

Substance Abuse Program at Joint Base San Antonio, Texas

MODIFICATION-Page 4

FY 2018 Request for Applications (RFA)

APPLICATION DEADLINE: August 13, 2018

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

Substance Abuse Program at Joint Base San Antonio, Texas

INITIAL ANNOUNCEMENT

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

DATES: Applications must be received by **5 p.m. Eastern Time** on August 13, 2018. Applications received after this deadline will normally not be considered for funding (see Part IV, C of this RFA). Comments regarding this request for applications (RFA) are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

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

EXECUTIVE SUMMARY: NIFA requests applications for the Substance Abuse Program at Joint Base San Antonio, Texas (SAP) for fiscal year (FY) 2018 to provide drug and alcohol abuse prevention education for military personnel and families, Department of Defense civilians, reserve components, and retirees at Joint Base San Antonio (JBSA), Texas. The anticipated amount available for SAP in FY 2018 is approximately \$296,933.

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

Table of Contents

PART I—FUNDING OPPORTUNITY DESCRIPTION	4
A. Legislative Authority	4
B. Purpose and Priorities	4
PART II—AWARD INFORMATION.....	7
A. Available Funding.....	7
B. Types of Applications	7
D. Responsible and Ethical Conduct of Research	8
PART III—ELIGIBILITY INFORMATION.....	9
A. Eligible Applicants	9
B. Cost Sharing or Matching.....	9
PART IV—APPLICATION AND SUBMISSION INFORMATION.....	10
A. Electronic Application Package	10
B. Content and Form of Application Submission	11
C. Submission Dates and Times	14
D. Funding Restrictions	14
E. Other Submission Requirements	15
PART V—APPLICATION REVIEW REQUIREMENTS	16
A. General.....	16
B. Evaluation Criteria	16
C. Conflicts of Interest and Confidentiality.....	17
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.....	19
D. Expected Program Outputs and Reporting Requirements	19
PART VII—AGENCY CONTACT	21
PART VIII—OTHER INFORMATION	22
A. Use of Funds; Changes.....	22
B. Confidential Aspects of Applications and Awards.....	22
C. Regulatory Information	23
D. Definitions	23

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 ~~the~~ Defense, 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 Substance Abuse Program at Joint Base San Antonio, Texas Competitive Grant Program.

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

SAP is aligned with:

- [USDA Strategic Plan for FY 2018-2022](#), Goal 1, Facilitate rural prosperity and economic development;
- [USDA's 2014 Research, Education, and Economics \(REE\) Action Plan](#), Goal 7, Strategies 3 and 4 of Goal 7; and
- [NIFA Strategic Plan for 2014-2018](#), Goal 1, Sub-goal 1.7.

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

Background and Context

Many unique problems confront military families, such as deployments, relocation on a short-term basis, frequent moves for the family unit to other posts, and distance from family members who formerly provided advice and support. In addition, other problems confront the average American family, such as financial management, child care issues, access to health care and employment, all of which contribute to the stresses that can affect the military family and their coping strategies.

According to the [2011 Department of Defense \(DoD\) Survey of Health Related Behaviors](#) among Active Duty Military Personnel which was released in February 2013, the following information reflects the breakdown between Alcohol Use, Illicit and Prescription Drug Use and Misuse, and the Culture of Substance Use from the study.

Alcohol Use

- Among current drinkers, 39.6% reported binge drinking in the past month, with the Marine Corps reporting the highest prevalence of binge drinking (56.7%), and the Air Force reporting the lowest prevalence (28.1%).
- When examining levels of drinking across all services, 9.9% were classified as abstainers, 5.7% were former drinkers, and 84.5% were current drinkers; 58.6% of all personnel were classified as infrequent/light drinkers, 17.5% were moderate drinkers, and 8.4% were classified as heavy drinkers.
- Heavy drinkers were more often in the Marine Corps (15.5%), had a high school education or less (12.6%), 21-25 years old (13.2%), unmarried (11.9%), and stationed OCONUS (9.9%).
- In general, active duty personnel who were heavy drinkers, initiated alcohol use at earlier ages, or drank at work more often reported higher work-related productivity loss, serious consequences from drinking, and engagement in risk behaviors than personnel who reported lower levels of drinking, began drinking at older ages, or did not drink at work.
- Across all drinking levels, 11.3% of active duty personnel were classified as problem drinkers (AUDIT \geq 8), with 58.4% of heavy drinkers considered problem drinkers compared to 22.6% of moderate drinkers and 3.8% of infrequent/light drinkers.
- About one-fifth (21.3%) of active duty personnel reported consuming an energy drink combined with alcohol in the past 30 days; this group was more often male (22.4%), had a high school education or less (29.7%), 18-20 years old (37.8%), unmarried (27.5%) or married with a spouse not present (24.8%), junior enlisted E1-E4 (28.0%), and stationed OCONUS (24.2%).
- The most commonly endorsed reasons for drinking among current drinkers were to celebrate (50.2%), enjoyment of drinking (46.2%), and to be sociable (33.4%). The most commonly reported deterrent to drinking among all personnel was cost (22.6%), with abstainers, former and infrequent/light drinkers endorsing this more often than moderate and heavy drinkers.
- Of all active duty personnel, 1.5% indicated being currently in treatment or likely to seek treatment for alcohol use in the next 6 months. Of possible treatment options, seeking help from church (30.0%) or a military chaplain (29.7%) were most endorsed, and military residential treatment facilities (13.2%) and private residential treatment outside the military (12.7%) were most often cited as unfamiliar resources.

Illicit and Prescription Drug Use and Misuse

- Overall prohibited substance use (excluding prescription drug misuse) in the military was low, with about 1.4% reporting illicit drug, synthetic cannabis, or inhalant use in the past 12 months.

- About one-quarter (24.9%) of active duty personnel reported prescription drug use (including proper use and misuse) in the past 12 months, composed of pain reliever (20.0%), sedative (13.4%), stimulant (2.8%), and anabolic steroid (1.4%) use and misuse. Army personnel most often reported prescription drug use (31.4%), and Coast Guard reported the least use (15.3%).
- Across all active duty personnel, 1.3% reported prescription drug misuse in the past 12 months. When examining just those who reported prescription drug use in the past year, 5.7% reported misuse, with steroids (16.6%) and stimulants (11.6%) most commonly misused among prescription drug users.
- The majority (89.8%) of active duty personnel reported receiving drug testing in the past year, with 27.5% tested in the past month, 62.3% tested more than one month ago but in the past year, 8.4% tested more than 1 year ago, and 1.8% reported no history of drug testing. Personnel in the Air Force most often reported never receiving drug testing (2.9%).

Culture of Substance Use

- When examining social network facilitation of substance use in the military, active duty personnel most often reported that peers engaged in alcohol use (89.0%), cigarette use (73.1%), and smokeless tobacco use (61.2%) in their off-duty hours. Although less often reported, 6.5% reported peer marijuana use, and 4.5% reported peer prescription drug misuse.
- Cigarette (81.9%) and smokeless tobacco (77.7%) use was perceived among peers as highest in the Marine Corps compared to other services. In addition, peer alcohol use was perceived more often in the Marine Corps (92.3%) and Coast Guard (92.9%), and peer marijuana use was perceived as highest in the Coast Guard (10.6%) than all other services.
- Across all services, active duty personnel reported that leadership most often deterred marijuana (92.8%) and prescription drug misuse (90.6%), and about half reported leadership deterrence of alcohol (51.2%), cigarettes (50.0%), and smokeless tobacco (48.1%). Leadership deterrence of alcohol was more often reported in the Navy (61.2%), and tobacco deterrence was more often reported in the Navy, Air Force, and Coast Guard than in the Army and Marine Corps.
- Heavy drinkers reported higher network facilitation of cigarette use (88.2%), marijuana use (15.2%), and prescription drug misuse (10.4%) compared to other levels of drinking. In addition, heavy and light/moderate smokers perceived higher peer facilitation of cigarette use than other smoking levels.

A policy of zero tolerance for drug use among DoD personnel is likely one reason why illicit drug use has remained at a low level in the military for two (2) decades. The policy was instituted in 1982 and is currently enforced by frequent random drug testing. In order to effectively address the needs of all military personnel and families faced with substance use, research and education play key roles in preventative measures.

[Army Substance Abuse Program](#) mission is to strengthen the overall fitness and effectiveness of the Army's workforce, to conserve manpower and enhance the combat readiness of Soldiers.

Joint Base San Antonio Army Substance Abuse Program seeks to increase awareness of the dynamics of alcohol and drug abuse and its effects on families and communities, share information about resources available to service members and families in controlling alcohol and drug abuse and also provide commanders and military leadership with educational programs and tools to identify and reduce risk behaviors in service members.

The primary objective for this project is:

- To provide drug and alcohol abuse prevention education programs for military personnel and families, Department of Defense civilians, reserve components, and retirees and their family members at JBSA, Texas.

This objective will be accomplished through fulfilling the following activities:

- Coordinating and implementing ASAP prevention training programs for service members and families and deliver continuing education training for unit leaders.
- Collaborating with commanders and JBSA leadership to reduce high risk behavior in service members by providing them with educational programs and tools to identify and reduce risk behaviors in service members.
- Serving as the JBSA point of contact (POC) for suicide prevention and local subject matter expert (SME) on Army/policy and procedures related to suicide prevention.

Teaching methods can include lecture, discussion, seminars, workshops, written materials, audio visual aids, computer education and group activities.

The anticipated period of performance for this project is July 1, 2018 – June 30, 2019.

PART II—AWARD INFORMATION

A. Available Funding

The anticipated amount available for the SAP grant in FY 2018 is approximately \$296,933 to fund one proposal for one year.

There is no commitment by USDA to fund any particular application or to make a specific number of awards.

The Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury's Bureau of the Fiscal Service, is the designated payment system for awards resulting from this RFA. For more information see

https://www.fiscal.treasury.gov/fsservices/gov/pmt/asap/asap_home.htm.

B. Types of Applications

In FY 18, you may only submit a new application to the SAP Competitive Grant Program.

New application. This is a project application that has not been previously submitted to the SAP Program. We will review all new applications competitively using the screening for

administrative requirements, review panel evaluation of proposals using evaluation criteria and selection process described in Part V—Application Review Requirements.

C. Grant Type

This is a Standard grant. Standard grant is an award instrument by which NIFA agrees to support a specified level of effort for a predetermined project period without the announced intention of providing additional support at a future date.

D. Responsible and Ethical Conduct of Research

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

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Eligible applicants include; 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.

The award recipient 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.

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

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

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Electronic Application Package

Only electronic applications may be submitted via Grants.gov to NIFA in response to this RFA. We urge you to submit early to the Grants.gov system. For information about the pre-award phase of the grant lifecycle see <http://www.grants.gov/web/grants/learn-grants/grants-101/pre-award-phase.html>.

New Users of Grants.gov

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

Steps to Obtain Application Package Materials

To receive application materials:

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

Funding Opportunity Number: USDA-NIFA-EXCA-006652

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 submit an application ONLY to the particular funding opportunity to which the Grant Application Package is associated.

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

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

If you require assistance to access the application package (e.g., downloading or navigating Adobe forms) **or submitting the application**, refer to resources available on the Grants.gov website (<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

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:

- a. Funding Opportunity Number (FON)
- b. Name of agency you are applying to
- c. 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:

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

1. SF 424 R&R Cover Sheet

Information related to the questions on this form is dealt with in detail in Part V, 2 of the NIFA Grants.gov Application Guide. See Part V, Section 2.17 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 SAP. 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 6 pages of written text and up 4 additional pages for figures and tables. Use 12pt Times New Roman font. We have established this maximum (10 pages) to ensure fair and equitable competition. Project narratives with more pages than this maximum 10 pages will be not reviewed. The Project Narrative must include 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 that make it particularly qualified to conduct the proposed work; describe ongoing or recently completed significant activities related to the proposed project, expert knowledge and experience with substance abuse prevention, military family life, program development and implementation, program evaluation, experience with adult learning and related projects focused on improving the quality of life for military families and personnel.

Section 2: Objectives, Approach and Plan

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

- Clear, concise, and logically arranged project objectives;
- Clear relationships between objectives, inputs, activities, outputs, desired outcomes, and anticipated results;
- The sum of activities under each objective which will lead to completion of those objectives within the 1-year project duration;
- Methods by which the substance abuse education will be delivered to the various audiences;

- A description of all intended outcomes anticipated impacts to be tracked and monitored;
- A description of development and/or implementation challenges that may be encountered and how those challenges will be addressed;

The project plan will be finalized based on written feedback from the JBSA Substance Abuse Program's Program Manager and NIFA National Program Leader after the award is made.

Section 3: Project Communication Plan

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

Section 4: 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 5: 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 regarding mandatory Felony Convictions or Tax Delinquent Status.

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

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

5. R&R Personal Data

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

6. R&R Budget

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

7. Supplemental Information Form

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

Field 2. Program to which you are applying. Enter the program code name (i.e., enter “**Substance Abuse Program at Joint Base San Antonio**”) and the program code (i.e., enter “**SAP**”). Note that accurate entry of the program code is very important for proper and timely processing of an application.

Field 8. Conflict of Interest List. See Part VI, 1.8 of the NIFA Grants.gov Application Guide for further instructions and a link to a suggested template.

C. Submission Dates and Times

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

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 August 13, 2018**. 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

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 Authorized Departmental Officer (ADO). Please verify with the Administrative/Business Contact listed in this RFA before any pre-award expenditures. Any expenditures made before then are at your own risk.

E. Other Submission Requirements

You should follow the submission requirements noted in Part IV, Section 1.5 in the document entitled “NIFA Grants.gov Application Guide.”

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

PART V—APPLICATION REVIEW REQUIREMENTS

A. General

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

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

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

The SAP 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.

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: https://nifa.usda.gov/sites/default/files/resource/NIFA-Peer-Review-Process-for-Competitive-Grant-Applications_0.pdf

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

1. Potential for successfully providing substance abuse prevention education programs for Joint Base San Antonio. (25 points)

This criterion is used to assess the likelihood that the project will succeed in: (1) providing the overall management of this project including partnerships and management of project staff; and (2) completing the activities and products described in Part I—Funding Opportunity Description, Section B., based on their proposed plan and past experience with substance abuse prevention, adult learning, program development, implementation, and evaluation in the context of military family life.

2. Proposed Approach (30 points)

This criterion is used to assess the soundness and sustainability of the proposed approach to successfully develop and deliver programming and educational services a “non-clinical” format to military personnel and families, including statement of need, scope of the project, objectives, design, and methods. Factors include those identified in the project narrative.

3. Program Coordination (30 points)

This criterion is used to assess the institution’s capability to successfully coordinate the project to meet the objectives based on the division of labor, timeline, expected products and results, and communication plan. Factors include those identified in the project narrative.

4. Budget and Budget Narrative (15 points)

This criterion is used to assess the extent to which the total budget adequately supports the project and is cost effective based on budget outline provided. Elements considered include: the necessity and reasonableness of costs to carry out project activities and achieve project objectives and the adequacy of time committed to the project by key project personnel. 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 http://www.nifa.usda.gov/business/competitive_peer_review.html for further information about conflicts of interest and confidentiality as related to the peer review process.

D. Organizational Management Information

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

E. Application Disposition

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

PART VI—AWARD ADMINISTRATION

A. General

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

B. Award Notice

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

See <http://www.nifa.usda.gov/business/awards/awardterms.html> to view current NIFA award terms and conditions.

C. Administrative and National Policy Requirements

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

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

Responsible and Ethical Conduct of Research

Refer to Part II, D for more information.

D. Expected Program Outputs and Reporting Requirements

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

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

PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact:

Programmatic Contact:

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

Administrative/Business Contact:

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

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 <http://www.nifa.usda.gov/business/awards/awardterms.html> for information about NIFA award terms.

B. Confidential Aspects of Applications and Awards

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

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

C. Regulatory Information

This program is 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.