Children, Youth and Families At-Risk Professional Development and Technical Assistance Program

__Fiscal Year (FY) 2018 Request for Applications (RFA)__

APPLICATION DEADLINE: July 27, 2018

ELIGIBILITY: See Part III, A of RFA

USDA United States Department of Agriculture   National Institute of Food and Agriculture

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

Children, Youth and Families At-Risk Professional Development and Technical Assistance Program

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 July 27, 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 Children, Youth and Families At-Risk Professional Development and Technical Assistance Program RFA.

EXECUTIVE SUMMARY: NIFA requests applications for the Children, Youth and Families At-Risk Professional Development and Technical Assistance Program (CYFAR-PDTA) for fiscal year (2018) to support youth at-risk programming under Smith-Lever 3(d) funding. The anticipated amount available for grants in FY 2018 is approximately $872,900.

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

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority

Funding for the Children, Youth, and Families At-Risk (CYFAR) Professional Development and Technical Assistance Project (PDTA) is authorized under section 3(d) of the Smith-Lever Act of May 8, 1914, as amended (7 U.S.C. 341, et seq.). Section 7403 of the Food, Conservation, and Energy Act (FCEA) of 2008 amends section 3(d) of the Smith-Lever Act of 1914 (7 U.S.C. 343(d)) in regards to eligibility. The eligibility to compete for CYFAR funding is broadened to include 1890 Land-grant Colleges and Universities, including Tuskegee University, West Virginia State University, and Central State University. Eligibility is also provided to the University of the District of Columbia.

Legislation authorizes payments for youth-at-risk programs under section 3(d) of the Smith–Lever Act.

Stakeholder Input from 2017 CYFAR Stakeholder Feedback

Review the following NIFA webpage for a summary of stakeholder comments:
https://nifa.usda.gov/resource/fy2017-cyfar-stakeholder-listening-session-1

B. Purpose and Priorities

CYFAR marshals the resources of the Land-grant and the Cooperative Extension Systems so that, in collaboration with other organizations, they can develop and deliver educational programs to youth who are at risk, under-served, and under-represented as reflected in the CYFAR Sustainable Community sites (CYFAR SCP) for not meeting basic human needs. CYFAR sites are an integral part of the CYFAR SCP grant award program. These programs provide youth with the skills they need to lead positive, productive, and contributing lives. Participating youth make a difference socially.

CYFAR-PDTA partnering universities build connections, competency, and capacity to help communities develop and sustain holistic programs for at-risk children, youth, and families who are under-served and under-represented.

CYFAR-PDTA as one awardee, provides for professional development and technical assistance to CYFAR Sustainable Community Projects (SCP) to ensure continued development and implementation of the CYFAR Sustainable Community Program; the professional development and technical assistance will be provided to the successful CYFAR SCP grant awardee sites. CYFAR-PDTA, collaboratively through the Extension system, will provide the components of programming, evaluation, technology, and technical assistance, in keeping with the CYFAR Guiding Principles:
https://nifa.usda.gov/sites/default/files/program/CYFAR%20guiding_principles.pdf

The CYFAR Program has two strategic objectives:

1. To support community educational programs for at-risk, low income children, youth, and families which are based on locally identified needs, grounded in research, and which lead to the accomplishment of one of four CYFAR National Outcomes; and

2. To integrate CYFAR programming into ongoing Extension programs for children, youth, and families – insuring that at-risk, low income children, youth, and families continue to be part of Extension and/or 4-H programs, and/or Family and Consumer Science Programs and have access to resources and educational opportunities. CYFAR aligns with the USDA Strategic Goals FYs 2018-2022 https://www.usda.gov/our-agency/about-usda/strategic-goals, Specifically Goal 4: Facilitate rural prosperity and economic development.

CYFAR aligns with the REE Action Plan
Goal 4: Nutrition and Child Obesity and Goal 6: Education and Science Literacy. Refer to the REE Action Plan here http://nifa.usda.gov/resource/ree-action-plan .

CYFAR also aligns with the NIFA Strategic Plan Goal 1: Science. Please see the NIFA Strategic Plan https:/nifa.usda.gov/resource/nifa-strategic-plan-fy2014-fy2018

NIFA is soliciting applications for the CYFAR-PDTA.

C. Program Area Description

The Program Code is MC and the Program Code Name is Youth at Risk for all applications submitted under this announcement. As indicated in the Executive Summary, the amount available for 2018 is approximately $872,900.

The goal of the CYFAR-PDTA is to provide state-of-the-art support for CYFAR SCP grantee community sites. The CYFAR-PDTA grantee will support the sites' leveraging of the expansive resources of Extension and the Land-grant university system, which may provide programming, evaluation, technical assistance, and an integrated approach to ensure technology is incorporated throughout.   CYFAR-PDTA supports the following national outcomes for the target audiences, as indicated:

National Outcomes
- Early Childhood**:** Children will have their basic physical, emotional, and intellectual needs met. Babies will be born healthy.
- School Age (K-8): School-age youth will demonstrate the knowledge, skills, attitudes, and behavior necessary for fulfilling, contributing lives (the capacity to move beyond one's individual self-interest and to be committed to the well-being of some larger group).
- Teen: Teens will demonstrate the knowledge, skills, attitudes, and behavior necessary for fulfilling, contributing lives (the capacity to move beyond one's individual self-interest and to be committed to the well-being of some larger group).
- Parent/Family: Parents will take primary responsibility for meeting their children's physical, social, emotional, and intellectual needs and for providing moral guidance and

direction. Families will promote positive, productive, and contributing lives for all family members.

The successful grantee is encouraged to think broadly to create products that will not only benefit the CYFAR SCP exclusively, but the broader Extension system as well.

High-Context Participants

Research has shown that young people need positive relationships with caring adults, inclusive and safe environments, to be engaged in their own learning, to have opportunities for mastery and self-determination, and to see themselves as active participants in the future, and to value and practice service for others (Meyer and Jones, 2015). CYFAR projects are intended to provide long-term, increasingly challenging educational experiences designed to meet needs of children and youth so they may experience belonging, mastery, independence, and generosity. High context participation refers to experiences in which young people and adults have close connections and challenging activities intended to continue for a significant period of time, optimally beyond the duration of the grant funding. The participants who receive the ongoing, intense interaction with the program are considered the high context youth and are the focus of the five-year plan. Applications must address the school-age and teen national outcome which include outcomes for youth.

Other youth and adult audiences benefit from CYFAR programs and sometimes from the participation in high context activities. These are an important part of the community strengthening aspect of CYFAR and should be noted in the five-year plan and reported in the Community section of the year-end report.

Specific to two of the four National CYFAR Outcomes (school age and teen) which may be selected as the focus for this project, youth participants may be introduced to 4-H Positive Youth Development (4-H PYD) through low context programs and expand their involvement by enrolling in 4-H clubs to insure long-term progressive educational experiences which provide opportunities for leadership, community service, positive relationships with caring adults, inclusive and safe environments, active engagement in their own learning, mastery, self-determination, and to see themselves as active participants in the future. If either school-age youth or teen is selected as the National CYFAR Outcomes focus area for this project proposal, integration of CYFAR youth participants into the 4-H PYD is strongly encouraged.

Parent/Family and Early Childhood Participants

According to research, families are the most significant environment for developing children. Family risk factors—such as poverty, low parental educational attainment, and single parenthood—can have a critical impact on a child's development. CYFAR programs are intended to educate parents, understanding that parents are primarily responsible for meeting their children's physical, social, emotional, and intellectual needs and provide moral guidance and direction.

Meyer, S., & Jones, K.R. (2015). Promoting the essential elements of 4-H youth development through an experiential learning model. Journal of Extension, 53(5). Retrieved from https://joe.org/joe/2015october/iw4.php

Research also indicates that high quality care in the first years of life can greatly reduce the risk that today's youngest children will become tomorrow's youth most placed at risk. CYFAR programs are intended to educate care providers for children to have their basic physical, social, emotional, and intellectual needs met.

CYFAR Professional Development and Technical Assistance Goals

CYFAR-PDTA is intended to incorporate the philosophy of CYFAR SCP Projects https://nifa.usda.gov/sites/default/files/program/CYFAR%20Philosophy%20Update-2017_2.pdf. The grant proposal must address the CYFAR Integrated Program Components of program, evaluation, and technology. The concepts of Community, Technology, and Sustainability are integrated into all SCPs and need to be addressed.

Applications' program outcomes, must specifically reflect alignment with one of the goals identified in the USDA Strategic Goals, the NIFA Strategic Plan, **and/or** the REE Action highlighted on page 5.

A. Internet Technology

The project must integrate Internet technology to expedite intellectual collaboration across institutions and to ensure that professional development and technical assistance support is available to the grantees and the Extension system where feasible.

Consideration should also be given for incorporating best practices and use of evidence-based practices into a technological system to further enhance CYFAR SCP success.

The CYFAR-PDTA grantee must develop content and programs suitable for delivery through the Cooperative Extension System's eXtension Initiative. Funds should be used to contribute to the existing Community of Practice (CoP) focused on Vulnerable Populations, considering the current and future dimensions offered at the following website: https://nifa.usda.gov/program/vulnerable-populations.

Projects must align with the eXtension vision, mission, and values. A letter of acknowledgement is required from an eXtension national leader (administrator), and a letter of support may be required for this CoP. For detailed guidance on how to partner with eXtension, go to http://create.extension.org/node/2057.

B. Training

The project will:

    a. develop and implement a communication and training plan that may include local, regional, and national training for land-grant stakeholders. The training should relate to issues surrounding cross-disciplinary networks and seamless access to program, evaluation, technology resources, and technical assistance for all children, youth, and families at risk;

    b. coordinate and implement an annual professional development session for grantees and an orientation for new grantees with consideration for engaging multiple states; and

    c. develop and implement evaluation training for SCP sites.

C. Data Collection, Evaluation and Reporting

The project will:

    a. identify common issues and needs across CYFAR SCP sites;

    b. develop the CYFAR Annual Report based on SCP outcomes, ensuring Section 508 compliance. Further, CYFAR-PDTA reporting requirements include the following: All reports published on the Internet must comply with Section 508 of the United States Workforce Rehabilitation Act of 1973.

    c. assess effectiveness of PDTA practices to share with the Extension system;

    d. develop and maintain data collection for the CYFAR Annual Reporting System; create and maintain an updated reporting system as appropriate.

    e. develop measures/tools that are culturally sensitive, where appropriate, using culturally sensitive practices to collect data; consider return on investment measures (ROI) and related outcomes for CYFAR Grantees to be submitted to the National Program Leader (NPL) for Vulnerable Populations.

    f. create or use (build upon) an existing system of common measures (e.g. tools, surveys, instruments) to systematically evaluate CYFAR national outcomes. If new systems or databases are created, they should be created for use by the system with an accompanying codebook developed with open access for system users. Should transfer of the information and data systems become necessary, created CYFAR-PDTA systems will be transferred to a new Project Director to maintain consistency of the CYFAR-PDTA Program.

    g. compile the annual CYFAR-PDTA Report and CYFAR-PDTA Promising Practices summary and submit both to the National Program Leader (NPL) for Vulnerable Populations.

D. Technical Assistance

Technical assistance to CYFAR SCP projects at both state and community levels should include review and feedback on annual reports, response to program inquiries, and site visits to universities/institutions and community sites for a programmatic and administrative review and on-going communication with CYFAR SCP sites.

Specifically for site visits, annually, one-third (1/3) of all SCP sites will have one physical visit.

Site visits will include observations, interviews, and assessment of site progress toward implementation, outcomes, sustainability, community, and technology, as defined below:
   a. Sustainability involvement includes a demonstration of leadership competence, strategic funding, staff involvement, and integration.
   b. Community involvement includes understanding of community needs and assets, connectedness and collaboration with diverse groups of stakeholders, and recognizing and understanding factors that influence the program audience and create systems change.
   c. Technology involvement includes providing an adequate technological infrastructure, professional development for staff, modeling and institutionalization of technology, and providing educational programming for adults and youth to learn the latest technology.

This support must show professional development and technical assistance that utilizes Extension and the Land-grant university system from each of the following Extension regions or systems: North Central (12 states), Northeastern (12 states), Southern (13 states), Western (13 states), https://nifa.usda.gov/land-grant-colleges-and-universities-partner-website-directory 1890 historically black land-grant colleges and universities (19 institutions, https://nifa.usda.gov/resource/1890-land-grant-colleges-and-universities-map), 1994 land-grant tribal colleges (32 institutions, https://nifa.usda.gov/resource/1994-land-grant-directory) and Hispanic-serving agricultural colleges and universities (71 institutions, https://nifa.usda.gov/resource/hispanic-serving-institutions-hsis-and-hsis-hispanic-serving-agricultural-college-and).

Technical assistance must also reflect and represent the various subject matter areas inclusive of 4-H Positive Youth Development (4-H PYD), Family Consumer Science (FCS), Agriculture and Natural Resources, and Rural and Community Development.

Technical assistance provided by designated subawardees (i.e., Coaches) will reflect demographic and land-grant diversity inclusive of two Coaches from the 1890 Institutions **or** one from an 1890 Institution and one from a 1994 Institution for the duration of the grant.

The CYFAR-PDTA grantee should have the demonstrated ability to manage and value subawardees from the current diverse land-grant and agricultural colleges and universities. Such diversity should be reflected geographically, demographically, and by subject matter expertise.

Subawardees

The CYFAR-PDTA grantee is expected to provide program leverage through subawards to other land-grant institutions for program, evaluation, technical, or technology expertise as needed for this multi-state program. The subawardee(s) should be highly qualified, credentialed, and skilled.

A Subaward may be used for the CYFAR Professional Development Workshop. The subaward will partially support a meeting that brings together practitioners and researchers to disseminate

research, education, extension information, updated information that advances the CYFAR mission. These activities are recognized as integral parts of practical and scientific efforts.

Individual conference subawards are not expected to exceed $50,000 per year. **Indirect costs are not permitted on conference subawards.** This subaward is expected to be representative of a multistate effort. Applicants will need to state the objectives and outcomes of the conference to incorporate research-based learning, program and evaluation outcomes of the proposed dissemination conference.

Subawardee must provide a Learning Outcome Evaluation Report of the annual Professional Development Workshop to the NIFA NPL.

PART II—AWARD INFORMATION

A. Available Funding

The anticipated amount available for CYFAR-PDTA grant in FY 2018 is approximately $872,900.

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

New application. This is a project application that has not been previously submitted to CYFAR-PDTA 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.

Applications should be submitted for a 4-year period. NIFA anticipates making these awards providing funding for the initial year and subsequent years (i.e, remaining three years) as a continuation. A continuation is an award for which an application is approved, but each year of funding is awarded on an annual basis and subject to the availability of annual appropriations and satisfactory progress. It is expected that subsequent years of the project will be at the same funding level as the first year.

C. Project Types

Extension Projects

Extension Projects conduct programs and activities that deliver science-based knowledge and informal educational programs to people, enabling them to make practical decisions. Extension Projects may also include related matters such as certification programs, in-service training, client recruitment and services, curriculum development, instructional materials and equipment, and innovative instructional methodologies appropriate to informal educational programs. See Part 1. C Program Area Description.

Regular Grant

Regular Grant supports targeted original scientific Research, Education/Teaching, Extension, or Integrated Projects. An eligible, individual institution, independent branch campus, or branch institution of a State system may submit a grant application for project activities to be undertaken principally on behalf of its own students or faculty, and to be managed primarily by its own

personnel.   The applicant executes the project without the requirement of sharing grant funds with other project partners.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may only be submitted by Cooperative Extension at 1890 Land-grant Institutions, including Tuskegee University, Central State University, and West Virginia State University; 1862 Land-grant Colleges and Universities; and the University of the District of Columbia.

Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project.

Only one application per Land-grant institution will be accepted (see Part IV, C, - Field 12, Other Project Information).

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:
1.   You must download and install a version of Adobe Reader compatible with Grants.gov to access, complete, and submit applications. For basic system requirements and download instructions, see http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html. Grants.gov has a test package that will help you determine whether your current version of Adobe Reader is compatible.

2.   To obtain the application package from Grants.gov, go to http://www.grants.gov/web/grants/applicants/download-application-package.html and enter the funding opportunity number where appropriate:

   Funding Opportunity Number: USDA-NIFA-SLBCD-006630.

   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:

> 1. Funding Opportunity Number (FON)
> 2. Name of agency you are applying to
> 3. 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. <u>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</u>. 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 CYFAR-PDTA. 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 20 (double-spaced) pages of written text and up to 25 additional pages for figures and tables. We have established this maximum 45 pages to ensure fair and equitable competition. The Project Narrative must include all of the following:

A. Introduction:
A statement of the long-term goal(s) and supporting activities of the proposed CYFAR-PDTA project. Include estimates of the magnitude of the issues and their relevance of CYFAR-PDTA to SCP sites.

B. Project Details:
  1. Project Goals;
  2. Project Activities; and
  3. Description of the Work of Key Personnel.

C. Program Implementation Strategies:
Include the procedures or program implementation strategies to be applied to the CYFAR-PDTA. The statements should be explicitly stated. This section should include but not necessarily be limited to:
  1. A description of the proposed project activities in the sequence in which they will be carried out; include proposed innovative product development; and
  2. Means by which CYFAR-PDTA activities will be evaluated for effectiveness.

D. The CYFAR-PDTA collaboration plan to be employed – Subawardees:
Include details of the roles and responsibilities of subawardees. Include time commitments, goals, and objectives of each subawardee.

E. Timetable:
CYFAR-PDTA Projected Timetable: The proposal should outline all important phases as a function of time, year by year, for the entire 4-year period.

F: Logic Model:
The proposal should include a comprehensive CYFAR-PDTA Logic Model.

G. Grantee qualifications and responsibilities:

　　1. Experience with community-level, state-level, and national-level programs: Describe program assessment, implementation, and evaluation; describe experience working with community-level, state-level, and national-level human services and non-formal educational programs, which may include: creating and/or managing such programs; providing other kinds of technical support to programs such as review of annual reports; providing support in developing sustainability plans; and other similar activities.   Note any specific experience with community-level, national programs that serve at-risk audiences, particularly children, youth, and families. **Include details or documentation of the university's subawarding process.**

　　2. Experience with the provision of technical assistance and training: Describe ability to provide technical assistance and training to human services programs and/or non-formal education programs in general through in-person, telephone, and online means. This may include workshops, one-to-one assistance (either in-person, telephone, or online), and/or other educational outreach.

　　3. Experience in conducting site visits/qualitative research methods: Describe ability to facilitate support through site visits to community-level programs as well as experience with qualitative research methods, including individual and group interviewing/focus groups and observation. Describe ability and experience to provide constructive feedback to individuals running community-level programs based on the results of the site visits. Describe experience managing possible teams of experts at both state and national levels.

　　4. Describe experience working with diverse audiences with varied expertise. Include experiences that highlight work with/collaborations with 1862, 1890, and 1994 land-grant institutions and Hispanic-Serving Institutions.

　　5. Commitment and capacity to deliver: Indicate evidence of capacity to deliver stated project deliverables. Include university, staff/faculty, and technological capacities. Include plan addressing the following:
　　　　a. SCP Grantee Support;
　　　　b. PDTA Training Plan;
　　　　c. CYFAR Workshop and New Grantee Orientation;
　　　　d. Data Management of the CYFAR Annual Reporting Site; and
　　　　e. eXtension Vulnerable Populations Community of Practice.

　　6. Provide a detailed training plan of all CYFAR Grantees, subawardees, etc.

7. An evaluation plan, inclusive of Common Measures, overall CYFAR Program Impact Measures and Return on Investment Measures.

8. Dissemination of reports: Include details regarding the dissemination plan of the required reports. These reports include: CYFAR Annual Report, CYFAR-PDTA Annual Executive Summary, and Site Reports submitted quarterly to NIFA. Reports should be Section 508 Compliant.

9. Other relevant areas of expertise and experience. Describe other relevant areas of expertise or experience that support or complement any of the above numbered areas.

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.

Data Management Plan. A Data Management Plan (DMP) is required and is to clearly articulate how the project director (PD) and co-PDs plan to manage and disseminate the data generated by the project. The DMP will be considered during the merit review process (see Part V, B.). **See Part III Section 3.1 of the NIFA Grants.gov Application Guide for NIFA attachment specifications.**

Attach Letters of Commitment to the CYFAR-PDTA project; use university letterhead as appropriate. The letters should include documentation regarding commitment and capacity regarding the specific role and responsibilities.

4. <u>R&R Senior/Key Person Profile (Expanded)</u>
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. <u>R&R Personal Data</u> – 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. <u>R&R Budget</u>
Detailed information related to the questions on this form is available in Part V, 7 of the NIFA Grants.gov Application Guide.

Detailed budgets should include reasonable costs for the CYFAR-PDTA Annual Meeting, Evaluation, CYFAR SCP Annual Workshop and New Grantee Orientation, Data Management System Development/Maintenance Costs and CYFAR SCP Site Visits. See RFA Part VI., D., for further details.

7. <u>Supplemental Information Form</u>
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 **(Youth at Risk)** and the program code (i.e., enter **(MC).** 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. While you may use the checklist to check the application for completeness, the application should be checked for the following required item(s). The list includes:

- Logic Model
- Data Management Plan
- Current and Pending Support
- Charts/Graphs
- Letters of Support

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 July 27, 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 pplication**

has been assigned a proposal number, you should cite this number on all future correspondence.

D. Funding Restrictions

Pursuant to Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended, 7 U.S.C. 3319, **indirect costs and tuition remission are not allowable costs under Section 3(d) of Smith-Lever funded projects, and no funds will be approved for this purpose.** Costs that are a part of an institution's indirect cost pool (e.g., administrative or clerical salaries) may not be reclassified as direct costs for the purpose of making them allowable.

Grant funds awarded under this authority may not be used for the renovation or refurbishment of research, education, or Extension space; the purchase or installation of fixed equipment in such space; or the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities

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:
1. 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;
2. the need to include experts from various areas of specialization within relevant scientific, education, or extension fields;
3. the need to include other experts (e.g., producers, range or forest managers/operators, and consumers) who can assess relevance of the applications to targeted audiences and to program needs;
4. 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;
5. the need to maintain a balanced composition with regard to minority and female representation and an equitable age distribution; and
6. the need to include reviewers who can judge the effective usefulness of each application to producers and the general public.

After each NIFA peer review panel has completed its deliberations, the responsible program staff of NIFA will recommend that your project be approved for support from currently available funds or be declined due to insufficient funds or unfavorable review.

NIFA 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:

Provide professional development and technical support to CYFAR university and community programs (100 points).

1. Potential for Advancing the Mission of the CYFAR Program (15 points)
This criterion is used to assess the likelihood that the proposed work will have an impact on and advance the quality of educational programs that equip youth who are at risk for not meeting basic human needs with the skills they need to lead positive, productive, contributing lives; participating youth make a difference socially.

2. Evidenced Capability to Implement Innovative Training (15 points)
This criterion is used to assess the proposed Grantee's ability to provide support for co-collaboration for the CYFAR Annual Workshop and New Grantee Orientation. Included is the Grantee's capability to create effective training opportunities to meet the needs of Grantees including capability to implement training on a large scale. The Grantee will have the capability to assess, implement and evaluate training and programs on a large scale at the regional and national levels.

3. Evidenced Capability to Provide Effective Management of Professional Development and Technical Assistance (20 points)
This criterion is used to assess the proposed Grantees ability to provide professional development technical assistance and training to community-, state-, regional-, and national-level programs that serve at-risk audiences through different formats (online, one-to-one, telephone, conference workshops, etc.) and include the Grantee's capability to create and maintain multiple databases. Additionally, the Grantee will need to have the ability to interpret large-scale data and disseminate it in a readable format for reporting purposes. This includes but is not limited to Common Measures, educational web resources, the CYFAR Reporting System, as well as web support and maintenance.

4. Evidenced Capability to Manage Staff across Multiple Sites (15 points)
This criterion is used to assess the proposed Grantee's ability to work with staff in non-formal settings across multiple states. This criterion also includes experience working with different types of colleges and universities with consideration for diversity in relation to university mission and subject matter areas for the success of this project.

5. Experience with Working and Managing Diverse Audiences for Success (10 points)
The plan will show evidence of successful management of sub awarding to the various subject-matter (FCS, 4-H Positive Youth Development, Agriculture and Natural Resources, and Community Development in a comprehensive, integrated manner). The plan will also show evidence of managing diversity across different types of colleges and universities, particularly the different types of land-grant colleges and universities. All types of land-grant colleges are

included as subawardees.   As well, the plan will show evidence of managing diverse demographic and geographic populations.

6. Experience/Expertise In Conducting Site Visits, Qualitative and Quantitative Research Methods/Assessment and Evaluation (15 points)
This criterion addresses the Grantee's ability to conduct and/or manage quality site visits with SCP Grantees. The Grantee should ensure quality feedback for the SCP grantees. The Grantee should have evidenced capabilities to conduct formative and summative evaluation as it relates to programming. This capability includes demonstrated success with large data sets using quantitative and qualitative methods. As well, evaluation of subawardee performance and accomplishments should be documented.

7. Inclusion of a CYFAR-PDTA Logic Model (5 Points)
This criterion addresses the inclusion of a comprehensive CYFAR-PDTA Logic Model.

8. Development/Maintenance of an eXtension COP (5 points)
This criterion includes the planned incorporation of eXtension and development of a Vulnerable Populations COP.

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 NIFA for a period of three years.

PART VI—AWARD ADMINISTRATION

A. General

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

B. Award Notice

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

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.

CYFAR-PDTA reporting requirements include the following; all web posted reports will be Section 508 Compliant.

CYFAR-PDTA reporting requirements include the following: All reports published on the Internet must comply with Section 508 of the United States Workforce Rehabilitation Act of 1973.

CYFAR Annual Report
CYFAR-PDTA Professional Development Workshop Report
Annual CYFAR-PDTA Report and CYFAR-PDTA Promising Practices
Learning Outcome Evaluation Report (Professional Development Workshop)
CYFAR-PDTA Annual Executive Summary

PART VII—AGENCY CONTACTS

Applicants and other interested parties are encouraged to contact:

Programmatic Contacts –
Bonita Williams, Ph.D.; National Program Leader; Division of Youth and 4-H; Institute of Youth, Family and Community; National Institute of Food and Agriculture; U.S. Department of Agriculture; STOP 2251; 1400 Independence Avenue, SW; Washington, DC 20250-2251; phone number: (202) 720-3566; fax number: (202) 720-9366; email: bwilliams@nifa.usda.gov

Or

Bianca Johnson; Program Specialist; Division of Youth and 4-H; Institute of Youth, Family and Community; National Institute of Food and Agriculture; U.S. Department of Agriculture; STOP 2251; 1400 Independence Avenue, SW; Washington, DC 20250-2251; phone number: (202) 604-3489; fax number: (202) 720-9366; email: bjohnson@nifa.usda.gov

Administrative/Business Contact –
Sondra Watkins; Team Leader, Team II; Awards Management Division; National Institute of Food and Agriculture; U.S. Department of Agriculture; STOP 2251; 1400 Independence Avenue, SW; Washington, DC 20250-2251; phone number: (202) 401-4249; fax number: (202) 401-3237; email:

PART VIII—OTHER INFORMATION

A. Use of Funds; Changes

1. <u>Delegation of Fiscal Responsibility</u>

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. <u>Changes in Budget or Project Plans</u>

In accordance with <u>2 CFR 200.308</u>, 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.

E. Materials Available on the Internet

CYFAR program information will be made available on the NIFA web site at: https://nifa.usda.gov/program/children-youth-and-families-risk-cyfar.

The following are among the materials available on the web page:
1. CYFAR Program Overview
2. CYFAR Program Information
3. CYFAR Reporting
4. CYFAR Grants Instructions and Stakeholder Information