

Performance Reviews

1. USDA will provide for peer review of the deliverables in the grant agreement.

2. USDA may elect to suspend or terminate a grant in all or part if USDA determines (a) that the grantee or subcontractor has demonstrated insufficient progress in complying with the terms of the grant agreement, or (b) such other cause as USDA identifies in writing to the grantee (including but not limited to the use of federal grant funds for ineligible purposes).

Grant Disbursement

The Agency will determine, based on 7 CFR parts 3015 and 3019, as applicable, whether disbursement of a grant will be by advance or reimbursement.

Contents of Application Package

A complete application for a value-added research grant must include the following:

1. A summary page listing the following items. This information should be double-spaced between items and not in narrative form.

- (a) Name of applicant.
- (b) Address of applicant.
- (c) Telephone number of applicant.
- (d) Contact person name, telephone number and email address.
- (e) Fax number of applicant.
- (f) Name of eligible university (if different from applicant).
- (g) County where eligible university is located.
- (h) Congressional district number where applicant is located.
- (i) Amount of grant request.

2. A detailed Table of Contents containing page numbers for each component of the application.

3. A summary of the research to be performed, no longer than five pages, which must include the following items.

- (a) The universe of value-added activities to be studied.
- (b) The nature and quality of the data to be used in the study.

(c) The method by which the value added producer grant and agricultural innovation center programs funded by USDA will be evaluated and incorporated into the overall study.

(d) The proposed form of output of the results of the study.

4. Organizational documents confirming the accreditation of the eligible university.

5. Eligibility. The application must include a detailed discussion of how the applicant meets each of the eligibility requirements.

6. Evaluation Criteria. Address each of the evaluation criteria specifically and

individually by category in narrative form.

(a) *Nature of the Proposed Research.* Describe the proposed research in detail. The description should include an explanation of how the applicant will systematically examine, using linked, long-term, global projections of the agricultural sector, the potential effects of value-added projects on the following: (i) Demand for agricultural commodities, (ii) market prices, (iii) farm income, and (iv) Federal outlays on commodity programs. Any econometric model used for the examination must be explained with an emphasis on how the model has been developed, its intended use, any peer review of the model, and how the applicant has used the model to date, with an evaluation of its effectiveness. The description should also include what data will be used and how it was or will be gathered, including measures to be taken to ensure quality control in data collection.

(b) *Qualifications of the Researchers.* Describe the qualifications of the researchers who will be involved with the proposed research. Discuss education levels and experience levels of the researchers with an emphasis on any prior experience conducting agricultural or value-added research. Also describe any research efforts and publications completed by the researchers.

(c) *Work Plan/Budget.* The budget must present a detailed line item breakdown of estimated costs associated with the proposed research and allocate these costs to each of the tasks to be undertaken. The work plan must present the order the tasks will be undertaken and the estimated time for completing each task. Categories such as salaries, administrative, other and indirect costs must be clearly identified for each task and each task must be clearly defined and described in detail. Include supporting documentation for each category.

(d) *Measuring Effectiveness of Value-Added Projects.* Describe appropriate performance measures that the applicant believes should be used to evaluate the success of value-added activities in agriculture. Suggested measures should evaluate both outputs and outcomes of producer value-added activities and be easily and objectively measured.

7. Proposed criteria to be used for performance evaluation. The Agency seeks applicant input for performance criteria to be utilized in developing the grant agreement. The performance criteria suggested by the applicant are not binding on the Agency.

8. Identify and report any association or relationship with Rural Development employees.

9. *Required forms.* The following forms must be completed, signed and submitted as part of the application package.

(a) SF-424, "Application for Federal Assistance." Do not submit Form SF-424A, "Budget Information." A separate line item budget should be presented as described in item 6(c) of this section listing the contents of the application package. All costs must be categorized as either eligible or ineligible.

(b) SF-424B, "Assurances—Non-Construction Programs."

(c) Form AD-1047, "Certification Regarding Debarment, Suspension and other Responsibility Matters—Primary Covered Transactions."

(d) Form AD-1049, "Certification Regarding Drug-Free Workplace Requirements."

(e) Form RD 400-1, "Equal Opportunity Agreement."

(f) Form RD 400-4, "Assurance Agreement."

(g) SF-LLL, "Disclosure of Lobbying Activities," if applicable; otherwise, a Certification of Non-Lobbying Activities in a form satisfactory to the Agency.

The required application forms and certifications can be downloaded from the following Web site: http://www.rurdev.usda.gov/rhs/rcdi/rcdi_forms.htm.

Form of Submission

Applicants and grant awardee are encouraged, but not required, to submit applications and reports in electronic form. A complete, original application may be electronically sent as an e-mail attachment to marc.warman@usda.gov. If applications are submitted electronically, a signature page must be submitted via facsimile to the attention of Marc Warman at (202) 720-4641 or in hard copy to Marc Warman at the address provided at the beginning of this Notice. Alternatively, an original application package plus two paper copies may be submitted to the addresses provided at the beginning of this Notice.

Dated: May 10, 2003.

Thomas C. Dorr,

Under Secretary, Rural Development.

University Value-Added Research Grant Agreement

This grant agreement (Agreement) dated 111, is a contract for receipt of grant funds pursuant to section 6402(g) of the Farm Security and Rural Investment Act of 2002 (2002 Farm Bill) (7 U.S.C. 1621 note). These requirements do not supercede the applicable requirements for receipt of Federal funds