



United States
Department of
Agriculture

National Institute
of Food
and Agriculture

www.nifa.usda.gov
@USDA_NIFA



NIFA

REQUEST FOR APPLICATION

Youth Farm Safety Education and Certification (YFSEC)

FUNDING YEAR:	Fiscal Year 2021
APPLICATION DEADLINE:	February 12, 2021
LETTER OF INTENT DEADLINE:	Not Applicable
FUNDING AVAILABILITY	Approximately \$300,000
CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:	10.500

INITIAL ANNOUNCEMENT

National Institute of Food and Agriculture, United States (U.S.) Department of Agriculture (USDA).

Catalog of Federal Domestic Assistance. The Youth Farm Safety Education and Certification Program is listed in the Assistance Listings under the Catalog of Federal Domestic Assistance number 10.500.

Table 1: Key Dates and Deadlines

Task Description	Deadline
Application:	5:00 P.M. Eastern, February, 12, 2021 [<i>Ref to Part I § C of this RFA</i>]
Letter of Intent:	Not Required
Applicants Comments:	Within six months from the issuance of this notice (<i>NIFA may not consider comments received after the sixth month</i>)

Stakeholder Input. The National Institute of Food and Agriculture (NIFA) seeks comments on all request for applications (RFAs) so it can deliver programs efficiently, effectively, with integrity, and with a focus on customer service. NIFA considers comments, to the extent possible when developing RFAs and use comments to help meet the requirements of [Section 103\(c\)\(2\) of the Agricultural Research, Extension, and Education Reform Act of 1998 \(7 U.S.C. 7613\(c\)\(2\)\)](#). Applicants may submit written comments to Policy@usda.gov (email is for comments only). Please use the following subject line: Response to the YFSEC RFA.

Centers of Excellence. Applicants are encouraged to visit the NIFA's [Center of Excellence \(COE\)](#) for information on COE designation process, including COE criteria, and a list of programs offering COE opportunities. A recording of COE outreach and COE implementation webinars are also available.

EXECUTIVE SUMMARY

NIFA requests applications for the Youth Farm Safety Education and Certification (YFSEC) Program for fiscal year (FY) 2021 to support national efforts for delivering timely, pertinent, and appropriate farm safety education to youth seeking employment or who are already employed in agricultural production. The appropriated amount available for NIFA to support these grants in FY 2021 is approximately \$300,000.

This RFA is being released prior to the passage of a full appropriations act for FY 2021. Enactment of additional continuing resolutions or a full appropriations act may affect the availability or level of funding for this program. The anticipated amount available for grants in FY 2021 is approximately \$300,000.

This notice identifies the objectives for Youth Farm Safety Education and Certification projects, deadlines, funding information, eligibility criteria for projects and applicants, and application forms and associated instructions.

TABLE OF CONTENTS

INITIAL ANNOUNCEMENT	2
EXECUTIVE SUMMARY	3
PART I. FUNDING OPPORTUNITY DESCRIPTION	6
A. Legislative Authority	6
B. Purpose and Priorities	6
PART II. AWARD INFORMATION	9
A. Available Funding.....	9
B. Types of Application.....	9
C. Project and Grant Types.....	9
D. Ethical Conduct of Funded Projects.....	10
PART III. ELIGIBILITY INFORMATION	11
A. Eligibility Requirements	11
B. Cost Sharing or Matching	11
C. Centers of Excellence	11
PART IV. APPLICATION AND SUBMISSION	12
A. Method of Application.....	12
B. Content and Form of the Application	12
C. Funding Restrictions	19
PART V. APPLICATION REVIEW REQUIREMENTS	20
A. NIFA’s Evaluation Process.....	20
B. Evaluation Criteria	20
C. Center of Excellence	22
D. Organizational Management Information.....	22
E. Application Disposition.....	22
PART VI. AWARD ADMINISTRATION	23
A. General.....	23
B. Administrative and National Policy Requirements.....	23
PART VII. OTHER INFORMATION	24
A. Use of Funds and Changes in Budget	24
B. Confidential Aspects of Applications and Awards	24
C. Regulatory Information.....	24
APPENDIX I: AGENCY CONTACT	25
APPENDIX II: GLOSSARY OF TERMS	26
APPENDIX III: DEFINITIONS	27

TABLE OF TABLES

Table 1: Key Dates and Deadlines.....	2
Table 2: Program Key Information.....	7
Table 3. Steps to Obtain Application Materials.....	12
Table 4: Help and Resources	12
Table 5: Key Application Instructions.....	13

PART I. FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority

The Youth Farm Safety Education and Certification (YFSEC) program is authorized under section 3(d) of the Smith-Lever Act of 1914 [7 U.S.C. 343(d)] as amended.

B. Purpose and Priorities

NIFA's non-formal education programs and services in farm safety promote rural health and seek to strengthen economic vitality. A critically important component of effective farm safety initiatives is engagement of agricultural and human social and behavioral sciences in mitigating agricultural hazards to workers. Non-formal education programs in the area of youth farm safety provide timely safety information to rural youth, their families, and their on-farm employers, as well as increased access to opportunities for protection of youth health and promotion of safe agricultural practices. To date, Agricultural and Human Sciences educators and other relevant partners, supported by innovative communication platforms, have developed and implemented diverse youth farm safety education and certification initiatives in order to protect and enhance resiliency among youth and ensure long-term vitality of agricultural communities. The goals and objectives of NIFA's YFSEC competitive grant program, Assistance Listing 10.500, are to provide funding for just such projects.

Since the U.S. Department of Agriculture's National Institute of Agriculture (NIFA) began funding the YFSEC program in 2001, the program has supported projects that focus on identifying and developing educational resources that mitigate agricultural hazards to young workers, regardless of their knowledge, experience, ability, ethnicity, or culture. Over the years, two complete curricula were developed through the YFSEC program: one from the Pennsylvania State University and one from Purdue University. These curricula are based on core competencies as identified by agricultural safety experts to operate agricultural machinery safely.

In FY 2013 and per stakeholder request, the YFSEC program moved further to develop a coordinated, national approach to agricultural safety and health education for youth. In that effort, NIFA made awards in support of a multi-institution, multi-state project entitled *Safety in Agriculture for Youth (SAY)*, led by Pennsylvania State University. Between 2013 and 2016, the SAY project has met the needs of the YFSEC programs in implementing a national approach to youth farm safety education and certification by: (1) Establishing four stakeholder groups (Content Identification, Curriculum Alignment, Outreach, and Marketing) that engaged experts from various sectors and leadership positions within academia, public health and the agricultural industry; (2) Establishing a National Steering Committee to help identify curriculum and testing gaps, certification needs, and industry recognized credentials; (3) Developing a youth farm safety tool that assesses alignment of existing youth farm safety curricula with the Agriculture, Food and Natural Resources (AFNR) Career Cluster Content Standards; (4) Developing and implementing a National Clearinghouse for gathering of national youth farm safety and education curricula and testing; (5) Working closely with members of the SAY National Steering Committee to developed a national outreach strategy to promote awareness and utilization of the farm safety materials by diverse stakeholder audiences; and (6) Annually assessing resources required to sustain the Clearinghouse and to continue national dialogue about youth farm safety

education and certification needs. In FY 2016, an award was made through a competitive grant process to build upon and strengthen SAY activities and accomplishments to date, as well as identify and address curricula and outreach gaps. Specifically, the project set out to: a) enhance the viability and utility of the Curriculum Alignment Submission Tool (CAST); b) strengthen the SAY National Clearinghouse by increasing curricula and other resources available through the clearinghouse, enhancing outreach to stakeholders, and identifying and communicating to others gaps in curricula and resources; c) supporting outreach and marketing activities of the CareerSafe OSHA 10-Hour General Industry (Agriculture) course; and d) enhance operations of the National Steering Committee for the SAY project.

Handling of baseline data and data collection will be addressed in the Data Management Plan (DMP) in accordance with the Part IV(C) of this RFA.

eXtension. YFSEC encourages (but does not require) projects that develop content suitable for delivery through [eXtension](#).

YFSEC aligns with the USDA Science Blueprint strategy in Theme 5 to “Develop an effective and diverse U.S. agriculture workforce that contributes to safer, healthier, vibrant, sustainable and innovative communities.”

The YFSEC is aligned with the following [USDA Strategic Goals](#):

Strategic Goal 1: Ensure USDA Programs Are Delivered Efficiently, Effectively, With Integrity and a Focus on Customer Service;

Strategic Goal 2: Maximize the Ability of American Agricultural Producers to Prosper by Feeding and Clothing the World; and

Strategic Goal 4: Facilitate Rural Prosperity and Economic Development;

Additional requirements on expected performance goals, indicators and targets may be required as a condition of award.

Table 2: Program Key Information

Title	Description
Program Code:	RB
Program Code Name:	Youth Farm Safety
CFDA Number	10.500
Project Type:	Extension
Grant Type:	Standard
Application Deadline	February 12, 2021
Grant Duration:	Approximately 48 Months
Anticipated # of Awards:	Approximately 3
Maximum Award Amount:	Approximately \$100,000/year

Program Area Description

The YFSEC program proposals are expected to continue with the coordinated national approach to agricultural safety and health education for youth. In FY 2021, NIFA is soliciting applications for the YFSEC program that will help build upon and strengthen accomplishments made to date by the SAY project, as well as identify and address curricula and outreach gaps.

All proposals should show how their proposed activities build on current curricula and outreach efforts in the following areas:

Curriculum Alignment Submission Tool <https://ag-safety.extension.org/user-directions-for-the-say-curriculum-alignment-submission-tool/> an online instrument, developed by the SAY project, that allows educational authors to submit their agricultural safety and health curricula for possible inclusion in the national clearinghouse.

[SAY National Clearinghouse](#) which consists of two different types of educational products: formal curricula and other supporting resources that are indexed based on their alignment to AFNR Career Cluster Content Standards. The main purpose of the clearinghouse is to serve educators, employers, and parents looking for specific agricultural safety and health resources. In FY 2021, applicants to the YFSEC program need to describe how their projects will contribute to one or more of the following:

Increase the number of curricula and resources available through the clearinghouse;

Enhance outreach to agricultural educators working with youth to help integrate youth safety information available through the clearinghouse into the classroom;

Enhance outreach to youth and training of youth; and

Enhance outreach to faculty at institutions of higher education.

[OSHA 10-Hour General Industry \(Agriculture\) Course](#), a web-based course developed for entry level workers and employers through collaboration between OSHA and the SAY project.

Students who successfully complete the course receive a printable certificate, as well as an OSHA 10-Hour General Industry wallet card from the OSHA Training Institute.

Priority consideration will be given to proposals with multi-institution, multi-state partnerships. Collaboration among 1862, 1890, and 1994 Land Grant Institutions within or across state lines on a joint application is encouraged. Collaborations with institutions/organizations/centers not eligible to apply as leads (such is the case with 1994 Land Grant institutions) on a joint application are also encouraged. All applications involving such collaboration must demonstrate a clear and meaningful involvement in the project for each institution/organization/center throughout the 4-year project period.

PART II. AWARD INFORMATION

A. Available Funding

The anticipated amount available for YFSEC in FY2021 is approximately \$300,000. The funds will be awarded through a competitive grant process. USDA is not committed to fund any particular application or to make a specific number of awards. *This RFA is being released prior to the passage of a full appropriations act for FY 2021. Enactment of additional continuing resolutions or a full appropriations act may affect the availability or level of funding for this program. The anticipated amount available for grants in FY 2021 is approximately \$300,000.* The [Automated Standard Application for Payments](#), operated by the Department of Treasury, Bureau of Fiscal Service, is the designated payment system for awards resulting from this RFA.

B. Types of Application

NIFA will evaluate applications using the criteria described in [Part V](#) of this RFA. Application for FY2021 is limited to the following application types to be awarded on a continuation basis:

1. *New application*: New applications will be evaluated using the criteria described in [Part V](#) of this RFA and are subject to the due dates herein (see [Appendix III](#) for definition).
2. *Resubmitted application*: Resubmitted applications must include the respond to the previous review panel summary and are subject to the same criteria and due dates herein. Resubmitted applicants must enter the NIFA-assigned proposal number of the previously submitted application in the *Federal Field (Field 4)* on the application form (see [Appendix III](#) for definition).

C. Project and Grant Types

The following describes the types of *projects* or *grants* that are eligible for funding:

All YFSEC projects are Extension projects expected to lead to measurable, documented changes in learning, actions, or conditions in an identified audience or stakeholder group. Within that context, in FY 2021 the YFSEC program will focus on supporting Extension projects that will build upon accomplishments made to date by the SAY project. Specifically, the program will support three (3) types of projects:

- 1) [SAY National Clearinghouse Project](#) – to continue efforts made to date with SAY Clearinghouse, curricula submission and review, marketing of the Clearinghouse, and SAY National Steering Committee. Proposed budgets must not exceed \$100,000 per year for project periods of up to 4 years.
- 2) [YFSEC Instructor Training Project](#) – to support recruitment and training of youth farm safety instructors in currently available youth farm safety curricula. Grantees leading this type of project are required to incorporate evaluation of instructor training and to submit, at the end of their project period, information about and results from tested curricula to the SAY National Clearinghouse. Proposed budgets must not exceed \$100,000 per year for project periods of up to 4 years.
- 3) [YFSEC Youth Training Project](#) – to continue with development of new/enhancement of current youth farm safety curricula, implementation/piloting of those curricula with youth, and evaluation of youth training. Grantees leading this type of project are required to submit, at the end of their project period, developed and tested curricula to the SAY

National Clearinghouse. Proposed budgets must not exceed \$100,000 per year for project periods of up to 4 years.

All projects should plan to share their activities and progress with the SAY National Steering Committee (SAY NSC) during annual meetings of SAY NSC at NIFA. These meetings will be organized by the SAY Clearinghouse project in collaboration with NIFA.

Given that the primary source of funding for the YFSEC program is Federal funds, grantees are encouraged to contract with hotels for lodging at or below the Federal per diem rate for SAY NSC meetings and any other meetings relevant to the project and that require travel. NIFA retains the right to disallow use of NIFA funds for any travel that is not reasonable under the [Uniform Guidance \(2 CFR 200\)](#).

In FY 2021, the YFSEC program expects to fund up to three projects, one in each: SAY National Clearinghouse, YFSEC Instructor Training, and YFSEC Youth Training. The program has also established a maximum award size of \$100,000 per year for up to four years for each project type. Please note that grant applications requesting more than \$100,000 per year and/or proposing project periods greater than 4 years will *not* be considered for funding. Similarly, grant applications with no secured letters of commitment from partner organizations/institutions will *not* be reviewed.

D. Ethical Conduct of Funded Projects

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 must, upon request, make available to NIFA the policies, procedures, and documentation to support the conduct of the training. See [Responsible and Ethical Conduct of Research](#) for further information.

PART III. ELIGIBILITY INFORMATION

A. Eligibility Requirements

Applicants for the YFSEC must meet all the requirements discussed in this RFA. Failure to meet the eligibility criteria by the application deadline may result in exclusion from consideration or, preclude NIFA from making an award. For those new to Federal financial assistance, NIFA's [Grants Overview](#) provides highly recommended information about grants and other resources to help understand the Federal awards process.

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

Award recipients may subcontract to organizations not eligible to apply (such as 1994 Land-Grant Colleges, Hispanic-Serving Institutions, eXtension) provided such organizations are necessary for the conduct of the project.

The 1862 and 1890 Land Grant institutions may partner with each other and/or other Land Grant institutions (e.g., 1994 Land Grants) and non-Land Grant Institutions on joint proposals.

Duplicate or Multiple Submissions – In the case of duplicate or multiple submissions, only the most current version will be accepted. For those new to Federal financial assistance, NIFA's [Grants Overview](#) provides highly recommended information about grants and other resources to help understand the Federal awards process.

B. Cost Sharing or Matching

No Match Required - The YFSEC program has ***NO*** matching requirement. NIFA will not factor matching resources into the review process as an evaluation criterion.

C. Centers of Excellence

Pursuant to [Section 7214 of the Agricultural Act of 2014 \(Pub. L. 113-79\)](#) and [7 U.S.C. Sec 5925f](#), NIFA will recognize and prioritize COE applicants that carry out research, extension, and education activities that relate to the food and agricultural sciences. A COE is composed of one or more of the following entities that provide financial or in-kind support to the COE.

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

PART IV. APPLICATION AND SUBMISSION

A. Method of Application

Applicants must apply to this RFA electronically; no other method or response is accepted. The electronic application for this RFA and additional resources are available on Grants.gov and [Grants 101](#). **Table 3** provides instructions on how to obtain an electronic application. **Part II § 1** of the [NIFA Grants.gov Application Guide](#) (Application Guide) contains detailed information regarding the Grants.gov registration process.

Table 3. Steps to Obtain Application Materials

Steps	Action
Step One: Register	<i>New Users</i> to Grants.gov must register early with Grants.gov prior to submitting an application (Register Here).
Step Two: Download Adobe	Download and Install Adobe Reader (see Adobe Software Compatibility for basic system requirements)
Step Three: Find Application	Using this funding opportunity number USDA-NIFA-SLBCD-008054 , search for application here: Opportunity Package .
Step Four: Assess Readiness	Contact an AR prior to starting an application to assess the organization’s readiness to submit an electronic application.

Table 4: Help and Resources

Grants.gov Support	NIFA Support
Grants.gov Online Support Telephone support: 800-518-4726 Toll-Free or 606-545-5035 Email support: support@grants.gov Self-service customer based support: Grants.gov iPortal <i>Key Information: Customer service business Hours 24/7, except federal holidays.</i>	Email: Policy@usda.gov <i>Key Information:</i> Business hours: Monday thru Friday, 7a.m. – 5p.m. ET, except federal holidays

B. Content and Form of the Application

The [Application Guide](#) is part of the corresponding application package for this RFA. The RFA overrides the [Application Guide](#) if there is a discrepancy between the two documents. NIFA will accept subsequent submissions to an application until the application deadline. However, applicants that do not meet the application requirements, to include partial applications, risk being excluded from NIFA’s review. NIFA will assign a proposal number to all applications that meet the requirements of this RFA. Applicants must refer to the proposal number when corresponding with NIFA. **Table 5** outlines other key instructions for applicants.

Table 5: Key Application Instructions

Instruction	References (All references are to the <u>Application Guide</u>)
Attachments must be in a portable document format (PDF) format.	Part III § 3
Check the manifest of submitted files to verify attachments are in the correct format.	Part III § 6.1
Conduct an administrative review of the application before submission.	Part VII
Follow the submission instructions.	Part IV § 1.5
Provide an accurate email address, where designated, on the SF-424 R&R.	Part IV § 1.5
Contact the Grants.gov helpdesk for technical support, and keep a record of the correspondence.	N/A
Contact NIFA if applicant does not received correspondence from NIFA regarding an application within 30 days of the application deadline.	N/A

SF 424 R&R Cover Sheet. See **Part V § 2** and **Part V § 2.21** of the [Application Guide](#) for the required certifications and assurances.

SF 424 R&R Project/Performance Site Location(s). See **Part V § 3** of the [Application Guide](#).

R&R Other Project Information Form. See **Part V § 4** of the [Application Guide](#).

Field 7. Project Summary (PS)/Abstract. The PS must show how the project goals align with the project goals of the YFSEC program. See **Part V § 4.7** of the [Application Guide](#) for instructions and suggested templates. Proposals must include a Project Summary/Abstract page of 400 words or less. The summary page should include the following, in the order listed here:

- Project title;
- Names of PD, Co-PDs, and key project personnel and their affiliated institutions;
- Names of partnering institutions and organizations (if not already listed);
- A brief description of the proposed project, including the relevance of the project to the goals of the YFSEC Program needs;
- Funding amount requested by year and in total; and
- Whether the proposal includes a request for Center of Excellence consideration.

Field 8. Project Narrative (PN). The PN must not exceed [18] *1.5 spaced* pages of written text and up to [5] *1.5 spaced* additional pages for figures and tables (the font size for tables should be no smaller than 11 points, Times New Roman). The page limits outlined here ensure fair and equitable competition. Appendices to the PN are allowed if they are directly germane to the

proposed project. Do not add appendices to circumvent the page limit. The Project Narrative must have distinct sections, titled and presented in the following order:

- (a) Introduction;
- (b) Objectives, Activities, and Timeline;
- (c) Division of Labor;
- (d) Performance Measurement/Evaluation Plan;
- (e) Management Plan;
- (f) Budget and Budget Justification;
- (g) Project Sustainability Plan; and
- (h) Centers of Excellence Request and Justification (if applicable).

(a) Introduction

Justify the need for the project by describing the nature and magnitude of the issue the project is seeking to address. Provide the most recent relevant data, including data on the incidence of injuries and health issues among the farming youth population. Provide references for data. Explain and substantiate any assumptions made.

In addition, please address the following elements:

- Briefly discuss related programs currently available and how your project will address existing gaps and limitations among currently available programs/services.
- Clearly identify population(s) your proposed project will reach out to and serve.
- If proposing to work with specific minority groups, describe prior experience your team has had in addressing the needs of that target audience. Describe your ability and readiness to provide appropriate (i.e., ethnically-, racially-, linguistically- and socio-economically-sensitive) education, training, and outreach for such an audience(s). For example, if you will be serving Spanish-speaking or Native American communities, how will you ensure that your outreach and services are culturally appropriate and understandable?
- Justify your institution's and team's ability to meet the gaps and limitations in services by detailing your accomplishments from similar projects. If the project involves collaboration between Land Grant Institutions, clearly identify each institution's relevant previous work that speaks to its ability to successfully participate on the proposed project.
- Identify your project partners. Provide justification for their selection. Clearly state the organizations' previous and current work that make it a good fit for the proposed project.
- If the proposed project is currently funded by the YFSEC program or has been funded by the YFSEC program in the past, you must include also the following in your Introduction section:
 - A brief history of the current/past project and main project outcomes and/or impacts;
 - If your project has had a gap in funding from NIFA, explain how and at what level you were able to sustain the project since it last received funding from NIFA.

(b) Objectives, Activities, and Timeline

Provide a clear description of the project objectives and activities. Please use a Logic Model. The following elements must be addressed:

- Objectives must address program priorities listed in Part I, Section B.
- Explain how the activities will help to achieve the objectives and the intended target audience.
- Clearly show the relationships between objectives, inputs, activities, desired outcomes, and anticipated impacts.
- The sum of activities under each objective must lead to completion of those objectives within the 4-year maximum project duration. Group activities and associated outcomes and impacts by project year (FY 2021, FY 2022, FY 2023, and FY 2024).
- When describing project outcomes to be tracked, indicate when (e.g., before and/or after a given activity) you plan to monitor your project outcomes and how you intend to measure them. Outcomes monitoring plan should allow you to annually review outcomes achieved and to use results to inform, refine and adjust future project plans as needed.

Provide a *Timeline* to demonstrate the duration and the sequence of project activities, as well as division of labor (as noted in the next section of this RFA). Each objective may have multiple activities. Chart against a quarterly scale, so that the Timeline depicts four (4) years and 16 quarters.

Identify implementation challenges and project procedures limitations you might encounter during the course of the proposed projects. Briefly describe how you plan to address those challenges and limitations.

(c) Division of Labor

List State Cooperative Extension System and other partner organizations collaborating on the project. For each, briefly describe type of activities for which they will provide leadership. For further details regarding division of labor, refer readers to the project timeline.

Within the project timeline, include a column that shows responsibilities of the respective organizations under appropriate objectives/activities.

Land-Grant Institutions submitting joint applications must demonstrate that the institutions' roles and responsibilities in regard to main aspects of project development, implementation and outcome evaluation will be equitable and appropriate.

Applicants proposing SAY National Clearinghouse projects should describe in this section the projected composition and role(s) of their SAY National Steering Committee.

(d) Performance Measurement/Evaluation Plan

Proposals should contain a strong performance measurement plan that clearly states the goals of the project and explains how project activities will lead to results (both outputs and outcomes). The plan will identify the project's most significant outcomes and explain the methods by which those outcomes will be measured. We strongly recommend that these plans include or refer to the project's logic model. Please be as specific as possible in describing the linkages among activities, outputs, and different types of outcomes (e.g., changes in participant knowledge, awareness, competency, and behavior or changes in condition).

NIFA encourages projects to consider including an evaluator/evaluation-skilled person on the project who can assist with development of a performance measurement plan and, if funds are available, help carry out that plan. The purpose of the performance measurement is to help determine whether a project has achieved its objectives, whether it has reached intended outcomes, and what level of performance has been achieved.

(e) Management Plan

Provide a brief summary of key staff who will manage the proposed project, their individual roles on the project, and percent of time they will be dedicating to the project. If the percentages are expected to change in Years 2, 3, or 4 of the proposed projects, please indicate so and provide an explanation.

Describe how the relationship between the State Cooperative Extension System and the partner organizations will be managed. If the proposed project represents a collaboration between two or more Land Grant Institutions, provide an explanation of how the relationship between the agencies will be managed.

Describe the fiscal and administrative oversight provided by the Land Grant Institution(s) and the partner organizations.

Indicate who on the team will provide the project outcomes evaluation oversight.

(f) Budget (as below #6. R&R Budget) and Budget Justification

There is a direct relationship between the items in the budget and budget justification, as well as between budget justification and the objectives/activities contained in the Project Narrative.

Every item in the budget needs to be justified in the proposal. The amount of detail depends on the nature of the project and the breakdown of costs.

Proposed budgets must not exceed \$100,000 per year level or request funding for more than 4 years in total.

Budget breakdown and justification need to be provided for each year of funding being requested.

Annual budgets should include estimated 2-day travel costs to attend a SAY NSC meeting at NIFA (Washington, DC). Annual budgets of applications proposing to conduct SAY National Clearinghouse project should also include estimated costs associated with organizing annual meetings of the SAY NSC, to be held at NIFA. Projects that represent a collaboration between two or more Land Grant Institution need to include at least one representative from each of the institutions at the annual meetings of SAY NSC.

In Budget Justification, costs (e.g., personnel, materials, travel, etc.) are to be broken down and itemized rather than shown as lump sums.

(g) Project Sustainability Plan

Describe steps you will undertake during the course of the proposed project activities to assess options and opportunities for project's sustainability beyond the life of the NIFA YFSEC grant. Include your proposed project sustainability activities in the proposal timeline.

Identify opportunities (e.g., resources, trainings, collaborations) you plan to tap-into/develop/enhance during the life of the proposed project that will help you sustain program operations after NIFA funding has expired.

Describe how you plan to track your project sustainability planning efforts during the course of the proposed project implementation.

(h) Center of Excellence Request and Justification

For consideration as a COE, you must provide a brief justification statement, as part of your Project Narrative and within the page limits provided, which describes how you meet the standards of a COE, based on the following criteria:

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

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

(C) The planned scope and capability of the COE to implement teaching initiatives that increase awareness and effectively disseminate solutions to target audiences through

extension activities of the proposed research and/or extension activity outlined in this application; and

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

Response to previous review: The response to previous review must not exceed [2] *1.5 spaced* pages. This does not count towards the page limit for the PN.

1. Field 12, Add Other Attachments. See **Part V § 4.12** of the [Application Guide](#).
- **Letter(s) of Commitment from Collaborators on the Proposed Project** (e.g., 1862, 1890 or 1994 Land Grant Institutions, Minority Serving Institutions, eXtension.) The letters must state the partner institution’s readiness to collaborate on the proposed project and describe the partner’s specific role on the project.
(*Note: If partnering with eXtension, you must have a letter of acknowledgement from eXtension and a letter of commitment from the Ag Safety and Health Community of Practice.*)

R&R Senior/Key Person Profile (Expanded). See **Part V § 5** of the [Application Guide](#) for profile requirements, details about the biographical sketch, and suggested support templates.

R&R Personal Data. This information is voluntary and is not a precondition of award (see **Part V § 6** of the [Application Guide](#)).

R&R Budget. See **Part V § 7** of the [Application Guide](#).

1. Match – The YFSEC program has *NO* matching requirement. NIFA will not factor matching resources into the review process as an evaluation criterion.
2. Indirect costs (IDC) – Not Allowed.

Data Management Plan. A DMP is required for this program. Applicants should clearly articulate how the project director (PD) and co-PDs plan to manage and disseminate the data generated by the project. The DMP will be considered during the merit review process (see [Part V § B](#) of this RFA, [Part III § 3.1 of the Application Guide](#) and [NIFA’s Data Management Plan](#)).

Supplemental Information Form. See **Part VI § 1** of the [Application Guide](#).

1. Field 2. Program to which the applicant is applying. Enter the program name (“Youth Farm Safety”) and the program code (“RB”). Accurate entry is critical.
2. Field 8. Conflict of Interest List. See **Part VI § 1.8** of the [Application Guide](#).

Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants. This is required for corporate applicants. See **Part VI § 2** of the [Application Guide](#) for a description of the term, “corporation.”

C. Funding Restrictions

No Indirect Cost (IDC). IDC is *not* authorized for this RFA. Pursuant to [Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 \(NARETPA\)](#), 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.

NIFA has determined that 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.

Unallowable costs include, but are not limited to, the following examples:

1. Entertainment Costs not permitted include banquets, award ceremonies, and meals for persons not traveling on behalf of the project except when provided to maintain the continuity of a meeting, tickets to shows or sporting events, and alcoholic beverages.
2. Awards and Certificates of Achievement are disallowed by [2 CFR 200, the Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards](#).
3. Facility Costs not permitted include 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.
4. Any expense not directly related to the program or project is considered unallowable. Examples include child-care services, kitchen help hired to prepare refreshments, and promotional or appreciation gifts such as clothing, coffee mugs, or bags.

PART V. APPLICATION REVIEW REQUIREMENTS

A. NIFA's Evaluation Process

NIFA evaluates 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 scientific peer-review process will be used to technically evaluate applications that meet the administrative requirements using a review panel (see **NIFA Peer Review Process**).

Scientific Peer Review Process:

NIFA selects reviewers for the review panel 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 NIFA will recommend that your project is either approved for support from currently available funds or declined due to insufficient funds or unfavorable review.

NIFA reserves the right to negotiate with the PD/PI and/or 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.

After the review process has been completed, NIFA sends copies of reviews, *not* including the identity of reviewers, and a summary (if applicable) of the review panel comments to the PD.

Conflicts of interest. NIFA takes extreme care to prevent any actual or perceived conflicts of interest that may influence the review or evaluation (see NIFA Peer Review Process for Competitive Grant Applications).

B. Evaluation Criteria

NIFA will use the following criteria to evaluate this RFA:

a) Potential for Advancing Impact Upon and Outreach to Youth and Instructors (25 points).

This criterion is used to assess the likelihood that the project will have an impact upon and advance the outreach to youth and/or youth farm safety instructors. Elements considered include those required for the Introduction section of proposals (see Part IV. B. (a)).

b) Proposed Objectives, Activities, and Timeline (25 points).

This criterion relates to the soundness of the proposed approach including objectives, methodology, plan of operation, timetable, logic model, outputs, desired outcomes, and anticipated impacts. Elements considered include those required for the Objectives, Activities and Timeline section of proposals (see Part IV. B.(b)).

c) Proposed Division of Labor (10 points)

This criterion relates to the adequacy of the lead and partner organizations to conduct the proposed project and the division of activities for which each entity in the collaboration will provide leadership, whether the institutions' roles and responsibilities in regards to main aspects of project development, implementation and outcome evaluation are equitable and appropriate. Elements considered include those required for the Division of Labor section of proposals (see Part IV. B.(c)).

d) Proposed Performance Measurement Plan (10 points)

This criterion is used to assess soundness of the proposed performance measurement plan, whether the project's expected outcomes are identified and whether the methods by which those outcomes will be measured are clearly noted. Elements considered include those required for the Performance Measurement/Evaluation Plan section of proposals (see Part IV. B.3(d)).

e) Proposed Management Plan (10 points)

This criterion relates to the adequacy of the lead and partner organizations to conduct the proposed project, the number and qualifications of key persons who will develop and carry out the project, and the qualifications of project personnel who will provide oversight and the assessment of project results and reporting of those results. Elements considered include those required for the Management Plan section of proposals (see Part IV. B.3 (e)).

f) Budget and Cost-Effectiveness (10 points)

This criterion relates to the extent to which the total budget adequately supports the project and is cost effective. Elements considered include the necessity and reasonableness of costs to carry out project activities and achieve project objectives; the

appropriateness of budget allocations between the applicant and any collaborating institution(s); the adequacy of time committed to the project by key project personnel; and the degree to which the project maximizes the use of limited resources. Elements considered include those required for the Budget and Budget Justification section of proposals (see Part IV. B.(f)).

g) Proposed Project Sustainability Plan (10 points)

This criterion assesses soundness and feasibility of the steps to be undertaken during the course of the proposed project activities to assess options and opportunities for project's sustainability beyond the life of the NIFA YFSEC grant. Elements considered include those required for the Budget and Budget Justification section of proposals (see Part IV. B.3.(g)).

C. Center of Excellence

In addition to evaluating applicants using the criterion listed in [Part V § B](#) of this RFA, NIFA will use the COE standards described in this RFA to evaluate applicants that rank highly meritorious and requested to be considered as a COE. In instances where applicants are found to be equally meritorious with the application of a non-COE applicant, NIFA will prioritize the COE applicant meeting the COE criteria. NIFA will effectively use the COE prioritization as a "tie breaker." Applicants that rank highly meritorious but who did not request consideration as a COE or who are not deemed to have met the COE standards may still receive funding. Applicants that meet the COE requirements will have the COE designation in their notice of award. Entities recognized as COE will maintain that distinction for the duration of their period of performance or as identified in the terms and conditions of that award.

D. Organizational Management Information

Applicants must submit specific management information relating to an applicant prior to an award and update the information as needed. Applicants may only have to update their information if they had previously provided the information under this or another NIFA program. NIFA provides the requisite forms during the pre-award process. Although an applicant may be eligible for award under this program, 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, or a determination that an applicant is not responsible).

E. Application Disposition

Applicants may withdraw at any time before NIFA makes a final funding decision. NIFA will retain all applications, including withdrawn applications and unfunded applications.

PART VI. AWARD ADMINISTRATION

A. General

Within the limit of funds authorized, the NIFA awarding official will make grants to responsible and 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 must 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, 7 CFR part 3430, subparts A through E](#).

Award Notice. The award document will provide pertinent instructions and information as described in [2 CFR 200.210](#) (see [NIFA's Terms and Conditions](#)).

B. Administrative and National Policy Requirements

Several federal statutes and regulations apply to grant applications and the projects outlined in this RFA (some are listed here: [Federal Regulations](#)). Unless specifically noted by statute or award-specific requirements, [NIFA Policy Guide](#) applies to all NIFA awards.

PART VII. OTHER INFORMATION

A. Use of Funds and Changes in Budget

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.

Changes in Budget or Project Plans. In accordance with [2 CFR 200.308](#), awardees must request prior approval from NIFA for the following program or budget-related reasons (the awardee is subject to the terms and conditions identified in the award):

1. Change in the scope or the objective of the project or program without prior written approval (even if there is no associated budget revision requiring);
2. Change in a key person specified in the application or the federal award;
3. Disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project;
4. Inclusion of costs that require prior approval in accordance with [2 CFR 200 Subpart E \(Cost Principles\)](#), 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](#), unless waived by the federal awarding agency,
5. [48 CFR Part 31, Contract Cost Principles and Procedures](#);
6. Transfer of funds budgeted for participant support costs to other categories of expense ([§200.75 Participant support costs](#));
7. Sub-awarding, transferring or contracting out of any work under a federal award, including fixed amount sub-awards (see [§200.332, Fixed Amount Sub-awards](#)), unless described in the application and funded in the approved federal awards. This provision does not apply to the acquisition of supplies, material, equipment, or general support services;
8. Changes in the approved cost-sharing or matching provided by the non-federal entity; and
9. The need for additional federal funds to complete the project.

B. Confidential Aspects of Applications and Awards

When an application results in an award, it becomes a part of NIFA transaction records, which are available to the public. Information that the Secretary of Agriculture determines to be confidential, privileged, or proprietary in nature will be held in confidence to the extent permitted by law. Therefore, applicants should clearly mark any information within the application they wish to have considered as confidential, privileged, or proprietary. NIFA will retain a copy of an application that does not result in an award for three years. Such an application will be released only with the consent of the applicant or to the extent required by law. An applicant may withdraw at any time prior to the final action thereon.

C. Regulatory Information

This program is not subject to the provisions of [Executive Order 12372](#), which requires intergovernmental consultation with state and local officials. Under the provisions of the [Paperwork Reduction Act of 1995 \(44 U.S.C. Chapter 35\)](#), the collection of information requirements contained in this notice have been approved under [OMB Document No. 0524-0039](#).

APPENDIX I: AGENCY CONTACT

Programmatic Contact

Name	Email	Telephone	Fax
Brad Rein	brein@usda.gov	202-455-5442	none
Lelan Dixon	lelan.d.dixon@usda.gov	202-374-9776	none

For administrative questions related to

- Grants.gov, see Part IV of this RFA
- Other RFA or application questions, please email policy@usda.gov
- Awards under this RFA, please email awards@usda.gov

NIFA's Mailing Address:

U.S. Postal Mailing Address:

National Institute of Food and Agriculture

U.S. Department of Agriculture

P.O. Box 419205, MS 10000

Kansas City, MO 64141-6205

Courier/Package Delivery Address:

National Institute of Food and Agriculture

United States Department of Agriculture

2312 East Bannister Road, MS 10000

Kansas City, MO 64141-3061

APPENDIX II: GLOSSARY OF TERMS

Name	Acronyms
Agricultural Research, Extension, and Education reform Act of 1998	AREERA
Agriculture and Food Research Initiative	AFRI
Authorized Representative	AR
Catalog of Federal Domestic Assistance	CFDA
Center of Excellence	COE
Coordinated Agricultural Project	CAP
Data Management Plan	DMP
National Institute of Food and Agriculture	NIFA
Request for Application	RFA
Research, Education, and Economics	REE
United States Department of Agriculture	USDA

APPENDIX III: DEFINITIONS

Refer to [7 CFR 3430 Competitive and Noncompetitive Non-formula Federal Assistance Programs – General Award Administrative Provisions](#) for additional definitions.

Terms	Definitions
Continuation Award	An award instrument by which NIFA agrees to support a specified level of effort for a predetermined period of time with a statement of intention to provide additional support at a future date, provided that 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.
Matching	The process through which a grant recipient match awarded USDA funds with cash and in-kind contributions on a dollar-for-dollar basis. The matching funds must derive from non-Federal sources.
New Application	An application not previously submitted to a program.
Renewal Application	A project application that seeks additional funding for a project beyond the period that was approved in an original or amended award.
Resubmitted Application	A project application that was previously submitted to a program, but the application was not funded.
Resubmitted Renewal Application	A project application that requests additional funding for a project beyond the period that was approved in the original award. This is an application that had previously been submitted for renewal to but not funded.