FY 21
West Virginia
Farmers & Ranchers
Stress Assistance Network
(FRSAN)

Grant Application
Instruction Manual

West Virginia Department of Agriculture
Kent A. Leonhardt, Commissioner
Joseph L. Hatton, Deputy Commissioner

Table of Contents

Section I..... 3
Overview
Section II.....4
Available Funding
Section III.....4
Application Deadline
Contact Information

Section IV.....5
Eligible Applying Agencies
Section V..... 5
Definition of a Project & Project Types
Section VI..... 6
Duration
Section VII.....6
How to Apply
Section VIII.....6
Completing the Application
1. Project Purpose
2. Goals, Objectives, Activities & Outcomes
3. Budget
    - 2.a. Personnel
    - 2.b. Fringe Benefits
    - 2.c. Travel
    - 2.d. Equipment
    - 2.e. Supplies
    - 2.f. Contractual
    - 2.g. Other
    - 2.h. Program Income
4. Project Partners & Summary
5. Project Work Plan

DUNS Number
Section IX.....14
Ineligibility
Debarment & Suspension
Delinquency on Federal Debt
Past Performance
Section X.....15
Next Steps after Submission
Confidential Information
Definition of a Complete Application Packet
Screening
Evaluation
Conflict of Interest
Evaluation Criteria Chart
Selection
Commissioner's Recommendation
Grant Agreement
Requests for Reconsideration
Section XI.....21
Unallowable Costs
Attachment A- Contact Sheet
Attachment B- Application (to include budget)

WV FRSAN
Grant Application Instructions

Section I

Overview: Farmers & Ranchers Stress Assistance Network (FRSAN) Grant Program
The West Virginia Department of Agriculture (WVDA) is pleased to announce the 2021 competitive Request for Applications (RFA) for the West Virginia Farmers and Ranchers Stress Assistance Network (FRSAN) grant. The purpose of the Farm and Ranch Stress Assistance Network Program is to establish a network that connects individuals who are engaged in farming, ranching, and other agriculture-related occupations to stress assistance programs. The establishment of a network that assists farmers and ranchers in time of stress can offer a conduit to improving behavioral health awareness, literacy, and outcomes for agricultural producers, workers and their families.

The purpose of the FRSAN program is to establish a network that connects individuals who are engaged in farming, ranching, and other agriculture-related occupations to stress assistance programs. The term "farmer" is used in the broadest sense and may be interpreted to include agricultural farmers, ranchers, workers, business owners, and non-industrial private forest owners and managers.

Agricultural work is one of the most hazardous professions, with risk of injury, disability, and death higher than most other career paths. Daily decision-making in the context of long-term planning to ensure crop and livestock yields and profits can prove extremely difficult. Even the most proactive planning can be short circuited by factors beyond an individual's control, such as natural disasters or pest infestations. Operating costs are many, and prices have remained stubbornly flat for some commodities.

"Family farms as a group, across type, accounted for 98 percent of farms and 88 percent of production in 2018 (*America's Diverse Family Farms*, Economic Research Service, 2019)." The ERS further notes "Financial performance varies across farm size. Most small farms have an operating profit margin (OPM) in the red zone—indicating a higher risk of financial problems—while most midsize, large, and very large farms operate in a lower financial risk zone (*America's Diverse Family Farms*, Economic Research Service, 2019)." Correspondingly, some farmers and ranchers have reported increasing levels of stress associated with heightened risk of crop/livestock losses and loan defaults. Regardless of farm size, successfully operating a farm or ranch or associated business requires a wide range of skills, breadth of knowledge, and a resilient nature.

Financial stress is just one form of stress and, like other stressors, may be a short-term occurrence that abates when the condition is addressed and/or alleviates on its own. Long-term stress can be more threatening to an individual's physical and mental health. In worst case scenarios, unresolved stressors may contribute to a person threatening and/or harming themselves. In a Centers for Disease Control and Prevention study

comparing suicide rates for major occupational groups across 17 states, the rate of suicides by farmers was 32.2 per 100,000 in 2015. The 32.2 rate was more than twice the rate for the general population (13.3) in 2015.

Taking practical steps to manage stress can help lessen or prevent such ill effects. Knowing where to turn is also key. Programs that offer access to resources (e.g., information, skills) and people (e.g., Extension agents, health care providers) can also help identify underlying causes of farm/ranch risk factors and serve as an entry point to working with farmers and ranchers on recognizing their stress, understanding the importance of seeking assistance, and learning how to manage their stress. However, lack of access due to geography, distance, and availability of resources and providers, combined with any real or perceived stigma and privacy concerns, can influence an individual's decision to seek and receive help.

The FRSAN is aligned with the following USDA Strategic Goals:
1. Strategic Goal 2: Maximize the Ability of American Agricultural Producers To Prosper by Feeding and Clothing the World;
2. Strategic Goal 3: Promote American Agriculture Products and Exports
3. Strategic Goal 4: Facilitate Rural Prosperity and Economic Development;
4. Strategic Goal 5: Strengthen the Stewardship of Private Lands Through Technology and Research;
5. Strategic Goal 6: Ensure Productive and Sustainable Use of Our National Forest System Lands; and
6. Strategic Goal 7: Provide all Americans Access to a Safe, Nutritious, and Secure Food Supply.

Section II

Available Funding: The West Virginia Department of Agriculture (WVDA) anticipates receiving approximately $300,000 in FY 21 Farmers & Ranchers Stress Assistance Network (FRSAN) Grant Program funds. The WVDA expects to award multiple grants from this funding.

Section III

Application Deadline: Applications must be **received or postmarked** no later than ***4:00 PM*** on ***Thursday, March 31, 2022.*** **Late applications will NOT be accepted.**

Completed applications may be submitted to:

WV Department of Agriculture
Agriculture Business Development Division
ATTENTION: Leslie Boggess/Michelle Parsons FRSAN
217 Gus R. Douglass Lane

Building 2, Suite 204
Charleston, WV 25312

Or

E-mail: grants@wvda.us

If you have any questions or need assistance in the preparation of this grant application, please contact:

Telephone: (304) 558-2210
E-mail: grants@wvda.us

Section IV

Eligible Applying Agencies: Applicants for the FRSAN must meet all the requirements discussed in this RFA. Applications may only be submitted by a collaborative state; tribal; local or regionally-based network, or partnership of qualified public and/or private entities. For purposes of implementing FRSAN, a network is an organizational arrangement among three or more separately operated domestic public or private entities, including the applicant organization, with established working histories statewide. Applications submitted by individuals, or by organizations that do not involve other entities in a network or partnership, are not eligible for consideration and will be excluded from review.

Section V

Definition of a Project & Grant Types: Funding appropriated for the FRSAN-SDA program may be used to expand or sustain stress assistance programs for individuals who are engaged in farming, ranching, and other agriculture-related occupations, including:

Programs that use funds to initiate, expand, or sustain programs that provide professional agricultural behavioral health counseling and referral for other forms of assistance as necessary through any of the following:

(A) Farm telephone helplines and websites
(B) Training, including training programs and

i. Advocates for individuals who are engaged in farming, ranching, and other occupations relating to agriculture: and
ii. Other individuals and entities that may assist individuals who –
(I) are engaged in farming, ranching, and other occupations relating to agriculture and
(2) are in crisis.

(C) support groups; and
(D) outreach services and activities, including the dissemination of information and materials.

***Initiating and planning may be a part of the grant application, however the majority of the application should address implementation.

Section VI

Duration: Proposed projects should start no earlier than **May 1, 2022** and end no later than **April 30, 2023**.

Section VII

How to Apply: Applications for this grant should be completed on the fillable word document forms posted on the Ag Business: West Virginia Department of Agriculture (wv.gov). Proposals and required attachments should be completed using 12-point Cambria font and submitted electronically to grants@wvda.us or via mail.

Applications must be submitted as a word document and PDF.

Section VIII

Completing the Application: The following are components of a completed application:

1. **Project Purpose:**

Provide the specific issue, problem or need the project will address.

2. **Goals, Objectives, Activities & Outcomes:**

- Goals are broad-based statements. Utilize SMART goals. SMART is an acronym used to describe the process of setting goals. The acronym stands for the words "specific," "measurable," "achievable," "relevant" and "time-bound," which are essential traits of setting objectives. The SMART method provides a way to measure your progress and be accountable for your success. Setting SMART goals allow you to realistically evaluate what you are trying to achieve by assessing what actions to take to reach your goal.

- Objectives are statements of how you intend to accomplish each goal. Objectives are concerned with both short and long-term achievements.

- Activities are the specific tasks that must be completed to accomplish each

objective.

- Outcome measures are concerned with whether implementing an objective achieved the intended results.

Projects must have a minimum of one (1) goal, objective, activity and outcome to be considered.

3. Budget:

A thorough and detailed budget must be submitted with the grant application packet. The budget must be completed on the provided form at:

Ag Business: West Virginia Department of Agriculture (wv.gov).

WVDA reserves the right to reject applications if budget calculations or figures cannot easily be discerned. All totals must be rounded to the next whole dollar.

3.a. **Personnel**

Persons employed by the grantee organization with FRSAN funds should be listed. Those employed elsewhere are listed as subcontractors or consultants in the "Contractual" category. The duties must be directly related to the project. If utilizing an Indirect Cost Rate, please attach an Agreement.

If the employee has not yet been named, please list the title and note in the narrative section that the organizational hiring procedures will either be followed or default to the State of West Virginia personnel guidelines. Level of effort and funds requested must be included. For each employee who will be working on the FRSAN project, please complete the following:

- **Name and Title**: Provide the name and title of employee who will charge time to the award.
- **Level of Effort**: Provide the amount of FTE or percent of time the employee will dedicate to this project.
- **Funds Requested**: Provide the amount of federal funds being requested to support this budget item.

Personnel Justification

For each individual listed in the application, describe the activities to be completed by name and title, and how they will achieve objectives and outcomes of project.

3.b. **Fringe Benefits**

Fringe benefits are compensation in addition to direct wages or salaries, such medical insurance. Fringe benefits are allowable provided they are for

personnel listed in the personnel section. Fringe benefit expenses are not required even if personnel expenses will be charged to the grant. Please complete the following:

- **Name/ Title**: Provide the name and title of employee who will charge time to the award.
- **Fringe Benefit Calculation**: Show how the funds requested are calculated based on the fringe benefit rate.
- **Funds Requested**: Provide the amount of federal funds being requested to support this budget item.

3.c. **Travel**

Travel expenses charged to the grant must be directly related to the project. Please complete the following:

- **Trip Destination**
- **Type of Expense:** airfare, car rental, hotel, meals, mileage, etc.
- **Number of Units:** e.g. 3 days, 700 miles, 2 nights.
- **Cost per Unit** (e.g. $0.56/mile)
- **Number of Travelers Claiming Expense**
- **Funds Requested**: Provide the amount of federal funds being requested to support this budget item.

Travel Guidance

Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip.

Costs incurred for travel, lodging and other subsistence, or incidental expenses must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the applicant's written travel policy. The applicant must justify that participation of the individual is necessary to the federal award and the costs are reasonable and consistent with established travel policy.

In the absence of an acceptable, written policy regarding travel costs, the rates and amounts established under 5 U.S.C. 5701-11 ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or his or her designee) pursuant to any provisions of such subchapter must apply to travel under federal awards (48 CFR 31.205- 46(a)).

Commercial air travel. Airfare costs in excess of the basic, least expensive unrestricted accommodations class offered by commercial airlines are

unallowable except when such accommodations would:

(1) Require circuitous routing;
(2) Require travel during unreasonable hours;
(3) Excessively prolong travel;
(4) Result in additional costs that would offset the transportation savings; or
(5) Offer accommodations not reasonably adequate for the traveler's medical needs.

The non-federal entity must justify and document these conditions on a case-by-case basis for the use of first-class or business-class airfare to be allowable.

Alternative air travel. Costs of travel by non-federal entity-owned, -leased, or -chartered aircraft include the cost of lease, charter, operation (including personnel costs), maintenance, depreciation, insurance, and other related costs. The portion of such costs that exceeds the cost of airfare (as provided for in paragraph (d) of this section), is unallowable.

Travel Justification
For each trip listed in the application, describe the purpose of this trip and how it will achieve the objectives and outcomes of the project. Be sure to include the approximate time of the trip.

3.d. **Equipment**
This category includes tangible, nonexpendable property having a useful life of more than one year, and an acquisition cost that equals or exceeds $5,000 per unit. All tangible property that does not qualify as “Equipment” must be included under Supplies. Please complete the following:

- **Item Description:** Describe item to be purchased.
- **Is it a purchase or rental?**
- **When will the acquisition take place?**
- **Funds Requested**: Provide the amount of federal funds being requested to support this budget item.
- **Inventory Retention**: Describe how the organization maintains inventory and disposition reports. Acknowledge that the organization is willing to report on the equipment purchased during and after the grant cycle.

Equipment Justification
For each equipment item listed in the application, describe how it will be used to achieve the objectives and outcomes of the project.

NOTE: No funds awarded under the authorities of Sec. 2(b), 2(c)(1)(A), and 2(c)(1)(B) of Pub. L. No. 89-106, as amended, may be used for the renovation or refurbishment of research spaces; the purchase or installation of fixed equipment in such spaces; or for the planning, repair, rehabilitation, acquisition, or construction of a building or facility.

3.e. **Supplies**

This category should include all tangible property that does not qualify as equipment. This may include office supplies, educational materials, or lab supplies. Items such as long-distance charges, postage, fax, and express mail should be listed under the Other category. Please complete the following:

- **Item Description**: Describe what will be purchased.
- **Per Unit Cost**
- **Number of Units/Pieces Purchased**
- **When will the acquisition take place?**
- **Funds Requested**: Provide the amount of federal funds being requested to support this budget item.

Supplies Justification

For each supply listed in the application, describe the purpose of each item and how it is necessary to achieve the objectives and outcomes of the project.

3.f. **Contractual**

Contractual or consultant costs are the expenses associated with purchasing goods or procuring services in the form of a procurement relationship. If there is more than one contractor or consultant, each must be listed separately.

If the contractor's hourly rates of pay exceed the salary of a GS-15 step 10 federal employee in your area, a justification for the expenses must be provided. This limit does not include fringe benefits, travel, or other expenses. The federal employee wage table can be viewed at http://www.opm.gov/policy-data- oversight/pay- leave/salaries-wages/.
Please complete the following:

- **Contractor Name:** Indicate the name of the selected contractor, or if the contractor is not selected yet, indicate "not yet selected."
- **Hourly Rate/Flat Rate**
- **Funds Requested**: Provide the amount of federal funds you are requesting to support this budget line.

Contractual Justification

For each contractual expense listed in the application, describe the project activities that each contractor or consultant will accomplish and how it is necessary to achieve the objectives and outcomes of the project. Include timelines for each activity. If contractor employee and consultant hourly rates of pay exceed the salary of a GS-15 step 10 federal employee in your area (for more information please go to http://www.opm.gov/policy-data-oversight/pay-leave/salaries- wages/2016/general-schedule), provide a justification for the expenses. This limit does not include fringe benefits, travel, indirect costs, or other expenses.

3.g. **Other**

List all other direct costs not covered in any of the previous budget categories. Examples include, but are not limited to the following:

- **Conference/Meeting** – Conference or meeting costs are included in this category. Details of costs for each conference or meeting should be broken out and provided in the budget.
- **Communications** – Mailings, postage, express mail, faxes, and telephone long distance charges. Provide the estimated cost for this category.
- **Speaker/Trainer Fees** – List the amount of speakers' fees and a description of the services being provided.
- **Publication Costs** – Provide the estimated cost of printing the brochures and other program materials for scientific or technical journals as well as an estimate of the number of pieces to be printed or published.
- **Data Collection** – Provide the estimated cost of collecting performance data to measure the project outcome measures.
- Costs associated with employing student workers in a university setting.

Complete the following:

- **Item Description:** Describe what will be purchased
- **Per Unit Cost**
- **Number of Units Provided**
- **Time if Acquisition**
- **Funds Requested**: Provide the amount of federal funds being requested to support this budget item.

Other Justification

For each item listed in the application, describe the purpose of each item and how it is necessary to achieve the objectives and outcomes of the project.

3.h. **Program Income**

Program income is gross income, earned by a recipient under a grant, directly generated by the grant-supported activity, or earned only due to the grant agreement, during the grant period of performance. Program income includes, but is not limited to, income from fees for services performed; the sale of commodities or items fabricated under an award; and registration fees for conferences. Please complete the following:

- **Source of Income:** Describe how program income will be generated by this project.
- **Estimated Income:** Estimate how much income is anticipated to be earned from the revenue source?

Program income may only be expended on allowable costs that further the Farmers and Ranchers Stress Assistance Network. Please note that the income must be reinvested back into the grant project and as allowable expenditures of the grant.

4. Project Partner & Narrative

Include a project summary of 250 words or less suitable for dissemination to the public. A Project Summary provides a very brief (one sentence, if possible) description of your project and includes—

- The name of the applicant organization that if awarded a grant will establish an agreement with the West Virginia Department of Agriculture to lead and execute the project.
- A concise outline the project's outcome(s).
- A description of the general activities to be completed during the project period to fulfill this goal.

The Project Summary is a summation of intended project activities and outcomes, like an abstract. If funded, this statement will be used to promote the project. When requests are made of the program for particular projects, this is what WVDA/USDA will release to the public. The Project Purpose provides more detail about the project's background, the reason it's being proposed, and the project's beneficiaries. The Project Purpose is essentially the "nuts and bolts" of the proposal, while the Project Summary is a condensed statement of the project's activities and outcomes.

5. Project Work Plan

List the significant planning and implementation elements of the grant application.

- When and who will meet to plan training and other project activities?
- When will expenditures take place?
- Who is responsible for each of these components?

This section should be treated like a scope of work. What are the major points that

indicate that the project is moving toward completing the work, when will evaluation occur and how will it be shared. **At a minimum**, one entry per quarter of the grant period (May 1, 2022 to April 30, 2023) must be listed and include submission of a Program Income Report. Grantees will be required to complete the Work Plan form provided as Attachment C or at the link below:

The application must contain the following:

- Organizational information including the DUNS number
- The following documents in one email or paper application on the templates provided:
  - ✓ Grantee Self-Assessment (Attachment A)
  - ✓ FRSAN application including budget (Attachment B)
  - ✓ Up to 2 pages of additional project information detailing outcomes, impact and beneficiaries
  - ✓ Application Cover Sheet (Attachment D)

DUNS Number

In order to receive an award and enter into a Grant Award Agreement with the WVDA, all applicants that are entities (as defined in 2 CFR Part 25, subpart C) must provide a Data Universal Numbering System (DUNS) number to the WVDA. A DUNS number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

Entity, as it is used in this section, means all of the following, as defined at 2 CFR Part 25, subpart C:

- A governmental organization, which is a state or local government, or an Indian tribe;
- A foreign public entity;
- A domestic or foreign nonprofit organization;
- A domestic or foreign for-profit organization; or
- A federal agency receiving an award under WVDA.

To obtain a DUNS number:

- call 866-705-5711; or
- via the web, http://fedgov.dnb.com/webform

Section IX

Ineligibility

Debarment & Suspension

Organizations or individuals that are suspended, debarred, declared ineligible, or voluntarily excluded from eligibility for covered transactions by any federal department or agency cannot, during the period of suspension, debarment, or exclusion, receive WVDA and/or USDA grants or be paid from WVDA and/or USDA grant funds, whether under an award, sub-award, or contract. Charges made to the SCBGP for such Individuals (e.g., salary) are unallowable. Regulations published in 2 CFR part 180, as adopted and supplemented by USDA at 2 CFR part 417; describe the government-wide debarment and suspension requirements.

You are required to disclose any of the following conditions that apply to subrecipient or principals, including all key grant management personnel:

- Within the 3-year period preceding the application, whether the applicant or its principals have been convicted of, or had a civil judgment rendered against them, for:
  - fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
  - violation of a federal or state antitrust statute;
  - embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
  - false statements or receipt of stolen property.
- The applicant or its principals are presently indicted or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated above.
- Within a 3-year period preceding the application, whether the applicant or its principals had any public transaction (federal, state, or local) terminated for cause or default.

A variety of “lower-tier” covered transactions are also subject to these requirements. Contracts (including individual consultants) under grants (wherein the contract requires the provision of goods or services that will equal or exceed $25,000), and all sub-awards are subject to these suspension and debarment rules. The Subrecipient is required to comply with the requirements of Subpart C of 2 CFR part 180 that provides the Subrecipient’s responsibilities when entering into a lower-tier transaction as described above.

Delinquency on Federal Debt

Any organization or individual that is indebted to the United States and has a judgement lien filed against it for a debt to the United States, is ineligible to receive a federal grant. Applicants are required to inform the WVDA if they are delinquent on any federal debt. If applicant discloses a delinquency, the WVDA may not award the grant until the debt is satisfied or satisfactory arrangements are made with the agency to which the debt is owed.

Anyone who has been judged to be in default on a federal debt and who has had a judgment lien filed against him or her should not be listed as a participant in an application for a SCBGP grant until the judgement is paid in full or is otherwise satisfied. No funds may be re-budgeted following an award to pay such an individual.
WVDA will disallow costs charged to awards that provide funds to individuals in violation of this requirement.

Past Performance
An applicant may be removed from competition in the screening stage if they previously received funding from WVDA and, in the judgement of WVDA staff, failed to adequately deliver on the conditions of that funding. Failure to perform may include, but is not limited to:

- Demonstrated inability to responsibly manage funds
- Demonstrated inability to adhere to reporting requirements
- Failure to provide agreed upon deliverables.

Section X.

Next Steps after Submission: After the grant proposal packet is submitted, the WVDA will provide a notification of receipt. WVDA encourages all applicants to officially submit proposals at least one week prior to the **due date of March 31, 2022** in order to ensure on-time receipt. If you do not receive a notification of receipt within 24 hours of intended delivery, contact the FRSAN at grants@wvda.us. After the submission deadline, WVDA and/or USDA may ask an applicant for more information on any of the grant proposal packet requirements throughout the review process. Information requests do not imply status on the acceptance or approval of your application.

Confidential Information
After grants have been awarded, evaluations and reviewer comments will be made available to the public. Prior to submitting to the Department any confidential information (including trade secrets per Chapter 47. Regulation of Trade. Article 22. Uniform Trade Secrets Act of the WV Code), you must send a written description of the information you believe is subject to confidentiality. Department legal staff will review the description to determine whether there is an individual privacy interest worthy of constitutional protection. If the privacy interest clearly exceeds the merits of public disclosure, the department will furnish the applicant with a confidentially agreement to be signed and submitted with the constitutionally protected information. Information received pursuant to an approved confidentiality agreement will be available for review only by the SCGBP contacts, the selection committee members, and department legal counsel. Applicants shall pay all legal costs associated with defending a claim for confidentiality, should another person or entity submit a “right to know” (open records) request.

Screening

The first step in the funding process is screening. WVDA's internal screening team reviews proposals according to the items in the **Screening Criteria** section below.

- Are all required materials included in the application?
- Are all sections of the proposal complete?
- Is the applicant's organization eligible to apply?
- Is the applicant suspended or debarred from receiving funds?
- Is the application in compliance with applicable federal and state regulations and in alignment with this notice?
- If a previous grantee, has the organization successfully completed past projects?
- Does the proposed project meet the criteria?
- Does the applicant have the background and ability to successfully manage and complete the proposed project?

If the screening team answers no to any of the above questions, the application will be removed from competition.

Grant proposals that do not pass the screening process will **not** receive further consideration for an award. Neither the screening team, nor WVDA is required to recommend funding a project that does not sufficiently satisfy the above criteria, even if there are enough remaining grant funds to do so.

Applicants who do not pass the screening phase will be contacted by the WVDA within 30 days of the due date. Applicants may protest the screening decision of a rejected proposal.

Evaluation

WVDA will send applications that pass screening to the Selection Committee. WVDA selects this committee based on geographic area, project emphasis, and reviewer qualifications to ensure high quality and fair reviews. If you are interested in serving on the FY 2021 Evaluation Committee, please email a cover letter and resume to grants@wvda.us. Evaluators are expected to sign a letter of confidentiality and non-conflict of interest, read 5-8 grant applications, score the applications, and provide written feedback on proposal strengths and weaknesses. The Selection Committee provides a compiled summary of each project prepared by the WVDA FRSAN Program staff.

Conflict of Interest

Individuals selected for the Selection Committee are responsible for notifying WVDA staff of any potential conflict of interest, real or apparent, with any applicant for funding. WVDA

legal and executive staff will review all disclosed conflicts of interest to determine whether a conflict of interest exists under state law. If a conflict exists, the committee member will be recused from participating in the decision process on the conflicting application. All committee members will certify that they are free from any conflict of interest on the applications they are assigned to consider.

Evaluation Criteria

The Evaluation Committee will use the evaluation criteria below to rate the grant proposal packets and make recommendations for funding to WVDA's Selection Committee. An additional point allocation for projects that show a strong relationship with a minimum of one (1) to three (3) producers may be assessed. The relationship should be outlined in the narrative.

Category	Points Possible	Assessment Areas
Partnerships & Collaboration	15	To what extent does the application represent a substantial and effective collaborative regional network or partnership of public and/or private entities? Does the proposal include the necessary partners to meet the needs of the audience, and does it make appropriate use of the expertise and other strengths of each of the partners?
Relevancy	15	To what extent do the explanation and documentation convey that the project is directed toward specific topic areas identified in this RFA? These topics are designed to support and strengthen farmers and ranchers as defined in 7 U.S.C. 5936. In addition, the relevancy will be evaluated by the description of the necessity of the project based on the needs identified for the target audience, the development of project activities, and the degree to which the project addresses audience(s), needs, and the geographic area(s) served.
Technical Merit	10	a. Clarity and delineation of objectives, activities and outcomes; b. Conceptual adequacy of the proposed activities to meet the needs of the targeted region and audiences including suitability and feasibility of the approach (e.g., social, economic and cultural relevance); c. Innovation and originality of objectives and activities; d. Performance targets and outcomes; e. Sustainability of the project partnerships and collaborations beyond the life of the grant, or a compelling explanation of how the project outcomes will be lasting if the collaboration itself is not sustained; and f. Reasonableness of the budget for planned activities. (While the size of the budget is not an evaluation criterion, the reviewers will be asked to comment whether it matches logically with the program

		described in the narrative.)
Achievability	10	Probability of success of the project is appropriate given the level of originality, target audience and budget for each activity. The extent to which the applicant identifies potential pitfalls and how they will be addressed. Sufficient time commitment of project directors and co-directors for project activities including management. The plans for management and collaborative arrangements of the proposed project should be adequate, e.g., sufficient time allocated for systematic attainment of objectives; clearly defined project roles and relationships among the key participants and collaborators; plan for decision-making; and plan for administration of the proposed project and its maintenance, partnerships, and collaborative efforts.
Expertise & Track Record of Applicants	10	To what extent does the application demonstrate expertise through successful prior experience in education, outreach, training and/or technical assistance for farmers and ranchers experiencing stress? The successful prior experience can be demonstrated by the operation of a helpline; number of training, assistance, or education activities previously carried out; number of participants of the program and/or referrals made; the number of years a program or activity has been offered; engagement with other USDA, HHS, and Veterans Affairs programs and resources that can assist; and/or other evaluation metrics. The extent to which the qualifications of the applicant (individual and team) to conduct the proposed project activities are detailed. The applicant's ability to evaluate project outcomes. The applicant's demonstration of experience and competence in serving the needs of the identified target audience.
Adequacy of Available/Obtainable Support Pers., Facilities, & Instrumentation	15	Includes the expertise of consultants and collaborators, sufficiency of the network members and their facilities and equipment for the proposed project activities. If the application proposes to develop and/or utilize tele-delivery of services, adequacy of details provided on e-connectivity and technological requirements that are available for the project and what is required (hardware/software) by those accessing such services.
Adequacy of Plans for Outcome Based Reporting	10	Includes the expertise of evaluation team members who have agreed to serve or who have been identified**.**
Budget	15	Is the amount requested reasonable? Are line items reasonable and appropriate? Does the budget narrative adequately explain the line items? Are all expenditures requested eligible? Does the application justify personnel expenditures in the budget or project narrative section as a percentage of the overall funding and how these expenses are necessary to

		the success of the project?
Total Possible Points	**100**	

Scoring Matrix

Members of the grant Selection Committee will be given the table below as guidance for scoring applications.

Points Possible	Unacceptable	Acceptable	Good	Excellent
15	<5	5-7	8-10	11-15
10	<6	6-7	8-9	10

The consensus scores of the Selection Committee will be used to rank applications. Rankings will be presented to the Commissioner of WVDA, who will make the final determination regarding which applications.

Selection

After reviewing each project review summary, in rank order, the Selection Committee provides funding recommendations to the Commissioner. All applicants that are to be reviewed by the Selection Committee will be required to be available via phone on the day of the review. Appropriate notice of date and time will be provided.

Commissioner's Recommendation

The Commissioner of WVDA will use the Selection Committee's rankings of applications, in addition to the priorities identified in this packet to determine which projects recommended for funding. All projects in the state recommendation must comply with eligibility requirements and, in total, not exceed West Virginia's FRSAN allocation. WVDA reserves the right to fund projects in part, add and delete tasks, and ask for clarification on the timeline, and budget. No agreement will be entered until WVDA is satisfied with all the specifications of the project.

After the Commissioner's decision, WVDA will notify all applicants of the results of the selection process on or before April 30, 2022.

Grant Agreement

The subrecipient must decide whether to accept the award, including modifications to the application's activities, outcomes, and budget:

(1) **If subrecipient cannot accept the award**, including the legal obligation to perform in accordance with award terms and conditions, the recipient should notify a FRSAN contact immediately upon receipt of the grant agreement.

(2) **If subrecipient chooses to accept the award**, signing the grant agreement constitutes acceptance of an award, including any modifications to the proposal's activities, outcomes, budget, etc., and the agreement's associated terms and conditions, as listed in the grant agreement and grant management manual.

Requests for Reconsideration

If a grant application is denied, the applicant may request reconsideration based on substantive issues of fact concerning bias, discrimination, conflicts of interest, or non-compliance with procedures described in the funding notice document.

The applicant must request reconsideration in writing to the Department of Agriculture, FRSAN, within 14 days of notification of the denial.

The request must:

(1) Describe the substantive facts concerning bias, discrimination, conflict of interest, or noncompliance that caused the applicant to conclude the proposal should have been approved.
(2) Outline the specific areas in the proposal the applicant believes significantly addresses the notice requirements.
(3) Identify specific information in the proposal the applicant believes were misinterpreted by the WVDA.

WVDA legal counsel or other designated staff will review the request for reconsideration within seven (7) days of its receipt to ensure it is in compliance with this policy and merits further review by WVDA.

If WVDA legal counsel or other designee determines that the request for reconsideration substantiates material issues concerning bias, discrimination, conflict of interest, or non-compliance with procedures set forth in the notice, the Agriculture Business Development Director will review the proposal to determine if the claims outlined in the appeal letter are of substantial consequence to warrant reconsideration of funding decisions.

The department will notify the applicant of the result of the reconsideration within 14 days of its receipt of the request for reconsideration.

Section XI.

NATIONAL INSTITUTE OF FOOD AND AGRICULTURE
U.S. DEPARTMENT OF AGRICULTURE
RESEARCH TERMS AND CONDITIONS
AGENCY-SPECIFIC TERMS AND CONDITIONS
EFFECTIVE November 12, 2020

Unallowable Costs:

ARTICLE 3. UNALLOWABLE DIRECT CHARGES ASIDE FROM THOSE IN PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

Fixed Equipment and Real Property
No funds awarded under the authorities of Sec. 2(b), 2(c)(1)(A), and 2(c)(1)(B) of Pub. L. No. 89-106, as amended, may be used for the renovation or refurbishment of research spaces; the purchase or installation of fixed equipment in such spaces; or for the planning, repair, rehabilitation, acquisition, or construction of a building or facility.

Indirect Costs and Tuition Remission
Statutory language may limit or prohibit the amount of allowable indirect costs. If such language applies to this award, the limit is identified on the budget as appropriate. When indirect costs are limited, the indirect costs allowable will be the lesser of the following amounts: (1) the Federally approved negotiated indirect cost rate and base, or (2) the limit identified in the statutory language. **Note: Any limitation or prohibition of indirect costs on the awardee also applies to subcontracts under the funded awards.**

Section 1462(a) and (c) of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA) limits indirect costs for the overall award to 30 percent of Total Federal Funds Awarded (TFFA) under a research, education, or extension grant. This restriction will be included in applicable Requests for Applications and Notices of Award.

As noted in Appendix A Prior Approval Matrix, the use of unrecovered indirect costs for cost sharing or matching purposes is subject to any applicable statutory language limiting or prohibiting indirect costs as well as 7 CFR 3430.

> Indirect costs and tuition remission costs are unallowable if this award is issued under the authority of Sec. 2(c)(1)(B) of the Act of August 4, 1965, Pub. L. No. 89-106; Sec. 1472, Sec. 1473, Sec. 1475(d), and Sec. 1480 of the National Agricultural Research, Extension and Teaching Policy Act of 1977 (NARETPA), as amended, Pub. L. No. 95-113); and the Smith-Lever Act of May 8, 1914, as

amended. This limitation also applies to subcontracts made under awards subject to any of these authorities.

Meals
Business meals may not be charged as project costs when individuals decide to go to breakfast, lunch, or dinner together when no need exists for continuity of a meeting. Such activity is considered to be an entertainment cost. On the other hand, meals that are part of the costs of meetings and conferences, the primary purpose of which is the dissemination of technical information, are allowable as are costs of transportation, rental of facilities, speakers' fees, and other items incidental to such meetings or conferences. Note: Meals consumed while in official travel status do not fall in this category. They are considered to be per diem expenses and should be reimbursed in accordance with the organization's established travel policies subject to statutory limitations.

Equipment
Expenditures for the acquisition or improvement of general and special purpose equipment is allowable, without prior agency approval, if the cost of the equipment is appropriately prorated among the activities to be benefitted.

Personal Injuries
Grant funds cannot be used for compensation for injuries to persons or loss, theft, or damage to property during project activities.