



# REQUEST FOR APPLICATIONS

## *Children, Youth, and Families At-Risk*

### *Professional Development and Technical Assistance Program*

**MODIFICATION: Page 7**

FUNDING YEAR: Fiscal Year 2022  
APPLICATION DEADLINE: June 21, 2022  
ANTICIPATED FUNDING: \$850,000  
AVERAGE AWARD RANGE: \$850,000  
FUNDING OPPORTUNITY NUMBER: USDA-NIFA-SLBCD-009181  
ASSISTANCE LISTING NUMBER: 10.521  
LETTER OF INTENT DEADLINE: Not Required

**INITIAL ANNOUNCEMENT**  
National Institute of Food and Agriculture  
United States Department of Agriculture

**Assistance Listing:** The Children, Youth, and Families At-Risk Professional Development and Technical Assistance Program (CYFAR-PDTA) is listed in the Assistance Listings under number 10.521.

**Table 1: Key Dates and Deadlines**

Task Description	Deadline
<b>Application:</b>	5:00 P.M. Eastern, June 21, 2022 [Ref to <a href="#">Part I § C</a> of this RFA]
<b>Letter of Intent:</b>	Not Required
<b>Applicants Comments:</b>	Within six months from the issuance of this notice (NIFA may not consider comments received after the sixth month)

**Advancing Diversity, Equity, Inclusion, and Accessibility.** NIFA recognizes research, education, and extension efforts will have the greatest impacts when equity is grounded in the programs. NIFA is committed to enhancing diversity, equity, inclusion, and accessibility of programs and encourages individuals, institutions, and organizations from underserved communities to apply to funding opportunities as lead, co-lead, or subaward recipient(s), and to engage as leaders in the peer panel review process to support the development of strong networks and collaborations. NIFA encourages applications that engage diverse communities and have broad impacts through research, education, extension, and integrated activities to address current and future challenges.

**Stakeholder Input.** The National Institute of Food and Agriculture (NIFA) seeks comments on all request for applications (RFAs) so it can deliver programs efficiently, effectively, with integrity, and with a focus on customer service. NIFA considers comments, to the extent possible when developing RFAs and use comments to help meet the requirements of [Section 103\(c\)\(2\) of the Agricultural Research, Extension, and Education Reform Act of 1998 \(7 U.S.C. 7613\(c\)\(2\)\)](#). Applicants may submit written comments to [Policy@usda.gov](mailto:Policy@usda.gov) (email is for comments only). Please use the following subject line: Response to the CYFAR-PDTA RFA.

**Centers of Excellence.** Applicants are encouraged to visit the NIFA’s [Centers of Excellence \(COE\)](#) for information on COE designation process, including COE criteria, and a list of programs offering COE opportunities. A recording of COE outreach and COE implementation webinars are also available.

## **EXECUTIVE SUMMARY**

NIFA requests applications for the Children, Youth and Families At-Risk Professional Development and Technical Assistance Program (CYFAR-PDTA) for fiscal year (2022) to support youth at-risk programming under Smith-Lever 3(d) funding. The anticipated amount available for new grants in FY 2022 is \$850,000.

This notice identifies the objectives for Children, Youth and Families At-Risk Professional Development and Technical Assistance Program projects, deadlines, funding information, eligibility criteria for projects and applicants, and application forms and associated instructions.

**TABLE OF CONTENTS**

**EXECUTIVE SUMMARY ..... 3**

**TABLE OF CONTENTS ..... 4**

**TABLE OF TABLES..... 5**

**PART I. FUNDING OPPORTUNITY DESCRIPTION ..... 6**

A. Legislative Authority .....6

B. Purpose and Priorities .....6

C. Program Area Description .....7

**PART II. AWARD INFORMATION ..... 12**

A. Available Funding .....12

B. Application Restrictions .....12

C. Project and Grant Types .....12

D. Ethical Conduct of Funded Projects .....13

**PART III. ELIGIBILITY INFORMATION..... 14**

A. Eligibility Requirements.....14

B. Cost Sharing or Matching.....14

C. Centers of Excellence .....14

**PART IV. APPLICATION AND SUBMISSION ..... 15**

A. Method of Application .....15

B. Content and Form of the Application .....15

C. Funding Restrictions.....18

**PART V. APPLICATION REVIEW REQUIREMENTS ..... 19**

A. NIFA’s Evaluation Process .....19

B. Evaluation Criteria.....19

C. Centers of Excellence .....21

D. Organizational Management Information.....21

E. Application Disposition.....22

**PART VI. AWARD ADMINISTRATION ..... 23**

A. General .....23

B. Administrative and National Policy Requirements.....23

C. Expected Program Outputs and Reporting Requirements .....23

**PART VII. OTHER INFORMATION ..... 24**

A. Use of Funds and Changes in Budget.....24

B. Confidential Aspects of Applications and Awards.....24

C. Regulatory Information .....24

**APPENDIX I: AGENCY CONTACT..... 25**

**APPENDIX II: GLOSSARY OF TERMS..... 26**

**APPENDIX III: DEFINITIONS ..... 27**

## TABLE OF TABLES

Table 1: Key Dates and Deadlines.....	2
Table 2: Program Key Information.....	7
Table 3. Steps to Obtain Application Materials.....	15
Table 4: Help and Resources .....	15
Table 5: Key Application Instructions.....	16

## **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 7609 of the [Agriculture Improvement Act of 2018](#) (Pub. L. 115-334) added the 1994 Land-grant Institutions (as defined in section 532 of the [Equity in Educational Land-grant Status Act of 1994](#) ([7 U.S.C. 301](#) note) as eligible to compete for and receive CYFAR funding. Section 7403 of the [Food, Conservation, and Energy Act \(FCEA\) of 2008](#) amended section 3(d) of the Smith-Lever Act of 1914 ([7 U.S.C. 343\(d\)](#)) in regard to eligibility. The eligibility to compete for CYFAR funding was broadened to include 1890 Land-grant Colleges and Universities, including Tuskegee University, West Virginia State University, and Central State University. Eligibility was also provided to the University of the District of Columbia per [Section 208 of the District of Columbia Public Postsecondary Education Reorganization Act](#).

### **B. Purpose and Priorities**

CYFAR marshals the resources of the Land-grant and the Cooperative Extension System 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, under assistance listing 10.521, 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 anticipated 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](#).

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.

The Children, Youth and Families At-Risk Professional Development and Technical Assistance Program is aligned with the following: USDA Strategic Plan found at (<https://www.usda.gov/sites/default/files/documents/usda-fy-2022-2026-strategic-plan.pdf>). Specifically, **Goal 5: Expand Opportunities for Economic Development and Improve Quality of Life in Rural and Tribal Communities.**

For a program informational webinar please visit the [NIFA calendar](#) for dates, event registration, and link.

**Table 2:** Program Key Information

	Title	Description
<b>Program Code:</b>	MC	
<b>Program Code Name:</b>	Youth at Risk	
<b>CFDA Number</b>	10.521	
<b>Project Type:</b>	Extension Projects	
<b>Grant Type:</b>	Regular	
<b>Application Deadline</b>	June 21, 2022	
<b>Grant Duration:</b>	12 Months	
<b>Anticipated # of Awards:</b>	1	
<b>Maximum Award Amount:</b>	\$850,000	

**C. Program Area Description**

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 must 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 intend 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. Use of the 4-H Thriving Model (Arnold, 2017) is 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 and Jones, 2015).

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 Philosophy](#).

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.

### **1. 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.

### **2. 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 must 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. At least once during the four-year period during the annual professional development session, former/current program participants will be invited to share program impacts in their individual program participations;
- c. develop and implement evaluation training for SCP sites; and
- d. Include where appropriate, the, [The Access, Equity and Belonging Committee resources](#).

### **3. 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.
- h. conduct one capacity building session to engage Institutions in increasing engagement in CYFAR, emphasis will be on engagement of Minority Serving Land-grant Institutions engagement.

#### **4. 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 Region, Northeast Region, Southern Region, Western

Region, 1890 Region, 1994 Land-Grant Tribal Colleges, and Hispanic-Serving Agricultural Colleges and Universities (HSACU as Subawardee).

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. While budgets must account for this travel, virtual or hybrid meetings may be considered based on local and national conditions.

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 responsible for Vulnerable Populations.

## **PART II. AWARD INFORMATION**

### **A. Available Funding**

The amount available for Children, Youth, and Families At-Risk Professional Development and Technical Assistance Program in FY2022 is approximately \$850,000 for the first year of this 4-year continuation project. The funding amount for years 2-4 of the Project will be approximately \$850,000 per year. USDA is not committed to fund any particular application or to make a specific number of awards.

The [Automated Standard Application for Payments](#), operated by the Department of Treasury, Bureau of Fiscal Service, is the designated payment system for awards resulting from this RFA.

### **B. Application Restrictions**

NIFA will evaluate applications using the criteria described in [Part V](#) of this RFA. Application for FY2022 is limited to the following application type:

1. *New application*: New applications will be evaluated using the criteria described in [Part V](#) of this RFA and are subject to the due dates herein (see [Appendix III](#) for definition).

The award made in FY 2022 will provide approximately \$850,000 in funds for the first year of this 4-year continuation project.

New application. This is a project application that has not been previously submitted to the CYFAR-PDTA Program. We will review all new applications competitively using the screening for administrative requirements, and review panel evaluation of proposals using evaluation criteria and selection process described in Part V of this RFA, Application Review Requirements.

NIFA may choose to issue a new award on a continuation basis. A continuation award is an award instrument by which NIFA agrees to support a specified level of effort for a predetermined period of time with a statement of intention to provide additional support at a future date, provided that performance has been satisfactory, appropriations are available for this purpose, and continued support would be in the best interest of the federal government and the public.

### **C. Project and Grant Types**

The following describes the types of *projects* or *grants* that are eligible for funding:

1. Project Types. Applicants must propose an extension project. 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.
2. Grant Types. Applicants must select the appropriate 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.

**D. Ethical Conduct of Funded Projects**

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

## PART III. ELIGIBILITY INFORMATION

### A. Eligibility Requirements

Applicants for the Children, Youth, and Families At-Risk Professional Development and Technical Assistance Program must meet all the requirements discussed in this RFA. Failure to meet the eligibility criteria by the application deadline may result in exclusion from consideration or, preclude NIFA from making an award. For those new to Federal financial assistance, NIFA's [Grants Overview](#) provides highly recommended information about grants and other resources to help understand the Federal awards process.

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; the University of the District of Columbia; and 1994 Land-Grant Institutions.

Only one application per Land-grant Institution will be accepted.

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

***Duplicate or Multiple Submissions*** – duplicate or multiple submissions are not allowed. NIFA will disqualify both applications if an applicant submits duplicate or multiple submissions. For those new to Federal financial assistance, NIFA's [Grants Overview](#) provides highly recommended information about grants and other resources to help understand the Federal awards process.

### B. Cost Sharing or Matching

***No Match Required*** - The Children, Youth, and Families At-Risk Professional Development and Technical Assistance Program has ***NO*** matching requirement. NIFA will not factor matching resources into the review process as an evaluation criterion.

### C. Centers of Excellence

Pursuant to [Section 7214 of the Agricultural Act of 2014 \(Pub. L. 113-79\)](#), NIFA will recognize and prioritize COE applicants that carry out research, extension, and education activities that relate to the food and agricultural sciences. A COE is composed of one or more of the following entities that provide financial or in-kind support to the COE.

1. State agricultural experiment stations.
2. Colleges and universities.
3. University research foundations.
4. Other research institutions and organizations.
5. Federal agencies.
6. National laboratories.
7. Private organizations, foundations, or corporations.
8. Individuals; or
9. Any group consisting of two or more of the entities described in (1) through (8).

## PART IV. APPLICATION AND SUBMISSION

### A. Method of Application

Applicants must apply to this RFA electronically; no other method or response is accepted. The electronic application for this RFA and additional resources are available on [Grants.gov](https://www.grants.gov) and [Grants 101](#). **Table 3** provides instructions on how to obtain an electronic application. **Part III** of the NIFA Grants [Application Guide](#) contains detailed information regarding the [Grants.gov](https://www.grants.gov) registration process. The NIFA Grants Application Guide is contained in the specific funding opportunity package or a sample of the guide can be found [here](#). When applying for a NIFA award, it is important to reference the version of the guide that is included in the specific funding opportunity application package.

**Table 3.** Steps to Obtain Application Materials

Steps	Action
<b>Step One: Register</b>	<i>New Users</i> to <a href="https://www.grants.gov">Grants.gov</a> must register early with <a href="https://www.grants.gov">Grants.gov</a> prior to submitting an application ( <a href="#">Register Here</a> ).
<b>Step Two: Download Adobe</b>	Download and Install <a href="#">Adobe Reader</a> (see <a href="#">Adobe Software Compatibility</a> for basic system requirements).
<b>Step Three: Find Application</b>	Using this funding opportunity number <b>USDA-NIFA-SLBCD-009181</b> , search for application here: <a href="#">Opportunity Package</a> .
<b>Step Four: Assess Readiness</b>	Contact an AR prior to starting an application to assess the organization’s readiness to submit an electronic application.

**Table 4:** Help and Resources

Grants.gov Support	NIFA Support
<a href="#">Grants.gov Online Support</a> Telephone support: 800-518-4726 Toll-Free or 606-545-5035 Email support: <a href="mailto:support@grants.gov">support@grants.gov</a> Self-service customer-based support: <a href="https://www.grants.gov">Grants.gov</a> <a href="mailto:iPortalgrantapplicationquestions@usda.gov">iPortalgrantapplicationquestions@usda.gov</a> Key Information: Customer service business Hours 24/7, except <a href="#">federal holidays</a> .	Email: <a href="mailto:grantapplicationquestions@usda.gov">grantapplicationquestions@usda.gov</a>  Key Information: Business hours: Monday thru Friday, 7a.m. – 5p.m. ET, except <a href="#">federal holidays</a>

### B. Content and Form of the Application

The application guide is part of the corresponding application package for this RFA. The RFA overrides the application guide if there is a discrepancy between the two documents. NIFA will accept subsequent submissions to an application until the application deadline. However, applicants that do not meet the application requirements, to include partial applications, risk

being excluded from NIFA’s review. NIFA will assign a proposal number to all applications that meet the requirements of this RFA. Applicants must refer to the proposal number when corresponding with NIFA. **Table 5** outlines other key instructions for applicants.

**Table 5:** Key Application Instructions

Instruction	References (All references are to the Application Guide)
Attachments must be in a portable document format (PDF) format.	Part IV
Check the manifest of submitted files to verify attachments are in the correct format.	Part IV
Conduct an administrative review of the application before submission.	Part IV
Follow the submission instructions.	Part V
Provide an accurate email address, where designated, on the SF-424 R&R.	Part V
Contact the <a href="https://www.grants.gov">Grants.gov</a> helpdesk for technical support and keep a record of the correspondence.	N/A
Contact NIFA if applicant does not receive correspondence from NIFA regarding an application within 75 days of the application deadline.	N/A

**SF 424 R&R Cover Sheet.** See **Part V** of the [Application Guide](#) for the required certifications and assurances.

**SF 424 R&R Project/Performance Site Location(s).** See **Part V** of the **Application Guide**.

**R&R Other Project Information Form.** See **Part V** of the **Application Guide**.

1. Field 7. Project Summary (PS)/Abstract. The PS must show how the project goals align with the project goals of the Children, Youth, and Families At-Risk Professional Development and Technical Assistance Program. See **Part V** of the Application Guide for instructions and suggested templates.
2. Field 8. Project Narrative (PN). The PN must not exceed **20 1.5 spaced** pages of written text and up to **25 1.5 spaced** additional pages for figures and tables (the font size for tables should be no smaller than 11 points, Times New Roman). The page limits outlined here ensure fair and equitable competition. Appendices to the PN are allowed if they are directly germane to the proposed project. Do not add appendices to circumvent the page limit of **45** total pages. The PN must include all 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
    - Project Goals;
    - Project Activities; and
    - 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 must be explicitly stated. This section must include but not necessarily be limited to:
    - A description of the proposed project activities in the sequence in which they will be carried out; include proposed innovative product development; and
    - Means by which CYFAR-PDTA activities will be evaluated for effectiveness.
 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.
  - d. Timetable. CYFAR-PDTA Projected Timetable: The proposal must outline all important phases as a function of time, year by year, for the entire 4-year period.
  - e. Data management plan (DMP).
  - f. Logic model. The proposal must include a comprehensive CYFAR-PDTA Logic Model.
  - g. Centers of Excellence Justification; Applicants requesting consideration of COE status must include their justification at the end of their Project Narratives and within the page limits provided for the project narratives; and
3. Field 12, Add Other Attachments. See **Part V** of the Application Guide.

***R&R Senior/Key Person Profile (Expanded)***. See **Part V** of the [Application Guide](#) for profile requirements, details about the biographical sketch, and suggested support templates.

***R&R Personal Data***. This information is voluntary and is not a precondition of award (see **Part V** of the **Application Guide**).

***R&R Budget***. See **Part V** of the **Application Guide**.

1. Match – Not required.
2. Indirect costs (IDC) –Not Authorized.

***Data Management Plan***. A DMP is required for this program. Applicants should 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](#) of this RFA, [NIFA’s Data Management Plan](#)). If you need help in preparing a data management plan or have questions about what constitutes a data management plan for this role (including questions about data privacy, etc), please contact the NIFA program contacts listed at the end of this RFA.

**Letters of Commitment.** 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. Include, as appropriate, letters of support from each of the Land-grant types eligible for funding: 1862, 1890 and 1994.

**Supplemental Information Form.** See **Part V** of the **Application Guide**.

1. Field 2. Program to which the applicant is applying. Enter the program name (Children, Youth, and Families At-Risk Professional Development and Technical Assistance (CYFAR-PDTA)) and the program code (MC). Accurate entry is critical.
2. Field 8. Conflict of Interest List. See **Part V** of the Application Guide.

**Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants.** This is required for corporate applicants. See **Part VI § 2** of the **Application Guide** for a description of the term, “corporation.”

### **C. Funding Restrictions**

**No Indirect Cost (IDC).** IDC is *not* authorized for this RFA.

## **PART V. APPLICATION REVIEW REQUIREMENTS**

### **A. NIFA's Evaluation Process**

NIFA evaluates each application in a two-part process. First, we screen each application to ensure that it meets the administrative requirements set forth in this RFA. All administrative requirements must be met in order for the application to proceed to the next level of review. Second, a scientific peer-review process will be used to technically evaluate applications that have met the administrative requirements using a review panel (see [NIFA Peer Review Process](#)).

#### **Scientific Peer Review Process:**

NIFA selects reviewers for the review panel 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, researchers, public health practitioners, educators, consumers, and commercial reviews) 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 peer review panel has completed its deliberations, the responsible program staff of NIFA will recommend that your project is either approved for support from currently available funds or declined due to insufficient funds or unfavorable review.

NIFA reserves the right to negotiate with the PD/PI and/or 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.

After the review process has been completed, NIFA sends copies of reviews, *not* including the identity of reviewers, and a summary (if applicable) of the review panel comments to the PD.

**Conflicts of interest.** NIFA takes extreme care to prevent any actual or perceived conflicts of interest that may influence the review or evaluation (see [NIFA Peer Review Process for Competitive Grant Applications](#)).

### **B. Evaluation Criteria**

NIFA will use the following criteria to evaluate this RFA:

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.

The evaluation criteria below will be used to review applications submitted in response to this RFA: Provide professional development and technical support to CYFAR university and community programs. Please note that all documents must be submitted in PDF format to be included in NIFA's peer review process.

1. *Potential for Advancing the Mission of the CYFAR Program*  
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*  
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*  
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*  
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*  
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*  
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*  
This criterion addresses the inclusion of a comprehensive CYFAR-PDTA Logic Model.

### **C. Centers of Excellence**

In addition to evaluating applicants using the criterion listed in [Part V § B](#) of this RFA, NIFA will use the COE standards described in this RFA to evaluate applicants that rank highly meritorious and requested to be considered as a COE. In instances where applicants are found to be equally meritorious with the application of a non-COE applicant, NIFA will prioritize the COE applicant meeting the COE criteria. NIFA will effectively use the COE prioritization as a "tie breaker." Applicants that rank highly meritorious but who did not request consideration as a COE or who are not deemed to have met the COE standards may still receive funding.

Applicants that meet the COE requirements will have the COE designation in their notice of award. Entities recognized as COE will maintain that distinction for the duration of their period of performance or as identified in the terms and conditions of that award.

### **D. Organizational Management Information**

Applicants must submit specific management information relating to an applicant prior to an award and update the information as needed. Applicants may only have to update their information if they had previously provided the information under this or another NIFA program. NIFA provides the requisite forms during the pre-award process. Although an applicant may be eligible for award under this program, 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, or a determination that an applicant is not responsible).

**E. Application Disposition**

Applicants may withdraw at any time before NIFA makes a final funding decision. NIFA will retain all applications, including withdrawn applications and unfunded applications.

## **PART VI. AWARD ADMINISTRATION**

### **A. General**

Within the limit of funds authorized, the NIFA awarding official will make grants to responsible and 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 must 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, 7 CFR Part 3430, subparts A through E](#).

*Award Notice.* The award document will provide pertinent instructions and information as described in [2 CFR 200.211](#) (see [NIFA's Terms and Conditions](#)).

### **B. Administrative and National Policy Requirements**

Several federal statutes and regulations apply to grant applications and the projects outlined in this RFA (some are listed here: [Federal Regulations](#)). Unless specifically noted by statute or award-specific requirements, [NIFA Policy Guide](#) applies to all NIFA awards.

### **C. Expected Program Outputs and Reporting Requirements**

1. CYFAR-PDTA reporting requirements include the following: all web posted reports will be Section 508 Compliant. All reports published on the Internet must comply with Section 508 of the United States Workforce Rehabilitation Act of 1973.
2. CYFAR Annual Report
3. CYFAR-PDTA Professional Development Workshop Report
4. Annual CYFAR-PDTA Report and CYFAR-PDTA Promising Practices
5. Learning Outcome Evaluation Report (Professional Development Workshop)
6. Continued Return on Investment Evaluation, as appropriate

## **PART VII. OTHER INFORMATION**

### **A. Use of Funds and Changes in Budget**

***Delegation of fiscal responsibility.*** Unless the terms and conditions of the award state otherwise, awardees may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of award funds.

***Changes in Budget or Project Plans.*** In accordance with [2 CFR 200.308](#), awardees must request prior approval from NIFA for the following program or budget-related reasons (the awardee is subject to the terms and conditions identified in the award):

1. Change in the scope or the objective of the project or program without prior written approval (even if there is no associated budget revision requiring).
2. Change in a key person specified in the application or the federal award.
3. Disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project.
4. Inclusion of costs that require prior approval in accordance with [2 CFR 200 Subpart E \(Cost Principles\)](#), 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](#), unless waived by the federal awarding agency, [48 CFR Part 31, Contract Cost Principles and Procedures](#);
5. Transfer of funds budgeted for participant support costs to other categories of expense ([2 CFR 200.456 Participant support costs](#));
6. Sub-awarding, transferring or contracting out of any work under a federal award, including fixed amount sub-awards (see [2 CFR 200.333, Fixed Amount Sub-awards](#)), unless described in the application and funded in the approved federal awards. This provision does not apply to the acquisition of supplies, material, equipment, or general support services.
7. Changes in the approved cost-sharing or matching provided by the non-federal entity; and
8. The need for additional federal funds to complete the project.

### **B. Confidential Aspects of Applications and Awards**

When an application results in an award, it becomes a part of NIFA transaction records, which are available to the public. Information that the Secretary of Agriculture determines to be confidential, privileged, or proprietary in nature will be held in confidence to the extent permitted by law. Therefore, applicants should clearly mark any information within the application they wish to have considered as confidential, privileged, or proprietary. NIFA will retain a copy of an application that does not result in an award for three years. Such an application will be released only with the consent of the applicant or to the extent required by law. An applicant may withdraw 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](#).

## APPENDIX I: AGENCY CONTACT

### **Program Contacts**

Bonita Williams

[Bonita.Williams@usda.gov](mailto:Bonita.Williams@usda.gov)

(816) 926-1685

Keesha Corbin

[Keesha.Corbin@usda.gov](mailto:Keesha.Corbin@usda.gov)

(816) 908-3341

Andrea Wikiera

[Andrea.Wikiera@usda.gov](mailto:Andrea.Wikiera@usda.gov)

(816) 400-8959

For administrative questions related to;

1. Grants.gov, see Part IV of this RFA
2. Other RFA or application questions, please email [grantapplicationquestions@usda.gov](mailto:grantapplicationquestions@usda.gov)
3. Awards under this RFA, please email [awards@usda.gov](mailto:awards@usda.gov)

### **U.S. Postal Mailing Address:**

National Institute of Food and Agriculture

U.S. Department of Agriculture

P.O. Box 419205, MS 10000

Kansas City, MO 64141-6205

### **Courier/Package Delivery Address:**

National Institute of Food and Agriculture

U.S. Department of Agriculture

2312 East Bannister Road, MS 10000

Kansas City, MO 64141-3061

## APPENDIX II: GLOSSARY OF TERMS

### **Glossary of Terms**

Agriculture and Food Research Initiative – AFRI

Authorized Representative – AR

Agricultural Research, Extension, and Education Reform Act of 1998 – AREERA

Coordinated Agricultural Project – CAP

Catalog of Federal Domestic Assistance – CFDA

Centers of Excellence – COE

Children, Youth, and Families At-Risk - CYFAR

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

CYFAR-PDTA

Children, Youth, and Families At-Risk Sustainable Community Project – CYFAR-SCP

Data Management Plan – DMP

National Institute of Food and Agriculture – NIFA

Professional Youth Development - PYD

Request for Application – RFA

Research, Education, and Economics – REE

United States Department of Agriculture – USDA

## APPENDIX III: DEFINITIONS

Refer to [7 CFR 3430 Competitive and Noncompetitive Non-formula Federal Assistance Programs – General Award Administrative Provisions](#) for additional definitions.

### Definitions

#### Continuation Award:

An award instrument by which NIFA agrees to support a specified level of effort for a predetermined period of time with a statement of intention to provide additional support at a future date, provided that performance has been satisfactory, appropriations are available for this purpose, and continued support would be in the best interest of the federal government and the public.

#### Matching:

The process through which a grant recipient match awarded USDA funds with cash and in-kind contributions on a dollar-for-dollar basis. The matching funds must derive from non-Federal sources.

#### New Application:

An application not previously submitted to a program.

#### Renewal Application:

A project application that seeks additional funding for a project beyond the period that was approved in an original or amended award.

#### Resubmitted Application:

A project application that was previously submitted to a program, but the application was not funded.

#### Resubmitted Renewal Application:

A project application that requests additional funding for a project beyond the period that was approved in the original award. This is an application that had previously been submitted for renewal to but not funded.