

DoD – USDA Partnership: Child Youth Deployment Support Project

2010 Request for Applications

APPLICATION DEADLINE: September 7, 2010



U.S. Department of Agriculture

National Institute of Food and Agriculture

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

DoD – USDA Partnership: Child Youth Deployment Support Project

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 close of business (COB) on **September 7, 2010** (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding. 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: The National Institute of Food and Agriculture (NIFA) is requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program, if applicable, and will be used 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)). This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFAs for competitive programs. Written stakeholder comments on this RFA should be submitted in accordance with the deadline set forth in the DATES portion of this Notice.

Written stakeholder comments should be submitted by mail to: Policy and Oversight Branch; Office of Extramural Programs; National Institute of Food and Agriculture; USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: RFP-OEP@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 **DoD – USDA Partnership: Child Youth Deployment Support Project** RFA.

EXECUTIVE SUMMARY: NIFA announces the availability of grant funds and requests applications for the **DoD – USDA Partnership: Child Youth Deployment Support Project (Partnership - CYDS)** for fiscal year (FY) **2010** to support the development of local support networks for military children and youth whose loved ones have been deployed in support of Overseas Contingency Operations. Support networks must integrate effective community capacity building practices and engage with the 4-H military liaison in the state (<http://www.4-hmilitarypartnerships.org/DesktopDefault.aspx?tabid=83>). The amount available for support of this program in FY 2010 is **\$4,545,454**.

This notice identifies the objectives for **Partnership - CYDS** projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for

a **Partnership - CYDS** grant. NIFA additionally requests stakeholder input from any interested party for use in the development of the next RFA for this program.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

The Office of the Under Secretary of Defense for Military Community and Family Policy (OUSD (MC&FP)) has provided the National Institute of Food and Agriculture (NIFA) with funds to support the Child Youth Deployment Support Project.

Pursuant to 7 U.S.C. Sec. 3318(c), the Secretary of Agriculture, acting through the Director of the National Institute of Food and Agriculture (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, 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.

B. Purpose and Priorities

Applications are being solicited for the **DoD – USDA Partnership: Child Youth Deployment Support Project (Partnership - CYDS)**. **For Fiscal Year 2010 funds are available in the amount of \$4,545,454 to support DoD – USDA Partnership: Child Youth Deployment Support Project (Partnership - CYDS)**. **The program is for one-year duration.** Budget amounts listed below are offered as guidance, to be modified as needed in the application. Funds may be used to support personnel and fringe benefits, materials and supplies, reproduction of materials, in state and out of state travel, consultants, meeting expenses and stipends for graduate students.

Camps (\$1,363,640):

- Provide military children and youth whose parents/loved ones are experiencing deployment with opportunities to participate in a variety of camp programs which provide experiential learning that help develop skills to enhance their abilities to understand and cope with the issues surrounding deployment.
- The applicant shall administer a mini-grant process to host these camps throughout the United States and its territories.

Conference (\$681,815):

- Conduct and manage a conference focused on the development of programs supporting military children and youth experiencing deployment. Invitational travel may be provided to state network leaders coordinating military partnership initiatives.

Partnership Networks (\$1,818,180):

- Provide opportunities for local communities to build sustainable partnership networks focused on supporting children and youth whose parents/loved ones are experiencing deployment.
- The applicant shall schedule a mini-grant process. Successful sub-awards must demonstrate how they are connected to the existing youth deployment structure in the

state, and how they will work with and integrate community capacity building best practices recommended under the DoD – USDA Partnership initiative led by Dr. Jay Mancini, University of Georgia (http://www.nifa.usda.gov/nea/family/pdfs/DoD-USDA_Partnership.pdf).

Technology Program Kits (\$227,270):

- Develop technology program kits that can be used by military children and youth experiencing deployment. Such kits may include items such as global positioning systems, I-Pads or laptops with Google maps, and an associated curriculum that encourages children and youth to engage in science and technology related activities. Up to three kits should be available for access in each state through the 4-H military liaison.

Program Development (\$227,275):

- Provide opportunities for extension programs to develop existing state level programs and opportunities for potential replication at a national level.

Evaluation/Needs Assessment (\$227,274):

- Conduct an evaluation/needs assessment of existing programs (extension and non-extension) focused on supporting children and youth experiencing deployment. Determine how youth may benefit from deployment support, including camp programs, research-based curricula, and community networks. Assess the value and effectiveness of the conference to help determine if it should be offered again.

C. Program Area Description

USDA NIFA and DoD Military Community and Family Policy seek to continue implementation of programs focused on Child & Youth Deployment Support, providing opportunities for children and youth whose parents/loved ones have deployed in support of Overseas Contingency Operations (OCO) to develop skills and traits to aide in coping with the deployment. The efforts outlined above in purpose and priorities are further described below.

1) OSD Deployment Camp Program - OSD has funded OMK camping opportunities in 2009 and 2010. The grant recipient will develop a competitive RFA for states to apply for sub-awards to offer camp opportunities to military children experiencing deployment.

2) 2011 Child & Youth Deployment Support Conference – The grant recipient will coordinate a conference focused on furthering opportunities for OMK and other programs to join in supporting military children and youth whose parents / loved ones experience deployment. This opportunity should include OMK state teams, military partners and other organizations with a mission of deployment support for military children and youth. The grant recipient will assume all logistical and program support for the conference in conjunction with OSD, NIFA, OMK and other partners.

3) Local Community Support – The grant recipient will make available sub-award opportunities in the area of community capacity development in the arena of military child and youth deployment support. These sub-awards will be for \$10,000 to \$20,000 and will be competitive

in nature. Applications will come from OMK state teams and focus on the development of local support networks where none are present or active. The grant recipient will coordinate development of an RFA with OSD, NIFA and OMK to ensure that the goals and objectives of OMK are met. Efforts by all sub-awardees will be coordinated in an effort to implement effective and sustainable community capacity building practices in their networks.

4) Technology Kit Development – The grant recipient will coordinate the development and distribution of technology program kits to states to be used in the offering of technology based youth programs for military children and youth. In addition to hands-on kits, this project includes the development of a program/activity curriculum to be utilized with the kits. Kits should consist of technology based, durable materials that can be utilized from site to site.

5) Program Development – The grant recipient will make available competitive sub-award opportunities for state programs to develop state programs for a national audience. In conjunction with OSD, NIFA and OMK, an RFA will be developed and distributed soliciting state extension programs to enhance current curriculum or programmatic ideas that may be usable by a national audience. Funds will be made available to facilitate this enhancement.

6) Deployment Support Evaluation/Needs Assessment – The grant recipient will work with an evaluator in developing an evaluation and needs assessment of current child and youth deployment support programs offered by federal and non-federal entities.

Applicants should discuss how they may align efforts with DoD – USDA Partnership projects (http://www.nifa.usda.gov/nea/family/pdfs/DoD-USDA_Partnership.pdf) underway that include the Youth, Family & Community Extension Programs Leadership, Multi-Disciplinary Partnerships, and the Family Readiness Clearinghouse to ensure efforts are mutually supportive, beneficial, and non-duplicative.

Successful applicants will also engage with federal-level work groups, state-level networks, and/or other agencies and groups as appropriate, to implement and assess the overall effort.

Partnership – CYDS further encourages projects that develop content suitable for delivery through eXtension, other appropriate online sites, and social media applications such as Facebook® and Twitter®. Content developed for eXtension may be directed to helping professionals. Funds awarded through this grant may be used in part to contribute to existing Communities of Practice (COPs) (http://about.extension.org/wiki/Glossary_of_eXtension_Terms#Community_of_Practice_.28CoP.29;) or to form new COPs that strengthen the child care and youth program workforce supporting military families (for examples of developing COPs and guidance on forming COPs, see http://cop.extension.org/wiki/Main_Page). eXtension IDs are required to access the intranet.

PART II—AWARD INFORMATION

A. Available Funding

The successful applicant(s) will be invited to enter into a cooperative agreement with NIFA. There is no commitment by USDA to fund any particular application. In FY 2010, **funds totaling \$4,545,454** are available to fund one (1) application.

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 Financial Management Service, as the payment system for funds. For more information see http://www.nifa.usda.gov/business/method_of_payment.html.

B. Types of Applications

In FY 2010, applications may be submitted to the **Partnership - CYDS** Program as **new applications**. This is a project application that has not been previously submitted to the **Partnership - CYDS** Program. All new applications will be reviewed competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

C. Project Types

NIFA is seeking applications from institutions that can demonstrate their ability to provide overall management to the Child Youth Deployment Support Project that enhances community capacity to engage children and youth living in military families in research based activities and curricula that lead to positive outcomes for youth. **Partnership - CYDS** projects will be required to submit a year-end report to REEport. (See **PART VI—AWARD ADMINISTRATION, D. Expected Program Outputs and Reporting Requirements.**) In FY 2010 funds totaling **\$4,545,454** are available to fund one (1) application.

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.

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.

Prior to preparing an application, it is suggested that the 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 Grant.gov. If the organization is not prepared, the AR should see http://www.grants.gov/applicants/get_registered.jsp for steps for preparing to submit applications through Grants.gov.

The steps to access application materials are as follows:

1. In order to access, complete and submit applications, applicants must download and install a version of Adobe Reader compatible with Grants.gov. This software is essential to apply for NIFA Federal assistance awards. For basic system requirements and download instructions, please see http://www.grants.gov/help/download_software.jsp. To verify that you have a compatible version of Adobe Reader, Grants.gov established a test package that will assist you in making that determination. Grants.gov Adobe Versioning Test Package: <http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.
2. The application package must be obtained via Grants.gov, go to <http://www.grants.gov>, click on “Apply for Grants” in the left-hand column, click on “**Step 1: Download a Grant Application Package and Instructions,**” enter the funding opportunity number **USDA-NIFA-EXCA-003301** 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: A Guide for Preparation and Submission of NIFA Applications via Grants.gov.” 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 assistance is needed to access the application package (e.g., downloading or navigating Adobe forms), refer to resources available on the Grants.gov Web site first (<http://www.grants.gov/>). Grants.gov assistance is also available as follows:

Grants.gov customer support

Toll Free: 1-800-518-4726

Business Hours: 24 hours a day, 7 days a week. Closed on [Federal Holidays](#).

Email: support@grants.gov

See <http://www.nifa.usda.gov/funding/electronic.html> for additional resources for applying electronically.

B. Content and Form of Application Submission

Electronic applications should be prepared following Part V and VI of the document entitled “A Guide for Preparation and Submission of NIFA Applications via Grants.gov.” This guide is part of the corresponding application package (see Section A. of this Part). The following is **additional information** needed in order 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., portable document format) in Part III section 3. of the Guide. ANY PROPOSALS CONTAINING NON-PDF DOCUMENTS WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW. Partial applications will be excluded from NIFA review. With documented prior approval, resubmitted applications will be accepted until close of business on the closing date in the RFA.

If you do not own PDF-generating software, Grants.gov provides online tools to assist applicants. Users will find a link to “Convert Documents to PDF” on <http://grants.gov/assets/PDFConversion.pdf>.

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 **DoD – USDA Partnership: Child Youth Deployment Support Project (Partnership – CYDS)**.

b. Field 8. Project Narrative.

PLEASE NOTE: The Project Narrative shall not exceed **eight (8)** pages of written text regardless of whether it is single or double spaced and up to **five (5)** additional pages for figures and tables. This maximum **thirteen (13)** pages has been established to ensure fair and equitable competition. The Project Narrative must include all of the following:

Project Narrative

PLEASE NOTE: Appendices to the Project Narrative are allowed if they are directly germane to the proposed project. The addition of appendices should not be used to circumvent the page limit. The Project Narrative must include all of the following:

Section 1: Introduction

A clear statement of the goal(s) and supporting objectives of the proposed activities should be included. Summarize the body of knowledge or other past activities which substantiate the need for the proposed activities. Describe ongoing or recently completed significant activities related to the proposed project. Include any preliminary data/information pertinent to the proposed project.

Section 2: Statement of Need

- Briefly describe how this overall project will address the issues and the audience to be reached; and
- Describe how the project will promote and support the dissemination of evidence-based programs and practices through camps and technology kits, build the capacity of communities assisting military families; and provide technical assistance to the developing programs and opportunities for children and youth experiencing the deployment of a parent/loved one through a conference.

Section 3: Objectives

Clear, concise, complete, and logically arranged statement(s) of specific aims of the proposed effort must be included in all proposals.

Section 4: Methods

The procedures or methodology to be applied to the proposed effort should be explicitly stated. This section should include but not necessarily be limited to:

- Scope and duration of the project. Since the program is of one year duration, describe how it may link to ongoing programs or how it might grow or evolve to meet changing needs related to military families readiness, including opportunities for children and youth experiencing the deployment of a parent/loved one;
- A description of the proposed project activities in the sequence in which it is planned to carry them out;
- Techniques to be employed, including their feasibility and rationale for their use in this project; and
- Kinds of outcomes expected.

Section 5: Evaluation

Describe the Deployment Support Evaluation/Needs Assessment, based on your stated project objectives. At a minimum, the evaluation should determine if and how youth benefit from deployment support, including camp programs, research-based curricula, and community networks. Assess the effectiveness of the conference to help determine if it should be offered again, and make recommendations for how often.

Section 6: Communication Plan

Briefly describe how results from this project will be communicated to stakeholders and the public. Consider how project outputs or findings might be suitable for delivery through eXtension, other online environments, and /or social media.

Section 7: Project Management

Provide a brief summary of key staff and their functions, timelines, accounting procedures (for funds used by the parent organizations and state or local sites), reporting, and collaborative efforts. Indicate how the project may coordinate with 4-H Military Partnerships projects, DoD – USDA Partnership projects: Youth, Family & Community Extension Programs Leadership, Multi-disciplinary Partnerships, eXtension, Virtual Lab School Environment, and other programs as appropriate. Maintaining and strengthening partnerships with military components and partner projects is central to the success of the project.

PLEASE NOTE: It is imperative that the applicant indicate how they will work in collaboration with key stakeholders such as DoD Offices of Military Community & Family Policy, Community Support for Military Families with Special Needs and military components. The successful applicant must be able to fully implement the CYDS concept.

Field 11. Other Attachments - (Must be PDF format)

Collaborative Arrangements:

Title the attachment as ‘Collaborative Arrangements’ in the document header and save file as ‘Collaborative Arrangement’. If it is necessary to enter into formal consulting or collaborative arrangements with others, such arrangements should be fully explained and justified. If the consultant(s) or collaborator(s) are known at the time of the application, a vitae or resume should be provided. In addition, evidence (e.g., letter of support signed by the AR of the consultant/collaborating organization) should be provided as evidence that the collaborators involved have agreed to render these services. The applicant also will be required to provide additional information on consultants and collaborators in the budget portion of the application.

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.

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. Travel may be required as part of this NIFA grants program. The applicant and designees may incur reasonable costs for travel to the conference and joint meetings with representatives from NIFA, OSD, and military components semi-annually.

7. R&R Subaward Budget Attachment (Must be a PDF document)

Proposals must include separate subcontract budgets (R&R Sub-award Budget Attachment Form), budget narratives, and letters of support for each of the identified project partners which are **signed by the Authorized Representatives (ARs) of the subcontracting organizations.**

8. 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 Code. Enter the program code name **F4HN-Admin. Discretionary & Reim.-Extension** and the program code **MI.1**.

C. Submission Dates and Times

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 COB on **September 7, 2010** (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding.

Correspondence regarding submitted applications will be sent using e-mail. 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, please contact the Program 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. Once the application has been assigned a proposal number, this number should be cited on all future correspondence.**

D. Funding Restrictions

The award may not exceed a period of five (5) years in duration.

E. Other Submission Requirements

The applicant should follow the submission requirements noted in the document entitled “A Guide for Preparation and Submission of NIFA Applications via Grants.gov.”

Described below are the requirements for successful submission of an application, all of the following steps must be met for an application to be considered for peer review:

- 1) Meeting the deadline: To electronically send the application to Grants.gov the submit button is hit, which triggers a date and time stamp on the application. The date and time stamp is used to determine whether the application was received by Grants.gov before the deadline, which is prior to close of business (5:00 p.m. Eastern Time) on **September 7, 2010**. An application submitted or resubmitted after the deadline is late. Consideration of late applications is only given in extenuating circumstances (e.g., natural disasters, confirmed Grants.gov outage) with proper documentation and support of the Agency Contact (see Part VII). The occurrence of one of these situations does not automatically ensure that a late application will be accepted. If an applicant wants a late application

considered under an extenuating circumstance, the applicant should contact the Agency Contact accordingly.

- 2) Successful Grants.gov validation: The Grants.gov system performs a limited check of the application, and applicants are notified by Grants.gov of the outcome of the initial review. Applications meeting Grants.gov requirements are made available to the funding agency for further processing. Applications that fail Grants.gov validation may be resubmitted to Grants.gov if the original agency deadline has not passed. (Note that the Grants.gov system may allow applications to be submitted after the deadline has passed, but the application is considered late by NIFA.)
- 3) Successful Agency validation: NIFA staff performs precursory review of the application. The agency validation process includes, for example, meeting eligibility requirements and following agency application guidelines (e.g., formatting, page limitations, limits on budget requests). Applicants are notified by NIFA of the outcome of this review.

PART V—APPLICATION REVIEW REQUIREMENTS

A. General

Each application will be evaluated in a 2-part process. First, each application will be screened to ensure that it meets the administrative requirements as set forth in this RFA. Second, applications that meet these requirements will be technically evaluated by a review panel consisting of Federal employees and ad hoc reviewers in accordance with 7 CFR 3430.

B. Evaluation Criteria

The evaluation criteria below will be used in reviewing applications submitted in response to this RFA.

1. Potential to promote positive growth and development for youth in Child Youth Deployment Support programs demonstrated (25 points).

This criterion is used to assess the likelihood that through a project focused on supporting children and youth whose parents/loved ones are experiencing deployment, the applicant will succeed in (1) providing children and youth with opportunities to develop skills that enhance their abilities to understand and cope with the issues surrounding deployment; (2) conducting a conference; (3) providing opportunities for local communities to build sustainable partnership networks; (4) develop technology focused program kits and curriculum; (5) provide opportunities for extension programs to develop existing state level programs and opportunities to a national level; and (6) conduct an evaluation/needs assessment of existing programs (extension and non-extension).

2. Proposed Approach and Program Coordination (35 points).

This criterion is used to assess the soundness of the proposed approach including statement of need, scope of the project, objectives, methods, timeline, and communication plan. How the applicant intends to coordinate with existing and developing state and community networks will also be assessed.

3. Key Personnel (5 points)

This criterion is used to assess the experience level and ability of key personnel to support and accomplish goals and objectives of the proposal, including the adequacy of time committed to the project by key project personnel.

4. Partnerships (10 points)

This criterion is used to assess the ability of the applicant to maintain effective partnerships with military departments or programs referred to in the RFA.

5. Sub-contract Support (5 points)

This criterion is used to assess the ability of the applicant to support sub-awards providing camps totaling up to \$1,363,640 and partnership networks totaling up to \$1,818,180. Support includes providing reporting mechanisms that encourage camp sub-awards to capture attendance figures and programmatic information, and monitoring to ensure reports are submitted to the applicant

within ten days of the completion of each camp being offered, and partnership network sub-awards to provide a written narrative of their accomplishments to the applicant upon conclusion of their efforts.

6. Budget and Budget Narrative (20 points)

This criterion is used to assess the extent to which the total budget adequately supports the project and is cost effective. Elements considered include: the necessity and reasonableness of costs to carry out project activities and achieve project objectives; the appropriateness of budget allocations between the applicant and any collaborating institution(s).

C. Conflicts of Interest and Confidentiality

During the peer evaluation process, extreme care will be taken to prevent any actual or perceived conflicts of interest that may impact review or evaluation. For the purpose of determining conflicts of interest, the academic and administrative autonomy of an institution shall be determined by reference to the current Higher Education Directory, published by Higher Education Publications, Inc., 6400 Arlington Boulevard, Suite 648, Falls Church, Virginia 22042. Phone: (703) 532-2300. Web site: <http://www.hepinc.com>.

Names of submitting institutions and individuals, as well as application content and peer evaluations, will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of peer reviewers will remain confidential throughout the entire review process. Therefore, the names of the reviewers will not be released to applicants.

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, as 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. NIFA will provide copies of forms recommended for use in fulfilling these requirements as part of the preaward process. Although an applicant may be eligible based on its status as one of these entities, there are factors which 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).

PART VI—AWARD ADMINISTRATION

A. General

Within the limit of funds available for such purpose, the awarding official of NIFA 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 awarding official of NIFA 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. It should be noted that 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 shall be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles, and the Department's assistance regulations (parts 3015 and 3019 of 7 CFR).

B. Award Notice

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

- (1) Legal name and address of performing organization or institution to whom 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 assigned by the Department;
- (5) Project period, specifying the amount of time the Department intends to support the project without requiring recompetition for funds;
- (6) Total amount of Departmental financial assistance approved by the Director during the project period;
- (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:

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 3015—USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21 and A-122 (2 CFR Parts 220 and 230), and incorporating provisions of 31 U.S.C. 6301-6308 (formerly the Federal Grant and Cooperative Agreement Act of 1977, Pub. L. No. 95-224), as well as general policy requirements applicable to recipients of Departmental financial assistance.

7 CFR Part 3017—USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement).

7 CFR Part 3018—USDA implementation of Restrictions on Lobbying. Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans.

7 CFR Part 3019—USDA implementation of OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (2 CFR Part 215).

7 CFR Part 3021—Governmentwide Requirements for Drug-Free Workplace (Financial Assistance).

7 CFR Part 3052—USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Nonprofit Organizations.

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

7 CFR 3430—Competitive and Noncompetitive Non-formula Grant Programs--General Grant Administrative Provisions.

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).

D. Expected Program Outputs and Reporting Requirements

NIFA is incrementally transitioning from its existing reporting system, Current Research Information System (CRIS), to a new reporting system, REEport, during FYs 2010 and 2011. Initial reporting (see below) for this grant is to be submitted through the existing CRIS system. Annual progress and final reporting on this grant is to be done through the new REEport system. The use of REEport for annual progress and final technical reports is expected to be implemented in early 2011 and will certainly be in place by the time these reports are due for this award. However, up to date information on the transition from CRIS to REEport can be found on NIFA's web site at http://www.nifa.usda.gov/business/reeport_imp.html.

Information collected in the “Work Unit Description” (Form AD-416), and “Work Unit Classification” (Form AD-417), is required upon project initiation for all NEW awards in CRIS. This information is requested by the appropriate NIFA Program Manager.

Awardees are requested to submit data electronically. To submit forms electronically, the CRIS forms web site can be accessed through the CRIS web site or accessed directly at: <http://cwf.uvm.edu/cris>.

For informational purposes, the “Federal Financial Report,” Form SF-425, consolidates into a single report the former Financial Status Report (SF-269 and SF-269A) and the Federal Cash Transactions Report (SF-272 and SF-272A). The [NIFA Agency-specific Terms and Conditions](#) include the requirement that Form SF-425 is due on a quarterly basis no later than 30 days following the end of each reporting period. A final “Federal Financial Report,” Form SF-425, is due 90 days after the expiration date of this award.

PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact:

Lisa Lauxman, Director, Youth Development
4-H National Headquarters
USDA National Institute of Food and Agriculture (NIFA)
Ph#: 202.690.4568
Fax#: 202.720-9366
Email: llauxman@nifa.usda.gov

PART VIII—OTHER INFORMATION

A. Access to Review Information

Copies of reviews, not including the identity of reviewers, and a summary of the panel comments will be sent 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, the awardee 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. Changes in approved goals or objectives shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes. In no event shall requests for such changes be approved which are outside the scope of the original approved project.

c. Changes in approved project leadership or the replacement or reassignment of other key project personnel shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes.

d. 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, shall be requested by the awardee and approved in writing by the ADO prior to effecting such transfers, unless prescribed otherwise in the terms and conditions of the award.

e. The project period may be extended by NIFA without additional financial support, for such additional period(s) as the ADO determines may be 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. Any extension of time shall be conditioned upon prior request by the awardee and approval in writing by the ADO, unless prescribed otherwise in the terms and conditions of award.

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 7 CFR part 3015, subpart V (48 FR 29114, June 24, 1983), 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 Grant Programs-- General Grant Administrative Provisions.](#)