

# **Children, Youth, and Families At-Risk Sustainable Community Projects**

---

---

***FY 2013 Request for Applications***

**APPLICATION DEADLINE: February 20, 2013**



**U.S. 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 SUSTAINABLE COMMUNITY PROJECTS**

**INITIAL ANNOUNCEMENT**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE:** This program is listed in the Catalog of Federal Domestic Assistance under 10.500.

**DATES:** Applications must be received by close of business (COB) on **February 20, 2013 (5:00 p.m. Eastern Time)**. Applications received after this deadline will normally not be considered for funding. Comments regarding this request for applications (RFA) are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

**STAKEHOLDER INPUT:** The National Institute of Food and Agriculture (NIFA) is requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program, if applicable, and will be used to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFAs for competitive programs. Written stakeholder comments on this RFA should be submitted in accordance with the deadline set forth in the DATES portion of this Notice.

Written stakeholder comments should be submitted by mail to: Policy and Oversight Division; Office of Grants and Financial Management; National Institute of Food and Agriculture; USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: [Policy@nifa.usda.gov](mailto:Policy@nifa.usda.gov). (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the Children, Youth, and Families At-Risk Sustainable Community Projects RFA.

**EXECUTIVE SUMMARY:** NIFA anticipates that grant funds will be available and requests applications for the Children, Youth, and Families At-Risk Sustainable Community Projects (CYFAR SCP) for fiscal year (FY) 2013 to marshal resources of the Land-Grant and Cooperative Extension Systems so that, in collaboration with other organizations, they can develop and deliver educational programs that equip youth who are at risk for not meeting basic human needs with the skills they need to lead positive, productive, and contributing lives. NIFA anticipates that the amount available for support of this program in FY 2013 will be approximately \$5.6 million; this includes the amount which will be allocated for the CYFAR SCP Continuation RFA. **Of this amount, NIFA anticipates that approximately \$560,000 will be available to fund new CYFAR SCPs, which will have project periods ranging up to five years.** The remaining \$5,040,000 will be used to support existing CYFAR SCP projects which

are eligible for continuation awards. Continuation awards will be solicited under a separate Request for Application (RFA).

This RFA is being released prior to the passage of an Appropriations Act for FY 2013. Enactment of additional Continuing Resolutions or an Appropriations Act may affect the availability or level of funding for this program.

This notice identifies the objectives for CYFAR SCP projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a CYFAR SCP grant. NIFA additionally requests stakeholder input from any interested party for use in the development of the next RFA for this program.

**Table of Contents**

**PART I—FUNDING OPPORTUNITY DESCRIPTION.....5**  
    **A. Legislative Authority and Background .....5**  
    **B. Purpose and Priorities.....5**  
    **C. Program Area Description.....6**

**PART II—AWARD INFORMATION.....12**  
    **A. Available Funding .....12**  
    **B. Types of Applications .....12**  
    **C. Project Types.....13**

**PART III—ELIGIBILITY INFORMATION.....15**  
    **A. Eligible Applicants .....15**  
    **B. Cost Sharing or Matching.....15**

**PART IV—APPLICATION AND SUBMISSION INFORMATION .....16**  
    **A. Electronic Application Package .....16**  
    **B. Content and Form of Application Submission .....17**  
    **C. Submission Dates and Times .....22**  
    **D. Funding Restrictions .....22**  
    **E. Other Submission Requirements .....23**

**PART V—APPLICATION REVIEW REQUIREMENTS .....24**  
    **A. General .....24**  
    **B. Evaluation Criteria.....24**  
    **C. Conflicts of Interest and Confidentiality .....25**  
    **D. Organizational Management Information .....26**

**PART VI—AWARD ADMINISTRATION .....27**  
    **A. General .....27**  
    **B. Award Notice.....27**  
    **C. Administrative and National Policy Requirements .....28**  
    **D. Expected Program Outputs and Reporting Requirements .....29**

**PART VII—AGENCY CONTACT.....30**

**PART VIII—OTHER INFORMATION .....31**  
    **A. Access to Review Information.....31**  
    **B. Use of Funds; Changes .....31**  
    **C. Confidential Aspects of Applications and Awards.....32**  
    **D. Regulatory Information .....32**  
    **E. Definitions.....32**

## **PART I—FUNDING OPPORTUNITY DESCRIPTION**

### **A. Legislative Authority and Background**

Funding for CYFAR 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 7403 of the Food, Conservation, and Energy Act (FCEA) of 2008 amends 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 is broadened to include 1890 Land-Grant Colleges and Universities, including Tuskegee University and West Virginia State University. Eligibility is also provided to the University of the District of Columbia.

Since 1991, Youth at-Risk (YAR), State Strengthening (STST) and New Communities Projects (NCP) have served as the NIFA mechanism for funding community-based projects and expanding statewide capacity for supporting and sustaining programming for at-risk youth and families. These programs have been funded in all states and three territories and annually reach approximately 30,000 youth and parents in high risk communities.

### **B. Purpose and Priorities**

The mission of the CYFAR Program is to marshal resources of the Land-Grant and Cooperative Extension Systems so that, in collaboration with other organizations, they can develop and deliver educational programs that equip youth who are at-risk for not meeting basic human needs with the skills they need to lead positive, productive, and contributing lives. The CYFAR philosophy (<http://www.nifa.usda.gov/nea/family/cyfar/philosophy.html>) is the basis for Sustainable Community Projects.

The purpose of SCP funding is to improve the quality and quantity of comprehensive community-based programs for at-risk children, youth, and families supported by the Cooperative Extension System. Collaboration across disciplines, program areas, and geographic lines, as well a holistic approach that views the individual in the context of the family and community, are central to Sustainable Community Projects.

The CYFAR SCP has two strategic objectives:

1. To support community educational programs for at-risk children, youth, and families which are based on locally identified needs, soundly grounded in research, and which lead to the accomplishment of one of four CYFAR National Outcomes (see C.2. of this Part); and
2. To integrate CYFAR programming into ongoing Extension programs for children, youth, and families – insuring that at-risk, low income children, youth, and families continue to be part of Extension and/or 4-H programs and have access to resources and educational opportunities.

This RFA is being released prior to the passage of an Appropriations Act for FY 2013. Enactment of additional Continuing Resolutions or an Appropriations Act may affect the availability or level of funding for this program.

## **C. Program Area Description**

### **1. CYFAR SCP Project Management**

The SCP will be supported by faculty across Extension and university departments and integrated into Extension programs. State CYFAR Extension/university faculty members have responsibility for supporting community-based educational programs for at-risk audiences and integrating them into the ongoing Extension program. CYFAR SCP Project Directors are expected to build an appropriate team of university(ies), county, and community staff and collaborators with broader CYFAR experiences and understanding to manage the SCP and to provide technical assistance in planning, implementing, and evaluating the programs in selected Sustainable Community Project sites. This team should include Technology and Evaluation professionals, as well as county Extension professionals who will provide direct support to the community site programs. Community projects are expected to develop, implement, manage, staff, and evaluate their own programs, involving critical people in the community, in the interest of relevance and sustainability. To improve consistency in program planning, implementation, training, and evaluation, SCPs will identify one national outcome, program model, and common measure that is the same for all community sites. University faculty and selected community site staff will develop a 5 year logic model and 5 year work plan as the basis for planning, implementing and evaluating their SCP (see 6. and 7. below).

### **2. One National CYFAR Outcome**

The SCP should focus on children, youth, and families who are at-risk for not meeting basic human needs as articulated in the CYFAR Philosophy. Critical issues and demographic trends impacting children and families in the state should be examined when making outcome and audience decisions. Considerations should include: migrant workers' children; new immigrant children and families; children in families coping with military deployments, separations, and reunions; children and youth facing issues of drugs, violence, crime, teen pregnancies, sexually transmitted diseases, AIDS, obesity, isolation, poverty and poor school achievement. It is the responsibility of the CYFAR project staff to create an inclusive process in the state for determining the single outcome. University, county and community program staff experienced in working with CYFAR and/or similar programs should be involved in the decision on selecting the single outcome.

Select only one of the four National CYFAR Outcomes for all proposed community sites.

#### ***Early Childhood***

*Children will have their basic physical, emotional and intellectual needs met. Babies will be born healthy.*

#### ***School Age (K-8)***

*School age youth will demonstrate knowledge, skills, attitudes and behavior necessary for fulfilling contributing lives.*

#### ***Teen***

*Teens will demonstrate knowledge, skills, attitudes and behavior necessary for fulfilling contributing lives.*

### ***Parent/Family***

*Parents will take primary responsibility for meeting their children's physical, social, emotional and intellectual needs and providing moral guidance and direction. Families will promote positive, productive, and contributing lives for all family members.*

## **3. One Program Model for all SCP community sites**

### **a. Guiding Principles**

Once the CYFAR Outcome is selected, the appropriate CYFAR Guiding Principles should be used to determine the single program model selected for all of an applicant's proposed community sites. Guiding Principles for Early Childhood, School Age, Teen, and Parent/Family are described on the CYFAR website at <http://www.nifa.usda.gov/nea/family/cyfar/scp.html>. Selection of the program model and the relationship of the model to the Guiding Principles must be thoroughly explained in the application. Suggestions for descriptors, strategies for implementation, and resources are also posted with the Guiding Principles for use in the development of the SCP. Whether an applicant elects to use an established program model or chooses to design its own programmatic approach, each principle for the selected outcome must be addressed in the SCP application.

### **b. Uniform Program Model**

For CYFAR Sustainable Community Projects, the same uniform program model is implemented in every CYFAR community site. Programs have key and essential components which constitute the structure:

- (i) Desired short and long-term results;
- (ii) Age range of high context participants impacted; age range of children impacted as a result of early childhood and parent and family programs for high risk families;
- (iii) Frequency and duration of contact with the program;
- (iv) Group size and staffing plan;
- (v) Program and curriculum content (science technology, community service, drama, computer literacy, reading literacy, parent education, exercise/fitness, etc.); and
- (vi) Standardized training and technical assistance plans for project staff.

When one program Outcome is selected, these model components will be uniform across the applicant's proposed community sites.

### **c. High Context Participants**

Research has shown that young people need positive relationships with caring adults, inclusive and safe environments, to be engaged in their own learning, to have opportunities for mastery, self-determination, and to see themselves as active participants in the future and to value and practice service for others. CYFAR programs are intended to provide long-term, increasingly challenging educational experiences designed to meet the needs of children and youth to learn belonging, mastery, independence, and generosity. High context youth participation refers to experiences in which young people and adults have close connections and challenging activities intended to continue for a significant period of time. The participants who receive the ongoing, intense interaction with the program are considered the high context youth and are the focus of

the five year plan. Applications addressing the school-age and teen national outcome which include outcomes for youth will have a greater likelihood of being funded.

Other youth and adult audiences benefit from CYFAR programs and sometimes from the activities of high context participants. These are an important part of the community strengthening aspect of CYFAR and should be noted in the five year plan and reported in the Community section of the year-end report.

#### **d. Parent/Family and Early Childhood Participants**

According to research, families are the most significant environment for developing children. Family risk factors such as poverty, low parental educational attainment, and single parenthood can have a critical impact on a child's development. An application addressing the parent/family national outcome which addresses and demonstrates impact on the child or children placed at risk has a greater likelihood of being funded.

Research also indicates that high quality care in the first years of life can greatly reduce the risk that today's youngest children will become tomorrow's youth most placed at risk. Applications addressing the early childhood national outcome which include outcomes for the child will have a greater likelihood of being funded.

#### **4. Integrated Program Components**

Community, Technology, and Sustainability are the three program components that integrate into all SCPs and which must be addressed in the SCP application (see <http://www.nifa.usda.gov/nea/family/cyfar/scp.html>).

##### **a. Community**

The Community Component captures the "ecological" approach of CYFAR projects connecting the projects to existing networks as well as ensuring that the family and community remain strong contexts for program participants. Children, Youth, and Family programs are most effective in creating long-term outcomes when they involve change in the larger ecological context of the program audience. CYFAR recommends choosing at least one of the following three approaches for integrating Community:

1. A Multi-Level Approach -- targets program audiences beyond the program's primary target audience;
2. A Community Collaboration Approach -- community programs working through a collaborative group; and
3. A Systems Change Approach -- recognizes interacting social, economic, and environmental factors that influence the program audience and seeks opportunities to engage this audience in creating change.

These approaches represent a range of complexity and are intended to give the program developers several potential strategies to affect change in the program's community context. Program developers can adopt the best approach for enhancing their primary program outcomes.

All Sustainable Community Projects must address how their programs fit into this “Community” context using at least one of the above three approaches.

### **b. Technology**

Information and communication technologies are permeating American society and lives. Americans communicate via email, use the Web to find health and gardening information, and bank and shop online. Schools require term papers that are word-processed, illustrated with graphics and tables and include URLs of references in their footnotes. Online directories and maps help locate people and businesses. Entry-level jobs now require technology skills as inventories of goods and services are maintained with technology. Technological literacy is an essential skill to perform basic activities of jobs, school, and personal lives.

Special efforts to create low risk/high utility situations must be created. Integrating technology and the development of technology skills into programs which serve families and communities at-risk is especially important, as typically they have fewer opportunities to learn and apply their learning. Each SCP is to develop an explicit technology plan to ensure that information and communication technology is appropriately integrated throughout the program design. Programs should have adequate information and communication technology infrastructure (i.e., hardware, software, network connectivity/mini-labs, and technology expertise) to support program administration, professional staff development, educational programming with clients, online collaboration, and electronic publishing of lessons learned and results. The technology plan needs to put technology tools in the hands of program participants to help them reach the goals of the SCP (see SCP applications instructions <http://www.nifa.usda.gov/nea/family/cyfar/scp.html>).

### **c. Sustainability**

Planning for sustaining community projects is an obligation of CYFAR program professionals. Sustainability *is the capacity of programs to continue to respond to the identified community needs*. A sustained program maintains a focus consistent with its original goals and objectives, including the individuals, families, and communities it was originally intended to serve. Some programs contract in scope, while others expand, and still others maintain the original program activities. Some programs align with other organizations and institutions while others maintain their independence. The key element of sustainability is retaining the goal of supporting at-risk families by providing continued benefits, regardless of the particular activities that are delivered. To most effectively sustain programs for children, youth and families, an intentional effort must be made early in the program planning process. Each SCP will develop and submit a sustainability plan including those factors that research has demonstrated to be important for program sustainability: Leadership Competence, Effective Collaboration, Understanding Community, Demonstrating Program Results, Strategic Funding, Staff Involvement and Integration, and Program Responsiveness (see SCP applications instructions <http://www.nifa.usda.gov/nea/family/cyfar/scp.html>). **Within their proposals, states should show how these projects will be integrated into their ongoing Extension programs in order to illustrate sustainability and continued funding of these projects beyond the potential five years of CYFAR Federal funding.**

Specific to two of the four National CYFAR Outcomes (school age & teen) which may be selected as the focus for this project, youth participants may be introduced to 4-H through low context programs and expand their involvement by enrolling in 4-H clubs to insure long-term progressive educational experiences which provide opportunities for leadership, community service, positive relationships with caring adults, inclusive and safe environments, active engagement in their own learning, mastery, self-determination, and to see themselves as active participants in the future. If a project addressing either school age youth or teen is selected as the National CYFAR Outcomes focus area for this proposal, **integration of CYFAR youth participants into the 4-H Youth Development program is strongly encouraged.**

## **5. Selecting the SCP Community Sites**

After the Outcome and the Program Model for the project are determined, university staff should set up an inclusive process to select two or three SCP sites based on a or b **and** all of c through f of the following criteria:

- (a) At least 45 percent of the population in targeted communities must be living at or below 185% of the Federal poverty level; or
- (b) A minimum of 50 percent of participants at each site must meet one or more of the following characteristics: family qualifies for a public assistance program; family income falls below the Federal poverty threshold; greater than 25% of the National CYFAR Outcome target audience uninsured (<https://data.cms.gov/dataset/The-Percent-of-Uninsured-People-for-Outreach-Targe/9hxb-n5xb>); family income is less than 75 percent of the State or county median income; a parent did not complete high school; youth/family on record with community, juvenile justice and law enforcement, or social agencies for things such as foster care, child abuse or child neglect, substance abuse, eligibility for free or reduced school lunch, the WIC program, SNAP or other clearly established risk indicators; and
- (c) Indicate commitment to focus on and adhere to the Guiding Principles of the one selected CYFAR Outcome; and
- (d) Indicate plan for adherence to the principles of CYFAR Integrated Program Components – Community, Technology, and Sustainability; and
- (e) CYFAR projects are strongly encouraged to partner with community sites inclusive of public housing authorities as well as 1994 land-grant institutions, Hispanic-serving Institutions and minority-serving institutions; and
- (f) If applicable, community sites that have been previously funded under any CYFAR project will need to provide justification as to how this is a new and different project that merits consideration for additional CYFAR funding.

## **6. Logic Model**

Once the SCP community sites are selected, an institutional team should be developed that will work with community staff to develop one five-year SCP program plan and logic model. The CYFERnet SEARCH: Supporting Evaluation and Research Capacity Hub website

(<https://cyfernetsearch.org>) features two essential resources for applicants applying for 2013 CYFAR SCP funding. These resources include an interactive Logic Model Builder and an interactive CYFAR Common Measures Survey Builder. These tools are to be used to facilitate the logic model process within the communities in program development, implementation, and subsequent evaluation for research based programs to lead to accomplishment of the selected CYFAR outcome. The logic model provides a visual diagram that illustrates specific components of a program and describes how the program will work. The CYFAR-specific logic model consists of five elements including: (1) *Identified needs and assets*, (2) *Desired results (short-term and long-term)*, (3) *Indicators (short-term and long-term)*, (4) *Activities*, and (5) *Resources*.

Prospective applicants are required to use the CYFERnet SEARCH website to create a user account and develop their program's logic model. The Logic Model Builder can be found at: [https://cyfernetsearch.org/ilm\\_1\\_8](https://cyfernetsearch.org/ilm_1_8) in the *Program Planning for Effective Program Evaluation* module. A program's completed logic model (PDF version) should be included as part of their grant application package. With the use of the newly developed logic model, prospective applicants will also need to identify at least one short-term outcome from their logic model that will result from their project and which can be subsequently evaluated with a CYFAR common measure.

Successful applicants are expected to comply with the required site evaluations submissions. The Interactive CYFAR Common Measures Survey Builder ([cyfernetsearch.org](https://cyfernetsearch.org)) should be utilized to develop their evaluation assessment. The survey builder is located at: <https://cyfernetsearch.org/tools>. The CYFAR Common Measures include a list of vetted instruments that address Core Competencies in CYFAR programming, as well as Leadership, Nutrition, Parenting, Physical Activities, Science, Technology, and Workforce Preparation and is located at: [http://cyfernetsearch.org/cyfar\\_common\\_measures](http://cyfernetsearch.org/cyfar_common_measures). New projects are expected to report and share evaluative outcomes regarding their identified CYFAR common measure(s).

## **7. Five Year Work Plan**

CYFAR SCP applications must describe how the selected program model will be implemented over five years. The Work Plan will include tasks such as staffing, recruiting participants, recruiting volunteers, establishing key partnerships, program implementation, marketing and promotion, materials development, training staff and volunteers, evaluation methods, etc. The Work Plan must indicate who is responsible, if known, for each of the key functions. CYFAR projects may not have the same participants for the full five-year plan. When there are 2 or more high context cohorts planned for the five years of the project, each should be noted in the five year plan timeline.

CYFAR SCP encourages projects that develop content and programs suitable for delivery through the Cooperative Extension System's eXtension Initiative. Funds may be used to contribute to existing Communities of Practice (CoP) or to form a new CoP focused on vulnerable populations. Projects must align with the eXtension vision, mission, and values. A letter of acknowledgement from eXtension is required, and a letter of support may be required from one or more of the Communities of Practice. For detailed guidance on how to partner with eXtension, go to <http://create.extension.org/node/2057>.

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

There is no commitment by USDA to fund any particular application or to make a specific number of grant awards. It is anticipated that approximately \$560,000 will be available to fund new continuation applications in FY 2013. This indicates that up to three awards will be offered for single university applicants and up to two awards for joint university applicants. Examples of joint university applications include an 1862 institution with an 1890 institution; two 1890 institutions; and two 1862 institutions.

This RFA is being released prior to the passage of an Appropriations Act for FY 2013. Enactment of additional Continuing Resolutions or an Appropriations Act may affect the availability or level of funding for this program.

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

### **B. Types of Applications**

It is the intention of NIFA to make awards for each fiscal year commencing in FY 2013 through FY 2017 based upon the FY 2013 competition. In FY 2013, NIFA plans to make four new continuation awards for an initial project period of one year to grantees who have requested funding for up to five 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 that 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 elements are met, NIFA plans to provide additional support in FYs 2014 through 2017. NIFA will provide applicants funded in FY 2013 with further instructions about submitting applications in FYs 2014 and 2017. Applications must include a plan of work, overall budget, overall budget narrative, community site budgets, community site budget narratives for each of the five years, and a cumulative budget covering the entire project period. Applications may be submitted to the CYFAR SCP Program as one of the following types of requests:

**(1) New application.** This is a project application that has not been previously submitted to the CYFAR SCP Program. All new applications will be reviewed competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

**(2) Resubmitted application.** This is an application that had previously been submitted to the CYFAR SCP Program but not funded. Project Directors (PDs) must respond to the previous review panel summary (see Response to Previous Review, Part IV). Resubmitted applications must be received by the relevant due dates, will be evaluated in competition with other pending

applications in appropriate area to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

### **C. Project Types**

NIFA is seeking applications from institutions that can demonstrate their capacity to develop statewide grantee capacity and deliver programs for at-risk children, youth, and families; have a proven track record of sustaining community programs; are integrating CYFAR into Extension programs; and are able to provide program, evaluation, and technology support to Sustainable Community Projects.

NIFA anticipates making continuation awards under this RFA. A continuation award is issued for a specific level of effort for a predetermined period of time with a statement of intention to provide additional support at a future date. Continuation of the funding for the award is provided if performance has been satisfactory, appropriations are available for this purpose, and continued support is in the best interests of the Federal government and the public.

Applications should be submitted for five year project periods. Funding will be awarded one year at a time. CYFAR projects will also be required to submit a year-end report to NIFA's electronic, Web-based inventory system that facilitates both grantee submissions of project outcomes and public access to information on Federally-funded projects. The details of these reporting requirements are included in the award terms and conditions. Successful applicants are expected to comply with the required site evaluations submission and should utilize the Interactive CYFAR Common Measures Survey Builder (<http://cyfernetsearch.org/>) to develop their evaluation assessment.

CYFAR projects are required to submit program site evaluation data to CYFERnet Search.org for CYFAR Program outcome and evaluation. In accordance with OMB Control Number 0524-0043, collection of the required information has been approved.

New applicants should refer to Part I, B.7. of this RFA for specific details regarding the submission of a five year work plan detailing short- and long-term desired results. The maximum funding per grantee will be \$80,000 for year one for a single institutional applicant, and for joint institutional applications the maximum funding allowed in year one is \$160,000. **The first year should be focused on planning and launching the program. For years two through five, NIFA will accept requests for up to \$123,500 per year for single institutions; and partnering institutional applicants may request up to \$247,000 per year.** The maximum length of the project as a continuation award will be five years.

#### **1. Single SCP Project Proposal (Single Eligible Institution)**

Applicants may request up to \$80,000 (total, for the first year) for a Single Project Proposal. In a Single Project Proposal, the applicant executes the project without the requirement of sharing grant funds with other project partners. This single project type should have 2-3 community sites. The eligible institutions are 1862 and 1890 institutions.

#### **2. Joint SCP Project Proposal (Applicant + One Eligible Land-grant Partner)**

Applicants may request up to \$160,000 (total for the first year) for a Joint SCP Project Proposal. In a Joint SCP Project Proposal, the co-applicants may include one or more additional institutions. All partners must share grant funds and this sharing must be demonstrated in the budget justification. This project type should have 2-3 community sites per eligible land-grant institution resulting in a total of at least 4-6 community sites. The eligible institutions are 1862 and 1890 institutions.

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Applications may be submitted by Cooperative Extension at 1890 Land-Grant Institutions, including Tuskegee University and West Virginia State University, 1862 Land-Grant Colleges and Universities, and the University of the District of Columbia. Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project. An applicant's failure to meet an eligibility criterion by the time of an application deadline may result in the application being excluded from consideration or, even though an application may be reviewed, will preclude NIFA from making an award.

Eligible land-grant institutions that do not have an active award will receive priority in funding if deemed meritorious. Only one application per land-grant institution will be accepted. Current CYFAR SCP grantees may submit an application for an additional new project; however, if the same community site is being used, a justification must be provided. Attach to Field 11, Other Project Information.

### **B. Cost Sharing or Matching**

No matching funds are required and matching funds will not be factored into the review process as evaluation criteria.

## PART IV—APPLICATION AND SUBMISSION INFORMATION

### A. Electronic Application Package

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

#### New Users of Grants.gov

Prior to preparing an application, it is suggested that the 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 Grant.gov. If the organization is not prepared (e.g., the institution/organization is new to the electronic grant application process through Grants.gov), then the one-time registration process must be completed PRIOR to submitting an application. It can take as much as two weeks to complete the registration process so it is critical to begin as soon as possible. In such situations the AR should go to “Get Registered” on the Grants.gov left navigation bar (or go to [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp)) for information on registering the institution/organization with Grants.gov. A quick reference guide listing the steps is available as a 4-page PDF document at the following website: <http://www.grants.gov/assets/Grants.govRegistrationBrochure.pdf>. Item 2. below mentions the “NIFA Grants.gov Application Guide.” Part II.1. of the NIFA Grants.gov Application Guide contains additional explanatory language regarding the registration process.

#### Steps to Obtain Application Package Materials

The steps to access application materials are as follows:

1. In order to access, complete and submit applications, applicants must download and install a version of Adobe Reader compatible with Grants.gov. This software is essential to apply for NIFA Federal assistance awards. For basic system requirements and download instructions, please see [http://www.grants.gov/help/download\\_software.jsp](http://www.grants.gov/help/download_software.jsp). To verify that you have a compatible version of Adobe Reader, Grants.gov established a test package that will assist you in making that determination. Grants.gov Adobe Versioning Test Package: <http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.
2. The application package must be obtained via Grants.gov, go to <http://www.grants.gov>, click on “Apply for Grants” in the left-hand column, click on “**Step 1: Download a Grant Application Package and Instructions,**” enter the funding opportunity number **USDA-NIFA-SLBCD-004088** in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

Contained within the application package is the “NIFA Grants.gov Application Guide: A Guide for Preparation and Submission of NIFA Applications via Grants.gov.” This Guide contains an introduction and general Grants.gov instructions, information about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

**If assistance is needed to access the application package** (e.g., downloading or navigating Adobe forms), **or submitting the application** then refer to resources available on the Grants.gov Web site first (<http://www.grants.gov/>). Grants.gov assistance is also available as follows:

Grants.gov customer support  
1-800-518-4726 Toll-Free or 606-545-5035  
Business Hours: 24 hours a day, 7 days a week. Closed on [Federal Holidays](#).  
Email: [support@grants.gov](mailto:support@grants.gov)

Grants.gov iPortal: Top 10 requested help topics (FAQs), Searchable knowledge base, self service ticketing and ticket status, and live web chat (available 7:00 A.M. - 9:00 P.M. ET). Get help now!

Please have the following information available when contacting Grants.gov, to help expedite your inquiry:

- Funding Opportunity Number (FON)
- Name of Agency You Are Applying To
- Specific Area of Concern

See [http://grants.gov/applicants/app\\_help\\_reso.jsp](http://grants.gov/applicants/app_help_reso.jsp) or <http://www.nifa.usda.gov/funding/electronic.html> for additional resources for applying electronically.

## **B. Content and Form of Application Submission**

Electronic applications should be prepared following Parts V and VI of the document entitled “A Guide for Preparation and Submission of NIFA Applications via Grants.gov.” This guide is part of the corresponding application package (see Section A. of this Part). The following is **additional information** needed in order to prepare an application in response to this RFA. **If there is discrepancy between the two documents, the information contained in this RFA is overriding.**

Note the attachment requirements (e.g., portable document format) in Part III section 3. of the Guide. **ANY PROPOSALS THAT ARE NON-COMPLIANT WITH THE REQUIREMENTS (i.e., content format, pdf file format, file name restrictions, and no password protected files) WILL BE EXCLUDED FROM NIFA REVIEW.** Partial applications will be excluded from NIFA review. With documented prior approval, subsequent submissions of an application will be accepted until close of business on the closing date in the RFA.

If you do not own PDF-generating software, Grants.gov provides online tools to assist applicants. Users will find a link to “Convert Documents to PDF” on [http://grants.gov/help/download\\_software.jsp#pdf\\_conversion\\_programs](http://grants.gov/help/download_software.jsp#pdf_conversion_programs).

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

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

**1. 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.

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

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

**3. R&R Other Project Information Form**

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

**a. Field 7. Project Summary/Abstract.** The summary should also include the relevance of the project to the goals of CYFAR SCP. 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.**

PLEASE NOTE: The Project Narrative shall not exceed 12 pages of written text double spaced. The Logic Model (see paragraph 6. below) is in addition to the 12 page Project Narrative. **No graphs, photographs, charts, tables or support letters should be included in this field. All appendices or attachments to the application attach under Field 11.** This maximum (12 pages) has been established to ensure fair and equitable competition. The Project Narrative must include all of the following:

1. CYFAR SCP Project Management

a. Project Title: (Your Institution) Sustainable Community Project

b. SCP Staff name, title, address, e-mail for:

SCP Project Director(s), SCP Evaluator, SCP Technology Specialist

c. CYFAR Outcome (see 2. below)

d. Program Model (see 3. below)

e. Community Sites. For each community site provide:

- (i) Location, county staff name, title, address, e-mail;
- (ii) Community staff name, title, address, and e-mail; and
- (iii) Community & faith-based program partners.

## 2. One National CYFAR Outcome

Explain the rationale for the decision, the needs assessment process used, and who was involved.

## 3. One Program Model

a. Describe the selected program model including the following:

- (i) Desired long-term results;
- (ii) Age range of high context participants; age range of children impacted as a result of early childhood and parent and family programs for high risk families;
- (iii) Frequency and duration of contact with the program;
- (iv) Group size and staffing plan;
- (v) Uniform program and curriculum content (e.g., science technology, community service, drama, computer literacy, reading literacy, parent education, exercise/fitness); and
- (vi) Standardized training and technical assistance plans for project staff.

b. Describe the process used for determining this program model.

c. Explain how each of the Guiding Principles is addressed in the selected Program Model ([http://www.nifa.usda.gov/nea/family/cyfar/pdfs/guiding\\_principles.pdf](http://www.nifa.usda.gov/nea/family/cyfar/pdfs/guiding_principles.pdf)).

## 4. Integrated Program Components

a. **Community:** Describe how the proposed program fits into the Community context using at least one of the recommended approaches.

b. **Technology:** Describe how the Technology Plan ensures that information and communication technology is integrated throughout the SCP program.

c. **Sustainability:** Describe the Sustainability Plan including critical factors.

## 5. Selecting Community Sites

Describe the process used for selecting the SCP Community Sites. Community sites must be identified at the time of application submission.

## 6. Five Year Logic Model

Provide a five year Logic Model for the SCP. The CYFAR-specific logic model consists of five elements including: (1) *Identified needs and assets*, (2) *Desired results (short-term and long-term)*, (3) *Indicators (short-term and long-term)*, (4) *Activities*, and (5) *Resources*. The Logic Model Builder can be found at: [http://cyfernetsearch.org/ilm\\_1\\_8](http://cyfernetsearch.org/ilm_1_8) in the *Program Planning for Effective Program Evaluation* module. Prospective applicants are required to develop a logic model, and use the CYFERnet SEARCH website to create a user account and develop their program's logic model. With the use of the newly developed logic model, prospective applicants also need to identify at least one (1) short-term outcome from their logic model that will result from their program and can be evaluated.

## 7. Five Year Work Plan for the SCP

The Work Plan should detail how the selected program model will be implemented over five years. The Work Plan should address staffing, recruiting participants, recruiting volunteers,

establishing key partnerships, program implementation, marketing and promotion, materials development, training staff and volunteers in a five year timeline. The two or more context cohorts planned for the five years should be noted in the five year plan timeline.

**c. Field 11. Other Attachments - (Must be PDF format)**

Response to Previous Review. 1 Page Limit.

This requirement only applies to “Resubmitted Applications” as described under Part II, B., “Types of Applications”. PDs must respond to the previous review panel summary on no more than one page, titled, “RESPONSE TO PREVIOUS REVIEW”. If desired, additional comments may be included in the text of the Project Narrative, subject to the page limitations of that section.

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

Information related to the questions on this form is dealt with in detail in Part V, 5. of the NIFA Grants.gov Application Guide. Part V, 5. of the NIFA Grants.gov Application Guide includes information about the individuals for which a Senior/Key Person Profile must be completed, 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. Please include annual base salary for all personnel listed under Senior/Key Person. On the Current and pending Support form, the time committed to this project should not be less than the salary requested on the budget form. Please make sure that the application proposal is listed and that all projects, including this project, do not total over 100% commitment time.

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

**6. R&R Budget**

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

New applicants may request up to \$80,000 for single institution applications and up to \$160,000 for joint institution applicants for their first year. The first year should be focused on planning and launching the program. For years two through five, NIFA will accept requests for up to \$123,500 for single institution applications or up to \$247,000 for joint institution applications per year. **However, applicants are cautioned to request only amounts that can be expended by the end of the budget year, since carryover funds will be subtracted from the following year’s request.**

Single university applicants may request a maximum of \$50,400 for associated university support, including technical assistance with program development, evaluation, technology, and linking of SCP to other CYFAR resources. For joint applications, the maximum amount for university support is \$100,800. **NOTE:** See chart below for further details:

<b>Description</b>	<b>Single SCP Project</b>	<b>Joint SCP Project</b>
Maximum Amount Requested per Proposal	\$80,000	\$160,000
Maximum Institutional Support (including 10% evaluation costs)	\$50,400	\$100,800
Minimum Budget for Community Sites	\$29,600	\$ 59,200

Applications must contain annual budget and budget narrative [this consists of all funds request each year, including but not limited to: institutional costs, evaluation costs and community site(s)] for each of the five years, and a cumulative budget covering the entire project period. The Budget Justification (aka a Budget Narrative) must include an itemized breakdown of all support requested.

**Show the total amount allocated for the community site budgets within Field F, line 8, 9 and 10 of cumulative budget form.**

**Community Site Budgets:**

Again, individual community site budget forms and budget narratives are required for five years. For each of the five years, use the R & R Subaward budget section of the application to submit these budgets and budget narratives. It is recognized that if the community sites are operated through the university system then they are not considered sub-awards. Because of the requirements of Grants.gov all community sites both extension-based community sites and those sites that operate apart from extension must complete the sub-award forms for each site. All community sites according to Grants.gov are considered sub-awards.

If an outside organization provides some of the program operation, it is considered a subaward. Identify the organization. Include the required subaward information.

It is recommended that the number of community sites be at least two; but not exceed three for each Single SCP project. Further, it is recommended that the maximum community sites for each Joint SCP be limited to six; with at least two sites representing each institution.

**NOTE:** Applicants are reminded to include the Base Annual Salaries for all Key Personnel.

First year SCP project staff inclusive of the PI, evaluation, and technology staff are required to attend the designated CYFAR SCP Grantee Orientation and CYFAR SCP Grantee Workshop.

In years two through five SCP university, county, and community site staff are required to participate in the CYFAR SCP Grantee Workshop. Travel expenses for these required trips should be included in the budget request.

Evaluation

A minimum of 10% of the total project budget must be allotted for staff, travel, and material costs of the SCP evaluation. The budget narrative must provide a listing of the costs that are associated with the 10% evaluation requirement.

No matching funds are required and matching funds will not be factored into the review process as evaluation criteria.

### **7. Supplemental Information Form**

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

- a. **Field 2. Program to which you are applying.** Enter the program code name (**Youth at Risk**) and the program code (**MC**).
- 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.

### **C. Submission Dates and Times**

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

Applications must be received by Grants.gov by COB on **February 20, 2013** (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding.

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

Correspondence regarding submitted applications will be sent using e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

If the AR has not received correspondence **from NIFA** regarding a submitted application within 30 days of the established deadline, please contact the Program Contact identified in Part VII of the applicable 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, this number should be cited 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.

Grant funds awarded under this authority may not be used for the renovation or refurbishment of research, education, or Extension space; the purchase or installation of fixed equipment in such space; or the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.

The Statutory time limitation for this program is five years from the project start date on the Award Face Sheet (Form NIFA-2009). Extension of time beyond the five years will not be permitted.

#### **E. Other Submission Requirements**

**The applicant should follow the submission requirements noted in Part IV, section 1.9 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**

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

Reviewers will be selected based upon training and experience in relevant scientific, extension, or education fields, taking into account the following factors: (a) The level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities; (b) the need to include as reviewers experts from various areas of specialization within relevant scientific, education, or extension fields; (c) the need to include as reviewers other experts (e.g., producers, range or forest managers/operators, and consumers) who can assess relevance of the applications to targeted audiences and to program needs; (d) the need to include as reviewers experts from a variety of organizational types (e.g., colleges, universities, industry, state and Federal agencies, private profit and non-profit organizations) and geographic locations; (e) the need to maintain a balanced composition of reviewers with regard to minority and female representation and an equitable age distribution; and (f) the need to include reviewers who can judge the effective usefulness to producers and the general public of each application.

### **B. Evaluation Criteria**

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

#### **1. CYFAR SCP Project Management (10 Points)**

This criterion assesses the degree to which the application has complete information for all of the following:

- a. Project Title: (Your Institution) Sustainable Community Project
- b. SCP Staff name, title, address, e-mail for:
  - (i) SCP Project Director(s), SCP Evaluator, SCP Technology Specialist
- c. CYFAR Outcome
- d. Program Model
- e. Community Sites. For each community site provide:
  - (i) Location, County staff name, title, address, e-mail;
  - (ii) Community staff name, title, address, and e-mail; and
  - (iii) Community & Faith-based program partners.

#### **2. The soundness of the National CYFAR Outcome (5 Points)**

This criterion is an indicator of programmatic readiness to effectively deliver the specified program model and meet its specified outcomes to the community sites.

3. One Program Model (25 Points)

- a. The degree to which the selected program model evaluates the following: (15 points)
- (i) Desired long-term results;
  - (ii) Age range of high context participants;
  - (iii) Frequency and duration of contact with the program;
  - (iv) Group size and staffing plan;
  - (v) Uniform program and curriculum content (e.g., science technology, community service, drama, computer literacy, reading literacy, parent education, exercise/fitness; and
  - (vi) Standardized training and technical assistance plans for project staff.
- b. The degree to which the process used for determining this program model is assessed and evaluated. (5 points)
- c. The soundness of how each of the Guiding Principles is addressed in the selected Program Model. (5 points)

4. Integrated Program Components (15 Points)

- a. Community – (5 Points) Describes how the proposed program fits into the Community context using at least one of the recommended approaches.
- b. Technology – (5 Points) Describes the Technology Plan to ensure that information and communication technology is integrated throughout the SCP program.
- c. Sustainability – (5 Points) Describes the Sustainability Plan including critical factors.

5. The soundness on the process for selecting the SCP Community Sites. (5 Points)

6. Five Year Logic Model (15 Points)

A clear logic model has been articulated for how to work with communities in program development, implementation, and evaluation.

7. Five Year Work Plan (20 Points)

A clear Work Plan is articulated for how the selected program model will be or will continue to be implemented.

8. Joint Projects (5 Points)

A premium of five points will be offered to joint projects including 1890 institutions.

**C. Conflicts of Interest and Confidentiality**

During the peer evaluation process, extreme care will be taken to prevent any actual or perceived conflicts of interest that may impact review or evaluation. For the purpose of determining conflicts of interest, the academic and administrative autonomy of an institution shall be determined by reference to the current Higher Education Directory, published by Higher Education Publications, Inc., 1801 Robert Fulton Drive, Suite 340, Reston, Virginia 20191. Phone: (888) 349-7715. Web site: <http://www.hepinc.com>.

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

#### **D. Organizational Management Information**

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

## **PART VI—AWARD ADMINISTRATION**

### **A. General**

Within the limit of funds available for such purpose, the awarding official of NIFA shall make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the awarding official of NIFA as the effective date of the grant shall be no later than September 30 of the Federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. It should be noted that the project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by NIFA under this RFA shall be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles, the Department's assistance regulations (parts 3015 and 3019 of 7 CFR), and the 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 following:

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

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

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

### **C. Administrative and National Policy Requirements**

Several Federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These include, but are not limited to:

2 CFR Part 220 – Cost Principles for Educational Institutions (OMB Circular A-21).

2 CFR Part 225 – Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87).

2 CFR Part 230 – Cost Principles for Non-profit Organizations (OMB Circular A-122).

7 CFR Part 1, subpart A—USDA implementation of the Freedom of Information Act.

7 CFR Part 3—USDA implementation of OMB Circular No. A-129 regarding debt collection.

7 CFR Part 15, subpart A—USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.

7 CFR Part 331 and 9 CFR Part 121—USDA implementation of the Agricultural Bioterrorism Protection Act of 2002.

7 CFR Part 3015—USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21, A-87, and A-122, now codified at 2 CFR Parts 220, 225 and 230), and incorporating provisions of 31 U.S.C. 6301-6308 (formerly the Federal Grant and Cooperative Agreement Act of 1977, Pub. L. No. 95-224)), as well as general policy requirements applicable to recipients of Departmental financial assistance.

7 CFR Part 3016 – USDA Implementation of Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

7 CFR Part 3017—USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement).

7 CFR Part 3018—USDA implementation of Restrictions on Lobbying. Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans.

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

7 CFR Part 3021—USDA Implementation of Governmentwide Requirements for Drug-Free Workplace (Grants).

7 CFR Part 3022 —Research Institutions Conducting USDA-Funded Extramural Research; Research Misconduct.

7 CFR Part 3052—USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Nonprofit Organizations.

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

7 CFR 3430—Competitive and Noncompetitive Non-formula Grant Programs--General Grant Administrative Provisions.

29 U.S.C. 794 (section 504, Rehabilitation Act of 1973) and 7 CFR Part 15b (USDA implementation of statute) —prohibiting discrimination based upon physical or mental handicap in Federally assisted programs.

35 U.S.C. 200 et seq. —Bayh Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in Federally assisted programs (implementing regulations are contained in 37 CFR Part 401).

#### **D. Expected Program Outputs and Reporting Requirements**

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

**Successful applicants are expected to comply with the required site evaluations submission and should utilize the Interactive CYFAR Common Measures Survey Builder (<http://cyfarnetsearch.org/>) to develop their evaluation assessment.**

## **PART VII—AGENCY CONTACT**

Applicants and other interested parties are encouraged to contact:

Bonita Williams, Ph.D., National Program Leader, Vulnerable Populations, Division of Youth and 4-H, Institute of Youth, Family and Community, National Institute of Food and Agriculture (NIFA), United States Department of Agriculture (USDA); STOP 2225; 1400 Independence Avenue, SW; Washington, DC 20250-2225; telephone: 202-720-3566; fax: 202-720-9366; e-mail: [bwilliams@nifa.usda.gov](mailto:bwilliams@nifa.usda.gov).

## **PART VIII—OTHER INFORMATION**

### **A. Access to Review Information**

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

### **B. Use of Funds; Changes**

#### **1. Delegation of Fiscal Responsibility**

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

#### **2. Changes in Project Plans**

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

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

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

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

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

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

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

### **C. Confidential Aspects of Applications and Awards**

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

### **D. Regulatory Information**

For the reasons set forth in the final Rule related Notice to 7 CFR part 3015, subpart V (48 FR 29114, June 24, 1983), this program is excluded from the scope of the Executive Order 12372 which requires intergovernmental consultation with State and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of information requirements contained in this Notice have been approved under OMB Document No. 0524-0039.

### **E. Definitions**

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