

# CYFAR 4-H Military Partnership Professional Development and Technical Assistance Program

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**MODIFICATION: APPLICATION DEADLINE CORRECTED**

**(Cover Page, Pages 2 and 16)**

**Fiscal Year (FY) 2016 Request for Applications (RFA)**

**APPLICATION DEADLINE: September 2, 2016**

**ELIGIBILITY: See Part III, A of RFA**



United States  
Department of  
Agriculture

National Institute  
of Food and  
Agriculture

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

**CYFAR 4-H Military Partnership Professional Development and Technical Assistance Program (CMPC-PDTA)**

**INITIAL ANNOUNCEMENT**

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

**DATES:** Applications must be received by **5:00 p.m. Eastern Time** on September 2, 2016. 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 6 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) seeks your comments about this RFA. We will consider the 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 written stakeholder comments by the deadline set forth in the DATES portion of this Notice 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 **CYFAR 4-H Military Partnership Professional Development and Technical Assistance Program (CMPC-PDTA) RFA**.

Visit the [NIFA website](#) to access a factsheet on the Center of Excellence (COE) designation process, including COE criteria, and a list of programs offering COE opportunities in fiscal year 2016. You can also review a recording of COE outreach webinars held in February and March of 2015 from the site. The COE webpages will be updated throughout FY 2016 with additional information, such as a summary of comments received from stakeholders.

**EXECUTIVE SUMMARY:** NIFA requests applications for **CYFAR 4-H Military Partnership Professional Development and Technical Assistance Program (CMPC-PDTA)** for fiscal year (FY) **2016** 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 military-connected youth with resiliency skills necessary to lead positive, productive, and contributing lives. The CMPC-PDTA provides for professional development and technical assistance to CYFAR 4-H Military partnership programs to ensure continued development and implementation of CMPC-PDTA. The estimated amount available for NIFA to support the CMPC-PTDA grant in FY **2016** is approximately **\$400,000**. **This is a new three (3) year continuation award. Subsequent annual increments of funding will be contingent upon satisfactory progress by the awardee and the availability of funding.**

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

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

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

Funding for the Children, Youth, and Families At-Risk Projects 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, West Virginia State University and Central State University. Eligibility is also provided to the University of the District of Columbia. Appropriations are available to support youth-at-risk programs under section 3(d) of the Smith–Lever Act.

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

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

The purpose of the CYFAR 4-H Military Partnership Professional Development and Technical Assistance Program is to provide professional development and technical assistance to the land-grant institutions and Cooperative Extension Systems so that, in collaboration with other organizations, they can develop and deliver educational programs for military-connected youth. The educational programs are to equip military-connected youth in resiliency skills they need to lead positive, productive, and contributing lives. Military-connected youth are inherently at risk from a variety of factors that include: multiple and lengthy deployments by family members, relocation of the family, single partner households, lower income, and family members returning home who are wounded or do not return home. The CYFAR philosophy (<http://www.nifa.usda.gov/nea/family/cyfar/philosophy.html>) is the basis for the CYFAR Program.

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

1. To provide professional development and technical assistance to the Land-grant institutions and Cooperative Extension Systems, in collaboration with other organizations, to ensure continued development and implementation of the 4-H program on military installations. The CMPC-PDTA program, collaboratively through the Extension system will provide the components of professional development and technical assistance in keeping with the CYFAR Guiding Principles:  
(See <https://nifa.usda.gov/resource/cyfar-guiding-principles>.)
2. To support the development of Cooperative Extension’s educational 4-H positive youth development programs (in local, often rural communities) for military-connected youth based on identified needs and soundly grounded in research.
3. To integrate 4-H Military Partnership programming into ongoing Extension programs for children, youth, and families – ensuring that military-connected youth continue to be a

part of Extension 4-H programs and have access to resources and educational opportunities.

**The CYFAR 4-H Military Partnership Professional Development and Technical Assistance Program supports the following goals of USDA's Research, Education, and Economics (REE) Action Plan:**

**Goal 6- Education and Science Literacy-** to leverage technology and innovation to distribute tools, information, and resources and use non-formal education programs, outreach, 4-H, and other youth development programs to transfer knowledge and technology,  
[http://www.ree.usda.gov/ree/news/USDA\\_REE\\_Action\\_Plan\\_03-2014.pdf](http://www.ree.usda.gov/ree/news/USDA_REE_Action_Plan_03-2014.pdf).

**Goal 7-Rural Prosperity/Rural-Urban Interdependence-** to assist rural prosperity and rural/urban interface and NIFA's goal to help rural communities create prosperity be self-sustaining, re-populating and economically thriving.

CMPC-PDTA encourages, but does not require, projects that develop content and programs suitable for delivery through the Cooperative Extension System's eXtension Initiative.  
[\(https://extension.org/\)](https://extension.org/).

You may use funds to contribute to existing Communities of Practice: **Military Families Learning Network (MFLN)** or to form a new Learning Network(s). Projects must align with the eXtension vision, mission, and values. You must have a letter of acknowledgement from eXtension; you may also need a letter of support 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>

### **C. Program Area Description**

The goal of the CMPC-PDTA is to provide state of the art support for CYFAR 4-H Military Partnership Program Professional Development and Technical Assistance Program at land-grant universities. The CMPC-PDTA grantee will support leveraging of the expansive resources of Extension and the Land-grant university system by providing professional development and technical assistance to Extension 4-H Military Liaisons.

CYFAR 4-H Military Partnership Professional Development and Technical Assistance Program Goals:

The grant proposal must address the following components: professional development, communication and evaluation.

1. Professional Development areas: identifying needs and delivery
  - a) Identify training needs through stakeholder input. Develop a professional development plan to maximize expertise of extension faculty (who work with military populations) and identified areas such as: positive youth development, 4-H 101, volunteerism, curricula and content areas such as science, technology, engineering, and mathematics (STEM), workforce preparation, and healthy living.

- b) Identify delivery methods for professional development such as virtual and/or face-to-face for local staff, regionally and at the national level for 4-H military liaisons, and staff involved in working with military-connected youth.
  - c) Provide professional development training, virtually or in person, for local and regional staff, and at the national level for 4-H military liaisons, and those involved in working with military-connected youth.
  - d) Provide opportunities for training for military service staff working with land-grant institutions.
  - e) Develop and implement an evaluation for the professional development training.
2. Communication:
- a) Provide technical support to increase communication, through a military partnership web site, E-newsletter, list serves, webinars, other social media and working group conference calls.
  - b) Provide marketing materials as needed.
3. Evaluation areas: Data collection and measures and Data reporting
- a) Develop and maintain data collection for land-grant institutions (LGIs) states' programs.
  - b) Provide training and technical assistance to states having issues with evaluation and measuring impacts.
  - c) Work with measures to ensure use of appropriate measurement tools.
  - d) Develop and electronically publish an Annual Report and Impact Statements.
  - e) Compile all data and submit a summary to NIFA and the respective National Program Leaders.

#### Three (3) Year Plan of Work:

CMPC-PDTA applications will describe how the selected program will be implemented over three years. The Work Plan will include tasks such as staffing, project implementation, professional development, communication, and evaluation.

#### **Stakeholder Input from 2016 CYFAR Listening Session**

On March 1, 2016, one CYFAR Listening Session was conducted for stakeholders. A total of 12 stakeholders participated, 100% represented 1862 LGU Universities. The total listening session was offered for one hour. Each session was an Open Comment Listening Session. There was also input from the 4-H Military Liaisons (regional representatives from LGU's). Review the following NIFA webpage for a summary of stakeholder comments:

[http://www.nifa.usda.gov/nea/family/fyc\\_stakeholder.html](http://www.nifa.usda.gov/nea/family/fyc_stakeholder.html)

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

The amount available for NIFA support of this program in FY **2016** is approximately **\$400,000**. The funds will be awarded through a **grant**. There is no commitment by USDA to fund any particular application or to make a specific number of awards.

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 Bureau of the Fiscal Service, as the payment system for funds. For more information, see:

[https://www.fiscal.treasury.gov/fsservices/gov/pmt/asap/asap\\_home.htm](https://www.fiscal.treasury.gov/fsservices/gov/pmt/asap/asap_home.htm)

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

In FY **2016**, you may only submit a new application to the **CMPC-PDTA** Program: **USDA-NIFA-SLBCD-006006**

**New application**. This is a project application that has not been previously submitted to the **CMPC-PDTA** Program. We will review all new applications competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

### **C. Project Types**

Only three (3) year continuation applications may be submitted in response to this RFA. In FY 2016, NIFA plans to make one (1) new continuation award for an initial project period of one (1) year to grantees who have requested funding for three (3) years. Applications must include a plan of work, overall budget, overall budget narrative, and a budget narrative specific to each of the three (3) years.

A continuation grant is a grant instrument by which the Department agrees to support a specified level of effort for a predetermined project period with a statement of intention to provide additional support at a future date, provided the grantee performance has been satisfactory, appropriations are available for this purpose, and continued support would be in the best interest of the Federal government and the public. If these three (3) elements are met, NIFA plans to provide additional support in FYs 2016 through 2018. Further instructions will be provided at a future date, annually.

### **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.

See <http://nifa.usda.gov/responsible-and-ethical-conduct-research> for further information.

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Applications may only be submitted by Cooperative Extension at 1890 Land-grant Institutions, including Tuskegee University, West Virginia State University, and Central State University, 1862 Land-grant Colleges and Universities, and the University of the District of Columbia. 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.

Only one application per land-grant institution will be accepted.

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

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

### **C. Centers of Excellence**

Pursuant to Section 7214 of the Agricultural Act of 2014 (Pub. L. 113-79), beginning in Fiscal Year 2015, for applicable competitive research and extension programs, NIFA will be recognizing and providing priority in the receipt of funding to applications from “centers of excellence” that have been established for purposes of carrying out research, extension, and education activities relating to the food and agricultural sciences. In July of 2014, NIFA held listening sessions and accepted written comments from stakeholders to inform NIFA’s implementation of the centers of excellence (COE) provision. Information from the webinars and a summary of the input gathered are available on NIFA’s website at: <https://nifa.usda.gov/centers-excellence>.

A center of excellence is composed of one or more of the following entities that provide financial or in-kind support to the center of excellence. Therefore, an eligible applicant who wishes to be considered as a center of excellence must be one of the following entities that provides financial or in-kind support to the center of excellence being proposed, as described in the grant application.

- (A) State agricultural experiment stations;
- (B) colleges and universities;
- (C) university research foundations;
- (D) other research institutions and organizations;
- (E) Federal agencies;
- (F) national laboratories;
- (G) private organizations, foundations, or corporations;

(H) individuals; or

(I) any group consisting of 2 or more of the entities described in (A) through (H).

Standard grant applicants may be considered for COE designation. Standard grants will be awarded in response to this RFA.

See Part IV, B. of this RFA for additional requirements that eligible applicants must meet to be considered a center of excellence.

## 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 an overview of the Grants.gov application process see: <http://www.grants.gov/web/grants/applicants/apply-for-grants.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 2 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/apply-for-grants.html>. Under Step 1 click on “Download a Grant Application Package,” and enter the funding opportunity number

**Funding Opportunity Number: USDA-NIFA-SLBCD-006006** in the appropriate box and click “Search.” 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](mailto: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. ET). Get help now!

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** needed to prepare an application in response to this RFA. **If there is discrepancy between the two documents, the information contained in this RFA is overriding.**

**Note the attachment requirements (e.g., PDF) in Part III section 3. of the guide. ANY PROPOSALS THAT ARE NON-COMPLIANT WITH THE REQUIREMENTS (e.g., content format, PDF file format, file name restrictions, and no password protected files) WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW. Grants.gov does not check for NIFA required attachments or that 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](mailto:electronic@nifa.usda.gov)
- Phone: 202-401-5048
- Business hours: Monday through Friday, 7 a.m. – 5 p.m. ET, excluding federal holidays.

### **1. SF 424 R&R Cover Sheet**

Information related to the questions on this form is dealt with in detail in Part V, 2. of the NIFA Grants.gov Application Guide. See Section 2.18 of the NIFA Grants.gov Application Guide which provides that the applicant's electronic signature on the SF-424 affirms its agreement with Federal representations and assurances (e.g., Prohibition Against FY 16 Appropriations Act Funding Under Grants and Cooperative Agreements With Entities Requiring Certain Internal Confidentiality Agreements).

### **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 **CMPC-PDTA**. See Part V. 4.7 of NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

#### **b. Field 8. Project Narrative.**

NOTE: The Project Narrative shall not exceed **14** pages of written text regardless of whether it is single- or double-spaced. No graphs, photographs, charts, or table or support letters should be included in this field. All appendices or attachments to the application should be attached under Field 11. We have established this maximum of **14** pages to ensure fair and equitable competition. The Project Narrative must include all of the following:

#### 1. CMPC-PDTA Project Management:

- (a) Project Title: (Your Institution),
- (b) CMPC-PDTA Staff name, title, address, e-mail for: Project Director(s), Evaluator, Other Project Staff

#### 2. Three (3) year plan of work for CMPC-PDTA

List each CMPC-PDTA objective to be implemented in FY 2016. For each objective, write a narrative plan for how that objective will be achieved, including specific tasks and timeline for execution of the tasks.

### **Center of Excellence Justification**

Standard grant applicants may be considered for COE designation. **Standard grants will be awarded in response to this RFA.**

In addition to meeting the other requirements detailed in Part III, C., of this Request for Application (RFA), eligible applicants who wish to be considered as centers of excellence must provide a brief justification statement at the end of their Project Narratives and within

the page limits provided for Project Narratives, describing how they meet the standards of a center of excellence, based on the following criteria:

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

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

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

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

Additionally, where practicable (not required), center of excellence applicants should describe proposed efforts to improve teaching capacity and infrastructure at colleges and universities (including land-grant colleges and universities, cooperating forestry schools, certified Non-Land Grant Colleges of Agriculture (NLGCA) (list of certified NLGCA is available at [http://www.nifa.usda.gov/funding/pdfs/nlgca\\_colleges.pdf](http://www.nifa.usda.gov/funding/pdfs/nlgca_colleges.pdf)), and schools of veterinary medicine).

#### **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. This section of the Guide includes information about the people who require a Senior/Key Person Profile, 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. However, NIFA strongly encourages applicants to provide the requested information to help NIFA identify and address any inequities based on gender, race, ethnicity, or disability of its proposed PDs/PIs and co-PDs/PIs. Information not submitted will seriously undermine the statistical validity, and therefore the usefulness, of information received from others. The information you submit will be kept confidential and will be used only for tracking and statistical purposes necessary to meet agency requirements and will not be part of the review process.

## **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.

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

A New Applicant can request up to \$400,000.

## **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**. 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**

Prior to electronic submission of the application via Grants.gov, it is strongly recommended that an administrative review be conducted to ensure that an application complies with all application preparation instructions. An application checklist is included in Part VII of the NIFA Grants.gov Application Guide to assist with this review.

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

Applications must be received by Grants.gov by **5:00 p.m. Eastern Time on September 2, 2016**. 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. 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 15 days of the established deadline, contact the Agency 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.

You may not use grant funds awarded under this authority to renovate or refurbish research, education, or extension space; purchase or install fixed equipment in such space; or the plan, repair, rehabilitate, acquire, or construction of buildings or facilities.

The use of grant funds to plan, acquire, or construct a building or facility is not allowed under this program. With prior approval, and in accordance with the cost principles set forth in 2 CFR part 200, some grant funds may be used for minor alterations, renovations, or repairs deemed necessary to retrofit existing teaching or research spaces in order to carry out a funded project. However, requests to use grant funds for such purposes must demonstrate that the work is essential to achieving the major purpose of the project. Grant funds may not be used for endowment investing

**The funding period will commence on the effective date cited in the award instrument. Any such limitation also applies to subcontracts made under awards subject to a funding period limitation.**

## **E. Other Submission Requirements**

**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.

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".

## **PART V—APPLICATION REVIEW REQUIREMENTS**

### **A. General**

We evaluate each application in a 2-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: (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, and 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 of each application to producers and the general public.

When each peer review panel has completed its deliberations, the responsible program staff of **CMPC-PDTA** will recommend that the project: (a) be approved for support from currently available funds or (b) be declined due to insufficient funds or unfavorable review.

**CMPC-PDTA** 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, or period) prior to recommending any project for funding.

### **B. Evaluation Criteria**

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

#### **CYFAR 4-H Military Professional Development and Technical Assistance for the 4-H Military Partnership (CMPC-PDTA) – 100 points total**

- 1. CMPC-PDTA Overall Project Management – 20 points**
  - a. Plan for coordination of all key partners**
  - b. Plan for key personnel**
- 2. Plan for Professional Development Component to include identifying needs and delivery – 30 points**
- 3. Plan for the Communication Component –Component – 20 points**
- 4. Plan for the Evaluation Component– 30 points**

## **Center of Excellence Status**

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

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

## **C. Conflicts of Interest and Confidentiality**

During the peer evaluation process, we take extreme care to prevent any actual or perceived conflicts of interest that may impact review or evaluation. See [http://www.nifa.usda.gov/business/competitive\\_peer\\_review.html](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 on a one time basis, with updates on an as needed basis. This requirement is 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. 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 **CMPC-PDTA** for a period of three (3) 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:

- (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 and the Federal Agency Identification Number assigned by NIFA;
- (5) Project period, specifying the amount of time NIFA intends to support the project without requiring recompetition for funds;
- (6) Total amount of financial assistance approved for the award;
- (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 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**

Please 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.

**Successful Applicants are expected to complete Annual reports and Impact statements.**

## **PART VII—AGENCY CONTACTS**

Applicants and other interested parties are encouraged to contact:

### **Programmatic Contacts:**

**Lisa A. Lauxman, Ph.D., MBA**

**Title:** Director

**Unit:** Division of Youth and 4-H, 4-H National Headquarters

**Phone:** (202) 690-4568

**Mobile:** (202) 570-1899

**Email:** llauxman@nifa.usda.gov

**Lisa Hampton-Buie**

**Title:** Program Specialist

**Unit:** Division of Youth and 4-H

**Phone:** (202) 720-4087

**Email:** lhampton@nifa.usda.gov

### **Administrative/Business Contact:**

**Sondra R. Watkins**

**Title:** Team Leader

**Unit:** Office of Grants and Financial Management

**Phone:** (202) 401 – 4249

**Email:** swatkins@nifa.usda.gov

## **PART VIII—OTHER INFORMATION**

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

We will send copies of reviews, not including the identity of reviewers, and a summary of the panel comments 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, awardees may not, in whole or in part, delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of award funds.

#### **2. Changes in 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. The awardee must request, and the ADO must approve in writing, all changes in approved goals or objectives prior to effecting such changes. In no event shall requests be approved for changes that are outside the scope of the original approved project.

c. The awardee must request, and the ADO must approve in writing, all changes in approved project leadership or the replacement or reassignment of other key project personnel, prior to effecting such changes.

d. The awardee must request, and the ADO must approve in writing, all 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, prior to instituting such transfers, unless prescribed otherwise in the terms and conditions of the award.

e. The project period may be extended without additional financial support, for such additional period(s) 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. The terms and conditions of award include information about no-cost extensions of the award and when ADO's prior approval is necessary.

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 2 CFR part 415, subpart C, 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 Financial Assistance Programs--General Award Administrative Provisions](#), for applicable definitions for this NIFA grant program.