Yellow Ribbon Reintegration Program Curriculum Development & Metrics

FY 17 Request for Applications (RFA)

APPLICATION DEADLINE: September 8, 2017

ELIGIBILITY: See Part III, A of RFA

USDA

United States Department of Agriculture

National Institute of Food and Agriculture

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

Yellow Ribbon Reintegration Program Curriculum Development & Metrics

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 **5 p.m. Eastern Time** on **September 8, 2017**. 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 Yellow Ribbon Reintegration Program Curriculum Development & Metrics (YRCD) RFA.

EXECUTIVE SUMMARY: NIFA requests applications for the Yellow Ribbon Reintegration Program Curriculum Development & Metrics Competitive Grant Program (YRCD) for fiscal year (FY) **2017** to continue curriculum development (in-person and online) and comprehensive program evaluation within the Yellow Ribbon Integration Program to support Reserve Component members and their families. The anticipated amount available for **this grant** in FY **2017** is approximately **$900,000**.

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

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

In accordance with the Economy Act of 1932, as amended, (31 U.S.C. 1535), the Department of Defense (DoD), in order to utilize the unique resources of the United States Department of Agriculture (USDA), the National Institute of Food and Agriculture (NIFA), has provided NIFA with funds to support the Yellow Ribbon Reintegration Program Curriculum Development and Metrics Competitive Grant Program.

Pursuant to 7 U.S.C. Sec. 3318(c), the Secretary of Agriculture, acting through the Director of the NIFA, may enter into contracts, grants, or cooperative agreements, for periods not to exceed five years, with State agricultural experiment stations, State cooperative extension services, all colleges and universities, other research or educational institutions or organizations, Federal and private agencies and organizations, individuals, and any other contractor or recipient, either foreign or domestic, to further research, extension, or teaching programs in the food, agriculture, natural resources, and human sciences of the Department of Agriculture.

Within the Department of Defense, Economy Act transactions are governed by Department of Defense Financial Management Regulation, Volume 11A, Chapter 3, Economy Act Orders.

B. Purpose and Priorities

The YRCD Competitive Grant Program aligns with and addresses:
- USDA Strategic Plan for FY 2014-2018, Goal 1, Objective 1.1;
- 2014 USDA's Research, Education, and Economics (REE) Action Plan, Goal 7, Strategies 3 and 4 of Goal 7;
- NIFA Strategic Plan for 2014-2018, Goal 1, Sub-goal 1.7; and
- NIFA's Family and Consumer Sciences priorities in the areas of community vitality and family well-being.

This work also supports the mission of the DoD-USDA Partnership for Military Families Memorandum of Understanding (MOU) signed in 2010 by NIFA and DoD senior leadership. The goal of the MOU is "…to enhance federal interagency coordination and build capacity for partnerships and collaboration among the agencies and across public and private sectors to sustain programs and services for military Service members and their families."

Background and Context

The Yellow Ribbon Reintegration Program (YRRP) is a DoD-wide effort to promote the well-being of National Guard and Reserve members, their families and communities, by connecting them with resources throughout the deployment cycle. Through Yellow Ribbon events, Service members and loved ones connect with local resources before, during, and after deployments. By providing deployment cycle information, resources, and programs, YRRP addresses the unique challenges facing the Guard and Reserve community, including geographic dispersion

away from military support networks and fewer deployment resources than the Active Component.

YRRP events provide National Guard and Reserve Service members and those who support them with dynamic and engaging delivery of information before, during, and after deployments. Events connect attendees with local information on health care, education/training opportunities, and financial and legal benefits. These resources help to prepare and guide attendees through the hardships of deployment, then enable Service members to successfully reintegrate back into their families, communities and careers. Learn more by visiting:
http://www.yellowribbon.mil/yrrp/aboutUs.html

Per Public Law 110-181, Section 582 (as amended), Office of Reintegration Programs/Yellow Ribbon Reintegration Program (ORP/YRRP) is required to fulfill its Congressional mandate to effectively "collect and analyze 'lessons learned' and suggestions from State National Guard and Reserve organizations with existing or developing reintegration programs," "assist in developing training aids and briefing materials," and "develop and implement a process for evaluating the effectiveness of the Yellow Ribbon Reintegration Program in supporting the health and well-being of eligible individuals to include youth, as well.

After a review of previous Yellow Ribbon events, it was determined by the Services that inconsistent and inaccurate info in the Department of Defense Instruction (DoDI) requirements were being disseminated. Services requested that DoD create accredited, consistent, and empirically sound curriculum for delivery at all future events. Beginning in 2011, ORP partnered with a land-grant university to develop over 100 face-to-face and online classes, develop three standardized surveys, complete several in-depth program-wide studies, complete numerous Service-specific studies, develop "top 5" lists of resources in several resilience areas, and provide consultation in driving change to the original YRRP legislation based on sound reintegration studies to allow the maximum program flexibility for all 7 Reserve Components (RCs). There are constant updates to this curriculum needed, as well as annual reviews and course validation. New, up-to-date courses for the Yellow Ribbon Program also need to be developed.

The primary objective for this project is:

- To continue curriculum development (in-person and online) and comprehensive program evaluation within the Yellow Ribbon Integration Program.

This objective will be accomplished through fulfilling the following activities:

a. Develop, design and revise curricula (both for in-person and online delivery) based upon sound academic principles regarding adult education and specific applicability to military audiences and use standardized templates for facilitator guides, handouts, etc.

b. Develop, review, and periodically update survey instruments or other evaluation measures. Analyze all completed survey and evaluation measures quarterly (e.g., post-

event surveys, pre- and post-event knowledge surveys, After Action Reports, retrospective surveys).
Note: The surveys will be completed, collected and tabulated by a separate entity.

c. Analyze and create quarterly summary reports based on YRRP attendance metrics.

d. Analyze existing websites quarterly in all subject areas included in DoDI 1342.28 to determine the best (e.g., top 5) sources of information for YRRP event attendees, Event Planners, and personnel who routinely use YRRP information. Evaluate the utility of this effort, making use of both passive data on YRRP site traffic as well as focused evaluative measures of YRRP attendees.

e. Systematically identify best practices through the analysis of data collection instruments and make recommendations to support the Reserve Components.

f. The awardee will also have responsibility for training qualified staff to fully support ORP/YRRP and RC Members and their families.

g. Recruitment/training: the awardee will recruit qualified staff with demonstrated experience in the following areas: curriculum development, both for in-person and online delivery, and evaluation.

h. Submission of progress reports, briefings as well as update meetings with ORP team, and any necessary technical assistance upon request.

PART II—AWARD INFORMATION

A. Available Funding

The anticipated amount available for **YRCD** in **FY 2017** is approximately **$900,000**. 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. For more information see
https://www.fiscal.treasury.gov/fsservices/gov/pmt/asap/asap_home.htm.

B. Types of Applications

In **FY 2017**, you may only submit a new application to the **YRCD** Program:

New application. This is a project application that has not been previously submitted to the **YRCD** 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—Application Review Requirements.

C. Project Types

For FY 2017, approximately **$900,000** will be available to fund one proposal for one year (see Part I, A. Legislative Authority and Background).

D. Responsible and Ethical Conduct of Research

In accordance with sections 2, 3, and 8 of 2 CFR Part 422, institutions that conduct USDA-funded extramural research must foster an atmosphere conducive to research integrity, bear primary responsibility for prevention and detection of research misconduct, and maintain and effectively communicate and train their staff regarding policies and procedures. In the event an application to NIFA results in an award, the Authorized Representative (AR) assures, through acceptance of the award that the institution will comply with the above requirements. Award recipients shall, upon request, make available to NIFA the policies, procedures, and documentation to support the conduct of the training.

For information about the Responsible and Ethical Conduct of Research, see
http://nifa.usda.gov/responsible-and-ethical-conduct-research.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Only land-grant institutions are eligible to receive the award through the YRCD program. Eligible land-grant institutions include all 1862, 1890, and 1994 land-grant institutions.

Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project. Failure to meet an eligibility criterion by the time of 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.

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.

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 http://www.grants.gov/web/grants/learn-grants/grants-101/pre-award-phase.html.

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 (or go to** http://www.grants.gov/web/grants/register.html**), 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 http://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 http://www.grants.gov/web/grants/applicants/download-application-package.html and enter the funding opportunity number

   Funding Opportunity Number: USDA-NIFA-EXCA-006386

   From the search result, click "Select Package" to access the application package. A Grant Application Package is tied to a particular funding opportunity. You may submit an application ONLY 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 (http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html). 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

You should prepare electronic applications 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. <u>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</u>. 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. EST, 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 2.18 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 **YRCD**. 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 **8** pages of written text, regardless of whether it is single- or double-spaced, and up to **4** additional pages for figures and tables. We have established this maximum (**12** pages) to ensure fair and equitable competition. The Project Narrative must include all of the following:

Section 1: 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 in high-quality curriculum development and refinement, program assessment, program evaluation, particularly experience with evaluation of military support programs, adult leaning and training and experience with related projects for the DoD – USDA Partnership for Military Families, the Services, and/or ORP/YRRP.

Section 2: Objectives, Approach and Plan

Projects should provide a clear description of the project objectives and activities. Objectives must address program priorities listed in Part 1, Section B. Please develop a project action plan. The plan should contain the following:
- Clear, concise, and logically arranged project objectives;

- Clear relationships between objectives, inputs, activities, desired outcomes, and anticipated impacts;
- The sum of activities under each objective which will lead to completion of those objectives within the 1-year project duration;
- Methods by which data will be collected and analyzed; indicate collection instruments and methods, if appropriate (i.e.: questionnaire, interviews, focus groups, site visits, etc.);
- A description of all intended outcomes anticipated impacts to be tracked and monitored;
- A description of development and/or implementation challenges that may be encountered;

The project plan will be finalized based on written feedback from the ORP/YRRP Program Manager and NIFA National Program Leader after the award is made.

Section 3: Project Communication Plan

- Briefly describe how pertinent information, progress and results from this project will be communicated to the project team, as well as relevant stakeholders.

Section 4: Project Management

- Provide a brief summary of key personnel, their project functions, qualifications and expertise along with timelines, reporting, and collaborative efforts.

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 regarding mandatory Felony Convictions or Tax Delinquent Status.

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.

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 "**Yellow Ribbon Curriculum Development**") and the program code (i.e., enter "**YRCD**"). 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.

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.

While the checklist should be used to check the application for completeness, the application should be checked additionally for the following required item(s). This is not an exhaustive list of required items; it only serves to highlight <u>required items that are sometimes overlooked by applicants</u>:
- Project Summary
- Project Action Plan
- Bibliography
- Current and Pending Support forms
- Conflict of Interest forms

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 **5 p.m. Eastern Time on September 8, 2017**. 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 10 business 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

Indirect Cost: Fully negotiated rate. The applicant should use the current negotiated indirect cost rate established (i.e., approved) by its cognizant Federal agency. If the applicant does not have a current negotiated rate, the applicant should request a rate from the Federal agency from which the applicant receives the most funding.

Agency policy limits the maximum potential funding period (including any awards transferred from another institution or organization) to five years in duration. 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.

The PD may incur pre-award costs within the 90-day period immediately preceding the effective date of the award providing: the approval of pre-award spending is made and documented in accordance with the awardee's normal procedures prior to the incurrence of the cost(s); the advanced funding is necessary for the effective and economical conduct of the project; and the costs are otherwise allowable. Pre-award expenditures are made at the awardee's risk. AOR authority to approve pre-award costs does not impose an obligation on NIFA: (1) in the absence of appropriations; (2) if an award is subsequently not made; or (3) if an award is made for a lesser amount than the awardee expected.

Pre-award costs incurred outside the 90-day period immediately preceding the effective date of the award must receive written approval from the ADO. Please verify with the Administrative/Business Contact listed in this RFA before any pre-award expenditures. Any expenditures made before then are at your own risk.

E. Other Submission Requirements

You 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

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., producers, range or forest managers/operators, and consumers) 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 **YRCD** will recommend that your project be approved for support from currently available funds or be declined due to insufficient funds or unfavorable review.

YRCD 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

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

1. Potential for successfully developing curriculum (in-person and online) and a comprehensive program evaluation within the Yellow Ribbon Reintegration Program. (40 points)

This criterion is used to assess the likelihood that the project 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 their proposed plan and past experience with curriculum development and refinement, program assessment and program evaluation in coordination with military reintegration programs, Service members and their families to include youth.

2. Proposed Approach and Program Coordination (25 points)
This criterion is used to assess the soundness and sustainability of the proposed approach including statement of need, scope of the project, objectives, design, methods, key personnel, timeline, expected products and results, and communication plan.

3. Evaluation (20 points)
This criterion is used to assess the adequacy of the proposed project evaluation design and its capacity to meet the project objectives.

4. Budget and Budget Narrative (15 points)
This criterion is used to assess the extent to which the total 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.

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 http://www.nifa.usda.gov/business/competitive_peer_review.html 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 responsible **YRCD** program staff 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 http://www.nifa.usda.gov/business/awards/awardterms.html 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 – http://nifa.usda.gov/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—is available at http://nifa.usda.gov/policy-guide.

Responsible and Ethical Conduct of Research
Refer to Part II, D for more information.

D. Expected Program Outputs and Reporting Requirements

The output and reporting requirements are included in the award terms and conditions (see http://www.nifa.usda.gov/business/awards/awardterms.html for information about NIFA award terms). If there are any program or award-specific award terms, those, if any, will be identified in the award.

Data Use: Use of data provided to NIFA awardees pursuant to this cooperative agreement shall comply with the provisions of this paragraph. NIFA awardees shall be free to publish in professional, refereed journals information or data developed or collected (except confidential data or information including Protected Health Information (PHI) or Personal Identifiable Information (PII)) resulting from the activities under this agreement. Awardees will be required to submit a copy of any such publication to USDA NIFA sixty (60) days prior to publication for review and approval by NIFA and ORP/YRRP to ensure that any confidentiality necessary related to the deliverables is maintained and that NIFA and ORP/YRRP have been accurately represented. All educational and technical assistance materials developed by the awardee under an agreement with NIFA shall be owned by the awardee. NIFA and ORP/YRRP will have a non-exclusive, royalty-free, non-transferable, irrevocable license to reproduce, prepare derivative work and distribute copies of the deliverables so long as such deliverables are used for non-commercial educational or government purposes. Any work produced under a NIFA award is subject to 2 CFR Part 200.315 related to intangible property.

PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact:

Programmatic Contact:
Ahlishia Shipley, Ph.D.
National Program Leader
Division of Family and Consumer Sciences
USDA, National Institute of Food and Agriculture (NIFA)
Telephone: (202) 401-6854
E-mail: ashipley@nifa.usda.gov

Administrative/Business Contact:
Adriene Woodin
Branch Chief
Awards Management Division
Office of Grants and Financial Management
USDA – National Institute of Food and Agriculture
(202) 401-4320 (phone)
(202) 401-1804 (fax)
awoodin@nifa.usda.gov

PART VIII—OTHER INFORMATION

A. Use of Funds; Changes

1. <u>Delegation of Fiscal Responsibility</u>

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. <u>Changes in Budget or Project Plans</u>

In accordance with 2 CFR 200.308, awardees must request prior approval from NIFA for the following program or budget-related changes, unless the terms and conditions of the award state otherwise:

(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 http://www.nifa.usda.gov/business/awards/awardterms.html 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 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.

D. Definitions

Please 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.

E. Materials Available on the Internet

Yellow Ribbon Reintegration Program Virtual Learning Courses
http://www.yellowribbon.mil/yrrp/distance-learning-update.html

Yellow Ribbon Reintegration Program Event Curriculum
http://www.yellowribbon.mil/yrrp/course-list-event-curriculum.html