

Children, Youth and Families at Risk Sustainable Community Projects

FY 2012 Request for Applications

APPLICATION DEADLINE: December 1, 2011



**U.S. 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 SUSTAINABLE COMMUNITY PROJECTS

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 December 1, 2011 (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: RFA-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 CHILDREN, YOUTH, AND FAMILIES AT-RISK SUSTAINABLE COMMUNITY PROJECTS RFA.

EXECUTIVE SUMMARY: NIFA requests applications for the Children, Youth and Families at Risk (CYFAR) Sustainable Community Projects (SCP) for fiscal year (FY) 2012 to marshal resources of the Land-Grant and Cooperative Extension Systems so that, in collaboration with other organizations, they can develop and deliver educational programs that equip youth who are at risk for not meeting basic human needs with the skills they need to lead positive, productive, and contributing lives. NIFA anticipates that the amount available for support of this program in FY 2012 will be approximately \$320,000.

This notice identifies the objectives for Children, Youth and Families at-Risk Sustainable Community Projects, the eligibility criteria for projects and applicants, and the application forms

and associated instructions needed to apply for a CYFAR SCP grant. NIFA additionally requests stakeholder input from any interested party for use in the development of the next RFA for this program.

NOTE: This RFA is being released prior to the passage of an Appropriations Act for FY 2012. Currently, USDA is being funded under a Continuing Resolution through November 18, 2011. Enactment of additional Continuing Resolutions or an Appropriations Act may affect the overall level of funding for this program. Therefore, NIFA reserves the right to amend, delete, or alter the program outlined in this RFA.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

Funding for CYFAR SCP 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 and West Virginia State University. Eligibility is also provided to the University of the District of Columbia.

Since 1991, Youth at-Risk (YAR), State Strengthening (STST) and New Communities Projects (NCP) have served as the NIFA mechanism for funding community-based projects and expanding statewide capacity for supporting and sustaining programming for at-risk youth and families. These programs have been funded in all states and three territories and annually reach approximately 30,000 youth and parents in high risk communities.

B. Purpose and Priorities

The mission of the CYFAR Program is to marshal resources of the Land-Grant and Cooperative Extension Systems so that, in collaboration with other organizations, they can develop and deliver educational programs that equip youth who are at risk for not meeting basic human needs with the skills they need to lead positive, productive, and contributing lives. The CYFAR philosophy (<http://www.nifa.usda.gov/nea/family/cyfar/philosophy.html>) is the basis for Sustainable Community Projects.

The purpose of SCP funding is to improve the quality and quantity of comprehensive community-based programs for at-risk children, youth, and families supported by the Cooperative Extension System. Collaboration across disciplines, program areas, and geographic lines, as well a holistic approach that views the individual in the context of the family and community, are central to Sustainable Community Projects.

The CYFAR SCP has two strategic objectives:

1. To support community educational programs for at-risk children, youth, and families which are based on locally identified needs, soundly grounded in research, and which lead to the accomplishment of one of four CYFAR National Outcomes (see C.2. of this Part); 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/4-H programs and have access to resources and educational opportunities.

C. Program Area Description

1. CYFAR SCP Project Management

The SCP will be supported by faculty across Extension and university departments and integrated into Extension programs. State CYFAR Extension/university faculty members have responsibility for supporting community-based educational programs for at-risk audiences and

integrating them into the ongoing Extension program. CYFAR SCP Project Directors are expected to build an appropriate team of university(ies), county, and community staff and collaborators with broader CYFAR experience and understanding to manage the SCP and to provide technical assistance in planning, implementing, and evaluating the programs in selected Sustainable Community Project sites. This team should include Technology and Evaluation professionals as well as county Extension professionals who will provide direct support to the community site programs. Community projects are expected to develop, implement, manage, staff, and evaluate their own programs, involving critical people in the community, in the interest of relevance and sustainability. To improve consistency in program planning, implementation, training, and evaluation, SCP's will identify one national outcome and one program model that is the same for all community sites. University faculty and selected community site staff will develop a 5 year logic model and 5 year work plan as the basis for planning, implementing and evaluating their SCP (see 6. and 7. below).

2. One National CYFAR Outcome

The SCP should focus on children, youth, and families who are at-risk for not meeting basic human needs as articulated in the CYFAR Philosophy. Critical issues and demographic trends impacting children and families in the state should be examined when making outcome and audience decisions. Considerations should include: migrant workers; new immigrant children and families; families coping with military deployments, separations, and reunions; children and youth facing issues of drugs, violence, crime, teen pregnancies, sexually transmitted diseases, AIDS, obesity, isolation, and poor school achievement. It is the responsibility of the CYFAR project staff to create an inclusive process in the state for determining the single outcome. University, county and community program staff experienced in working with CYFAR and/or similar programs should be involved in the decision on selecting the single outcome.

Select only one of the four National CYFAR Outcomes for all proposed community sites.

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 knowledge, skills, attitudes and behavior necessary for fulfilling contributing lives.

Teen

Teens will demonstrate knowledge, skills, attitudes and behavior necessary for fulfilling contributing lives.

Parent/Family

Parents will take primary responsibility for meeting their children's physical, social, emotional and intellectual needs and providing moral guidance and direction. Families will promote positive, productive, and contributing lives for all family members.

3. One Program Model for all SCP community sites

a. Guiding Principles

Once the CYFAR Outcome is selected, the appropriate CYFAR Guiding Principles should be considered as a single program model selected for all of an applicant's proposed community sites. Guiding Principles for Early Childhood, School Age, Teen, and Parent/Family are described on the CYFAR website at <http://www.nifa.usda.gov/nea/family/cyfar/scp.html>. Selection of the program model and the relationship of the model to the Guiding Principles must be thoroughly explained in the application. Suggestions for descriptors, strategies for implementation, and resources are also posted with the Guiding Principles for use in the development of the SCP. Whether an applicant elects an established program model or chooses to design its own programmatic approach, each principle for the selected outcome must be addressed in the SCP application.

b. Uniform Program Model

For CYFAR Sustainable Community Projects, the same uniform program model is implemented in every CYFAR community site. Programs have key and essential components which constitute the structure:

- (i) Desired short and long term results;
- (ii) Age range of high context participants;
- (iii) Frequency and duration of contact with the program;
- (iv) Group size and staffing plan;
- (v) Program and curriculum content (science technology, community service, drama, computer literacy, reading literacy, parent education, exercise/fitness, etc.); and
- (vi) Standardized training and technical assistance plans for project staff.

When one program model is selected, these components will be uniform across the applicant's proposed community sites.

c. 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, self-determination, and to see themselves as active participants in the future and to value and practice service for others. CYFAR programs are intended to provide long-term, increasingly challenging educational experiences designed to meet needs of children and youth to experience belonging, mastery, independence, and generosity. High context youth development refers to experiences in which young people and adults have close connections and challenging activities intended to continue for a significant period of time. 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.

Other youth and adult audiences benefit from CYFAR programs and sometimes from the activities of high context participants. 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 yearend report.

4. Integrated Program Components

Community, Technology, and Sustainability are the three program components that integrate into all SCPs and which must be addressed in the SCP application (see <http://www.nifa.usda.gov/nea/family/cyfar/scp.html>).

a. Community

The Community Component captures the “ecological” approach of CYFAR projects connecting the projects to existing networks as well as ensuring that the family and community remain strong contexts for program participants. Children, Youth, and Family programs are most effective in creating long-term outcomes when they involve change in the larger ecological context of the program audience. CYFAR recommends choosing at least one of the following three approaches for integrating Community:

1. A Multi-Level Approach -- targets program audiences beyond the program’s primary target audience;
2. A Community Collaboration Approach -- community programs working through a collaborative group; and
3. A Systems Change Approach -- recognizes interacting social, economic, and environmental factors that influence the program audience and seeks opportunities to engage this audience in creating change.

These approaches represent a range of complexity and are intended to give the program developers several potential strategies to affect change in the program’s community context. Program developers can adopt the best approach for enhancing their primary program outcomes. All Sustainable Community Projects must address how their programs fit into this “Community” context using at least one of the above three approaches.

b. Technology

Information and communication technologies are permeating American society and lives. Americans communicate via email, use the Web to find health and gardening information, and bank and shop online. Schools require term papers that are word-processed, illustrated with graphics and tables and include URLs of references in their footnotes. Online directories and maps help locate people and businesses. Entry-level jobs now require technology skills as inventories of goods and services are maintained with technology. Technology literacy is an essential skill to perform basic activities of jobs, school, and personal lives.

Special efforts to create low risk/high utility situations must be created. Integrating technology and the development of technology skills into programs which serve families and communities at-risk is especially important, as typically they have fewer opportunities to learn and apply their learning. Each SCP is to develop an explicit technology plan to ensure that information and communication technology is appropriately integrated throughout the program design. Programs

should have adequate information and communication technology infrastructure (i.e., hardware, software, network connectivity/mini-labs, and technology expertise) to support program administration, professional staff development, educational programming with clients, online collaboration, and electronic publishing of lessons learned and results. The technology plan needs to put technology tools in the hands of program participants to help them reach the goals of the SCP (see SCP applications instructions <http://www.nifa.usda.gov/nea/family/cyfar/scp.html>).

c. Sustainability

Planning for sustaining community programs is an obligation of CYFAR program professionals. Sustainability *is the capacity of programs to continue to respond to the identified community needs*. A sustained program maintains a focus consistent with its original goals and objectives, including the individuals, families, and communities it was originally intended to serve. Some programs contract in scope, while others expand, and still others maintain the original program activities. Some programs align with other organizations and institutions while others maintain their independence. The key element of sustainability is retaining the goal of supporting at-risk families by providing continued benefits, regardless of the particular activities that are delivered. To most effectively sustain programs for children, youth and families, an intentional effort must be made early in the program planning process. Each SCP will develop and submit a sustainability plan including those factors that research has demonstrated to be important for program sustainability: Leadership Competence, Effective Collaboration, Understanding Community, Demonstrating Program Results, Strategic Funding, Staff Involvement and Integration, and Program Responsiveness (see SCP applications instructions <http://www.nifa.usda.gov/nea/family/cyfar/scp.html>). States are expected to integrate these projects into Extension programs and to continue funding these projects beyond the potential five years of Federal funding.

CYFAR youth participants may be introduced to 4-H 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. **Integration of CYFAR youth participants into 4-H Youth Development program is strongly encouraged.**

5. Selecting the SCP Community Sites

After the Outcome and the Program Model for the program are determined, university staff should set up an inclusive process to select two or three SCP sites based on one of the following criteria:

- (a) At least 20 percent of the population in targeted communities must live in households with incomes below the poverty level; or
- (b) A minimum of 50 percent of participants at each site must meet one or more of the following characteristics: family qualifies for a public assistance program; family income falls below the poverty threshold; family income is less than 75 percent of the State or county

median income; a parent did not complete high school; youth/family on record with community, juvenile justice and law enforcement, or social agencies for things such as foster care, child abuse or child neglect, substance abuse, eligibility for free or reduced school lunch, and other risk indicators; and

(c) Commitment to focus on and adhere to the Guiding Principles of the one selected CYFAR Outcome; and

(d) Adherence to the principles of CYFAR Integrated Program Components – Community, Technology, and Sustainability; and

(e) Community sites that have previously been funded under any CFYAR projects will need to provide justification for their selection as a site under new CYFAR SCP proposals; and

(f) CYFAR projects are strongly encouraged to partner with community sites inclusive of public housing authorities as well as 1994 land-grant institutions, Hispanic-serving Institutions and minority-serving institutions.

6. Logic Model

Once the SCP community sites are selected, an institutional team should be developed that will work with community staff to develop one five-year SCP logic model. The CYFERnet SEARCH: Supporting Evaluation and Research Capacity Hub website

(<https://cyfernetsearch.org>) features two important resources for applicants applying for 2012 CYFAR SCP funding. These resources include an interactive Logic Model Builder and an interactive CYFAR Common Measures Survey Builder. These tools are to be used to facilitate the logic model process within the communities in program development, implementation, and evaluation for research based programs to lead to accomplishment of the selected CYFAR outcome. The logic model provides a visual diagram that illustrates specific components of a program and describes how the program will work. The CYFAR-specific logic model consists of five elements including: (1) *Identified needs and assets*, (2) *Desired results (short term and long-term)*, (3) *Indicators (short-term and long-term)*, (4) *Activities*, and (5) *Resources*.

Prospective applicants are required to develop a logic model, and use the CYFERnet SEARCH website to create a user account and develop their program's logic model. The Logic Model Builder can be found at: https://cyfernetsearch.org/ilm_1_8 in the *Program Planning for Effective Program Evaluation* module. A program's completed logic model (PDF version) should be included as part of their grant application package. With the use of the newly developed logic model, prospective applicants will also need to identify at least one (1) short-term outcome from their logic model that will result from their program and can be evaluated. Using this identified short-term outcome(s), prospective applicants should utilize the Interactive CYFAR Common Measures Survey Builder to develop their evaluation assessment. The survey builder is located at: <https://cyfernetsearch.org/tools>. The CYFAR Common Measures include a list of vetted instruments that address Core Competencies in CYFAR programming, as well as Leadership, Nutrition, Parenting, Physical Activities, Science, Technology, and Workforce Preparation and is located at: https://cyfernetsearch.org/ilm_common_measures. New projects will be required to report against their identified common measure(s).

7. Five Year Work Plan

CYFAR SCP applications will describe how the selected program model will be implemented over 5 years. The Work Plan will include tasks such as staffing, recruiting participants, recruiting volunteers, establishing key partnerships, program implementation, marketing and promotion, materials development, training staff and volunteers, etc. The Work Plan must indicate who is responsible, if known, for each of the key functions. CYFAR projects may not have the same participants for the full five-year plan. When there are 2 or more high context cohorts planned for the five years of the project, each should be noted in the five year plan timeline.

Children, Youth and Families at Risk Sustainable Community Projects encourages projects that develop content suitable for delivery through eXtension

([http://about.extension.org/mediawiki/files/5/51/EXECUTIVE_SUMMARY -
_March_14%2C_2006_-_YEAR_2.pdf](http://about.extension.org/mediawiki/files/5/51/EXECUTIVE_SUMMARY_-_March_14%2C_2006_-_YEAR_2.pdf)). This content is for end users, as opposed to staff development, and must align with the eXtension Implementation Plan (available at <http://about.extension.org/wiki/Planning>). Funds may be used to contribute to existing Communities of Practice (COPs) ([http://about.extension.org/wiki/Glossary_of_eXtension_Terms
#Community_of_Practice_.28CoP.29](http://about.extension.org/wiki/Glossary_of_eXtension_Terms#Community_of_Practice_.28CoP.29);) or form new COPs that focus on children, youth and families at risk (for examples of developing COPs and guidance on forming COPs, see <http://about.extension.org/>).

PART II—AWARD INFORMATION

A. Available Funding

There is no commitment by USDA to fund any particular application or to make a specific number of awards. NIFA anticipates that approximately \$ 320,000 will be available to fund applications in FY 2012. Only one application per land-grant institution will be accepted.

Awards issued as a result of this RFA will have designated the Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury's Financial Management Service, as the payment system for funds. For more information see http://www.nifa.usda.gov/business/method_of_payment.html.

B. Types of Applications

In FY 2012, applications may be submitted to the Children, Youth and Families at Risk SCP Program as one of the following type of requests:

(1) New application. This is a project application that has not been previously submitted to the CYFAR SCP Program. All new applications will be reviewed competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

(2) Resubmitted application. This is an application that had previously been submitted to the CYFAR SCP Program but not funded. Project Directors (PDs) must respond to the previous review panel summary (see Response to Previous Review, Part IV). Resubmitted applications must be received by the relevant due dates, will be evaluated in competition with other pending applications in appropriate area to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

C. Project Types

NIFA is seeking applications from institutions that can demonstrate their capacity to develop statewide capacity to develop and deliver programs for at-risk children, youth, and families; have a proven track record of sustaining community programs; are integrating CYFAR into Extension programs; and are able to provide program, evaluation, and technology support to Sustainable Community Projects. Applicants may allocate a maximum of \$50,400 for university support to the SCP, including technical assistance with program development, evaluation, technology, and linking of SCP to other CYFAR resources in the state and to CYFERnet (Children, Youth and Families Education and Research Network) (see Part IV, B.6)

NIFA anticipates making continuation awards under this RFA. A continuation award is issued for a specific level of effort for a predetermined period of time with a statement of intention to provide additional support at a future date. Continuation of the funding for the award is provided if performance has been satisfactory, appropriations are available for this purpose, and continued support is in the best interests of the Federal government and the public.

Applications should be submitted for five (5) year project periods. Funding will be awarded one year at a time. CYFAR projects will also be required to submit a year-end report to NIFA's electronic, Web-based inventory system that facilitates both grantee submissions of project outcomes and public access to information on Federally-funded projects. The details of these reporting requirements are included in the award terms and conditions.

New applicants may request up to \$80,000 for their first year. The first year should be focused on planning and launching the program. In years two through five, NIFA will accept requests for up to \$123,500 per year. **However, applicants are cautioned to request only amounts that can be expended by the end of the project year, since carryover funds will be subtracted from the following year's request.** It is recommended that the number of community projects be limited to two or three sites. New applicants should submit a 5-year work plan detailing short- and long-term desired results and a budget and budget narrative for each year as well as a cumulative budget for all 5 years. Budget and budget narratives are required for each community for all 5 years.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may be submitted by Cooperative Extension at 1890 Land-Grant Institutions, including Tuskegee University and West Virginia State University, 1862 Land-Grant Colleges and Universities, and the University of the District of Columbia. An applicant's failure to meet an eligibility criterion by the time of an 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.

Eligible land-grant institutions that do not have an active award will receive priority in funding if deemed meritorious. Only one application per land-grant institution will be accepted. Current CYFAR SCP grantees may submit an application for an additional new project; however, if the same community site is being used, a justification must be provided. Attach to Field 11, Other Project Information.

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

No matching funds are required and matching funds will not be factored into the review process as evaluation criteria.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Electronic Application Package

Only electronic applications may be submitted via Grants.gov to NIFA in response to this RFA.

Prior to preparing an application, it is suggested that the PD/PI first contact an Authorized Representative (AR) (also referred to as Authorized Organizational Representative or AOR) to determine if the organization is prepared to submit electronic applications through Grant.gov. If the organization is not prepared, the AR should see http://www.grants.gov/applicants/get_registered.jsp for steps for preparing to submit applications through Grants.gov.

The steps to access application materials are as follows:

1. In order to access, complete and submit applications, applicants must download and install a version of Adobe Reader compatible with Grants.gov. This software is essential to apply for NIFA Federal assistance awards. For basic system requirements and download instructions, please see http://www.grants.gov/help/download_software.jsp. To verify that you have a compatible version of Adobe Reader, Grants.gov established a test package that will assist you in making that determination. Grants.gov Adobe Versioning Test Package: <http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.
2. The application package must be obtained via Grants.gov, go to <http://www.grants.gov>, click on “Apply for Grants” in the left-hand column, click on “**Step 1: Download a Grant Application Package and Instructions,**” enter the funding opportunity number, **USDA-NIFA-SLBCD-003544** in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

Contained within the application package is the “NIFA Grants.gov Application Guide: A Guide for Preparation and Submission of NIFA Applications via Grants.gov.” This Guide contains an introduction and general Grants.gov instructions, information about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

If assistance is needed to access the application package (e.g., downloading or navigating Adobe forms), refer to resources available on the Grants.gov Web site first (<http://www.grants.gov/>). Grants.gov assistance is also available as follows:

Grants.gov customer support

Toll Free: 1-800-518-4726

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

Email: support@grants.gov

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

B. Content and Form of Application Submission

Electronic applications should be prepared following Part V and VI of the document entitled “A Guide for Preparation and Submission of NIFA Applications via Grants.gov.” This guide is part of the corresponding application package (see Section A. of this Part). The following is **additional information** needed in order to prepare an application in response to this RFA. If there is discrepancy between the two documents, the information contained in this RFA is overriding.

Note the attachment requirements (e.g., portable document format) in Part III section 3. of the Guide. ANY PROPOSALS CONTAINING NON-PDF DOCUMENTS WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW. Partial applications will be excluded from NIFA review. With documented prior approval, resubmitted applications will be accepted until close of business on the closing date in the RFA.

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

1. SF 424 R&R Cover Sheet

Information related to the questions on this form is dealt with in detail in Part V, 2. of the NIFA Grants.gov Application Guide.

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

Information related to the questions on this form is dealt with in detail in Part V, 3. of the NIFA Grants.gov Application Guide.

3. R&R Other Project Information Form

Information related to the questions on this form is dealt with in detail in Part V, 4. of the NIFA Grants.gov Application Guide.

a. Field 7. Project Summary/Abstract. The summary should also include the relevance of the project to the goals of Children, Youth and Families at Risk SCP.

b. Field 8. Project Narrative.

PLEASE NOTE: The Project Narrative shall not exceed **12** pages of written text **double-spaced**. The Logic Model (see paragraph 6. below) is in addition to the 12 page Project Narrative. **No graphs, photographs, charts, tables or support letters should be included in this field. All appendices or attachments to the application attach under Field 11.** This maximum of 12 pages has been established to ensure fair and equitable competition. The Project Narrative must include all of the following:

1. CYFAR SCP Project Management

a. Project Title: (Your Institution) Sustainable Community Project

b. SCP Staff name, title, address, e-mail for:

SCP Project Director(s), SCP Evaluator, SCP Technology Specialist

- c. CYFAR Outcome (see 2. below)
- d. Program Model (see 3. below)
- e. Community Sites. For each community site provide:

- (i) Location, county staff name, title, address, e-mail;
- (ii) Community staff name, title, address, and e-mail; and
- (iii) Community & faith-based program partners.

2. One National CYFAR Outcome

Explain the rationale for the decision, the needs assessment process used, and who was involved.

3. One Program Model

a. Describe the selected program model including the following:

- (i) Desired long term results;
- (ii) Age range of high context participants;
- (iii) Frequency and duration of contact with the program;
- (iv) Group size and staffing plan;
- (v) Uniform program and curriculum content (e.g., science technology, community service, drama, computer literacy, reading literacy, parent education, exercise/fitness; and
- (vi) Standardized training and technical assistance plans for project staff.

b. Describe the process used for determining this program model.

c. Explain how each of the Guiding Principles is addressed in the selected Program Model (http://www.nifa.usda.gov/nea/family/cyfar/pdfs/guiding_principles.pdf).

4. Integrated Program Components

- a. **Community:** Describe how the proposed program fits into the Community context using at least one of the recommended approaches.
- b. **Technology:** Describe how the Technology Plan ensures that information and communication technology is integrated throughout the SCP program.
- c. **Sustainability:** Describe the Sustainability Plan including critical factors.

5. Selecting Community Sites

Describe the process used for selecting the SCP Community Sites. Community sites must be identified at the time of application submission.

6. Five Year Logic Model

Provide a five year Logic Model for the SCP. The CYFAR-specific logic model consists of five elements including: (1) *Identified needs and assets*, (2) *Desired results (short-term and long-term)*, (3) *Indicators (short-term and long-term)*, (4) *Activities*, and (5) *Resources*. The Logic Model Builder can be found at: http://cyfernetsearch.org/ilm_1_8 in the *Program Planning for Effective Program Evaluation* module. Prospective applicants are required to develop a logic model, and use the CYFERnet SEARCH website to create a user account and develop their

program's logic model. With the use of the newly developed logic model, prospective applicants also need to identify at least one (1) short-term outcome from their logic model that will result from their program and can be evaluated.

7. Five Year Work Plan for the SCP

The Work Plan should detail how the selected program model will be implemented over 5 years. The Work Plan should address staffing, recruiting participants, recruiting volunteers, establishing key partnerships, program implementation, marketing and promotion, materials development, training staff and volunteers in a five year timeline. If there are to be 2 or more high context cohorts planned for the five years, each should be noted in the five year plan timeline.

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

Response to Previous Review. 1 Page Limit.

This requirement only applies to "Resubmitted Applications" as described under Part II, B., "Types of Applications". PDs must respond to the previous review panel summary on **no more than one page**, titled, "RESPONSE TO PREVIOUS REVIEW". If desired, additional comments may be included in the text of the Project Narrative, subject to the page limitations of that section.

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.

Senior/Key Personnel are defined as all individuals who contribute in a substantive, measurable way to the scientific development or execution of the project whether or not salaries are requested. Consultants should be included if they meet this definition. A R&R Senior/Key Person Profile should be completed, at a minimum, for the PD, each co-PD, senior associate, and other professional personnel. A paraprofessional is an individual who through formal education, work experience and/or training has the knowledge and expertise to assist a professional person.

Current and pending support information is required only for senior/key as indicated on the R&R Senior/Key Person Profile. All applications must contain a list of Current and Pending Support detailing public or private support (including in-house support) to which personnel identified in the application have committed portions of their time, whether or not salary support for person(s) involved is included in the budget. **Please note that the project being proposed should be included in the pending section of the form.** Total project time listed for each Senior/Key person should not exceed 100 percent for concurrent projects.

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.

Overall Budget:

Only the applicant portion of the budget form should be listed in Fields A through E. Applicants may allocate a maximum of \$50,400 for university support to the SCP, including technical assistance with program development, evaluation, technology, and linking of SCP to other CYFAR resources in the state and to CYFERnet (Children, Youth and Families Education and Research Network). Show the total amount for the Community budgets within Field F. Submit an overall project budget for 5 years. Specifically, a budget and budget narrative for each of the five years, plus a cumulative budget is required.

NOTE: Applicants are reminded to include the Base Annual Salaries for all Key Personnel.

First year SCP project staff inclusive of the PI evaluation and tech staff are required to attend the designated CYFAR SCP Grantee Orientation in Washington, DC. SCP University, county, and community staff are expected to participate in the CYFAR SCP Grantee Workshop held in conjunction with the CYFAR SCP Grantee Orientation. PIs are strongly encouraged to budget for the conference. Travel expenses for these required trips should be included in the budget request.

Community Site Budgets:

Individual community site budgets are required for 5 years. For each of the 5 years, use the R & R Subaward budget section of the application to submit these budgets and narratives. It is recognized that if the community sites are operated through the university system then they are not considered sub-awards. However, if an outside organization provides the program operation, it is considered a subaward. Identify the operator. Enter required information and attach these subaward budgets here.

Evaluation

A minimum of 10% of the total project budget must be allotted for staff, travel, and material costs of the SCP evaluation. Provide a breakout at the end of your budget narrative as to how you will meet the 10% evaluation requirement.

7. 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 (i.e., enter “Youth at Risk” and the program code, "MC").

b. Conflict of Interest List (field 8 on the form)

Prepare the Conflict of Interest list(s) following the instructions and format below. A suggested template for the Conflict of Interest List is located at http://www.nifa.usda.gov/funding/templates/conflict_of_interest.doc.

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 December 1, 2011 (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 30 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

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.

The Statutory time limitation for this program is five (5) years from the project start date on the Award Face Sheet (Form NIFA-2009). Extension of time beyond the five (5) years will not be permitted.

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 December 1, 2011. 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. **Beginning August 9, 2011, the Grants.gov validation process will include a check for an active Central Contract Registry (CCR) registration (applicants with expired CCR registrations will be rejected).** 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 perform 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, and 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.

Reviewers will be selected based upon training and experience in relevant scientific, extension, or education fields, taking into account the following factors: (a) 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; (b) the need to include as reviewers experts from various areas of specialization within relevant scientific, education, or extension fields; (c) the need to include as reviewers 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; (d) the need to include as reviewers experts from a variety of organizational types (e.g., colleges, universities, industry, state and Federal agencies, private profit and non-profit organizations) and geographic locations; (e) the need to maintain a balanced composition of reviewers with regard to minority and female representation and an equitable age distribution; and (f) the need to include reviewers who can judge the effective usefulness to producers and the general public of each application.

B. Evaluation Criteria

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

1. CYFAR SCP Project Management (10 Points)

This criterion assesses the degree to which the application has complete information for all of the following:

- a. Project Title: (Your Institution) Sustainable Community Project
- b. SCP Staff name, title, address, e-mail for:
 - (i) SCP Project Director(s), SCP Evaluator, SCP Technology Specialist
- c. CYFAR Outcome
- d. Program Model
- e. Community Sites. For each community site provide:
 - (i) Location, County staff name, title, address, e-mail;
 - (ii) Community staff name, title, address, and e-mail; and
 - (iii) Community & Faith-based program partners.

2. The soundness of the National CYFAR Outcome (5 Points)

This criterion is an indicator of programmatic readiness to effectively deliver the specified program model and meet its specified outcomes to the community sites.

3. One Program Model (25 Points)

- a. The degree to which the selected program model evaluates the following: (15 points)
- (i) Desired long term results;
 - (ii) Age range of high context participants;
 - (iii) Frequency and duration of contact with the program;
 - (iv) Group size and staffing plan;
 - (v) Uniform program and curriculum content (e.g., science technology, community service, drama, computer literacy, reading literacy, parent education, exercise/fitness; and
 - (vi) Standardized training and technical assistance plans for project staff.
- b. The degree to which the process used for determining this program model is assessed and evaluated. (5 points)
- c. The soundness of how each of the Guiding Principles is addressed in the selected Program Model. (5 points)

4. Integrated Program Components (15 Points)

- a. Community – (5 Points) Describes how the proposed program fits into the Community context using at least one of the recommended approaches.
- b. Technology – (5 Points) Describes the Technology Plan to ensure that information and communication technology is integrated throughout the SCP program.
- c. Sustainability – (5 Points) Describes the Sustainability Plan including critical factors.

5. The soundness on the process for selecting the SCP Community Sites. (5 Points)

6. Five Year Logic Model (15 Points)

A clear logic model has been articulated for how to work with communities in program development, implementation, and evaluation.

7. Five Year Work Plan (25 Points)

A clear Work Plan is articulated for how the selected program model will be or will continue to be implemented.

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

Grantees are to submit initial project information and annual summary reports to NIFA's electronic, Web-based inventory system that facilitates both grantee submissions of project outcomes and public access to information on Federally-funded projects. The details of these reporting requirements are included in the award terms and conditions.

PART VII—AGENCY CONTACT

Bonita Williams, Ph.D., National Program Leader, Division of Youth and 4-H, Institute of Youth, Family and Community, NIFA, USDA; STOP 2225; 1400 Independence Avenue, SW; Washington, DC 20250-2225; telephone: 202-720-3566; fax: 202-720-9366; e-mail: bwilliams@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, for the applicable definitions for this NIFA grant program.