

# **DoD – USDA Partnership: Family Readiness Clearinghouse Project**

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**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: Family Readiness Clearinghouse 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](mailto: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: Family Readiness Clearinghouse Project** RFA.

**EXECUTIVE SUMMARY:** NIFA announces the availability of grant funds and requests applications for the **DoD – USDA Partnership: Family Readiness Clearinghouse Project (Partnership - FRC)** for fiscal year (FY) **2010** to develop an interactive multi-media clearinghouse for information focused on effective programs for strengthening military families and communities. The amount available for support of this program in FY 2010 is **\$1,000,000**.

This notice identifies the objectives for **Partnership - FRC** projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a **Partnership - FRC** 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 Care and Youth Program Training and Technical Assistance 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: Family Readiness Clearinghouse Project (Partnership - FRC)**.

**For Fiscal Year 2010 funds are available in the amount of \$1,000,000 to support DoD – USDA Partnership: Family Readiness Clearinghouse Project (Partnership - FRC). 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.

#### **Clearinghouse Implementation (\$454,550 is available)**

Funds are available to implement the Family Readiness Clearinghouse. The overall objectives of this project are to: (1) develop an interactive multi-media clearinghouse for information focused on enhancing military family readiness. The clearinghouse will synthesize existing and emerging research and provide information on effective programs for strengthening military families and communities; (2) improve the capacity of military program personnel and communities to effectively implement and disseminate military family readiness programs by developing a Cooperative Extension based Model of Capacity Building; and (3) increase the degree of military family participation in evidence-based family readiness programs.

#### **Exceptional Family Member Program Support (\$545,450 is available)**

The Office of Community Support for Military Families with Special Needs has funded over 100 new Exceptional Family Member Programs (EFMP) to be located at Service family centers in installations worldwide. To help inform this network of providers who support military families with special needs, the Family Readiness Clearinghouse will 1) determine appropriate professional materials, 2) procure those materials and provide to the newly formed EFMPs, and 3) establish a lending library of materials that can be provided to families.

### **C. Program Area Description**

USDA NIFA and DoD Military Community and Family Policy seek to implement a Family Readiness Clearinghouse (FRC) that promotes and supports the dissemination of evidence-based programs and practices, builds the capacity of professionals assisting military families, and provides technical assistance to the developing Exceptional Family Member Program (EFMP) infrastructure.

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 will build upon the work begun to fully implement the FRC concept.

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](http://www.nifa.usda.gov/nea/family/pdfs/DoD-USDA_Partnership.pdf)) underway that include the Youth, Family & Community Extension Programs Leadership, Multi-Disciplinary Partnership, EFMP Benchmark Study, and EFMP Medicaid Review 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 – FRC 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\\_.28Co\\_P.29](http://about.extension.org/wiki/Glossary_of_eXtension_Terms#Community_of_Practice_.28Co_P.29);) or to form new COPs that support youth living in military families (for examples of developing COPs and guidance on forming COPs, see [http://cop.extension.org/wiki/Main\\_Page](http://cop.extension.org/wiki/Main_Page)). eXtension IDs are required to access the intranet.

The project should include an evaluation that measures the extent to which project objectives are met or in progress. At a minimum, the evaluation should describe how the Clearinghouse has identified and categorized evidence-based programs, research and outreach related to military family readiness and resiliency, including families with special needs. In addition, describe how the Clearinghouse has served and benefited helping professionals and family members.

## **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 \$1,000,000** 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](http://www.nifa.usda.gov/business/method_of_payment.html).

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

In FY 2010, applications may be submitted to the **Partnership - FRC** Program as **new applications**. This is a project application that has not been previously submitted to the **Partnership - FRC** 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 a Family Readiness Clearinghouse that collects, stores, and disseminates information focused on effective programs for strengthening military families and communities, including programs and resources that support families with special needs. Partnership - FRC 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 \$1,000,000 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 Grants.gov. If the organization is not prepared, the AR should see [http://www.grants.gov/applicants/get\\_registered.jsp](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](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-003302** 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](mailto: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: Family Readiness Clearinghouse Project (Partnership – FRC)**.

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 FRC will promote and support the dissemination of evidence-based programs and practices, build the capacity of professionals assisting military families, and provide technical assistance to the developing Exceptional Family Member Program (EFMP) infrastructure, including development of a professional library that serves professionals and families.

### **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 related to the EFMP;
- 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 Design and Methodologies**

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

- Focus of evaluation as to audience;
- Methodological framework(s) within which information will be collected (i.e. case study, sample survey, other);

- Means by which data will be collected; indicate collection instruments and methods if appropriate (i.e. interviews, focus groups, site visits, etc.);
- Identification of opportunities for ongoing program sustainability or improvement.

At a minimum, the evaluation should answer the following questions:

1. Has the program been successful in attaining the anticipated implementation objectives?
  - Have you identified and categorized evidence-based programs, research and outreach related to military family readiness and resiliency?
  - Has the material been utilized by the target population? How?
  - Are you meeting the professional development expectations?
  - Are you developing the planned collaborative relationships?
  - Is the library functioning effectively?
2. Has the program been successful in attaining the anticipated participant outcome objectives?
  - Are participants (i.e., professionals that received evidence-based resources and technical assistance) exhibiting the expected changes in knowledge, attitudes, behaviors or awareness?
  - Does the library meet the needs of professionals and family members?

**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, reporting, and collaborative efforts. Indicate how the project may coordinate with other DoD – USDA Partnership projects: Youth, Family & Community Extension Programs Leadership, Multi-disciplinary Partnerships, eXtension, Virtual Lab School Environment, EFMP Benchmark Study, EFMP Medicaid Review, and other projects as appropriate.

**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 is not required as part of this NIFA grants program. The applicant may incur reasonable costs for travel in conjunction with the project.

#### **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 panel.**

**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. Significance of the Problem and Potential for Implementing a Family Readiness Clearinghouse (FRC) (25 points).**

This criterion is used to assess the likelihood that the project will succeed in synthesizing existing and emerging research and providing information on effective programs for strengthening military families and communities; (2) improving the capacity of military program personnel and communities to effectively implement and disseminate military family readiness programs, including those that serve Exceptional Family Members; and (3) increasing the degree of military family participation in evidence-based family readiness programs.

#### **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, methodology, key personnel, timeline, expected products and results (e.g., educational approaches including training curricula, workshops, meetings, conferences, exhibits, publications, electronic communication – including social media, fact sheets, newsletters, mass media), and communication plan.

#### **3. Evaluation (25 points)**

This criterion is used to assess the adequacy of the evaluation design and its capacity to measure the extent to which program objectives are met. Elements considered include: how the Clearinghouse has identified and categorized evidence-based programs, research and outreach related to military family readiness and resiliency, including families with special needs; and how the Clearinghouse has served and benefited helping professionals and family members.

#### **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. 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); and the adequacy of time committed to the project by key project personnel.

### **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 (items b. and c. below) 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](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](mailto: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](#).