

**The Department of Agriculture (USDA) – Foreign Agricultural Service (FAS)
Office of Capacity Building and Development**

**Notice of Funding Opportunity (NOFO)
Cochran Fellowship Program – U.S. Food Safety and Regulatory Systems**

A. Program Description

Program Overview, Objectives, and Priorities

The Cochran Fellowship Program is requesting the design and delivery of training activities for U.S. Food Safety and Regulatory Systems for Fiscal Year 2019.

BACKGROUND

Since 1984, the U.S. Congress has made funds available to the Cochran Fellowship Program for training agriculturalists from middle-income countries, emerging markets, and emerging democracies. Training opportunities are for senior and mid-level specialists and administrators working in agricultural trade and policy, agribusiness development, management, animal, plant, and food sciences, extension services, agricultural marketing, and many other areas. Individuals selected for Cochran trainings come from both the public and private sectors. All training occurs in the United States. Training programs are designed and organized in conjunction with U.S. universities, USDA and other government agencies, agribusinesses, and consultants. The Cochran Fellowship Program is part of the United States Department of Agriculture's Foreign Agricultural Service. Since its start in 1984, the Cochran Fellowship Program has provided U.S.-based training for over 18,500 international participants from 126 countries worldwide.

OBJECTIVES

Training objectives must support the agricultural extension goals of the Cochran Fellowship Program to assist eligible countries to develop agricultural systems necessary to meet the food and fiber needs of their domestic populations and/or strengthen and enhance trade linkages between eligible countries and agricultural interests in the United States by providing fellowships to individuals from eligible countries who specialize in agriculture for study in the United States.

In general, USDA will identify fellows based on country-specific topics of importance to the international agricultural trading system and place them with U.S. institutions for 1-2 week intensive programs. These programs are expected to contribute to the strategic goals and objectives of the institutions through a hands-on experience in a “real-world” international trade scenario, providing an opportunity for application of research and teaching agendas. Host institutions will be able to share the knowledge gained through the program in their classroom and extension work with their faculty, students, extension officers, and constituents; and they will be able to continue to maintain professional contacts with the fellows after their departure from the United States.

SCOPE OF WORK

The Cochran Fellowship Program's Latin America and Caribbean Region is requesting the design and delivery of an Overview of U.S. Food Safety and Regulatory Systems training program for a total of four English speaking Fellows from Grenada and two English speaking Fellows from St. Lucia. The Fellows include:

- (2) Agricultural Officer, St. Lucian Ministry of Agriculture;
- (1) Managing Director's Assistant, SIFH Grenada;
- (1) Chief Veterinary Office, Grenadian Ministry of Agriculture;
- (1) Quality Assurance Manager, Grenada Marketing and National Importing Board (MNIB);
- (1) Plant Quarantine Officer, Grenadian Ministry of Agriculture

The Overview of U.S. Food Safety and Regulatory Systems training program should help Grenada and St. Lucia better understand the U.S. food safety and regulatory system as well as better understanding international standards and guidelines (OIE, Codex, etc.). The program should expose Fellows from Grenada and St. Lucia who design and implement food safety programs to the U.S. food safety framework and systems. Additionally, the Fellows should be provided with the knowledge to implement changes to reduce the occurrence of foodborne disease (FBD) and protect consumers in their respective countries. In turn, the implementor will receive an international perspective from professionals in Grenada and St. Lucia regarding how their food safety and regulatory systems operate. The training program should include meetings with the American National Standards Institute (ANSI); the U.S. Codex Office; the U.S. National Organic Program (NOP); the U.S. Food and Drug Administration; USDA Food Safety and Inspection Service; USDA Animal and Plant Health Inspection Service and slaughter houses/meat packing plants/poultry hatchery. The training program should include visits to a port of entry, food processing facility, a meat plant, a fish processing facility, a fruit/vegetable packing plants, and a laboratory that carries out tests on food residues. The objective of this program is to teach Caribbean food regulators to the U.S. food regulatory framework to facilitate U.S.-Grenada and U.S.-St. Lucia market access issues. The goal of this activity is three-fold: 1) to improve the quality of Grenada and St. Lucia's food safety and regulatory programs; 2) help Grenada and St. Lucia create accurate statistics related to how FBD affect the population and health expenditures; and 3) improve the development of rules-based international systems that facilitate global trade.

LEARNING OBJECTIVES

The trainer will ensure that the Fellows develop competencies in the following areas:

1. Understanding of the U.S. Food Regulatory System
 - a. Organization and operation of the food regulatory system, design and development of food regulations, food controls, regulatory agencies, laboratories, and their roles
 - b. Reference materials used for standards and regulations
 - c. U.S. Food Regulatory System Model compared to other countries
2. Understanding U.S. Certification System or conformity assessment

- a. Procedures, labeling
 - b. Required documentation for exporting products of animal origin, animal by-products
 - c. Technical approval process for food products
3. Understanding U.S. Risk Assessment, such as HACCP and GMPs
 - a. Different approaches
 - b. Identification of priorities and standards
 - c. How are priorities determined?
 - d. Detection of diseases
4. Understanding the U.S. Meat and Poultry Inspection process.

PERIOD OF PERFORMANCE

Training will be from 1-2 consecutive weeks on the discretion of the applicant. Ideally the activity would begin on or before September 30, 2019 depending on the type of program and availability of Fellows and applicant.

PLACE OF PERFORMANCE

The host institution shall propose the place(s) of performance in their application, which must be in the United States.

EXPECTATIONS:

- Provide a thumb drive of the training highlights to each Fellow and the Cochran Fellowship Program;
- Ensure that each Fellow completes the Cochran Training Program Evaluation (which will be provided);
- Development of an Action Plan by each Fellow. The Action Plan identifies goals and outlines specific steps or activities which each Fellow will perform upon return to home country. An Action Plan generally includes steps, milestones, measures of progress, responsibilities, assignments, and a timeline. The applicant shall provide a copy of each Fellow's Action Plan to the Cochran Fellowship Program.
- A brief final report (format at the discretion of the applicant).
- A pre-training questionnaire to determine Fellows' baseline knowledge of the learning objectives. (Template and examples shall be provided upon request)
- A post-training questionnaire to determine the knowledge gained in each of the learning objectives. (Template and examples shall be provided upon request)
- Analysis of the pre- and post-training questionnaire.
- Deliverables are due two weeks after the completion of each training.
- All transportation within the United States, from the point of arrival to the point of departure.
 - The host institution is not responsible for international airfare of participants
- Lodging accommodation, in single-occupancy
- Fellows' subsistence (meals and/or per diem allowance)

GOVERNMENT FURNISHED ITEMS: USDA FAS will provide Fellows with:

- Emergency Medical Insurance
- DS-2019/J-1 visas for fellows

Issued By

Foreign Agricultural Service, Office of Capacity Building & Development, Trade & Scientific Exchanges Division, Cochran Fellowship Program

Catalog of Federal Domestic Assistance (CFDA) Number and Title

10.962 Cochran Fellowship Program – International Training – Foreign Participant

Notice of Funding Opportunity Title

Cochran Fellowship Program

NOFO Number

USDA-FAS-10962-0700-10.-19-0007

Authorizing Authority for Program

The legislative authority for the Cochran Fellowship Program is provided in Section 1543 of the Agriculture Development and Trade Act of 1990 (7 U.S. Code 3293) as amended in 1996 and supported by the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended.

Appropriation Authority for Program

Consolidated Appropriations Act, 2018 (PL 115-141)

Program Type

New

B. Federal Award Information**Award Amounts, Important Dates, and Extensions**

Available Funding for the NOFO: Up to \$60,000

Projected Number of Awards: 1

Number of Project Budget Periods: 1

Period of Performance: 3 months

Projected Period of Performance Start Date(s): Subject to the availability of implementer and Fellows.

Projected Period of Performance End Date(s): 3 months from start of agreement.

Extensions are allowable, please see Section H. Additional Information to see how to requests one should the need arise.

Pre-Award costs: Not Allowable

Cost Share or Match requirements: A cost match or cost share is not required.

Funding Instrument

USDA will enter into a cost-reimbursable agreement under 7 USC § 3319a with selected recipients. Program staff will maintain involvement in the administration of the Cochran Fellowship Program.

C. Eligibility Information

Eligible Applicants

Proposals may be received from U.S. State Cooperative Institutions or other colleges and universities in the United States.

A single Principal Investigator (PI) may not host two groups of Fellows simultaneously. The PI must hold a position at an eligible U.S. institution.

Eligibility Criteria

All applicants must have an active registration in the SAM database at www.sam.gov – pending or expired registrants are not eligible. This requirement must be met by the closing date of the announcement and will not be waived. Please contact the program officer listed if you have questions about this requirement.

In addition to obtaining a DUNS number and registering in SAM, you must also obtain Level 2 eAuthentication to apply for this funding opportunity in ezFedGrants (eFG). You must submit an online form requesting access. Normally you will receive an email within 24 hours of your submission, if your request is approved. After this occurs, you will need to schedule an appointment with an LRA. Once you meet with the LRA, your Level 2 eAuthentication should be granted within 2 to 3 days after that meeting. See Section D of this NOFO for detailed information.

Maintenance of Effort (MOE)

MOE is not allowable.

D. Application and Submission Information

Key Dates and Times

Application Start Date:	February 26, 2019
NOFO Posted Date:	February 26, 2019
Application Submission Deadline:	March 26, 2019 at 11:59PM EDT
Anticipated Funding Selection Date:	Approximately 2-3 weeks after submission
Anticipated Award Date:	Approximately 2-3 weeks after selection

Address to Request Application Package

This NOFO represents the full application information.

Applications will be processed through the ezFedGrants portal at <https://grants.fms.usda.gov> – prospective applicants are encouraged to register for this portal. Applicants that are unable to access the ezFedGrants portal should contact the program manager for alternative submission instructions. Note that if selected, registration is a requirement of performance.

Content and Form of Application Submission

Institutions must be able to host multiple groups over the period of performance and should submit a proposal following the guidelines below:

Required forms and certifications, including:

- [Standard Form 424](#), signed by the applicant
- [Standard Form 424A](#). This should be accompanied by a detailed budget worksheet and a detailed budget narrative (NOTE: A budget narrative must be provided). All line items should be described in sufficient detail that would enable FAS to determine that the costs are reasonable and allowable for the project per federal regulations. Definitions of cost items are listed below.
 - a. **Personnel**: Costs of employee salaries and wages. For each staff person, provide the name (if known), title, time commitment to the project as a percentage of a full-time equivalent (FTE), annual salary, and grant funded salary. Do not include the costs of consultants. Consultants are to be included under “Contractual.”
 - b. **Fringe Benefits**: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate. Provide the method used to calculate the proposed rate amount. If a fringe benefit has been negotiated with, or approved by, a cognizant federal agency, **attach a copy of the negotiated fringe benefit agreement**. If no rate agreement exists, provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc. Identify the base for allocating these fringe benefit expenses. (Attach the agreement to the application package.) For foreign entities this may not apply.
 - c. **Travel**: Costs of project-related travel by employees of the applicant organization (do not include costs of sub-contractor or consultant travel). For each proposed trip, provide the purpose, number of travelers, travel origin and destination, number of days, and a breakdown of costs for airfare, lodging, meals, car rental, and incidentals. The basis for the airfare, lodging, meals, car rental, and incidentals must be provided, such as past trips, current quotations, Federal Travel Regulations, etc.
 - d. **Equipment**: Equipment is not an allowable expenditure for this award. Any article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of (a) the capitalization level established by the organization for financial statement purposes, or (b) \$5000.

NOTE: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, calibration and maintenance services, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation shall be included in

or excluded from acquisition cost in accordance with the organization's regular written accounting practices.

- e. **Supplies**: Supplies are tangible personal property other than that included in the equipment category if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. Specify general categories of supplies and their costs. Show computations and provide other information which supports the amount requested. A computing device is a supply.

- f. **Contractual**: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third party evaluation contracts (if applicable) and contracts with secondary recipient organizations.

Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Identify proposed sub-contractor work and the cost of each sub-contractor. Provide a detailed budget for each sub-contractor that is expected to perform work estimated to be \$25,000 or more, or 50% of the total work effort, whichever is less.

- Identify each planned subcontractor and its total proposed budget. Each subcontractor's budget and supporting detail should be included as part of the applicant's budget narrative.
- Provide the following information for each planned subcontract: a brief description of the work to be subcontracted; the number of quotes solicited and received, if applicable; the cost or price analysis performed by the applicant; names and addresses of the subcontractors tentatively selected and the basis for their selection; e.g., unique capabilities (for sole source subcontracts), low bidder, delivery schedule, technical competence; type of contract and estimated cost and fee or profit; and, affiliation with the applicant, if any.
- All required flow down provisions in the award must be included in any subcontract.

- g. **Other Direct Costs**: Any other items proposed as direct costs. Provide an itemized list with costs, and state the basis for each proposed item.

- h. **Indirect Costs**: This will be a cost reimbursable agreement issued under 7 USC § 3319a. By statute, indirect cost rates for cost reimbursable agreements cannot exceed 10%.

- [AD-3030](#), revised February 2016
- [AD-3031](#), revised February 2016
- A project narrative that includes the following elements:
 - Indicate the name of the institution applying to host the groups;
 - Indicate the training topic;
 - Provide a tentative training plan based on the training interests listed in the statement of work, including topics to be covered, possible field visits and other activities;
 - Please include a narrative description of the proposed training, how it will be administered and the role of the university faculty and support staff;
 - Provide a summary of relevant institutional capabilities for hosting international Fellows in the applicable topic(s);

- Briefly describe the expertise and international experience of the trainer in the group's field of interest and various countries;
- Demonstrate understanding of cultural context and needs of the trainees;
- Identify the expected skills or knowledge to be acquired by the Fellows at the end of the program;
- Briefly demonstrate flexibility in training plan to account for potential program changes and the ability to respond to unforeseen circumstances;
- Include a quality assurance plan. This should include information on how unforeseen problems that can arise will be addressed;

The SF-424 and SF-424A can be completed within the ezFedGrants platform. However, the other required forms must be downloaded from the Forms sections on Grants.gov or will be sent to you upon request to the program officer(s) named in Section G.

Unique Entity Identifier and System for Award Management (SAM)

The link below provides information on 2 CFR §25.110. Please read.

<https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=7a45f973880240465cd255471f1380ef&ty=HTML&h=L&mc=true&n=pt2.1.25&r=PART>

FAS is using ezFedGrants to post NOFOs and issue agreements, which is an electronic grants management system. Applicant(s) with electronic access are to submit their applications electronically through:

<https://grants.fms.usda.gov>

Before you can apply, you must have a DUNS number, be registered in SAM, and have access to the ezFedGrants website).

Applicants are encouraged to register early. Due to recent changes in the SAM platform, the registration process can take 6-8 weeks to be completed. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

DUNS number. Instructions for obtaining a DUNS number can be found at the following website: <http://www.dnb.com/duns-number.html>

The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the Standard Forms (SF)-424 forms submitted as part of this application.

System for Award Management. In addition to having a DUNS number, applicants applying electronically through ezFedGrants must register with SAM. Step-by-step instructions for registering with SAM can be found here:

www.sam.gov

Failure to register with SAM will result in your application being rejected.

ezFedGrants System Access and Electronic Signature

Level 2 eAuthentication. The next step in the registration process is to obtain a Level 2 eAuthentication account that will allow access to the ezFedGrants system. Instructions for getting a Level 2 eAuthentication account can be obtained by emailing ezFedGrants@cfo.usda.gov.

You may also request Level 2 eAuthentication online at:

<https://www.eauth.usda.gov/MainPages/index.aspx>

If you experience any issues with self-registration or have eAuthentication-related questions, please contact the eAuthenticationHelpDesk for assistance:

By email to eAuthHelpDesk@ftc.usda.gov

Requesting a role in ezFedGrants.

After obtaining eAuthentication, users will need a role in the system. Descriptions of the roles available and instructions on how to request a role can be obtained by emailing ezFedGrants@cfo.usda.gov

You may also go into the link below for instructions on requesting eFG access. The document is called “External Portal Access Request Submission”.

https://www2.nfc.usda.gov/FSS/Training/Online/ezFedGrants/access_user_roles.php

Electronic Signature. Applications submitted through ezFedGrants constitute a submission as electronically signed applications. When you submit the application through ezFedGrants, the name of your Signatory Official on file will be inserted into the signature line of the application.

If you experience difficulties accessing information or have any questions please email the Helpdesk at ezFedGrants@cfo.usda.gov.

The Federal awarding agency may not make a Federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to

receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

Intergovernmental Review

An intergovernmental review may be required. Applicant(s) must contact their State's Single Point of Contact (SPOC) to comply with the State's process under Executive Order 12372 (see <http://www.fws.gov/policy/library/rgeol12372.pdf>). Name and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at:

<https://www.whitehouse.gov/wp-content/uploads/2017/11/SPOC-Feb.-2018.pdf>

Funding Restrictions

Generally, funds may not be used in any manner that is prohibited by 2 CFR Part 200 and 2 CFR Part 400.

Compensation for personal services (whether classified as personnel, contractual services, or any other form) may not exceed the pro-rated equivalent of Step III of the Executive Schedule. For calendar year 2018, this is \$174,500 per year; \$671.15 per day; or \$83.89 per hour. Non-monetized fringe benefits are generally excluded from this ceiling, however, a federally-negotiated fringe benefits rate agreement may be required if fringe benefits appear to be unusually high.

FAS agreement funds may only be used for the purpose set forth in the award, and must be consistent with the statutory authority for the award. Agreement funds and non-monetary support may not be used for matching contributions for other federal grants or cooperative agreements, lobbying, or intervention in federal regulatory or adjudicatory proceedings. Federal employees are prohibited from serving in any capacity (paid or unpaid) on any proposal submitted under this program. Federal employees may not receive funds under this award. In addition, federal funds may not be used to sue the Federal Government or any other government entity.

These funds cannot be used for construction purposes, general purpose equipment (no particular scientific, technical, or programmatic purpose), scientific equipment exceeding \$5,000 or more, entertainment, capital improvements, thank you gifts, or other expenses not directly related to the project

This will be a cost reimbursable agreement issued under 7 U.S.C. 3319a. University indirect costs for cost reimbursable agreements are limited to 10% of direct costs.

Management and Administration (M&A) Costs:

M&A costs are not allowable.

Indirect Facilities & Administrative (F&A) Costs.

Indirect F&A costs means those costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives specifically benefited

without effort disproportionate to the results achieved. By statute, indirect costs for cost reimbursable agreements cannot exceed 10% of direct costs.

Other Submission Requirements

All applications must be submitted electronically as indicated above.

E. Application Review Information

Application Evaluation Criteria

Prior to making a Federal award, the Federal awarding agency is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any OMB-designated repositories of government-wide eligibility qualification or financial integrity information. Therefore application evaluation criteria may include the following risk based considerations of the applicant: (1) financial stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing federal award; (4) reports and findings from audits; and (5) ability to effectively implement statutory, regulatory, or other requirements.

Technical Expertise and Experience (45 points)

Trainer must have appropriate technical background to provide the desired training. If necessary, other appropriate collaborating scientists should be identified to meet any of the objectives which the primary trainer cannot address. Trainer's experience and knowledge of relevant agricultural conditions within the Fellows' country(ies) or a similar location will be considered as appropriate. Also taken into account is the trainer's experience with international training and adult education.

Overall Program (50 points)

The overall program plan and design should be relevant to the specified training objectives and Fellows' backgrounds. The program plan should be thorough, well thought out, and will achieve the desired post-program deliverables. Relevant agricultural practices within the region of the university will be considered as appropriate. Relevant University resources should be identified. Additional resources/organizations should be identified as appropriate. Site visits and meetings should be meaningful to the content of the program. Overall Program will also be reviewed based on host institutions ability to demonstrate flexibility and their quality assurance plan.

Budget (25 points)

The proposed budget should be appropriate for the number of Fellows and length of the program. The budget should include appropriate cost savings where available and narrative should accompany each line item.

Quality (5 points)

The overall proposal will be reviewed for overall quality, ensuring that proposal is comprehensive, well thought-out and contains correct spelling and grammar.

Review and Selection Process

In all cases, the Program Manager will ensure application is submitted on time as specified in this announcement. Also, the Program Manager will ensure the organization is capable of delivering the program/activities as described in the announcement based on the applicant's project narrative.

Qualified applications will be referred to a panel of 2-3 program staff and/or technical experts, and adjudicated among the criteria described above. In general, the highest-rated proposal will be selected, however, FAS may occasionally select out of score order for policy reasons, such as geographic distribution, incorporation of minority-serving institutions, past experience, etc.

Confidentiality and Conflict of Interest

Technical and cost proposals submitted under this funding opportunity will be protected from unauthorized disclosure in accordance with applicable laws and regulations. FAS may use one or more support contractors in the logistical processing of proposals. However, funding recommendations and final award decisions are solely the responsibility of FAS personnel.

FAS screens all technical reviewers for potential conflicts of interest. To determine possible conflicts of interest, FAS requires potential reviewers to complete and sign conflicts of interest and nondisclosure forms. FAS will keep the names of submitting institutions and individuals as well as the substance of the applications confidential except to reviewers and FAS staff involved in the award process. FAS will destroy any unsuccessful applications after three years following the funding decision.

F. Federal Award Administration Information

Notice of Award

Notice of award will be given to the institution via email. This email is not an authorization to begin performance. The notice of Federal award signed by the grants officer (or equivalent) is the authorizing document through electronic means. It should also indicate if there are any pass-through obligations that successful applicants are required to meet upon receiving award funds, including specific timeline requirements.

Administrative and National Policy Requirements

All successful applicants for all grant and cooperative agreements are required to comply with Standard Administrative Terms and Conditions for Federal Assistance Awards, which are attached to this NOFO and on the FAS website:

<https://www.fas.usda.gov/grants-and-cooperative-agreements-administrative-general-terms-and-conditions>

The applicable Standard Administrative Terms and Conditions will be for the last year specified at that URL, unless the application is to continue an award first awarded in an earlier year. In that event, the terms and conditions that apply will be those in effect for the

year in which the award was originally made unless explicitly stated otherwise in subsequent mutually-agreed amendments to the award.

Before accepting the award the Recipient should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal Awards. Recipients must accept all conditions in this NOFO as well as any Special Terms and Conditions in the Notice of Award to receive an award under this program.

Federal Financial Reporting Requirements

The Federal Financial Reporting Form (FFR), as known as the SF-425, must be submitted within 90 days of the end of the agreement. The required form is available online at: <https://www.gsa.gov/portal/forms/download/149786>

Program Performance Reporting Requirements

Performance Progress Reporting must be filed within 90 days of the end of the agreement and should include details the activities undertaken and progress made.

Performance Expectations

- Ensure that each Fellow completes the Cochran Training Program Evaluation; and
- Development of an Action Plan by each Fellow, in accordance with the Action Plan template. The Action Plan identifies goals and outlines specific steps or activities which each Fellow will perform upon return to their home country. An Action Plan generally includes steps, milestones, measures of progress, responsibilities, assignments, and timeline. The recipient shall provide a copy of each fellow's Action Plan to the Cochran Fellowship Program.
- A brief final report (format at the discretion of the recipient).
- A pre-training questionnaire to determine Fellows baseline knowledge of the learning objectives. (Template will be provided)
- A post-training questionnaire to determine the knowledge gained in each of the learning objectives. (Template will be provided)
- Analysis of the pre and post training questionnaire. (Template will be provided)

Monitoring

FAS through its authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. During site visits, FAS will review recipients' files related to the funded program.

As part of any monitoring and program evaluation activities, recipients must permit FAS, upon reasonable notice, to review related records and to interview the organization's staff and clients regarding the program, and to respond in a timely and accurate manner to FAS requests for information relating to their program.

Close Out Reporting Requirements.

Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, recipients must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance.

After these reports have been reviewed and approved by OCBD, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be de-obligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR.

The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.

**G. Awarding Agency Contact Information
Contact and Resource Information**

For all general questions, contact:

Frank Englert; Cochran Fellowship Program

Hours of operation: 8:00 AM – 4:30 PM Eastern Standard Time

Telephone: (202) 720-2974

E-mail address: frank.englert@fas.usda.gov

1400 Independence Ave, SW, Room 3234; Stop 1031

Washington, DC 20250-1031

Adam Scheinkman; Cochran Fellowship Program

Hours of operation: 8:00 AM – 4:30 PM Eastern Standard Time

Telephone: (202) 205-9824

E-mail address: adam.scheinkman@fas.usda.gov

1400 Independence Ave, SW, Room 3234; Stop 1031

Washington, DC 20250-1031

Giovanna Casas Reyes; Cochran Fellowship Program

Hours of operation: 8:00 AM – 4:30 PM Eastern Standard Time

Telephone: (202) 720-9207

E-mail address: Giovanna.casas-reyes@fas.usda.gov

1400 Independence Ave, SW, Room 3234; Stop 1031

Washington, DC 20250-1031

H. Additional Information**1. Extensions**

Extensions to this program are allowed. Applicants may request a no-cost extension in order to complete all project activities. The request must be submitted 60 days prior to the expiration of the performance period. Requests for extensions are subject to approval.

2. Pre-Award Costs

The Recipient shall not request reimbursement for costs incurred pertaining to the operation of the project, program, or activities prior to the approved project period.

3. Budget Revisions

- a. Transfers of funds between direct cost categories in the approved budget when such cumulative transfers among those direct cost categories exceed ten percent of the total budget approved in this Award require prior written approval.
- b. The Recipient shall obtain prior written approval for any budget revision that would result in the need for additional resources/funds.
- c. The Recipient is not authorized at any time to transfer amounts budgeted for direct costs to the indirect costs line item or vice versa, without prior written approval.

4. Post-award program income

In the event program income becomes available to the recipient post-award, it is the recipient's responsibility to notify the FAS Program Manager to explain how that development occurred, as part of their request for guidance and/or approval. The Program Manager will review approval requests for program income on a case-by-case basis; approval is not automatic. Consistent with the policy and processes outlined in 2 C.F.R. Part 200, pertinent guidance and options, as determined by the type of recipient and circumstances involved, may be approved by the Grant Officer. If approval is granted, an award modification will be issued with an explanatory note.