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The logo for the National Institute of Food and Agriculture (NIFA), featuring the letters "NIFA" in a large, white, serif font against a dark background with a stylized sun or light effect behind the letters.

# **REQUEST FOR APPLICATIONS**

## **4-H Military Extension Educator Program**

FUNDING YEAR: Fiscal Year 2023

LETTER OF INTENT DEADLINE: Not Required

APPLICATION DEADLINE: September 5, 2023

ANTICIPATED PROGRAM FUNDING: \$190,000

FUNDING OPPORTUNITY NUMBER: USDA-NIFA-EXCA-010106

ASSISTANCE LISTING NUMBER: 10.500

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

**Assistance Listing Number (ALN):** The **4-H Military Extension Educator Program** is listed in the Assistance Listings under number **10.500**.

**Table 1:** Key Dates and Deadlines

Task Description	Deadline
<b>Application:</b>	5:00 P.M. Eastern Time, September 5, 2023 [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 (DEIA).** The National Institute of Food and Agriculture (NIFA) recognizes research, education, and extension efforts will have the greatest impacts when programs are grounded in DEIA. 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.** 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 uses 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 4-H Military Extension Educator Program RFA.

## EXECUTIVE SUMMARY

This notice identifies the objectives for the 4-H Military Extension Educator (MEE) Program for fiscal year 2023 including deadlines, funding information, eligibility criteria for projects and applicants, and application forms and associated instructions.

For more than four decades, the U.S. Department of Defense (DoD) and the U.S. Department of Agriculture National Institute of Food and Agriculture have partnered so that Land-grant Universities and Colleges can offer 4-H programming to military-connected youth and professional development and technical assistance to DoD Child and Youth Programs (CYP) staff.

The overarching goals and desired outcomes for the MEE program are:

1. Provide support to Military Service CYP staff and DoD CYP staff in delivering and promoting positive youth development programs and activities;
2. Coordinate the establishment, sustainment, and expansion of opportunities for military-connected children, youth, and teens in 4-H and across the Cooperative Extension System; and
3. Identify opportunities and needs for military-connected youth, on and off installation, through information gathering and knowledge sharing.

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## **PART I. FUNDING OPPORTUNITY DESCRIPTION**

### **A. Legislative Authority**

In accordance with the Economy Act of 1932, as amended, ([31 U.S.C.1535](#)), the U.S. Department of Defense (DoD), in order to utilize the unique resources of the U.S. Department of Agriculture (USDA) National Institute of Food and Agriculture (NIFA), has provided NIFA with funds to support the 4-H Military Extension Educator (MEE) Program.

Pursuant to [7 U.S.C. Sec. 3318](#), the Secretary of Agriculture, acting through the Director of the NIFA, may enter into contracts, grants, or cooperative agreements, for periods not to exceed five years, with State agricultural experiment stations, State cooperative extension services, all colleges and universities, other research or educational institutions; or organizations, Federal and private agencies and organizations, individuals, and any other contractor or recipient, either foreign or domestic, to further research, extension, or teaching programs in the food, agriculture, natural resources, and human sciences of the USDA.

Within the DoD, Economy Act transactions are governed by [DoD Financial Management Regulation, Volume 11A, Chapter 3, Economy Act Orders](#).

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

DoD Child and Youth Programs (CYP) provide high-quality educational and recreational programs for military-connected children, youth, and teens six weeks to 18 years-old. There are over 760 child and youth facilities within DoD providing 132,000 childcare spaces and supporting 396,000 children, youth and teens with youth development and recreation programming. DoD child development and youth program facilities are worldwide and employ 24,500 staff. DoD Youth Centers offer year-round youth development programming to ensure military and DoD families receive a consistent, quality experience no matter where they are assigned. The consistency assures military families that their children are safe, well cared for, and thriving in high-quality childcare and recreational programs. When military and DoD families are confident that their children are in a supportive and nurturing environment, they can better concentrate on fulfilling their military and defense support responsibilities.

The USDA NIFA and 4-H Military Partnership ensures DoD CYP staff can access curricula, staff training, and technical assistance from 112 Land-grant Universities and Colleges wherever located in the U.S. and overseas and that military-connected youth can access positive youth development programs like 4-H. 4-H serves as a model program for the practice of positive youth development by creating positive learning experiences, strengthened relationships for and between youth and adults; positive, safe environments; and opportunities for positive risk taking.

The purpose of this program is to provide technical assistance to DoD CYP staff and coordinate with 4-H Extension faculty and staff throughout the Land-grant University system to support and develop (establish, expand, and/or enhance) positive youth development programs and activities on and off military installations around the world. Applicants must submit a new proposal that supports the positive youth development of military-connected youth in the following ways:

1. Assisting The Ohio State University on the development, design, and expansion of the Virtual Lab School to incorporate professional development for DoD youth development professionals.
2. Assisting Purdue University with the Military Teen Adventure Camp Grant Program including proposal review, marketing, and evaluation.
3. Planning, coordinating, and organizing DoD teen leadership opportunities such as Joint Service Teen Council and attendance at National 4-H Conference.
4. Working with DoD's Office of Military Community and Family Policy to increase awareness of youth programs within DoD (e.g., Military Occupational Specialty (MOS) articles, promotions, webinars, podcasts).
5. Strengthening community support for military families by partnering with Cooperative Extension faculty and staff to implement effective programs providing emotional, social, and practical support to military-connected youth and teens.
6. Assisting DoD CYP staff on special initiatives and programs as requested including, but not limited to, Month of the Military Child, Military Youth of the Year, National Youth Science Day, Operation Megaphone, Childcare, and National 4-H Conference.

All projects funded by the MEE program should incorporate collaborative approaches that integrate the expertise of 4-H military specialists, extension educators and CYP staff to build capacity and new solutions that can be deployed to support the positive youth development of military-connected youth.

Projects are expected to produce high-quality reports for DoD's Office of Military Family Readiness Policy specifically related to the programs and activities supported by the 4-H MEE Program. The recipient must provide evidence that they have capacity to complete monthly reports (including synthesis of program impact, outcomes, and activities) throughout the length of the award.

The 4-H MEE Program is aligned with the following:

**Strategic Goal 5:** Expand opportunities for economic development and improve quality of life in rural and Tribal communities of the USDA Strategic Plan FY 2022-2026 found at (<https://www.usda.gov/sites/default/files/documents/usda-fy-2022-2026-strategic-plan.pdf>).

**Global Engagement.** NIFA supports global engagement that advances U.S. agricultural goals. NIFA recognizes that collaboration with international partners may be necessary to attain the agency's goals for U.S. agriculture, promote global competence of our nation's future agricultural workforce, and promote safe and nutritious food security in a growing world. Therefore, although application to this RFA is limited to eligible U.S. institutions, applicants may collaborate with international partners, to include subcontracts to international partners or other institutions. Applications must clearly demonstrate benefits to the U.S.

For a program informational webinar please visit the [NIFA calendar](#) for dates, event registration, and link. If you need a reasonable accommodation to participate in any of the informational webinars listed, please contact the event host listed no later than 10 days prior to the event.

Table 2: Program Key Information

Title	Description
<b>Program Code:</b>	MPP
<b>Program Code Name:</b>	MEE
<b>ALN:</b>	10.500
<b>Project Type:</b>	Extension Projects
<b>Grant Type:</b>	Regular
<b>Application Deadline</b>	September 5, 2023
<b>Grant Duration:</b>	12 Months
<b>Anticipated # of Awards:</b>	1 per Land-grant Institution
<b>Maximum Award Amount:</b>	\$190,000



## **PART II. AWARD INFORMATION**

### **A. Available Funding**

The total amount available for the 4-H Military Extension Educator Program (MEE) in Fiscal Year (FY) 2023 is approximately \$190,000 to fund one regular grant proposal for one year. The project type will be Extension. USDA is not committed to fund any application or to make a specific number of awards.

Similar funding levels may be awarded for an additional three years through continuations provided performance has been satisfactory, funding is available for this purpose, and continued support is in the best interests of the Federal government and the public. USDA shall coordinate with DoD on program status and funds availability before exercising any options.

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 FY 2023 is limited to the following application types:

*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).

### **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 submit a Regular Grant. Regular Grants support 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 4-H Military Extension Educator (MEE) 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.

Only Land-grant Institutions are eligible to receive an award through the 4-H MEE Program. Eligible Land-grant Institutions include all 1862, 1890, and 1994 Land-grant Universities and Colleges.

***Duplicate or Multiple Submission.*** Duplicate or multiple submission is 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 4-H MEE Program has **NO** matching requirement. NIFA will not factor matching resources into the review process as an evaluation criterion.

## 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-EXCA-010106</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="#">Grants.gov iPortal</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 [NIFA Grants Application Guide](#) is part of the corresponding application package for this RFA. The RFA overrides the [NIFA Grants Application Guide](#) if there is a discrepancy between the two documents. 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 <a href="#">NIFA Grants Application Guide</a> )
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 IV
Provide an accurate email address, where designated, on the SF-424 R&R.	Part V
Contact the <a href="#">Grants.gov helpdesk</a> 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 45 of the application deadline.	N/A

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

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

**R&R Other Project Information Form.** See **Part V** of the [NIFA Grants Application Guide](#).

1. **Field 7.** Project Summary (PS)/Abstract. The PS must show how the project goals align with the program goals of the 4-H Military Extension Educator Program. See **Part V** of the [NIFA Grants Application Guide](#) for instructions and suggested templates.
2. **Field 8.** Project Narrative (PN). The PN must not exceed six *1.5 spaced* pages of written text and up to four *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. The PN must include all the following:

**Section 1: Project Management**

- a. Provide a brief summary of key personnel, their project functions, qualifications, and expertise along with timelines. Describe the project team’s experience working with the specific stakeholder community and the identified need that will be addressed by the project. This section must include the following:
  - i. Organization Detail (Organization Name, Project Contact Name, Mailing Address, Phone and Email)

- ii. Title of the Project
- iii. Project Timeline (include approximate start date of 9/1/2023 and end date of 8/31/2024)

### **Section 2: Project Purpose**

- a. List clear, concise, and logically arranged project goals and objectives. Goals identified must align with those identified in the Executive Summary.
- b. Describe how the project will support positive youth development of military-connected youth in relation to [Part I, B](#) of this RFA.

### **Section 3: Approach and Design**

- a. Outline the methodology to be used to achieve project goals.
- b. Describe the stakeholders who support this project and why.
- c. Provide a description of the collaborative approaches being used to engage stakeholders in project development, activities, capacity building, and evaluation.

### **Section 4: Data Collection and Reporting**

- a. Explain how the required data will be collected.
- b. Explain how information collected during the project will be translated into actionable recommendations and delivered to end-users.

3. **Field 12**, Add Other Attachments. See **Part V** of the [NIFA Grants Application Guide](#).

**R&R Senior/Key Person Profile (Expanded)**. See **Part V** of the [NIFA Grants 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 [NIFA Grants Application Guide](#)).

**R&R Budget**. See **Part V** of the [NIFA Grants Application Guide](#).

- 1. Match is not required.
- 2. Indirect costs (IDC) – See [Part IV, C](#) of this RFA for funding restrictions regarding indirect cost, and **Part V** of the [NIFA Grants Application Guide](#) for additional information.

**Applications must contain a budget and budget narrative**. Budgets should account for the following:

Recipients are expected to attend NIFA sponsored grant management meetings during the project's period of performance. It is also possible that meetings may be conducted virtually. The budget narrative should include travel funds for the Project Director (PD) and any additional key personnel as reasonably determined by the recipient and NIFA to attend one in-person meeting. This is not necessary if the eligible applicant has already committed funds for this purpose under another NIFA grant agreement.

Personnel hired to accomplish program objectives **may work remotely**.

**Data Management Plan.** A DMP is required for this program. Applicants should clearly articulate how the 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](#)).

**Supplemental Information Form.** See **Part V** of the [NIFA Grants Application Guide](#).

1. **Field 2.** Program to which the applicant is applying. Enter the program name 4-H Military Extension Educator Position and the program code MPP. Accurate entry is critical.
2. **Field 8.** Conflict of Interest List. See **Part V** of the [NIFA Grants Application Guide](#).

### **C. Funding Restrictions**

**Indirect Cost (IDC) recovery must not exceed 10 percent of Total Federal Funds Awarded (TFFA) of the recipient for the 4-H Military Extension Educator Program.** IDC recovery for the overall award is limited to 10 percent of TFFA under this extension grant as directed by the Department of Defense, Office of Military Family Readiness Policy.

## **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 race, ethnicity, gender representation, and an equitable age distribution.
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 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**

The following criteria will be used by NIFA to evaluate applications in response to this RFA:



1. The project goals identified align with the purpose of the MEE program and support the positive youth development of military-connected youth.
2. The described extension approach will result in impacts/outcomes that are important to the target stakeholders.
3. Stakeholders are involved in identifying and developing project goals and objectives and will be involved during the project.
4. Information gathered by the project team will be delivered to stakeholders and will allow them to identify opportunities and share outcomes related to the MEE program by the end of project period.
5. Project team has members who have worked with the target stakeholders in the past and have experience with the described extension approach.

**C. Organizational Management Information**

Applicants must submit specific management information prior to an award and update the information as needed. Applicants may only need to provide an update if there was a change in previously provided 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).

**D. 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 Federal Assistance Policy Guide](#) applies to all NIFA awards.

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

The output and reporting requirements are included in the award terms and conditions. If there are any programs or award-specific award terms, they will be identified in the award.

In addition to the reports outlined in the terms and conditions, successful applicants are required to submit monthly reports to NIFA related to the programs and activities supported by the 4-H Military Extension Educator Program. Reports will include collected qualitative and/or quantitative data statements, and/or outcome data. Reports may include the number of military families served on installation and in the local community, 4-H programs offered, trainings provided, certifications completed, and Military Service and DoD Child and Youth Program staff reached.

4-H Military Extension Educator Program 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.

## **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](#).

**D. Limited English Proficiency**

NIFA offers language access services, such as interpretation and translation of vital information, free of charge. If you need interpretation or translation services, please visit [NIFA Language Access Services](#) or contact Lois Tuttle, Equal Opportunity Specialist, at [Lois.Tuttle@usda.gov](mailto:Lois.Tuttle@usda.gov) or (443) 386-9488.

## APPENDIX I: AGENCY CONTACT

### **Program Contacts**

Annie Ceccarini

[Annie.Ceccarini@usda.gov](mailto:Annie.Ceccarini@usda.gov)

425-365-6689

Christopher Petty

[Christopher.Petty@usda.gov](mailto:Christopher.Petty@usda.gov)

816-599-8668

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**

Assistance Listing Number – ALN

Authorized Representative – AR

Data Management Plan – DMP

National Institute of Food and Agriculture – NIFA

Request for Application – RFA

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**

##### **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.