that the Grants.gov system may allow applications to be submitted after the deadline has passed, but the application is considered late by NIFA.)
- 3) Successful Agency validation: NIFA staff perform precursory review of the application. The agency validation process includes, for example, ensuring that the application meets eligibility requirements and follows agency application guidelines (e.g., formatting, page limitations, limits on budget requests). Applicants are notified by NIFA of the outcome of this review.

PART V—APPLICATION REVIEW REQUIREMENTS

A. General

Each application will be evaluated in a 2-part process. First, each application will be screened to ensure that it meets the administrative requirements as set forth in this RFA. Second, applications that meet these requirements will be technically evaluated by a review panel.

Reviewers will be selected based upon training and experience in relevant scientific, extension, or education fields, taking into account the following factors: (a) 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; (b) the need to include as reviewers experts from various areas of specialization within relevant scientific, education, or extension fields; (c) the need to include as reviewers 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; (d) the need to include as reviewers experts from a variety of organizational types (e.g., colleges, universities, industry, state and Federal agencies, private profit and non-profit organizations) and geographic locations; (e) the need to maintain a balanced composition of reviewers with regard to minority and female representation and an equitable age distribution; and (f) the need to include reviewers who can judge the effective usefulness to producers and the general public of each application.

B. Evaluation Criteria

The weights and evaluation criteria below will be used in reviewing applications submitted in response to this RFA:

- 1) Consistency with the PGGP's purpose and priorities presented herein (20%);
- 2) Potential for positive impact from local community gardening projects that receive micro-grant funding (20%);
- 3) Quality of the plan presented for collaborating with local groups (e.g. non-profits, Master Gardeners) and effectively administering a micro-grant program (20%); and
- 4) Internal and external organizational support for execution of the project, including experience of key personnel and cost-effectiveness of budget (20%).
- 5) Quality of the plan presented for utilizing the gardens as science-based educational sites (20%)

C. Conflicts of Interest and Confidentiality

During the peer evaluation process, extreme care will be taken to prevent any actual or perceived conflicts of interest that may impact review or evaluation. For the purpose of determining conflicts of interest, the academic and administrative autonomy of an institution shall be determined by reference to the current Higher Education Directory, published by Higher Education Publications, Inc., 6400 Arlington Boulevard, Suite 648, Falls Church, Virginia 22042. Phone: (703) 532-2300. Web site: <http://www.hepinc.com>.

Names of submitting institutions and individuals, as well as application content and peer evaluations, will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of peer reviewers will remain confidential throughout the entire review process. Therefore, the names of the reviewers will not be released to applicants.

D. Organizational Management Information

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

PART VI—AWARD ADMINISTRATION

A. General

Within the limit of funds available for such purpose, the awarding official of NIFA shall make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the awarding official of NIFA as the effective date of the grant shall 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. It should be noted that 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 shall be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles, and the Department's assistance regulations (parts 3015 and 3019 of 7 CFR).

B. Award Notice

The award document will provide pertinent instructions and information including, at a minimum, the following:

- (1) Legal name and address of performing organization or institution to whom the Director has issued an award under the terms of this request for applications;
- (2) Title of project;
- (3) Name(s) and institution(s)/organization(s) of PD's chosen to direct and control approved activities;
- (4) Identifying award number assigned by the Department;
- (5) Project period, specifying the amount of time the Department intends to support the project without requiring recompetition for funds;
- (6) Total amount of Departmental financial assistance approved by the Director during the project period;
- (7) Legal authority(ies) under which the award is issued;
- (8) Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
- (9) Applicable award terms and conditions (see <http://www.nifa.usda.gov/business/awards/awardterms.html> to view NIFA award terms and conditions);

(10) Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award; and

(11) Other information or provisions deemed necessary by NIFA to carry out its respective awarding activities or to accomplish the purpose of a particular award.

C. Administrative and National Policy Requirements

Several Federal statutes and regulations apply to grant applications considered for review and to project 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 management.

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 (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. Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans.

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

7 CFR Part 3021—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 Non-Profit Organizations.

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

7 CFR 3430—NIFA procedures to implement Competitive and Noncompetitive Nonformula Federal Assistance Programs--General Award Administrative Provisions.

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 supported research and development (implementing regulations are contained in 37 CFR Part 401).

D. Expected Program Outputs and Reporting Requirements

Grantees are to submit initial project information and annual and summary reports to NIFA's electronic, Web-based inventory system that facilitates both grantee submissions of project outcomes and public access to information on Federally-funded projects. The details of these reporting requirements are included in the award terms and conditions.

Grantees are to register all gardens funded through this grant award as a People's Garden in the USDA database located at <http://www.thepeoplesgarden.gov> and provide a updates at least quarterly.

Grantees will also be expected to provide a mid-term and final narrative report, complete with photographs, suitable for posting on the National Extension Master Gardener Weblog at <http://blogs.extension.org/mastergardener>.

PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact Tom Bewick; telephone: (202) 401 – 3356; fax: (202) 401 – 4888; e-mail: tbewick@nifa.usda.gov.

PART VIII—OTHER INFORMATION

A. Access to Review Information

Copies of reviews, not including the identity of reviewers, and a summary of the panel comments will be sent to the applicant PD after the review process has been completed.

B. Use of Funds; Changes

1. Delegation of Fiscal Responsibility

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

2. Changes in Project Plans

a. The permissible changes by the awardee, PD(s), or other key project personnel in the approved project shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the awardee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the Authorized Departmental Officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.

b. Changes in approved goals or objectives shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes. In no event shall requests for such changes be approved which are outside the scope of the original approved project.

c. Changes in approved project leadership or the replacement or reassignment of other key project personnel shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes.

d. Transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not Federal funds are involved, shall be requested by the awardee and approved in writing by the ADO prior to effecting such transfers, unless prescribed otherwise in the terms and conditions of the award.

e. The project period may be extended by NIFA without additional financial support, for such additional period(s) as the ADO determines may be necessary to complete or fulfill the purposes of an approved project, but in no case shall the total project period exceed any applicable statutory limit or expiring appropriation limitation. Any extension of time shall be conditioned upon prior request by the awardee and approval in writing by the ADO, unless prescribed otherwise in the terms and conditions of award.

f. Changes in Approved Budget: Unless stated otherwise in the terms and conditions of award, changes in an approved budget must be requested by the awardee and approved in writing by the

ADO prior to instituting such changes, if the revision will involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or award.

C. Confidential Aspects of Applications and Awards

When an application results in an award, it becomes a part of the record of NIFA transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. The original copy of an application that does not result in an award will be retained by the Agency for a period of three years. Other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

D. Regulatory Information

For the reasons set forth in the Final rule related notice to 7 CFR part 3015, subpart V (48 FR 29114, June 24, 1983), this program is excluded from the scope of the 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.

E. Definitions

Please refer to 7 CFR 3430, Competitive and Noncompetitive Non-formula Federal Assistance Programs--General Award Administrative Provisions, for the applicable definitions for this NIFA grant program.