



REQUEST FOR APPLICATIONS

Army Youth Program Evaluation

FUNDING YEAR: Fiscal Year 2023

APPLICATION DEADLINE: September 12, 2023

ANTICIPATED PROGRAM FUNDING: \$475,000

AVERAGE INDIVIDUAL AWARD \$475,000
RANGE:

FUNDING OPPORTUNITY NUMBER: USDA-NIFA-EXCA-010228

ASSISTANCE LISTING NUMBER: 10.500

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

Assistance Listing Number (ALN): The Army Youth Program Evaluation is listed in the Assistance Listings under number 10.500.

Table 1: Key Dates and Deadlines

Task Description	Deadline
Application:	5:00 P.M. Eastern Time, September 12, 2023
Letter of Intent:	Not Required
Applicants Comments:	Within six months from the issuance of this notice <i>(NIFA may not consider comments received after the sixth month)</i>

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 (RFA) 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 (email is for comments only). Please use the following subject line: Response to the Army Youth Program Evaluation RFA.

EXECUTIVE SUMMARY

NIFA will use this solicitation to request applications for the Army Youth Program Evaluation for fiscal year 2023 to develop, execute, and document a process evaluation, an outcome evaluation, and—in the instance that an outcome is validated—a cost-benefit analysis of the Army’s Youth Program in a manner consistent with the guidelines and standards established by the Centers for Disease Control and Prevention, the American Evaluation Association, and/or evidence-based practice registries.

This notice identifies the objectives for Army Youth Program Evaluation projects, deadlines, funding information, eligibility criteria for projects and applicants, and application forms and associated instructions.

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PART I. FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority

The Economy Act ([31 U.S.C. 1535](#)) authorizes the Military Services and Departments to enter into Interagency Agreements where doing so is in the best interest of the government and performance is not as convenient commercially. USDA statutory authority ([7 U.S.C. 3318](#)) authorizes the Secretary of Agriculture, through the National Institute of Food and Agriculture (NIFA) Director, to enter into contracts, grants, or cooperative agreements with the Department of Defense (DoD) for periods not to exceed five years.

B. Purpose and Priorities

The Army Youth Program Evaluation is listed in the Assistance Listings under number 10.500. Army Child, Youth, and School Services (CYSS) is a seamless delivery system consisting of four programs: Child Development; School Age; Youth Programs (YP); and CYSS Liaison, Education, and Outreach.

The Army CYSS Youth Program offers a range of positive activities for middle school youth and teens (ages 11 to 18 years) that promote healthy development and ease transition to adulthood.

YPs:

1. Include Youth Centers supporting the Middle School/Teen Program and the Sports & Fitness Program.
2. Contribute to the readiness, retention, and lethality of the Total Force by helping families balance the competing demands of work and family life in accordance with [DoDI 1342.22](#).
3. Assist the installation commander in supporting healthy youth development.
4. Increase youth well-being and promote resilience and inclusion.
5. Ease a successful transition through childhood and adolescence into adulthood.
6. Provide opportunities for personal, physical, emotional, cognitive, and social development and access to education-related services and resources.

It is DoD policy that access to quality and affordable youth and education programs will be met through a comprehensive and robust series of planned and self-directed programs in accordance with DoD Instruction [DoDI 1015.10](#).

DoD also require the Military Services to evaluate program activities and process measures linked to measurable performance goals. Evaluation must produce qualitative and quantitative data to inform decisions on sustainment, modification, or termination of family readiness services.

The Army continues to evaluate support programs to ensure they effectively serve the most critical needs of soldiers, families, and communities. The Army must also be good stewards of taxpayer dollars. Program assessment that includes evaluation of evidence-based program outcomes and cost-benefit are essential to ensure that the Army is serving soldiers and families effectively within the scope of limited resources.

At this time, neither implementation of key Army Youth Program processes nor evidence of intended youth program outcomes or cost-effectiveness have been assessed. The Army aims to address these gaps in knowledge with respect to program functioning, outcomes, and means of improvement.

The Army Youth Program Evaluation is aligned with the following: USDA Strategic Plan FY 2022-2026 found at (<https://www.usda.gov/sites/default/files/documents/usda-fy-2022-2026-strategic-plan.pdf>), specifically

Strategic 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. 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
Program Code:	FF-L
Program Code Name:	Army Youth Program Evaluation
ALN:	10.500
Project Type:	Extension
Grant Type:	Standard
Application Deadline	September 12, 2023
Grant Duration:	36 Months
Anticipated # of Awards:	1
Maximum Award Amount:	\$475,000

C. Program Area Description

To help achieve the Army Youth Program Evaluation goals and priorities, this solicitation seeks applications with evidence of proven youth evaluation experience.

Model applications must adhere to the program activities listed below:

- a. Develop a project plan to achieve all tasks below, consistent with standard evaluation practices.
- b. Conduct Youth Program process evaluation:
 - i. Develop plans for Army-wide Youth Program process evaluation.
 - ii. Content covered in the process evaluation may include, but will not be limited to, the following:
 - (1) Consistency of services across installations;
 - (2) Quality of services;
 - (3) Quality of coordination between Youth Program and other services.
- c. Conduct Youth Program outcome evaluation:
 - i. Develop outcome evaluation plans for Youth Program at select Army installations.
 - (1) Develop plans for Youth Program outcome evaluation at select Army installations.
 - (2) Plans will assess program effectiveness in achieving outcomes of strategic relevance to the Army.
 - (3) Plans may include an assessment of the evaluability of program components, and an outcome-focused evaluation plan

- representative of entire Army.
- ii. Execute outcome evaluation of Youth Program at select Army installations with Army-wide representation (i.e., a mixture of sites with varying sizes, commands, and locations).
- d. Conduct Youth Program economic assessments:
- i. Develop methodology by which to conduct cost-benefit analysis (CBA) of YP.
 - (1) Analysis will identify program costs and weigh costs against program outcomes/benefits. The goal is to produce a strong value proposition - a clear statement that program benefits justify applied resources.
 - (2) Plan design, procedures, and standards will adhere to those developed by the Centers for Disease Control and Prevention, the American Evaluation Association, and/or evidence-based practice registries.
 - e. Subject to coordination with and agreement of sponsor, should formal outcome, process evaluation, or CBA not be possible, the awardee will provide scientific oversight to design and execute related projects to suitably progress Youth Program ability to conduct future formal evaluations.
 - f. Provide reports of program evaluations and results.
 - g. Project sponsor will verify that overall grant award performance meets expectations, and content of the deliverables is satisfactory and received on time. The deliverables for this study project are as follows:
 - 1. A kickoff meeting;
 - 2. Minimum of at least two interim updates on progress for sponsor and stakeholders;
 - 3. Final written reports; and
 - 4. Out-brief to sponsor and stakeholder organizational leaders.

PART II. AWARD INFORMATION

A. Available Funding

The amount available for Army Youth Program Evaluation in FY 2023 is approximately \$475,000. Funding for the remaining four years of the grant agreement will be awarded annually as a continuation award, at approximately \$475,000 per year. Continuation funding in future fiscal years is conditioned on the awardee's satisfactory performance under the grant agreement and subject to the availability of funding from the Department of the Army. The total period of performance timeline is September 1, 2023 – August 31, 2028.. 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. Applications for FY2023 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 and grants that are eligible for funding:](#)

1. [Project Type- Applicants must propose an Extension project.](#)
2. [Grant Type- Applicants must select a Standard grant.](#)

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 Army Youth Program Evaluation grant 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.

B. Cost Sharing or Matching

No Match Required - Army Youth Program Evaluation 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
Step One: Register	<i>New Users</i> to Grants.gov must register early with Grants.gov prior to submitting an application (Register Here).
Step Two: Download Adobe	Download and Install Adobe Reader (see Adobe Software Compatibility for basic system requirements).
Step Three: Find Application	Using this funding opportunity number USDA-NIFA-EXCA-010228 , search for application here: Opportunity Package .
Step Four: Assess Readiness	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
Grants.gov Online Support Telephone support: 800-518-4726 Toll-Free or 606-545-5035 Email support: support@grants.gov Self-service customer-based support: Grants.gov iPortal Key Information: Customer service business Hours 24/7, except federal holidays .	Email: grantapplicationquestions@usda.gov Key Information: Business hours: Monday thru Friday, 7a.m. – 5p.m. ET, except federal holidays

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 NIFA Grants 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 IV
Provide an accurate email address, where designated, on the SF-424 R&R.	Part V
Contact the Grants.gov 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 30 (modify this number as necessary) days 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 proposal goals align with the project goals of the Army Youth Program Evaluation. 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 eight 1.5 spaced pages of written text and up to three 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 address activities listed in [Part I, C](#) of this RFA. **The PN must include all of the following:**
 - a. **Section A: Introduction**
 - i. Demonstrate an understanding of the nature of the issue this project is seeking to address.
 - ii. Describe how the overall project will effectively address the audience(s) to be

served.

- iii. Detail the characteristics of the lead institution that make it particularly qualified to conduct the proposed work; describe ongoing or recently completed significant activities related youth program evaluation.

b. Section B: Objectives, Approach and Outcomes

Projects should provide a clear description of the project objectives and activities. The approach should contain the following:

- i. Clear, concise, and logically arranged project objectives;
- ii. Clear relationships between objectives, inputs, activities, desired outcomes, and anticipated impacts;
- iii. The sum of activities under each objective which will lead to completion of those objectives within the 1-year project duration;
- iv. A description of all outputs and anticipated results along with strategies to track and monitor each;
- v. A description of development and/or implementation challenges that may be encountered and how those challenges will be addressed;

c. Section C: Plan for Outcome-Based Reporting

Briefly describe how pertinent information, progress and results from this project will be communicated to the project team, as well as relevant stakeholders.

d. Section D: Personnel and Applicant Involvement

- i. Provide a brief summary of key personnel, their project functions, qualifications and expertise.
- ii. Describe ongoing or recently completed, significant activities and how they align with the Army Youth Program Evaluation objectives.

e. Section E: Budget and Budget Narrative (to be included below in R&R Budget)

There should be a direct relationship between the items in the budget and budget justification, as well as between budget justification and the objectives/activities contained in the PN.

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 (If Applicable) – If an applicant concludes that the matching requirements described under [Part III, B](#) of this RFA is not applicable to them; the applicant must include an explanation of their conclusion in the *budget justification*. NIFA will consider this justification when determining final matching requirements or if required matching

can be waived. NIFA retains the right to make final determinations regarding matching requirements.

Grants that require matching funds as specified under [Part III, B](#) of this RFA must list in their *budget justification* the matching sources, the identification of the entity(ies) providing the match, and the total pledged amount. A written verification of commitments of matching support (a pledge agreement) is not required. However, applicants are subject to the documentation, valuing and reporting requirements, as specified in [2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(the Uniform Guidance\),”](#) and [7 CFR 3430, “Competitive and Noncompetitive Non-Formula Federal Assistance Programs – General Award Administrative Provisions.”](#)

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 *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](#)).

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 (Inst. Of Youth, Family, and Community, Admin. Discretionary & Reim. Extension) and the program code (*FF-L*). Accurate entry is critical.
2. **Field 8.** Conflict of Interest List. See **Part V** of the [NIFA Grants Application Guide](#).

C. Funding Restrictions

Fully negotiated rate. Applicants must use the current negotiated Indirect Cost (IDC) rate established by its cognizant Federal agency (the agency that provides the most funds). If awarded, the applicant will be required to produce a negotiated IDC rate agreement from the cognizant agency in order to recover IDC.

If the applicant does not have a negotiated rate, and NIFA is the cognizant agency, the applicant must calculate an IDC rate in order to request IDC (see [Sample IDC calculations](#)). Applicants are not required to complete the IDC package during the application process. Applicants need only to calculate an IDC rate to serve as a basis for requesting IDC. If awarded, the applicant will be required to submit a complete IDC proposal package in order to obtain a negotiated rate.

If unable to obtain a negotiated rate from its cognizant agency, the applicant is not permitted indirect cost reimbursement. Rather, the applicant may only be reimbursed for allowable direct costs or apply the de minimis rate per [\(2 CFR 200.414\(f\)\)](#) as described below. Violation of cost accounting principles is not permitted when re-budgeting or charging costs to awards. Rather, costs must be consistently charged as either indirect or direct costs.

Any non-Federal entity that does not have a current negotiated (including provisional) rate, may elect to charge a de minimis rate of 10% of Modified Total Direct Costs (MTDC) which may be used indefinitely [\(2 CFR 200.414\(f\)\)](#). The Uniform Guidance offers the option of electing to charge a de Minimis rate of 10 percent of MTDC which may be used indefinitely. As described

above and in [2 CFR 200.403](#), costs may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost. If De Minimis rate is elected ([2 CFR 200.414](#)), this methodology must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which it may do at any time.

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/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 the applications received in response to this RFA (See [Part I, C](#) of this RFA for required activities):

1. Potential to develop a project plan to achieve all tasks, consistent with standard evaluation practices.
2. Ability to conduct Youth Program process evaluation:
3. Ability to conduct Youth Program outcome evaluation:
4. Ability to conduct Youth Program economic assessments:
5. Ability to provide scientific oversight to design and execute related projects for future formal evaluations.
6. Ability to provide reports of program evaluations and results.

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 (see <https://nifa.usda.gov/terms-and-conditions> for information about NIFA award terms). If there are any program or award-specific award terms, they will be identified in the award. For a new NIFA award, the awardee is required to submit project initiation information and annual and summary reports into NIFA's electronic, web-based inventory system (REEport). This will facilitate both awardee submissions of initial award information and subsequent subcontracted project information, project outcomes, and provides transparency via 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 or (443) 386-9488.

APPENDIX I: AGENCY CONTACT

Program Contacts

Brenda Martin

Brenda.Martin@usda.gov

816-412-6165

Crystal Kyle

Crystal.Kyle@usda.gov

816-908-3177

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
3. Awards under this RFA, please email 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
Child, Youth, and School Services – CYSS
Coordinated Agricultural Project – CAP
Cost Benefit Analysis(es) – CBA
Centers of Excellence – COE
Data Management Plan – DMP
Modified Total Direct Costs – MTDC
National Institute of Food and Agriculture – NIFA
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

Child, Youth, and School Services (CYSS):

a seamless delivery system consisting of four programs: Child Development; School Age; YPs; and CYSS Liaison, Education, and Outreach.

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.