

# Army Family Advocacy Program Incident Determination Committee Testing and Evaluation

---

## *FY 2015 Request for Applications (RFA)*

**APPLICATION DEADLINE:** September 8, 2015

**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**

**Army Family Advocacy Program Incident Determination Committee (IDC) Testing and Evaluation**

**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 8, 2015**. 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 **Army Family Advocacy Program (IDC) Testing and Evaluation RFA**.

**EXECUTIVE SUMMARY:** NIFA requests applications for the Army Family Advocacy Program IDC Testing and Evaluation (AFAP) for fiscal year (FY) 2015 to test and evaluate multiple models for reviewing and determining cases of maltreatment (domestic and/or child abuse) cases at a number of test installations to be determined. The amount available for support of this program in FY 2015 is approximately \$1,800,000.

This notice identifies the objectives for AFAP projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for an AFAP grant

## Table of Contents

PART I—FUNDING OPPORTUNITY DESCRIPTION.....	4
A. Legislative Authority and Background.....	4
B. Purpose and Priorities .....	4
PART II—AWARD INFORMATION.....	8
A. Available Funding.....	8
B. Types of Applications .....	8
C. Project Types.....	8
D. Responsible and Ethical Conduct of Research .....	8
PART III—ELIGIBILITY INFORMATION.....	10
A. Eligible Applicants .....	10
B. Cost Sharing or Matching .....	10
PART IV—APPLICATION AND SUBMISSION INFORMATION.....	11
A. Electronic Application Package.....	11
B. Content and Form of Application Submission.....	12
C. Submission Dates and Times .....	15
D. Funding Restrictions .....	16
E. Other Submission Requirements.....	16
PART V—APPLICATION REVIEW REQUIREMENTS .....	17
A. General.....	17
B. Evaluation Criteria .....	17
C. Conflicts of Interest and Confidentiality.....	18
D. Organizational Management Information.....	18
E. Application Disposition .....	18
PART VI—AWARD ADMINISTRATION.....	19
A. General.....	19
B. Award Notice .....	19
C. Administrative and National Policy Requirements.....	20
D. Expected Program Outputs and Reporting Requirements .....	21
PART VII—AGENCY CONTACT .....	23
Administrative/Business Contact .....	23
PART VIII—OTHER INFORMATION.....	24
A. Access to Review Information.....	24
B. Use of Funds; Changes .....	24
C. Confidential Aspects of Applications and Awards.....	25
D. Regulatory Information.....	25
E. Definitions.....	25

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

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

In accordance with the Economy Act of 1932, as amended, (31 U.S.C. 1535), the Department of Army in order to utilize the unique resources of the United States Department of Agriculture (USDA), the National Institute of Food and Agriculture (NIFA), has provided NIFA with funds to support the Army Family Advocacy Program Incident Determination Committee Testing and Evaluation Competitive Grant Program.

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

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

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

AFAP is aligned with the USDA Strategic Plan (<http://www.ocfo.usda.gov/usdasp/usdasp.htm>) Strategic Goal 1: Assist Rural Communities to Create Prosperity so They Are Self-sustaining, Repopulating, and Economically Thriving through addressing human and social capital. AFAP is aligned with the USDA Research, Economics, and Education Action Plan ([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-Urban Interdependence and Prosperity through “supporting information and technology transfer and translational research, ‘transformational extension,’ to inform citizens and enable and support vibrant and resilient communities.” AFAP is aligned with the NIFA’s Strategic Plan ([http://nifa.usda.gov/about/pdfs/strat\\_plan\\_2014.pdf](http://nifa.usda.gov/about/pdfs/strat_plan_2014.pdf)), Goal 1: Science through “catalyzing exemplary and relevant research, education and extension programs.”

NIFA is seeking applications from institutions that can demonstrate their ability to provide the overall management and completion of a project designed to test and evaluate multiple models for reviewing and determining maltreatment (domestic and/or child abuse) cases of among Army personnel and their families through a multi-faceted analysis drawing from multiple sources of data, feedback, and information.

### **Current Status of Army Family Advocacy Program Maltreatment Case Review**

The DoD and Army Family Advocacy Programs (FAPs) exist to prevent and intervene in cases of domestic and/or child abuse. As part of this process, maltreatment reports are investigated and

then presented to a multidisciplinary body located on each military installation known as the Case Review Committee (CRC). The CRC reviews the facts and then votes on each case using an automated system of definitions and decision trees called the Decision Tree Algorithm (DTA) to determine if the facts in the case "meet criteria" (i.e., the preponderance of the evidence points to the act of abuse/neglect as having occurred) or "do not meet criteria."

In accordance with Army Regulation (608-18), the clinical supervisor of the FAP at the installation medical treatment facility (MTF) chairs the CRC. Voting membership on the CRC includes a variety of personnel from medical, legal, law enforcement, substance abuse, chaplain, and FAP prevention programs. Non-voting members include the Soldier's unit commander, the victims' advocate, and invited professionals from other disciplines as needed on particular cases.

In the mid-2000s, the United States Air Force (USAF) FAP made major modifications to the CRC model based on their interpretation of 2001-2003 DoD Task Force on Domestic Violence (DTFDV) recommendations. They divided the functions of the CRC into a determination process handled by a body called the Central Registry Board (CRB), and the formulation of clinical case recommendations was passed to a new body of clinicians-only called the Clinical Case Staffing Meeting (CCSM). Over time, the other Service FAPs (Navy & Marine Corps) adopted this model.

In 2014, the DoD began staffing a draft manual, which when published will require the Army to likewise adopt this model – if approved without change. In the new draft DoD manual (DoDM), the Case Review Board (CRB)'s name is changed to the Incident Determination Committee (IDC), but with little other modification from the USAF's CRB model.

To determine how the IDC model will influence the determination of maltreatment cases, affect the FAP's relationship with other involved military and civilian agencies, and to uncover any impediments to full implementation, the Army will pilot test the IDC/CCSM structure at several Army installations.

The requirement to perform this pilot test and accompanying evaluation is directed by the Army's response to DoD. Further, to alleviate Army concerns regarding possible negative direct and indirect effects of changing the FAP determination structure, the Army will perform a robust and comprehensive evaluation as a part of the pilot testing.

Three distinct maltreatment case review models will be tested in order to determine what differences may exist across the models with regard to direct and/or indirect clinical and systemic outcomes and consequences at multiple levels:

- 1.) First will be the current CRC Model known as the "status quo model";
- 2.) Second will be a model that exactly follows the DoD-proposed IDC/CCSM known as the "strict model"; and
- 3.) Third model similar to the DoD-proposed model, but with an expanded voting membership that more closely resembles the CRC membership known as the "modified model".

The target audiences for this project will be Army and DoD leadership; members of the Army's "coordinated community response" team and professional staff at headquarters, region and garrison levels; Soldiers; Families members; commanders and unit leaders; civilian community partners; and the military and civilian communities.

The primary project objective is:

To provide an overall assessment of three distinct models for determining maltreatment cases among Army personnel and their families through a comprehensive evaluation to inform any future decisions related to model implementation.

The project will be implemented in four phases over 2-3 years. The project period is 3 years. Additional funds will be provided each year, dependent upon satisfactory progression on the project and availability of funds. Although this RFA focuses on Phases 1 and 2, subsequent phases are described below to provide applicants with the overall scope of the study. The proposal should be developed for Year 1 only.

The main project objective will be accomplished through the following deliverables:

#### Phase 1 (Year 1 – First Six Months) – Preparation

- Submit a work plan within thirty days after award of agreement which outlines a proposed plan of action including a milestone schedule for development and completion of each task in cooperation with Army FAP to ensure timely progress on tasks.
- Complete a comprehensive literature review based on relevant academic sources, theoretical frameworks, policy analyses, observational data, as well as qualitative and quantitative data collected through site visits, interviews, and other appropriate data collection methods.
- Form and manage of an on-going advisory group comprised of DoD, Army, and civilian subject matter experts whose purpose will be to provide recommendations on the project design, methodology, and emerging findings and to also review plans and reports.
- Draft a comprehensive pilot test and evaluation plan to test, measure and analyze the three case review models which will include measures of stakeholder/customer satisfaction, unit commander support for treatment plans, program cost/efficiency, and direct and indirect effects of each model on the overall installation and community 'coordinated response.'
- Obtain institutional review board (IRB) approval to perform pilot testing and evaluation through either the performing institution's IRB or through an Army/DoD IRB.

### Phase 2 (Year 1 – Second Six Months) – Baseline and Train

- Assist the Army FAP leadership with drafting interim guidance and operational orders necessary to implement all models
- Obtain, train, and manage staff at each site to train, monitor and mentor government personnel to ensure accordance with the respective model policies and procedures, and to collect outcome data in accordance with the evaluation plan.
- Perform a baseline assessment at all sites in accordance with the evaluation plan.
- Train, monitor, and mentor government personnel at each site to ensure they implement the pilot models in accordance with the respective model policies and procedures.
- Develop and implement a communication plan including regular updates Army/DoD FAP leadership and to advisory group.

### Phase 3 (Year 2) – Implement and Monitor

- Maintain on-site personnel to monitor compliance with each respective model at selected sites.
- Perform all on-going quantitative and qualitative data collection procedures, such as record reviews, database extracts, interviews, surveys, direct observation, and/or focus groups in accordance with the evaluation plan.
- Refine analysis plan and report templates.

### Phase 4 (Year 3) – Wrap-up, Analyze, and Report

- Perform a final assessment at all sites in accordance with the evaluation plan.
- Perform quantitative and qualitative analyses in accordance with the evaluation plan and the analysis plan.
- Draft project and evaluation reports.
- Assist with senior leader briefings.
- Provide any necessary technical assistance.

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

The amount available for NIFA support of this program in FY 2015 is approximately \$1,800,000. The funds will be awarded through a cooperative agreement. A cooperative agreement is an agreement in which the Federal Government provides funding authorized by public statute and the government plays a substantial role. 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 <http://fms.treas.gov/index1.html>.

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

In FY 2015, you may only submit a new application to the AFAP Competitive Grant Program:

**New application.** This is a project application that has not been previously submitted to the AFAP Competitive Grant 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**

For FY 2015, approximately \$1,800,000 will be available to fund one proposal for one year. The project period is for 3 years.

### **D. Responsible and Ethical Conduct of Research**

The responsible and ethical conduct of research (RCR) is critical for excellence, as well as public trust, in science and engineering. Consequently, we consider education in RCR essential to the preparation of future scientists. 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. Per award terms and conditions, grant recipients shall, upon request, make available to NIFA the policies, procedures, and documentation to support the conduct of the training.

Note that the training referred to herein shall be either on-campus or off-campus training. The general content of the ethics training will, at a minimum, emphasize three key areas of research ethics: authorship and plagiarism, data and research integration, and reporting misconduct. Each institution will be responsible for developing its own training system, as schools will need

flexibility to develop training tailored to their specific student needs. Grantees should consider the Collaborative Institutional Training Initiative (CITI) program for RCR (<https://www.citiprogram.org/rcrpage.asp>). Typically this RCR education addresses the topics of: Data Acquisition and Management - collection, accuracy, security, access; Authorship and Publication; Peer Review; Mentor/Trainee Responsibilities; Collaboration; Conflict of Interest; Research Misconduct; Human Subject Research; and Use of Animals in Research.

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Applications may be submitted by State agricultural experiment stations, State cooperative extension services, all colleges and universities, other research or educational institution or organization, and any other contractor or recipient, either foreign or domestic, to further research, extension, or teaching programs in the food and agricultural sciences of the Department of Agriculture.

Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project. Failure to meet an eligibility criterion by the time of application deadline may result in the application being excluded from consideration or, even though an application may be reviewed, will preclude NIFA from making an award.

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

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

## **PART IV—APPLICATION AND SUBMISSION INFORMATION**

### **A. Electronic Application Package**

Only electronic applications may be submitted via Grants.gov to NIFA in response to this RFA. We urge you to submit early to the Grants.gov system. For an overview of the Grants.gov application process see <http://www.grants.gov/web/grants/applicants/grant-application-process.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 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/support/technical-support/software/adobe-reader-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-EXCA-005375**

in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

Contained within the application package is the “NIFA Grants.gov Application Guide.” 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-resources.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.

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

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

NOTE: The Project Narrative shall not exceed 8 pages of written text regardless of whether it is single- or double-spaced and up to 4 additional pages for figures and tables. We have established this maximum (12 pages) to ensure fair and equitable competition.

The Project Narrative must include all of the following:

**Section 1: Statement of Need & Background**

- Demonstrate an understanding of the nature of the issue this project is seeking to address.
- Describe how the overall project will address the audience(s) to be served.
- Detail the characteristics of the institution(s) that make it particularly qualified to conduct the proposed work; describe ongoing or recently completed significant activities related to the proposed project particularly expert knowledge and experience related to adult and child maltreatment, responding to, managing and determining adult and child maltreatment cases, program and process assessment and evaluation, and military program evaluation.

**Section 2: Objectives**

- List clear, concise, and logically arranged project goals and objectives.
  - Goals must address the statement of need identified in the first section of your proposal; and
  - Objectives must link to goals and address program priorities listed in Part 1, Section B.
- Provide a preliminary action plan to show the relationships between objectives, project design, and deliverables.

**Section 3: Evaluation Design and Methodologies**

The primary responsibility will be to develop a clear, logical plan for a systematic evaluation process for the Army FAP IDC Testing and Evaluation project, which meets objectives for this

project and results in a comprehensive report of findings that will inform future programming direction.

Describe how the evaluation design and methods selected, based on project objectives which will be used to measure the extent to which the objectives are met. This section should address but not necessarily be limited to:

- Means by which data will be collected; indicate collection instruments and methods if appropriate (i.e.: questionnaire, interviews, focus groups, site visits, etc.) including the feasibility and rationale for their use in the project based on project goals; and
- Potential process and/or outcome evaluations; and
- Development and/or implementation challenges that may be encountered; and
- Limitations to proposed procedures; and
- Describe stakeholder involvement and collaborations in problem identification, planning, implementation, and evaluation.
- Any strategies for ongoing program sustainability or improvement.

#### **Section 4: Project Communication Plan**

- Briefly describe how progress and results from this project will be communicated to project teams and relevant stakeholders.

#### **Section 5: Project Management**

- Provide a brief summary of key personnel, their project functions, qualifications and expertise along with timelines, accounting procedures, reporting, and collaborative efforts. Describe any experience in coordinating with other DoD – USDA Partnership for Military Families projects or related projects as well as any collaboration(s) with the land-grant university system.

#### **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.

#### **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.

#### **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 (i.e., enter “**Army Family Advocacy Program Incident Determination Committee Testing and Evaluation**”) and the program code (i.e., enter “**AFAP**”). 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.

While the checklist should be used to check the application for completeness, the application should be checked additionally for the following required item(s). This is not an exhaustive list of required items; it only serves to highlight required items that are sometimes overlooked by applicants:

- Project Summary
- Project Action Plan
- Bibliography
- Current and Pending Support forms
- Conflict of Interest forms
- Letters of Commitment

**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 8, 2015**. 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**

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

Agency policy limits the maximum potential funding period (including any awards transferred from another institution or organization) to five years in duration. The funding period will commence on the effective date cited in the award instrument. Any such limitation also applies to subcontracts made under awards subject to a funding period limitation.

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

Pre-award costs incurred outside the 90-day period immediately preceding the effective date of the award must receive written approval from the ADO. Please verify with the Administrative/Business Contact listed in this RFA before

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

**You should follow the submission requirements noted in Part IV, section 1.9 in the document entitled “NIFA Grants.gov Application Guide.”**

For information about the **status of a submitted application**, see Part III., section 6. of the NIFA Grants.gov Application Guide.

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

### **A. General**

We evaluate each application in a 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 AFAP 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.

The AFAP team reserves the right to negotiate with the PD/PI and/or with the submitting organization or institution regarding project revisions (e.g., reductions in the scope of work, funding level, period, or method of support) prior to recommending any project for funding.

### **B. Evaluation Criteria**

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

#### **1. Potential for Testing and Evaluating Army Family Advocacy Program Maltreatment Case Review Models**

This criterion is used to assess the likelihood that the project will succeed in: (1) providing the overall management of this project including partnerships and management of project staff; (2) meeting established project objectives; and 3) demonstrating successful past experience with related projects, particularly those involving program assessment and evaluation related to the subject matter and audience(s).

## **2. Proposed Approach and Program Coordination**

This criterion is used to assess the soundness of the proposed approach including statement of need, scope of the project, objectives, methodology, key personnel, timeline, expected products and results, and communication plan. Recent experience working with military components in partnership with Land-grant Universities and their mission areas of education, research and Cooperative Extension Service is preferred. Also cite any experience in conducting research related to program assessment and evaluation in coordination with military components.

## **3. Evaluation**

This criterion is used to assess the adequacy of the evaluation design and its capacity to measure the extent to which program objectives are met and build upon any outcomes to date.

## **4. Budget and Budget Narrative**

This criterion is used to assess the extent to which the total budget adequately supports the project and is cost effective based on budget outline provided. Elements considered include: the necessity and reasonableness of costs to carry out project activities and achieve project objective and the adequacy of time committed to the project by key project personnel.

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

During the peer evaluation process, we take extreme care to prevent any actual or perceived conflicts of interest that may impact review or evaluation. See [http://www.nifa.usda.gov/business/competitive\\_peer\\_review.html](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 **NIFA** for a period of three years.

## **PART VI—AWARD ADMINISTRATION**

### **A. General**

Within the limit of funds available for such purpose, the NIFA awarding official shall make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the NIFA awarding official as the effective date of the grant shall be no later than September 30 of the federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. The project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by NIFA under this RFA may be used only for the purpose for which they are granted in accordance with the approved application and budget, regulations, terms and conditions of the award, applicable federal cost principles, USDA assistance regulations, and NIFA General Awards Administration Provisions at 7 CFR part 3430, subparts A through E.

### **B. Award Notice**

The award document will provide pertinent instructions and information including, at a minimum:

- (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 re-competition 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 include, but are not limited to the ones listed below.

2 CFR Part 25, “Universal Identifier and Central Contractor Registration”

2 CFR Part 170, “Reporting Sub-award and Executive Compensation Information”

2 CFR Part 175, “Award Term for Trafficking in Persons”

2 CFR Part 180, “OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)”

2 CFR Part 182, “Government wide Requirements for Drug-Free Workplace (Financial Assistance)”

2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”

2 CFR Part 400, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”

2 CFR Part 415, “General Program Administrative Regulations”

2 CFR Part 416, “General Program Administrative Regulations for Grants Cooperative Agreements to State and Local Governments”

2 CFR Part 417, “Nonprocurement Debarment and Suspension”

2 CFR Part 418, “New Restrictions on Lobbying”

2 CFR Part 421, “Requirements for Drug-Free Workplace (Financial Assistance)”

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

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

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

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

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

7 CFR 3430—Competitive and Noncompetitive Non-formula Financial Assistance Programs-- General Award Administrative Provisions.

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.

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

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

44 U.S.C. 3541 et seq. (Pub. L. 107-347) - Federal Information System Security Management Act of 2002 (FISMA), to improve computer and network security within the Federal Government. Applies to awardees if it will collect, store, process, transmit, or use information on behalf of NIFA.

#### **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.

The awardee will also be asked to provide regular report (i.e. monthly, quarterly) to the Army FAP leadership and the advisory board for the project.

#### **Regarding Data Use:**

Data Use: Use of data provided to NIFA awardees pursuant to this cooperative agreement shall comply with the provisions of this paragraph. NIFA awardees shall be free to publish in professional, refereed journals information or data developed or collected (except confidential data or information including PHI or PII) resulting from the activities under this agreement. Awardees will be required to submit a copy of any such publication to USDA NIFA sixty (60) days prior to publication for review and approval by NIFA and the Army to ensure that

confidentiality of the deliverables is maintained and that NIFA and the Army have been accurately represented. All educational and technical assistance materials developed by the awardee under an agreement with NIFA shall be owned by the awardee. NIFA and the Army will have a non-exclusive, royalty-free, non-transferable, irrevocable license to reproduce, prepare derivative work and distribute copies of the deliverables so long as such deliverables are used for non-commercial educational or government purposes.

Any work produced under a NIFA award is subject to 2 CFR Part 200.315 related to intangible property.

## **PART VII—AGENCY CONTACT**

Applicants and other interested parties are encouraged to contact:

### **Programmatic Contacts—**

Ahlishia Shipley, PhD  
National Program Leader – Family & Community Development  
Division of Family & Consumer Sciences  
Institute of Youth, Family, and Community  
USDA NIFA  
202.401.6854 (o)  
202.690-2469 (f)  
ashipley@nifa.usda.gov

Brent Elrod  
National Program Leader – Community and Rural Development  
Division of Family & Consumer Sciences  
Institute of Youth, Family, and Community  
USDA NIFA  
202.690.3468 (o)  
202.690-2469 (f)  
belrod@nifa.usda.gov

Regular Mail:  
1400 Independence Avenue, SW  
Washington, D.C. 20250-2225

### **Administrative/Business Contact –**

Adriene Woodin  
Branch Chief  
Awards Management Division  
Office of Grants and Financial Management  
National Institute of Food and Agriculture - USDA  
(202) 401-4320 (phone)  
(202) 401-1804 (fax)  
awoodin@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.

### **F. Materials Available on the Internet**

Department of Defense Instruction (DoDI) 6400.01, Family Advocacy Program (FAP), 13 Feb 2015, <http://www.dtic.mil/whs/directives/corres/pdf/640001p.pdf>.

DoDI 6400.06, Domestic abuse involving DoD military and certain affiliated personnel, incorporating change 1, 20 Sep 2011, <http://www.dtic.mil/whs/directives/corres/pdf/640006p.pdf>.

DoD 6400.1-M-1, Manual for child maltreatment and domestic abuse incident reporting system, incorporating change 1, 20 Sep 2011, <http://www.dtic.mil/whs/directives/corres/pdf/640001m1.pdf>.

DoD Manual (DoDM) 6400.01, Vol 1, Family Advocacy Program (FAP): FAP standards, 3 Mar 2015, [http://www.dtic.mil/whs/directives/corres/pdf/640001\\_vol1.pdf](http://www.dtic.mil/whs/directives/corres/pdf/640001_vol1.pdf).

DoDM 6400.01, Vol 4, Family Advocacy Program (FAP): Guidelines for clinical intervention for persons reported as domestic abusers, 2 Mar 2015, [http://www.dtic.mil/whs/directives/corres/pdf/640001\\_vol4.pdf](http://www.dtic.mil/whs/directives/corres/pdf/640001_vol4.pdf).

Army Regulation 608-18, The Army Family Advocacy Program, incorporating Rapid Action Revision (RAR), 13 Sep 2011, [http://www.apd.army.mil/pdf/files/r608\\_18.pdf](http://www.apd.army.mil/pdf/files/r608_18.pdf).

Air Force Policy Directive 40-3, Family Advocacy Program, 6 Dec 2011, [http://static.e-publishing.af.mil/production/1/af\\_sg/publication/afpd40-3/afpd40-3.pdf](http://static.e-publishing.af.mil/production/1/af_sg/publication/afpd40-3/afpd40-3.pdf).

Air Force Instruction 40-301, Family Advocacy, 30 Nov 2009, [http://static.e-publishing.af.mil/production/1/af\\_sg/publication/afi40-301/afi40-301.pdf](http://static.e-publishing.af.mil/production/1/af_sg/publication/afi40-301/afi40-301.pdf).

Secretary of the Navy Instruction (SECNAVINST) 1752.3B, Family Advocacy Program, 10 Nov 2005, <http://doni.daps.dla.mil/Directives/01000%20Military%20Personnel%20Support/01-700%20Morale,%20Community%20and%20Religious%20Services/1752.3B.pdf>.

Chief of Naval Operations Instruction (OPNAVINST) 1752.2B, Family Advocacy Program, 25 Apr 2008, <http://doni.daps.dla.mil/Directives/01000%20Military%20Personnel%20Support/01-700%20Morale,%20Community%20and%20Religious%20Services/1752.2B.pdf>.

Marine Corps Order (MCO) 1754.11, Marine Corps Family Advocacy and general counseling program, 26 Mar 2012, [http://www.marines.mil/Portals/59/Publications/MCO%201754\\_11.pdf](http://www.marines.mil/Portals/59/Publications/MCO%201754_11.pdf).