Children, Youth and Families at Risk 4-H Military Partnership Professional Development and Technical Assistance Program

FY 19 Request for Applications (RFA)

APPLICATION DEADLINE: July 26, 2019

ELIGIBILITY: See Part III, A of RFA

Anticipated funding amount per award: $550,000

Estimated number of awards: 1



United States Department of Agriculture

National Institute of Food and Agriculture

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

Children, Youth and Families at Risk (CYFAR) 4-H Military Partnership Professional Development and Technical Assistance Program (CMPC-PDTA)

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Assistance Listings under the Catalog of Federal Domestic Assistance number 10.521.

DATES: Applications must be received by **5 p.m. Eastern Time** on **July 26, 2019.** Applications received after this deadline will normally not be considered for funding (see Part IV, C of this RFA). 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: We at the National Institute of Food and Agriculture (NIFA) seek your comments about this RFA. We will consider your comments when we develop the next RFA for the program, if applicable, and we'll use them 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)). Submit your written stakeholder comments by the deadline set forth in the DATES portion of this notice via email to Policy@nifa.usda.gov. (This email address is only for receiving comments regarding this RFA and *not* for requesting information or forms.) In your comments, please state that you are responding to the **CYFAR 4-H Military Partnership Professional Development and Technical Assistance Program (CMPC-PDTA) RFA.**

Visit the NIFA website to access a factsheet on the Center of Excellence (COE) designation process, including COE criteria, and a list of programs offering COE opportunities. You may also review a recording of COE outreach and COE implementation webinars on the site. We will update COE webpages as appropriate.

EXECUTIVE SUMMARY: NIFA requests applications for the **CYFAR 4-H Military Partnership Professional Development and Technical Assistance Program (CMPC-PDTA**) for fiscal year (FY) 2019 to support the implementation and capacity of the 4-H Military Partnership and Outreach Support Program. The anticipated amount available for CMPC-PDTA in FY 2019 is approximately $550,000. This is a new three (3) year continuation award. Subsequent annual increments of funding will be contingent upon satisfactory progress by the awardee and the availability of funding.

This notice identifies the objectives for CMPC-PDTA projects, deadline dates, funding information, eligibility criteria for projects and applicants, and application forms and associated instructions needed to apply for a CMPC-PDTA grant.

Table of Contents

PART I—FUNDING OPPORTUNITY DESCRIPTION 4
A. Legislative Authority 4
B. Purpose and Priorities 4
C. Program Area Description 6

PART II—AWARD INFORMATION 7
A. Available Funding 7
B. Types of Applications 7
C. Grant Type 7

PART III—ELIGIBILITY INFORMATION 7
A. Eligible Applicants 8
B. Cost Sharing or Matching 8
C. Centers of Excellence 8

PART IV—APPLICATION AND SUBMISSION INFORMATION 9
A. Electronic Application Package 9
B. Content and Form of Application Submission 10
C. Submission Dates and Times 14
D. Funding Restrictions 14
E. Other Submission Requirements 15

PART V—APPLICATION REVIEW REQUIREMENTS 16
A. General 16
B. Evaluation Criteria 16
C. Conflicts of Interest and Confidentiality 18
D. Organizational Management Information 18
E. Application Disposition 18

PART VI—AWARD ADMINISTRATION 19
A. General 19
B. Award Notice 19
C. Administrative and National Policy Requirements 19
D. Expected Program Outputs and Reporting Requirements 19

PART VII—AGENCY CONTACT 20

PART VIII—OTHER INFORMATION 21
A. Use of Funds; Changes 21
B. Confidential Aspects of Applications and Awards 21
C. Regulatory Information 22
D. Definitions 22

PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority

Funding for the Children, Youth, and Families At-Risk (CYFAR) Sustainable Community Projects (SCP) is authorized under section 3(d) of the Smith-Lever Act of May 8, 1914, as amended (7 U.S.C. 341, et seq.). Section 7609 of the Agriculture Improvement Act of 2018 (Pub. L. 115-334) added the 1994 Land-grant Institutions (as defined in section 532 of the Equity in Educational Land-Grant Status Act of 1994 (7 U.S.C. 301 note) as eligible to compete for and receive CYFAR funding. Section 7403 of the Food, Conservation, and Energy Act (FCEA) of 2008 amended section 3(d) of the Smith-Lever Act of 1914 (7 U.S.C. 343(d)) in regards to eligibility. The eligibility to compete for CYFAR funding was broadened to include 1890 Land-grant Colleges and Universities, including Tuskegee University, West Virginia State University, and Central State University. Eligibility was also provided to the University of the District of Columbia.

Since 2009, NIFA has partnered with the United States military service branches to marshal resources of the Cooperative Extension 4-H programs to develop capacity for supporting and sustaining programs for military-connected youth who are identified as at-risk youth. CYFAR military-connected youth programs have been funded in forty seven states, the District of Columbia, and 2 territories and reach over 100,000 military-connected youth through 4-H positive youth development experiences in 4-H clubs, camps, and other 4-H opportunities.

B. Purpose and Priorities

The purpose of the CYFAR 4-H Military Partnership Professional Development and Technical Assistance Program is to **support the implementation and capacity of the 4-H Military Partnership and Outreach Support Program**. Professional development and technical assistance are provided to the land-grant institutions and Cooperative Extension System, so that, in collaboration with other organizations, they are able to develop and deliver educational programs for military-connected youth. The educational programs are to equip military-connected youth in resiliency skills they need to lead positive, productive, and contributing lives. Military-connected youth are inherently at risk from a variety of factors that include: multiple and lengthy deployments by family members, relocation of the family, single partner households, lower income, and family members returning home who are wounded or do not return home. The CYFAR philosophy (Children, Youth, and Families at Risk Philosophy) provides the foundation for the CYFAR 4-H Military Partnership Professional Development and Technical Assistance Program.

The **CYFAR 4-H Military Partnership Professional Development and Technical Assistance Program** (CMPC-PDTA) has three strategic objectives:

1. To provide professional development and technical assistance to the Land-grant institutions and Cooperative Extension Systems, in collaboration with other organizations, to ensure continued development and implementation of the 4-H program on military installations. The CMPC-PDTA program, collaboratively through the Extension system will provide the components of professional development and technical

assistance in keeping with the CYFAR Guiding Principles: (see Children, Youth, and Families at Risk Program Guiding Principles).

2. To support the development of Cooperative Extension's educational 4-H positive youth development programs (in local, often rural communities) for military-connected youth based on identified needs and soundly grounded in research.

3. To integrate 4-H Military Partnership programming into ongoing Extension programs for children, youth, and families – ensuring that military-connected youth continue to be a part of Extension 4-H programs and have access to resources and educational opportunities.

In alignment with the overall purpose of the program, the strategic objectives must be accomplished through the following activities:

1. **Professional Development:**
   a) Through a stakeholder input process, professional development training needs must be identified; and
   b) Based on the stakeholder input, a professional development plan must be created outlining training opportunities delivered through diverse methods and an evaluation plan for training. The overall professional development plan shall be designed to maximize expertise and capacity of Extension faculty, local and regional staff, and at the national level for 4-H military liaisons, military service staff working with land-grant institutions and also those involved in working with military-connected youth.
2. **Communication:**
   A plan for communication must be created outlining various strategies to increase meaningful communication across the partnership including the development and dissemination of marketing materials.
3. **Evaluation**:
   a) An evaluation plan must be created detailing what will be measured, how data will be collected and maintained will be accomplished for partners' programs, and a process for providing training and technical assistance for issues related to evaluation and measuring impacts; and
   b) An Annual Report and Impact Statements must be completed and published for dissemination.

Three (3) Year Plan of Work: CMPC-PDTA applicants will describe how the strategic objectives with activities will be implemented over three years. The Plan of Work will be included in the Project Narrative.

CYFAR aligns with the USDA Strategic Goals FYs 2018-2022 specifically, Goal 4: Facilitate rural prosperity and economic development.

C. Program Area Description

Program Code	MC
Program Code Name	CYFAR
CFDA	10.521
Project Types	Extension Projects
Grant Types	Regular Grant
Grant Duration	One Year
Maximum Award Amount	$550,000

PART II—AWARD INFORMATION

A. Available Funding

The anticipated amount available for a CMPC-PDTA grant in FY 2019 is approximately $550,000. There is no commitment by USDA to fund any particular application or to make a specific number of awards.

The Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury's Bureau of the Fiscal Service, is the designated payment system for awards resulting from this RFA.

B. Types of Applications

In FY 2019, you may only submit a new application to the CMPC-PDTA Program:

New application. This is a project application that has not been previously submitted to the CMPC-PDTA Program. We will review all new applications competitively using the screening for administrative requirements, review panel evaluation of proposals using evaluation criteria and selection process described in Part V of this RFA, Application Review Requirements.

Only three (3) year continuation applications may be submitted in response to this RFA. In FY 2019, NIFA plans to make one (1) new continuation award for an initial project period of one (1) year to grantees who have requested funding for three (3) years. Applications must include a plan of work, overall budget, overall budget narrative, and a budget narrative specific to each of the three (3) years.

A continuation grant is a grant instrument by which the Department agrees to support a specified level of effort for a predetermined project period with a statement of intention to provide additional support at a future date, provided the grantee performance has been satisfactory, appropriations are available for this purpose, and continued support would be in the best interest of the Federal government and the public. If these three (3) elements are met, NIFA plans to provide additional support in FYs 2019 through 2021. Further instructions will be provided at a future date, annually.

C. Grant Type

Standard Grant. Supports the implementation and capacity of the 4-H Military Partnership and Outreach Support Program.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may only be submitted by Cooperative Extension at 1890 Land-grant Institutions, including Tuskegee University, West Virginia State University, and Central State University, 1862 Land-grant Colleges and Universities, 1994 Land-grant Colleges and Universities, and the University of the District of Columbia. Failure to meet an eligibility criterion by the application deadline may result in the application being excluded from consideration or, even though an application may be reviewed, will preclude NIFA from making an award. *Only one application per land-grant institution will be accepted*.

For those new to Federal financial assistance, a grants overview page is available on the NIFA website. This page includes information about free Grants 101 Training and other resources that are highly recommended for those seeking an understanding of Federal awards.

B. Cost Sharing or Matching

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

C. Centers of Excellence

Pursuant to Section 7214 of the Agricultural Act of 2014 (Pub. L. 113-79), beginning in Fiscal Year 2015, for applicable competitive research and extension programs, NIFA will recognize and provide priority in the receipt of funding to applications from "centers of excellence" that carry out research, extension, and education activities that relate to the food and agricultural sciences. NIFA held listening sessions in July 2014 and accepted written comments from stakeholders to inform NIFA's implementation of the COE provision. Information from the webinars and a summary of the input are available on NIFA's Centers of Excellence.

A COE is composed of one or more of the following entities that provide financial or in-kind support to the COE.

1. State agricultural experiment stations;
2. Colleges and universities;
3. University research foundations;
4. Other research institutions and organizations;
5. Federal agencies;
6. National laboratories;
7. Private organizations, foundations, or corporations;
8. Individuals; or
9. Any group consisting of two or more of the entities described in (1) through (8).

Standard grant applicants may be considered for COE designation. Standard grants will be awarded in response to this RFA. Part IV, B., 3. of this RFA contains additional requirements for COE consideration.

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. We urge you to submit early to the Grants.gov system. For information about the pre-award phase of the grant lifecycle see Grants 101.

New Users of Grants.gov

Prior to preparing an application, we recommend that the Project Director/Principal Investigator (PD/PI) 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 Grants.gov. If not (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 long 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 **"Register," in the top right corner of the Grants.gov web page, for information on registering the institution/organization with Grants.gov.** Part II,1 of the NIFA Grants.gov Application Guide contains detailed information regarding the registration process. Refer to item 2, below, to locate the "NIFA Grants.gov Application Guide."

Steps to Obtain Application Package Materials

To receive application materials:

1. You must download and install a version of Adobe Reader compatible with Grants.gov to access, complete, and submit applications. For basic system requirements and download instructions, see https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html. Grants.gov has a test package that will help you determine whether your current version of Adobe Reader is compatible.
2. To obtain the application package from Grants.gov, go to https://www.grants.gov/web/grants/applicants/search-opportunity-package.html and enter the funding opportunity number where appropriate

   Funding Opportunity Number: USDA-NIFA-SLBCD-006776

   Click "Search." On the displayed page, click the corresponding link to continue. A Grant Application Package is tied to a particular funding opportunity. You may move forms amongst different Grant Application Packages but you may ONLY submit an application to the particular funding opportunity to which the Grant Application Package is associated.

   Contained within the application package is the "NIFA Grants.gov Application Guide." 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 you require assistance to access the application package (e.g., downloading or navigating Adobe forms) **or submitting the application,** refer to resources available on the Grants.gov website (GRANTS.GOV SUPPORT). Grants.gov assistance is also available at:

Grants.gov customer support
800-518-4726 Toll-Free or 606-545-5035
Business Hours: 24 hours a day, 7 days a week. Closed on federal holidays.
Email: support@grants.gov

Grants.gov iPortal (see https://grants-portal.psc.gov/Welcome.aspx?pt=Grants):
Top 10 requested help topics (FAQs), Searchable knowledge base, self-service ticketing and ticket status, and live web chat (available 7 a.m. - 9 p.m. EST).
Have the following information available when contacting Grants.gov:

- Funding Opportunity Number (FON)
- Name of agency you are applying to
- Specific area of concern

B. Content and Form of Application Submission

Electronic applications are to be prepared following Parts V and VI of the NIFA Grants.gov Application Guide. This guide is part of the corresponding application package (see Section A of this part). The following is **additional information** you need 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., PDF) in Part III, Section 3 of the guide. ANY PROPOSALS THAT ARE NON-COMPLIANT WITH THE REQUIREMENTS (e.g., content format, PDF file format, file name restrictions, and no password protected files) WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW. Grants.gov does not check for NIFA required attachments or whether attachments are in PDF format; see Part III, Section 6.1 of the guide for how to check the manifest of submitted files. Partial applications will be excluded from NIFA review. We will accept subsequent submissions of an application until close of business on the closing date in the RFA (see Part V, 2.1 of the NIFA Grants.gov Application Guide for further information).

For any questions related to the preparation of an application, review the NIFA Grants.gov Application Guide and the applicable RFA. 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 a.m. – 5 p.m. ET, excluding federal holidays.

1. SF 424 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. See Part V, Section 2.17 of the NIFA Grants.gov Application Guide for the required certifications and assurances (e.g., Prohibition Against Entities Requiring Certain Internal Confidentiality Agreements).

2. SF 424 R&R Project/Performance Site Location(s)
Detailed information related to the questions on this form is available in Part V, 3 of the NIFA Grants.gov Application Guide.

3. R&R Other Project Information Form
Detailed information related to the questions on this form is available 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 CMPC-PDTA. See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

b. Field 8. Project Narrative.
NOTE: The Project Narrative shall not exceed **12** pages of written double-spaced text and up to **4** additional pages for figures and tables. We have established this maximum **of 16** pages to ensure a fair and equitable competition. Applications exceeding the applicable page limitation will be disqualified from the review process and not considered for funding. Grant-writing resources may be accessed at Grant Training.

The Project Narrative must include all of the following information:

Statement of Need & Background

- Demonstrate an understanding of the nature of the issue this project is seeking to address.
- Describe how the overall project will effectively address the audience(s) to be served.
- Detail the characteristics of the institution(s) that make it particularly qualified to conduct the proposed work; describe ongoing or recently completed significant activities related to the proposed project, expert knowledge and experience with positive youth development, issues and challenges among military youth, implementing youth programs, relevant research and evaluation, capacity building through relevant professional development as well as experience working with military Services.

Plan of Work

Projects should provide a clear description of the project objectives and activities listed in Part 1, Section B each year for (3) three years within a Plan of Work. The plan should clearly describe how the applicant will accomplish the following over the duration of the project:
Professional Development:

- Through a stakeholder input process, professional development training needs must be identified; and
- Based on the stakeholder input, a professional development plan must be created outlining training opportunities delivered through diverse methods and an evaluation plan for training. The overall professional development plan shall be designed to maximize expertise and capacity of Extension faculty, local and regional staff, and at the national level for 4-H military liaisons, military service staff working with land-grant institutions and also those involved in working with military-connected youth.

Communication: A plan for communication must be created outlining various strategies to increase meaningful communication across the partnership including the development and dissemination of marketing materials.

Evaluation: An evaluation plan must be created detailing what will be measured, how data will be collected and maintained will be accomplished for partners' programs, and a process for providing training and technical assistance for issues related to evaluation and measuring impacts. An Annual Report and Impact Statements must be completed and published for dissemination.

*Project Management***.** Provide a brief summary of key personnel, their project functions, qualifications and expertise along with timelines, reporting, and collaborative efforts. Provide a listing of partners and their corresponding roles within the project.

Budget (as below #6. R&R Budget) & Budget Narrative

- There should be a direct relationship between the items in the budget and budget narrative, as well as between budget narrative and the objectives/activities contained in the Project Narrative.
- Every item in the budget must be justified in the proposal.
- Budget breakdown and budget narrative should be provided for each project year (Year 1 and Year 2). The project start date must be September 1, 2019 and the end date must be August 31, 2022.
- NOTE: The budget narrative does not have to count toward the maximum page count stated in PART IV, B., 3 of this RFA.

Center of Excellence Justification

Standard grant applicants may be considered for COE designation. Standard grants will be awarded in response to this RFA.
In addition to meeting the other requirements detailed in Part III, C., of this RRFA, eligible applicants who wish to be considered as centers of excellence must provide a brief justification statement at the end of their Project Narratives and within the page limits provided for Project Narratives, describing how they meet the standards of a COE, based on the following criteria:

(A) The ability of the COE to ensure coordination and cost effectiveness by reducing unnecessarily duplicative efforts regarding research, teaching, and extension in the implementation of the proposed research and/or extension activity outlined in this application;

(B) In addition to any applicable matching requirements, the ability of the COE to leverage available resources by using public-private partnerships among agricultural industry groups, institutions of higher education, and the Federal Government in the implementation of the proposed research and/or extension activity outlined in this application. Resources leveraged should be commensurate with the size of the award;

(C) The planned scope and capability of the COE to implement teaching initiatives to increase awareness and effectively disseminate solutions to target audiences through extension activities in the implementation of the proposed research and/or extension activity outlined in this application; and

(D) The ability or capacity of the COE to increase the economic returns to rural communities by identifying, attracting, and directing funds to high-priority agricultural issues in support of and as a result of the implementation of the proposed research and/or extension activity outlined in this application.

Additionally, where practicable (not required), COE applicants should describe proposed efforts to improve teaching capacity and infrastructure at colleges and universities (including land-grant colleges and universities, cooperating forestry schools, certified Non-Land Grant Colleges of Agriculture (NLGCA) (list of certified NLGCA is available at NLGCA List), and schools of veterinary medicine).

c. Field 12. Add Other Attachments
See Part V. Section 4.12 of the NIFA Grants.gov Application Guide (Field 12 on the form) for instructions for this field.

Data Management Plan. A Data Management Plan (DMP) is required and is to clearly articulate how the project director (PD) and co-PDs plan to manage and disseminate the data generated by the project. The DMP will be considered during the merit review process (see Part V, B.). **See Part III Section 3.1 of the NIFA Grants.gov Application Guide for NIFA attachment specifications.**

The requirements for preparation and inclusion of a DMP in your application is included on the following web page, Data Management Plan for NIFA-Funded Research, Education, and Extension Projects. Also included on the web page are FAQs and information about accessing examples of DMPs.

4. R&R Senior/Key Person Profile (Expanded)
Detailed information related to the questions on this form is available in Part V, 5 of the NIFA Grants.gov Application Guide. This section of the guide includes instructions about senior/key person profile requirements, and details about the biographical sketch and the current and pending support, including a link to a suggested template for the current and pending support.

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. Part V.6 also notes the importance and use of the information.

6. R&R Budget
Detailed information related to the questions on this form is available in Part V, 7 of the NIFA Grants.gov Application Guide. NIFA **does not** require matching support for this program and matching resources will not be factored into the review process as evaluation criteria. A New Applicant can request up to $550,000.

7. Supplemental Information Form
Detailed information related to the questions on this form is available in Part VI, 1 of the NIFA Grants.gov Application Guide.

a. Field 2. Program to which you are applying. Enter the program code name (i.e., enter "**Youth At Risk**") and the program code (i.e., enter "**MC**"). Note that accurate entry of the program code is very important for proper and timely processing of an application.

b. Field 8. Conflict of Interest List. See Part VI, 1.8 of the NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

8. Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants

This is a required form for corporate applicants. See Part VI, 2 of the NIFA Grants.gov Application Guide for a description of the term, "corporation," and detailed information related to the questions on this form.

C. Submission Dates and Times

We recommend that you conduct an administrative review of the application before submission of it via Grants.gov to ensure that it complies with all preparation instructions. An application checklist is included in Part VII of the NIFA Grants.gov Application Guide to assist with this review.

Instructions for submitting an application are included in **Part IV, Section 1.5 of the NIFA Grants.gov Application Guide.** Applications must be received by Grants.gov by **5 p.m. Eastern Time on July 26, 2019**. Applications received after this deadline will normally not be considered for funding.

If you have **trouble** submitting an application to Grants.gov, you should 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. We send email correspondence to the AR regarding the status of submitted applications. We strongly encourage you to provide accurate email 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 30 days of the established deadline, contact the Agency Contact identified in Part VII of the RFA and request the proposal number assigned to the application. **Failure** to do so may result in the application not being considered for funding by the peer review panel. Once the application has been assigned a proposal number, you should cite this number on all future correspondence.

D. Funding Restrictions

Pursuant to Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended, 7 U.S.C. 3319, **indirect costs and tuition remission are not allowable costs under Section 3(d) of Smith-Lever funded projects, and no funds will be approved for this purpose**. Costs that are a part of an institution's indirect cost pool (e.g., administrative or clerical salaries) may not be reclassified as direct costs for the purpose of making them allowable.

You may not use grant funds awarded under this authority to renovate or refurbish research, education, or extension space; purchase or install fixed equipment in such space; or the plan,

repair, rehabilitate, acquire, or construction of buildings or facilities. The funding period will commence on the effective date cited in the award instrument. Any such limitation also applies to subcontracts made under awards subject to a funding period limitation.

E. Other Submission Requirements

Follow the submission requirements noted in Part IV, Section 1.5 in the document entitled "NIFA Grants.gov Application Guide." For information about the status of a submitted application, see Part III, Section 6 of the NIFA Grants.gov Application Guide.

PART V—APPLICATION REVIEW REQUIREMENTS

A. General

We evaluate each application in a two-part process. First, we screen each application to ensure that it meets the administrative requirements as set forth in this RFA. Second, a technical review panel will evaluate applications that meet the administrative requirements. We select reviewers based upon their training and experience in relevant scientific, extension, or education fields, taking into account the following factors:

- 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;
- The need to include experts from various areas of specialization within relevant scientific, education, or extension fields;
- The need to include other experts (e.g., educators, military youth personnel, youth professionals, program managers) who can assess relevance of the applications to targeted audiences and to program needs;
- The need to include experts from a variety of organizational types (e.g., colleges, universities, industry, state and federal agencies, and private profit and non-profit organizations) and geographic locations;
- The need to maintain a balanced composition with regard to minority and female representation and an equitable age distribution; and
- The need to include reviewers who can judge the effective usefulness of each application to producers and the general public.

After each peer review panel has completed its deliberations, the responsible program staff of the CMPC-PDTA team will recommend that your project be approved for support from currently available funds or be declined due to insufficient funds or unfavorable review. The CMPC-PDTA team reserves the right to negotiate with the PD/PI and/or with the submitting organization or institution regarding project revisions (e.g., reductions in the scope of work, funding level, period, or method of support) prior to recommending any project for funding. We will send copies of reviews, ***not*** including the identity of reviewers, and a summary of the panel comments to the PD after the review process has been completed.

B. Evaluation Criteria

A reviewer's written evaluation entails two levels of assessment. First, the reviewer summarizes how well the application addressed each evaluation criterion. After the application has been assessed for strengths and weaknesses of each criterion, the reviewer then evaluates the overall likelihood that the project will have significant outcome and impact. These written reviews are used to begin panel discussions with other reviewers serving on the peer review panel. Through these discussions, peer review panelists come to consensus on the final rating and ranking of proposals. A complete description of NIFA's peer review process can be found at the NIFA website: NIFA Peer Review Process for Competitive Grant Applications.

Evaluation criteria that will be used in reviewing applications submitted in response to this RFA will encompass all areas of the project summary and narrative as outlined and described in Part

IV, B. Section 3 (R&R Other Project Information Form), Fields 7-12. As such, proposals will be evaluated on whether or not they include information requested in this RFA; the quality of information provided; and the feasibility of project's successful completion given proposed objectives, associated activities, time, and partner(s)' commitments.

We will use the evaluation criteria below to review applications submitted in response to this RFA:

1. **Potential for successfully supporting the implementation and capacity of the 4-H Military Partnership and Outreach Support Program. (15 points)**
   This criterion is used to assess the likelihood that the project team will succeed in: (1) providing the overall management of this project including partnerships and management of project staff; and (2) completing the activities and products described in Part I—Funding Opportunity Description, Section B., based on statement of need and background as well as past experience with positive youth development, issues and challenges among military youth, implementing youth programs, relevant research and evaluation, capacity building through relevant professional development as well as experience working with military Services. Factors include those identified in the project narrative.
2. **Proposed Approach (75 points)**
   This criterion is used to assess the soundness and sustainability of the proposed Plan of Work to successfully support the implementation and capacity of the 4-H Military Partnership and Outreach Support Program including objectives and activities (Professional Development - 25 pts, Communication - 15 pts, and Evaluation – 20 pts) and project management (10 pts). Factors include those identified in the project narrative.
3. **Budget and Budget Narrative (10 points)**
   This criterion is used to assess the extent to which the total 3-year budget adequately supports the project and is cost effective based on budget outline provided. Elements considered include: the necessity and reasonableness of costs to carry out project activities and achieve project objectives and the adequacy of time committed to the project by key project personnel. Factors include those identified in the project narrative.

Center of Excellence Status

All eligible applicants will be competitively peer reviewed (as described in Part V, A. and B. of this RFA), and ranked in accordance with the evaluation criteria. Those that rank highly meritorious and requested to be considered as a center of excellence will be further evaluated by the peer panel to determine whether they have met the standards to be centers of excellence (Part III.C and Part IV.B.). In instances where they are found to be equally meritorious with the application of a non-center of excellence, based on peer review, selection for funding will be weighed in favor of applicants meeting the center of excellence criteria. NIFA will effectively use the center of excellence prioritization as a "tie breaker". Applicants that rank highly meritorious but who did not request consideration as a center of excellence or who are not deemed to have met the centers of excellence standards may still receive funding.

In addition, the applicant's Notice of Award will reflect that, for the particular grant program, the applicant meets all of the requirements of a center of excellence. Entities recognized as centers of excellence will maintain that distinction for the duration of their period of performance or as identified in the terms and conditions of that award.

C. Conflicts of Interest and Confidentiality

During the peer evaluation process, we take extreme care to prevent any actual or perceived conflicts of interest that may impact review or evaluation. See NIFA Peer Review Process for Competitive Grant Applications for further information about conflicts of interest and confidentiality as related to the peer review process.

D. Organizational Management Information

Specific management information relating to an applicant shall be submitted one-time, with updates on an as-needed basis. This requirement is part of the responsibility determined 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. We will provide you copies of forms recommended for use in fulfilling these requirements as part of the pre-award process. Although an applicant may be eligible based on its status as one of these entities, there are factors that 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).

E. Application Disposition

An application may be withdrawn at any time before a final funding decision is made regarding the application. Each application that is not selected for funding, including those that are withdrawn, will be retained by the CMPC-PDTA team for a period of three years.

PART VI—AWARD ADMINISTRATION

A. General

Within the limit of funds available for such purpose, the NIFA awarding official 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 NIFA awarding official 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. 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 may be used only for the purpose for which they are granted in accordance with the approved application and budget, regulations, terms and conditions of the award, applicable federal cost principles, USDA assistance regulations, and NIFA General Awards Administration Provisions at 7 CFR part 3430, subparts A through E.

B. Award Notice

The award document will provide pertinent instructions and information including, at a minimum, the information described in 2 CFR 200.210. See Terms and Conditions to view current NIFA award terms and conditions.

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 may include, but are not limited to, the ones listed on the NIFA web page – Federal Regulations. NIFA Federal Assistance Policy Guide—a compendium of basic NIFA policies and procedures that apply to all NIFA awards, unless there are statutory, regulatory, or award-specific requirements to the contrary.

D. Expected Program Outputs and Reporting Requirements

The output and reporting requirements are included in the award terms and conditions (see Terms and Conditions for information about NIFA award terms). If there are any program or award-specific award terms, they will be identified in the award. *Successful Applicants are expected to complete Annual reports and Impact statements.*

PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact:

Programmatic Contacts:

Ahlishia Shipley, Ph.D.
National Program Leader, Families and Health
Division of Family and Consumer Sciences
USDA, National Institute of Food and Agriculture (NIFA)
800 9th Street, SW, Room 4429
Washington, DC 20024
Telephone: (202) 401-6854
E-mail: ashipley@nifa.usda.gov

Bonita Williams, Ph.D.
National Program Leader, Vulnerable Populations
Division of Youth and 4-H
USDA, National Institute of Food and Agriculture (NIFA)
800 9th Street, SW, Room 4423
Washington, DC 20024
Telephone: (202) 720-3566
Email: bwilliams@nifa.usda.gov

Administrative/Business Contact

Sondra R. Watkins
Team Leader
Awards Management Division
Office of Grants and Financial Management
800 9th Street, SW, Room 2170
Washington, DC 20024
(202) 401 – 4249
swatkins@nifa.usda.gov

PART VIII—OTHER INFORMATION

A. Use of Funds; Changes

1. **Delegation of Fiscal Responsibility**

Unless the terms and conditions of the award state otherwise, awardees 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 Budget or Project Plans

In accordance with 2 CFR 200.308, awardees must request prior approval from NIFA for the following program or budget-related reasons:

i. Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).
ii. Change in a key person specified in the application or the federal award.
iii. The disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.
iv. The inclusion, unless waived by the federal awarding agency, of costs that require prior approval in accordance with 2 CFR 200 Subpart E—Cost Principles of this part or 45 CFR Part 75 Appendix IX, "Principles for Determining Costs Applicable to Research and Development under Awards and Contracts with Hospitals," or 48 CFR Part 31, "Contract Cost Principles and Procedures," as applicable.
v. The transfer of funds budgeted for participant support costs as defined in §200.75 Participant support costs to other categories of expense.
vi. Unless described in the application and funded in the approved federal awards, the subawarding, transferring or contracting out of any work under a federal award, including fixed amount subawards as described in §200.332 Fixed amount subawards. This provision does not apply to the acquisition of supplies, material, equipment, or general support services.
vii. Changes in the approved cost-sharing or matching provided by the non-federal entity.
viii. The need arises for additional federal funds to complete the project.

The awardee will be subject to the terms and conditions identified in the award. See Terms and Conditions for information about NIFA award terms.

B. 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 of Agriculture 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. We will retain for three years a copy of an application that does not result in an award. 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.

C. Regulatory Information

This program is not subject to the provisions of 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.

D. Definitions

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