

# **Youth Support and Internship Program**

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## **FY 19 Request for Applications (RFA)**

**APPLICATION DEADLINE: July 25, 2019**

**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**

**Youth Support and Internship Program**

**INITIAL ANNOUNCEMENT**

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

**DATES:** Applications must be received by **5 p.m. Eastern Time on JULY 25, 2019.** Applications received after this deadline will normally not be considered for funding (see Part IV, C of this RFA). Comments regarding this request for applications (RFA) are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

**STAKEHOLDER INPUT:** We at the National Institute of Food and Agriculture (NIFA) seek your comments about this RFA. We will consider your comments when we develop the next RFA for the program, if applicable, and we'll use them to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). Submit your written stakeholder comments by the deadline set forth in the DATES portion of this notice via email to [Policy@nifa.usda.gov](mailto:Policy@nifa.usda.gov). (This email address is only for receiving comments regarding this RFA and *not* for requesting information or forms.) In your comments, please state that you are responding to the Youth Support and Internship Program RFA.

**EXECUTIVE SUMMARY:** NIFA requests applications for the Youth Support and Internship Program (YSIP) for fiscal year (FY) 2019 to support a fully developed and orchestrated national internship program that engages college students motivated to serve the needs of National Guard and Reserve Component (RC) military families during all phases of deployment. The anticipated amount available for YSIP in FY 2019 is approximately \$900,000.

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

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

### **A. Legislative Authority**

In accordance with the Economy Act of 1932, as amended, ([31 U.S.C. 1535](#)), the Department of Defense (DoD), in order to utilize the unique resources of the United States Department of Agriculture (USDA), the National Institute of Food and Agriculture (NIFA), has provided NIFA with funds to support the Youth Support and Internship Program (YSIP).

Pursuant to [7 U.S.C. Sec. 3318\(c\)](#) the Secretary of Agriculture, acting through the Director of NIFA, may enter into contracts, grants, or cooperative agreements, for periods not to exceed five years, with State agricultural experiment stations, State cooperative extension services, all colleges and universities, other research or educational institutions or organizations, Federal and private agencies and organizations, individuals, and any other contractor or recipient, either foreign or domestic, to further research, extension, or teaching programs in the food, agriculture, natural resources, and human sciences of the Department of Agriculture. Within the Department of Defense, Economy Act transactions are governed by [Department of Defense Financial Management Regulation, Volume 11A, Chapter 3, Economy Act Orders](#).

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

**Background.** The Yellow Ribbon Integration Program (YRRP) is a statutorily created, joint-service effort led by the Assistant Secretary of Defense for Manpower and Reserve Affairs, under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness. YRRP was created by the [National Defense Authorization Act](#) (Public Law 110-181, div. A, title V, §582,(10 USC 10101 note)) to support National Guard, and Reserve Component (RC) members and their families with critical support, information, services, and referrals throughout the four phases of the deployment cycle (Phase I: Pre-Deployment; Phase II: Deployment; Phase III: Demobilization; and Phase IV: Post-Deployment-Reconstitution) to maximize successful reintegration into their communities and civilian roles. Family members are included in the goal to maximize successful transitioning.

YRRP is a DoD-wide effort to promote the well-being of National Guard and Reserve members, their families, and their communities, by connecting them with resources throughout the deployment cycle. Through Yellow Ribbon events, Service members and loved ones connect with local resources before, during, and after deployments. By providing deployment cycle information, resources, and programs, YRRP addresses the unique challenges facing the Guard and Reserve community, including geographic dispersion away from military support networks leading to fewer deployment resources than the Active Component.

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

YSIP is a national internship program engaging college students in service to meet the growing need of youth development programming for military families impacted by military deployments. Within YSIP, trained interns are provided an opportunity to give back to their communities and country through a year of service. Interns receive first-class youth development educational and facilitation skills. In turn, they travel the nation delivering youth programs to a variety of Yellow Ribbon and other family programs. YSIP serves as a career development program. Interns are provided dedicated mentors who assist in the exploration and development of their career goals and in the completion of a career broadening learning project. This is all accomplished while meeting the critical needs of communities with high rates of families impacted by deployments and other military related absences.

The YSIP Competitive Grant Program aligns with and addresses [USDA Strategic Plan FY 2018-2022](#) **Strategic Goal 4: Facilitate Rural Prosperity and Economic Development, Objective 1: To expand rural business opportunity and rural quality of life with access to capital; improve infrastructure, broadband access and connectivity; and support workforce availability.**

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

The **primary objective** for this project is to implement a high-quality national internship program that engages college students motivated to serve the needs of National Guard and RC military families during all phases of deployment. This objective will be accomplished by fulfilling the activities outlined below:

### 1. Program Implementation

Ensuring motivated interns and staff are trained in curriculum, program planning, teaching methods, facilitation strategies, and issues specific to military children, youth, and family issues. This also includes a) facilitating national criminal history checks for all project staff, mentors, and interns before participating in any RC YRRP events per appropriate Department of Defense Instruction (DoDI), b) data collection and analysis of program metrics (i.e. events scheduled by month, registration/attendance, age/gender, contact hours, cost per participant, total youth served) and intended outcomes, and c) facilitating intern travel within the continental United States (CONUS) and outside the continental United States (OCONUS) and projecting the associated costs.

### 2. Curriculum

Identifying, developing, and utilizing research-based, peer-reviewed, age-appropriate curricula focused on leadership development, life skills, and science, technology, engineering, and math (STEM) that will provide engaging personal development opportunities for Reserve Component youth and Yellow Ribbon Reintegration Program events.

### 3. Mentorship

Developing and implementing a plan to identify and train qualified mentors to work with interns on career development while enhancing their intern experience so that and interns will learn how to become effective leaders in order to increase their vocational awareness, understanding, and interest in career planning, nationally and internationally. Accountability measures must be included in this mentoring component.

#### 4. Communications

Developing and implementing an efficient and effective program communications plan with associated products including a website to streamline event requests from YRRP program managers and share program information and resources to the YRRP Service members, family members, Reserve Components, and Event Planners as well as plan for stakeholder communications.

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

The anticipated amount available for YSIP grant in FY 2019 is approximately \$900,000. There is no commitment by USDA to fund any particular application or to make a specific number of awards. The [Automated Standard Applications for Payment System \(ASAP\)](#), operated by the Department of Treasury's Bureau of the Fiscal Service, is the designated payment system for awards resulting from this RFA.

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

Application for FY 2019 is limited to *new applications*. This is a project application that has not been previously submitted to the YSIP Program. In FY2019, NIFA will evaluate applications using the criteria described in Part V of this RFA.

### **C. Activity and Project Types**

For FY 2019, approximately \$900,000 will be available to fund one grant proposal for one year (see Part I, A. Legislative Authority and Background. The project type will be Extension.

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

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

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Only land-grant institutions are eligible to receive the award through the YSIP program. Eligible land-grant institutions include all 1862, 1890, and 1994 land-grant institutions. The award recipient may subaward 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. Failure to meet an eligibility criterion by the 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.

For those new to Federal financial assistance, a [grants overview page](#) is available on the NIFA website. This page includes information about free Grants 101 Training and other resources that are highly recommended for those seeking an understanding of Federal awards.

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

*No Match Required* – YSIP has NO matching requirement. NIFA will not factor matching resources into the review process as an evaluation criterion.



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

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

Only electronic applications may be submitted via Grants.gov to NIFA in response to this RFA. We urge you to submit early to the Grants.gov system. For information about the pre-award phase of the grant lifecycle see [Grants 101](#).

#### **New Users of Grants.gov**

Prior to preparing an application, we recommend that the Project Director/Principal Investigator (PD/PI) first contact an Authorized Representative (AR, also referred to as Authorized Organizational Representative, or AOR) to determine if the organization is prepared to submit electronic applications through Grants.gov. If not (e.g., the institution/organization is new to the electronic grant application process through Grants.gov), then the one-time registration process must be completed PRIOR to submitting an application. It can take as long as two weeks to complete the registration process so it is critical to begin as soon as possible. In such situations, the AR should go to **“Register,” in the top right corner of the Grants.gov web page (or go to <https://www.grants.gov/web/grants/register.html>), for information on registering the institution/organization with Grants.gov.** Part II,1 of the NIFA Grants.gov Application Guide contains detailed information regarding the registration process. Refer to item 2, below, to locate the “NIFA Grants.gov Application Guide.”

#### **Steps to Obtain Application Package Materials**

To receive application materials:

1. You must download and install a version of [Adobe Reader](#) compatible with Grants.gov to access, complete, and submit applications. For basic system requirements and download instructions, see <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>. Grants.gov has a test package that will help you determine whether your current version of Adobe Reader is compatible.
2. To obtain the application package from Grants.gov, go to <https://www.grants.gov/web/grants/applicants/search-opportunity-package.html> and enter the funding opportunity number where appropriate

#### **Funding Opportunity Number: USDA-NIFA-EXCA-006777**

Click “Search.” On the displayed page, click the corresponding link to continue. A Grant Application Package is tied to a particular funding opportunity. You may move forms amongst different Grant Application Packages but you may ONLY submit an application to the particular funding opportunity to which the Grant Application Package is associated.

Contained within the application package is the “NIFA Grants.gov Application Guide.” This guide contains an introduction and general Grants.gov instructions, information about

how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

**If you require assistance to access the application package** (e.g., downloading or navigating Adobe forms) **or submitting the application**, refer to resources available on the Grants.gov website (<https://www.grants.gov/web/grants/support.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. EST).  
Have the following information available when contacting Grants.gov:

- Funding Opportunity Number (FON)
- Name of agency you are applying to
- Specific area of concern

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

Electronic applications are to be prepared following Parts V and VI of the NIFA Grants.gov Application Guide. This guide is part of the corresponding application package (see Section A of this part). The following is **additional information** you need to prepare an application in response to this RFA. **If there is discrepancy between the two documents, the information contained in this RFA is overriding.**

**Note the attachment requirements (e.g., PDF) in Part III, Section 3 of the guide. 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 whether attachments are in PDF format; see Part III, Section 6.1 of the guide for how to check the manifest of submitted files. Partial applications will be excluded from NIFA review. We will accept subsequent submissions of an application until close of business on the closing date in the RFA (see Part V, 2.1 of the NIFA Grants.gov Application Guide for further information).**

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

- Email: [electronic@nifa.usda.gov](mailto:electronic@nifa.usda.gov)
- Phone: 202-401-5048
- Business hours: Monday through Friday, 7 a.m. – 5 p.m. ET, excluding [federal holidays](#).

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

Information related to the questions on this form is dealt with in detail in Part V, 2 of the NIFA Grants.gov Application Guide. See Part V, Section 2.17 of the NIFA Grants.gov Application Guide for the required certifications and assurances (e.g., Prohibition Against Entities Requiring Certain Internal Confidentiality Agreements).

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

Detailed information related to the questions on this form is available in Part V, 3 of the NIFA Grants.gov Application Guide.

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

Detailed information related to the questions on this form is available in Part V, 4 of the NIFA Grants.gov Application Guide.

**a. Field 7. Project Summary/Abstract.**

The summary should also include the relevance of the project to the goals of YSIP. 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 six pages of written text and up to four additional pages for figures and tables. We have established this maximum 10 pages to ensure fair and equitable competition. The Project Narrative must include all of the following:

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

- Demonstrate an understanding of the nature of the issue this project is seeking to address.
- Describe how the overall project will effectively address the audience(s) to be served.
- Detail the characteristics of the team(s) that make it particularly qualified to conduct the proposed work and describe ongoing or recently completed significant activities related to the proposed project, especially related to development of an integrated system and program involving college intern students, educators, counselors, community support services, and trained volunteers to provide supportive educational and leadership programming for National Guard and Reserve Component youth, specific to military families and deployments; and any related experience working with the DoD.

**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 and activities listed in Part 1, Section B.

### **Section 3: Approach and Design**

Project Action Plan: Based on the deliverables, a project action plan must be drafted. The plan must contain how the following activities will be performed and evaluated for completion, quality assurance and success over the course of the project:

- Ensuring staff are trained or have expertise to work with interns in curriculum, program planning, teaching methods, facilitation strategies, and issues specific to military children, youth, and family issues;
- Developing flexible program capabilities to support Reserve Component children and youth with special needs;
- Recruiting students with career interest in Extension, community-based organization, and/or military family-related support work through outreach, education, and marketing practices;
- Mentoring interns to become effective leaders in order to increase their vocational awareness, understanding, and interest in career planning, nationally and internationally. In addition, training interns to become effective in supporting military youth and teens to grow and thrive during challenging times of parental and family member deployments;
- Ensuring interns are trained in curriculum, program planning, teaching methods, facilitation;
- Facilitating national criminal history checks for all project staff, mentors, and interns prior to them participating in any RC YRRP events;
- Managing a website useful to participants and stakeholders.

Priority is placed on continuing with the main activities of the current YSIP project within the DoD-USDA Partnership for Military Families. Information about YSIP is available at [Project Youth Extension Service \(YES\)](#)

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

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

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

- Describe the fiscal and administrative oversight for the project including the division of labor and a description of how any collaborative efforts will be managed.

### **Section 6: Budget and Budget Narrative \*(to be included below in #6. R&R Budget)**

- There should be 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.

### **c. Field 12. Add Other Attachments**

See Part V. Section 4.12 of the NIFA Grants.gov Application Guide (Field 12 on the form) for instructions for this field.

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

Detailed information related to the questions on this form is available in Part V, 5 of the NIFA Grants.gov Application Guide. This section of the guide includes instructions about senior/key person profile requirements, and details about the biographical sketch and the current and pending support, including a link to a suggested template for the current and pending support.

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

**6. R&R Budget**

Detailed information related to the questions on this form is available in Part V, 7 of the NIFA Grants.gov Application Guide.

**7. Supplemental Information Form**

Detailed information related to the questions on this form is available in Part VI, 1 of the NIFA Grants.gov Application Guide.

**a. Field 2. Program to which you are applying.** Enter the program code name (i.e., enter “[Youth Support and Internship Program]”) and the program code (i.e., enter “[YSIP]”). 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.

**8. Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants**

This is a required form for corporate applicants. See Part VI, 2 of the NIFA Grants.gov Application Guide for a description of the term, “corporation,” and detailed information related to the questions on this form.

**C. Submission Dates and Times**

We recommend that you conduct an administrative review of the application before submission of it via Grants.gov to ensure that it complies with all preparation instructions. An application checklist is included in Part VII of the NIFA Grants.gov Application Guide to assist with this review.

**Instructions for submitting an application are included in Part IV, Section 1.5 of the NIFA Grants.gov Application Guide.**

Applications must be received by Grants.gov by **5 p.m. Eastern Time on XXXXXX** Applications received after this deadline will normally not be considered for funding.

**If you have trouble submitting an application to Grants.gov, you should FIRST contact the Grants.gov Help Desk to resolve any problems. Keep a record of any such correspondence. See Part IV. A for Grants.gov contact information.**

We send email correspondence to the AR regarding the status of submitted applications. We strongly encourage you to provide accurate email addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

If the AR has not received correspondence **from NIFA** regarding a submitted application within 30 days of the established deadline, contact the Agency Contact identified in Part VII of the RFA and request the proposal number assigned to the application. **Failure to do so may result in the application not being considered for funding by the peer review panel. Once the application has been assigned a proposal number, you should cite this number on all future correspondence.**

#### **D. Funding Restrictions**

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

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

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

### **A. General**

We evaluate each application in a two-part process. First, we screen each application to ensure that it meets the administrative requirements as set forth in this RFA. Second, a technical review panel will evaluate applications that meet the administrative requirements.

We select reviewers based upon their training and experience in relevant scientific, extension, or education fields, taking into account the following factors:

- the level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities;
- the need to include experts from various areas of specialization within relevant scientific, education, or extension fields;
- the need to include other experts (e.g., educators, youth serving professionals, program developers and evaluators) 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 YSIP will recommend that your project be approved for support from currently available funds or be declined due to insufficient funds or unfavorable review.

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

We will send copies of reviews, *not* including the identity of reviewers, and a summary of the panel comments to the PD after the review process has been completed.

### **B. Evaluation Criteria**

A reviewer's written evaluation entails two levels of assessment. First, the reviewer summarizes how well the application addressed each evaluation criterion. After the application has been assessed for strengths and weaknesses of each criterion, the reviewer then evaluates the overall likelihood that the project will have significant outcome and impact. These written reviews are used to begin panel discussions with other reviewers serving on the peer review panel. Through

these discussions, peer review panelists come to consensus on the final rating and ranking of proposals. A complete description of NIFA's peer review process can be found at the NIFA website: [NIFA Peer Review Process for Competitive Grant Applications](#) .

We will use the evaluation criteria below to review applications submitted in response to this RFA. The criteria below are not equal in merit but are listed in descending order of importance. Applications are evaluated primarily for overall merit, with emphasis placed on the proposed approach to address program priorities using sound program management and the potential for success.

**1. Potential for successfully implementing a high-quality national internship program that engages college students motivated to serve the needs of National Guard and Reserve Component (RC) military families during all phases of deployment**

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 project objectives; 3) demonstrating expert knowledge on the range of issues faced by military families and youth in the context of deployment; 4) recruiting, training, managing, and retaining interns; and 5) coordinating with the DoD. Factors include those identified in the project narrative.

**2. Proposed Approach and Program Coordination**

This criterion is used to assess the soundness and sustainability of the proposed approach including statement of need, scope of the project, objectives, project plan, design, methods, key personnel, timeline, expected products and results, and communication plan. Factors include those identified in the project narrative.

**3. Evaluation**

This criterion is used to assess the adequacy of the strategies that will be used for internal, process and outcome evaluations for programs and products as well as quality assurance controls for the overall project. Factors include those identified in the project narrative.

**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. Factors include those identified in the project narrative.

**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 [NIFA Peer Review Process for Competitive Grant Applications](#) for further information about conflicts of interest and confidentiality as related to the peer review process.

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

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

#### **E. Application Disposition**

An application may be withdrawn at any time before a final funding decision is made regarding the application. Each application that is not selected for funding, including those that are withdrawn, will be retained by YSIP for a period of three years.

## **PART VI—AWARD ADMINISTRATION**

### **A. General**

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

### **B. Award Notice**

The award document will provide pertinent instructions and information including, at a minimum, the information described in [2 CFR 200.210](#).

See <https://nifa.usda.gov/terms-and-conditions> to view current NIFA award terms and conditions.

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

Several federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These may include, but are not limited to, the ones listed on the NIFA web page – <https://nifa.usda.gov/federal-regulations>.

NIFA Federal Assistance Policy Guide—a compendium of basic NIFA policies and procedures that apply to all NIFA awards, unless there are statutory, regulatory, or award-specific requirements to the contrary—is available at <https://nifa.usda.gov/policy-guide>.

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

Refer to Part II, D for more information.

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

The output and reporting requirements are included in the award terms and conditions (see <https://nifa.usda.gov/terms-and-conditions> for information about NIFA award terms). If there are any program or award-specific award terms, they will be identified in the award.

**Data Use:** Use of data provided to NIFA awardees pursuant to this grant shall comply with the provisions of this paragraph. NIFA awardees shall be free to publish in professional, refereed journals information or data developed or collected (except confidential data or information

including Protected Health Information (PHI) or Personal Identifiable Information (PII) resulting from the activities under this agreement. Awardees will be required to submit a copy of any such publication to USDA NIFA sixty (60) days prior to publication for review and approval by NIFA and the DoD to ensure that any confidentiality necessary related to the deliverables is maintained and that NIFA and the DoD 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 DoD 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 –

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## **PART VIII—OTHER INFORMATION**

### **A. 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 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:

- (i) Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).
- (ii) Change in a key person specified in the application or the federal award.
- (iii) The disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.
- (iv) The inclusion, unless waived by the federal awarding agency, of costs that require prior approval in accordance with 2 CFR 200 Subpart E—Cost Principles of this part or 45 CFR Part 75 Appendix IX, “Principles for Determining Costs Applicable to Research and Development under Awards and Contracts with Hospitals,” or 48 CFR Part 31, “Contract Cost Principles and Procedures,” as applicable.
- (v) The transfer of funds budgeted for participant support costs as defined in §200.75 Participant support costs to other categories of expense.
- (vi) Unless described in the application and funded in the approved federal awards, the subawarding, transferring or contracting out of any work under a federal award, including fixed amount subawards as described in §200.332 Fixed amount subawards. This provision does not apply to the acquisition of supplies, material, equipment, or general support services.
- (vii) Changes in the approved cost-sharing or matching provided by the non-federal entity.
- (viii) The need arises for additional federal funds to complete the project.

The awardee will be subject to the terms and conditions identified in the award. See <https://nifa.usda.gov/terms-and-conditions> for information about NIFA award terms.

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

When an application results in an award, it becomes a part of the record of NIFA transactions, available to the public upon specific request. Information that the Secretary of Agriculture determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the

application. We will retain for three years a copy of an application that does not result in an award. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

### **C. Regulatory Information**

This program is 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.

### **D. Definitions**

Refer to [7 CFR 3430, Competitive and Noncompetitive Non-formula Financial Assistance Programs--General Award Administrative Provisions](#), for applicable definitions for this NIFA grant program.

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

- Project Youth Extension Service Website  
<https://www.projectyouthextension.com/>