

# **Children, Youth, and Families at Risk 4-H Military Partnership Program**

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***FY2009 Request for Applications***

**APPLICATION DEADLINE: July 31, 2009**



**U.S. Department of Agriculture**



**Cooperative State Research, Education, and Extension Service**

**COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE;  
U.S. DEPARTMENT OF AGRICULTURE**

**Children, Youth, and Families at Risk**

**INITIAL ANNOUNCEMENT**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE:** This program is listed in the Catalog of Federal Domestic Assistance under 10.500.

**DATES:** Applications must be received by close of business (COB) on **July 31, 2009** (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding. Comments regarding this request for applications (RFA) are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

**STAKEHOLDER INPUT:** The Cooperative State Research, Education, and Extension Service (CSREES) is requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program, if applicable, and will be used to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFAs for competitive programs. Written stakeholder comments on this RFA should be submitted in accordance with the deadline set forth in the DATES portion of this Notice.

Written stakeholder comments should be submitted by mail to: Policy and Oversight Branch; Office of Extramural Programs; Cooperative State Research, Education, and Extension Service; USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: [RFP-OEP@csrees.usda.gov](mailto:RFP-OEP@csrees.usda.gov). (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the Children, Youth, and Families at Risk 4-H Military Partnership Program RFA.

**EXECUTIVE SUMMARY:** CSREES announces the availability of grant funds and requests applications for the Children, Youth, and Families at Risk 4-H Military Partnership Program (CYFAR Military) for fiscal year (FY) 2009 to conduct management, training and program implementation on behalf of the CYFAR program. The amount available for support of this program in FY 2009 is approximately \$500,000.

This notice identifies the objectives for CYFAR 4-H Military Partnership Program projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a CYFAR grant. CSREES additionally requests stakeholder input from any interested party for use in the development of the next RFA for this program.

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## **PART I—FUNDING OPPORTUNITY DESCRIPTION**

### **A. Legislative Authority and Background**

Funding for CYFAR 4-H Military Partnership Program is authorized under section 3(d) of the Smith-Lever Act of May 8, 1914, as amended (7 U.S.C. 341, *et seq.*). Section 7403 of the Food, Conservation, and Energy Act (FCEA) of 2008 amends section 3(d) of the Smith-Lever Act of 1914 (7 U.S.C. 343(d)) in regards to eligibility. The eligibility to compete for CYFAR funding is broadened to include 1890 Land-Grant Colleges and Universities, including Tuskegee University and West Virginia State University. Eligibility is also provided to the University of the District of Columbia.

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

The mission of the CYFAR Program is to marshal resources of the Land-Grant and Cooperative Extension Systems so that, in collaboration with other organizations, they can develop and deliver educational programs that equip youth who are at risk for not meeting basic human needs with the skills they need to lead positive, productive, contributing lives. The CYFAR philosophy (<http://www.csrees.usda.gov/nea/family/cyfar/philosophy.html>) is the basis for the 4-H Military Partnership Program. Military Youth are inherently at risk from a variety of factors that include frequent relocation throughout the world, repeated and lengthy deployment of immediate family members, large number of single parent households and low income base.

Since 1995, CSREES has partnered with separate branches of the U.S. Military to develop a system wide capacity to support military children, families and service members as part of the overall CYFAR mission. CYFAR 4-H Military Partnership grants serve as CSREES' primary mechanism for funding these programs which reach all 50 states, the District of Columbia and U.S. territories. These grants support the participation of more than 100,000 military children in a variety of Cooperative Extension programs.

The purpose of the CYFAR 4-H Military Partnership Program is to improve the quality of comprehensive community-based programs available to military children and families offered through the Cooperative Extension System.

The CYFAR 4-H Military Partnership Program has two strategic objectives:

- i. Support the development of 4-H opportunities for military children and youth;  
and
- ii. Provide training opportunities for military and Cooperative Extension staff in the development and maintenance of 4-H clubs on installations.

Applications are being solicited for the CYFAR 4-H Military Partnership Program under the following areas and with the following goals:

### **Support Development of 4-H opportunities for military children and youth.**

- A. Develop supplemental awards partnered through Land-Grant Universities to assist the State 4-H offices in the development and maintenance of 4-H Clubs on military installations. All aspects of managing the supplemental awards (development of RFA, processing of applications, review, fiscal management and technical assistance) as outlined through Office of Management and Budget (OMB), United States Department of Agriculture (USDA) and CSREES must be followed.
- B. Support states' efforts to market 4-H opportunities to geographically dispersed military youth (those who do not live on or near a military installation) in communities where they reside.
- C. Work with military partners and CSREES staff in the development of program materials to include, but not limited to, annual reports on outcomes of these initiatives, promotional materials and curriculum.
- D. Provide technological support in the form of website development, maintenance and management of the 4-H Military Partnership ([www.4-hmilitarypartnerships.org](http://www.4-hmilitarypartnerships.org)) Website. This website fosters communication and dissemination of materials and information to all partners involved in the 4-H Military Partnerships. Additional support is needed to continue current reporting systems through which programmatic outcomes are measured.
- E. Maintain management of all partnership contact rosters and listserves. These rosters (approximately six) and listserves (approximately eight) change frequently and are utilized to maintain communication between 4-H and Military Leadership and the more than 200 individuals who work on the 4-H Military Partnerships.
- F. Develop a comprehensive marketing plan to support the objectives of the military partnership. Marketing will include both print and electronic media.

### **Provide training opportunities for Cooperative Extension and military staff members:**

- A. Provide comprehensive training opportunities to military staff in the areas of developing and implementing 4-H Clubs and other program opportunities for military children and youth. Develop a training team to deliver current curriculum in the areas of youth development, 4-H and military culture. Trainings must be based on the 4-H 101 and Preparing the Youth Development Professional curricula and meet the needs of the specific Services for which the trainings are being conducted (<http://www.4-hmilitarypartnerships.org/DesktopDefault.aspx?tabid=28>).
- B. Provide management and coordination of annual 4-H Military Liaisons Meeting for approximately 125 individuals.
- C. Provide support in managing all travel of the 4-H Military Partnership Management Team's lodging and meals, as well as negotiations for meeting facilities for various team

meetings. The team meets on several occasions throughout the year to conduct regular management meetings as well as to review sub-awards to state 4-H Military Projects.

### **C. Program Area Description**

The CYFAR 4-H Military Partnership Program provides overall support to a collaborative, multi-university and multi federal agency partnership with the overarching goal of providing sound 4-H Youth Development opportunities to military children on installations throughout the US and overseas as well as those living in areas without local installations. Additional information regarding the 4-H Military Partnership can be found by visiting [www.4-hmilitarypartnerships.org](http://www.4-hmilitarypartnerships.org).

Project Directors are expected to support the development of 4-H opportunities for military children and youth and provide training opportunities. The subawards should be to implement and maintain 4-H Clubs on installations and in communities where the youth live.

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

There is no commitment by USDA to fund any particular application or to make a specific number of awards. Approximately \$500,000 will be available to fund standard awards in FY 2009. \$400,000 will be allocated to Support Development of 4-H opportunities for military children and youth and \$100,000 will be allocated to provide training opportunities for military and Cooperative Extension staff in the development and maintenance of 4-H clubs on installations. Applicants may apply to both program areas.

### **B. Types of Applications**

In FY 2009, applications may only be submitted to the CYFAR 4-H Military Partnership Program as new applications. This is a project application that has not been previously submitted to the CYFAR 4-H Military Partnership Program. All new applications will be reviewed competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

### **C. Project Types**

CSREES is seeking applications from institutions that can demonstrate their ability to provide overall management to State 4-H programs specific to their development of comprehensive support programs for military children and youth. Applications should be submitted for a 1-year period.

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Applications may be submitted by Cooperative Extension at 1890 Land-Grant Institutions, including Tuskegee University and West Virginia State University, at 1862 Land-Grant Colleges and Universities, and the University of the District of Columbia. An applicant's failure to meet an eligibility criterion by the time of an application deadline will preclude CSREES from reviewing their application or making an award.

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

### **B. Cost Sharing or Matching**

CSREES does not require matching or cost sharing support for this program, and matching resources will not be factored into the review process as evaluation criteria.

## PART IV—APPLICATION AND SUBMISSION INFORMATION

### A. Electronic Application Package

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

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

The steps to access application materials are as follows:

1. In order to access, complete and submit applications, applicants must download and install a version of Adobe Reader compatible with Grants.gov. This software is essential to apply for CSREES Federal assistance awards. For basic system requirements and download instructions, please see [http://www.grants.gov/help/download\\_software.jsp](http://www.grants.gov/help/download_software.jsp). To verify that you have a compatible version of Adobe Reader, Grants.gov established a test package that will assist you in making that determination. Grants.gov Adobe Versioning Test Package: <http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.
2. The application package must be obtained via Grants.gov, go to <http://www.grants.gov>, click on “Apply for Grants” in the left-hand column, click on “**Step 1: Download a Grant Application Package and Instructions,**” enter the funding opportunity number **USDA-CSREES-SLBCD-002385** in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

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

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

- Grants.gov customer support  
Toll Free: 1-800-518-4726  
Business Hours: Monday through Friday 7:00 am – 9:00 pm Eastern Standard Time  
Email: [support@grants.gov](mailto:support@grants.gov)

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

## **B. Content and Form of Application Submission**

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

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

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

### **1. SF 424 R&R Cover Sheet**

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

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

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

### **3. R&R Other Project Information Form**

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

**a. Project Summary/Abstract.** (Field 6 on the Form) The summary should include a brief description of the 4-H Military Partnership Program and the relevance of the project to the goals of Children, Youth and Families at Risk within a limit of 250 words.

**b. Project Narrative** (Field 7 on the Form)

PLEASE NOTE: The Project Narrative shall not exceed 8 pages of written text regardless of whether it is single or double spaced and up to 4 additional pages for figures and tables. This maximum (12 pages) has been established to ensure fair and equitable competition. The Project Narrative must include all of the following:

**(i) Project staff and lead university** - Provide the name, phone number, university affiliation, street and e-mail address of the lead university faculty (PD) who will be responsible for implementing the CYFAR 4-H Military Partnership Program objectives.

Please describe any other relevant areas of expertise or experience that you have that would support or complement the ability to assess project results and impacts and the dissemination of these findings.

**(ii) Plan of Work** - List each CYFAR 4-H Military Partnership Program Objective to be implemented by end of project period. For each objective, write a narrative plan for how that objective will be achieved, including specific tasks, timeline for execution of the tasks, and experience in managing comprehensive sub-award programs with multiple partners.

**(iii) Collaborators** - List collaborating universities/organizations and the contact person's name, address, phone number, and e-mail address. Should be fully explained and justified. If the consultant(s) or collaborator(s) are known at the time of the application, a vitae or resume should be provided. In addition, evidence (e.g., letter of support signed by the AR of the organization Attach to Field 11 "Other Project Information" in PDF format) should be provided that the collaborators involved have agreed to render these services. The applicant also will be required to provide additional information on consultants and collaborators in the budget portion of the application.

#### **4. R&R Senior/Key Person Profile (Expanded)**

Information related to the questions on this form is dealt with in detail in Part V, 5. of the CSREES Grants.gov Application Guide.

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

**5. R&R Personal Data** As noted in Part V, 6. of the CSREES Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award. If completing the information, **do not enter any data in the field requesting the social security number.**

#### **6. R&R Budget**

Information related to the questions on this form is dealt with in detail in Part V, 7. of the CSREES Grants.gov Application Guide.

Applications must contain a budget and narrative for the budget period for the entire duration of the proposed project. Annual and cumulative budgets and narratives are required.

## **7. Supplemental Information Form**

Information related to the questions on this form is dealt with in detail in Part VI, 1. of the CSREES Grants.gov Application Guide.

- a. Field 2. Program Code. Enter the program code name Children, Youth and Families at Risk 4-H Military Partnership Program and the program code "MC".
- b. Field 8. Conflict of Interest. A conflict of interest list is required under this program. Conflicts of Interest for Senior/Key Personnel must be submitted. (See format in CSREES Grants.gov Application Guide, Section VI, 1.8, p.46, for instructions.) Include this one-page attachment even if your responses to the questions are "N.A.".

### **C. Submission Dates and Times**

**Instructions for submitting an application are included in Part IV, Section 1.9 of the CSREES Grants.gov Application Guide.**

Applications must be received by Grants.gov by COB on **July 31, 2009** (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding.

Correspondence regarding submitted applications will be sent using e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

If the AR has not received correspondence **from CSREES** regarding a submitted application within 15 days of the established deadline, please contact the Program Contact identified in Part VII of the applicable RFA and request the proposal number assigned to the application. **Failure to do so may result in the application not being considered for funding by the peer review panel. Once the application has been assigned a proposal number, this number should be cited on all future correspondence.**

### **D. Funding Restrictions**

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

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

## **E. Other Submission Requirements**

The applicant should follow the submission requirements noted in the document entitled “A Guide for Preparation and Submission of CSREES Applications via Grants.gov.”

## **PART V—APPLICATION REVIEW REQUIREMENTS**

### **A. General**

Each application will be evaluated in a 2-part process. First, each application will be screened to ensure that it meets the administrative requirements as set forth in this RFA. Second, applications that meet these requirements will be technically evaluated by a review panel.

Reviewers will be selected based upon training and experience in relevant scientific, extension, or education fields, taking into account the following factors: (a) The level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities; (b) the need to include as reviewers experts from various areas of specialization within relevant scientific, education, or extension fields; (c) the need to include as reviewers other experts (e.g., producers, range or forest managers/operators, and consumers) who can assess relevance of the applications to targeted audiences and to program needs; (d) the need to include as reviewers experts from a variety of organizational types (e.g., colleges, universities, industry, state and Federal agencies, private profit and non-profit organizations) and geographic locations; (e) the need to maintain a balanced composition of reviewers with regard to minority and female representation and an equitable age distribution; and (f) the need to include reviewers who can judge the effective usefulness to producers and the general public of each application.

### **B. Evaluation Criteria**

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

#### **Provide support and resources to 4-H Military Partnership Programs (100 points).**

1. Ability to successfully manage sub-award programs with other Land Grant Universities to implement and maintain 4-H Clubs on installations and in communities where these children live. Must be able to show prior success in managing a comprehensive sub-award program with multiple partners in accordance with all applicable guidelines (50 points).
2. Key Personnel- This criterion relates to the adequacy of the number and expertise of key persons who will develop and carry out the project, and the expertise of project personnel who will provide for the assessment of project results and impacts and the dissemination of these findings (30 points).
3. Demonstrated experience in providing a variety of print media including curriculum, informational brochures, annual reports and electronic media (10 points).
4. Experience with similar projects to develop and maintain a current 4-H Military Partnership Website and 4-H Military Reporting mechanism (10 points).

**CYFAR 4-H Military Partnership Program – Provide training opportunities for Cooperative Extension and military staff members (100 Points).**

1. Ability to convene an expert training team that can deliver training to Cooperative Extension and military staff in regards to developing and maintaining 4-H Clubs on military installations as well as instruction in military culture as it relates to child & youth programming (50 points).
2. Ability to coordinate an annual meeting of approximately 125 individuals from across the US and overseas locations. Must have experience in providing travel arrangements as well as arrange for meeting space and lodging (50 points).

**C. Conflicts of Interest and Confidentiality**

During the peer evaluation process, extreme care will be taken to prevent any actual or perceived conflicts of interest that may impact review or evaluation. For the purpose of determining conflicts of interest, the academic and administrative autonomy of an institution shall be determined by reference to the current Higher Education Directory, published by Higher Education Publications, Inc., 6400 Arlington Boulevard, Suite 648, Falls Church, Virginia 22042. Phone: (703) 532-2300. Web site: <http://www.hepinc.com>.

Names of submitting institutions and individuals, as well as application content and peer evaluations, will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of peer reviewers will remain confidential throughout the entire review process. Therefore, the names of the reviewers will not be released to applicants.

**D. Organizational Management Information**

Specific management information relating to an applicant shall be submitted on a one time basis, with updates on an as needed basis, as part of the responsibility determination prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another CSREES program. CSREES will provide copies of forms recommended for use in fulfilling these requirements as part of the pre-award process. Although an applicant may be eligible based on its status as one of these entities, there are factors which may exclude an applicant from receiving Federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

## **PART VI—AWARD ADMINISTRATION**

### **A. General**

Within the limit of funds available for such purpose, the awarding official of CSREES shall make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the awarding official of CSREES as the effective date of the grant shall be no later than September 30 of the Federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. It should be noted that the project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by CSREES under this RFA shall be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles, and the Department's assistance regulations (2 CFR 215, 2 CFR 220 and 3 CFR 230), and the Department's assistance regulations (parts 3015, 3019 and 3430 of 7 CFR).

### **B. Award Notice**

The award document will provide pertinent instructions and information including, at a minimum, the following:

- (1) Legal name and address of performing organization or institution to whom the Administrator has issued an award under the terms of this request for applications;
- (2) Title of project;
- (3) Name(s) and institution(s) of PDs chosen to direct and control approved activities;
- (4) Identifying award number assigned by the Department;
- (5) Project period, specifying the amount of time the Department intends to support the project without requiring re-competition for funds;
- (6) Total amount of Departmental financial assistance approved by the Administrator during the project period;
- (7) Legal authority(ies) under which the award is issued;
- (8) Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
- (9) Applicable award terms and conditions (see <http://www.csrees.usda.gov/business/awards/awardterms.html> to view CSREES award terms and conditions);

(10) Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award; and

(11) Other information or provisions deemed necessary by CSREES to carry out its respective awarding activities or to accomplish the purpose of a particular award.

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

Several Federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These include, but are not limited to:

7 CFR Part 1, subpart A—USDA implementation of the Freedom of Information Act.

7 CFR Part 3—USDA implementation of OMB Circular No. A-129 regarding debt collection.

7 CFR Part 15, subpart A—USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.

7 CFR Part 331 and 9 CFR Part 121—USDA implementation of the Agricultural Bioterrorism Protection Act of 2002.

7 CFR Part 3015—USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21 and A-122 (2 CFR Parts 220 and 230), and incorporating provisions of 31 U.S.C. 6301-6308 (formerly the Federal Grant and Cooperative Agreement Act of 1977, Pub. L. No. 95-224), as well as general policy requirements applicable to recipients of Departmental financial assistance.

7 CFR Part 3017—USDA implementation of Government wide Debarment and Suspension (Non-procurement)

7 CFR Part 3018—USDA implementation of Restrictions on Lobbying. Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans.

7 CFR Part 3019—USDA implementation of OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (2 CFR Part 215).

7 CFR Part 3021—Governmentwide Requirements for Drug Free Workplace (Grants).

7 CFR Part 3052—USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Non profit Organizations.

7 CFR Part 3407—CSREES procedures to implement the National Environmental Policy Act of 1969, as amended.

7 CFR 3430—Competitive and Noncompetitive Non-formula Grant Programs--General Grant Administrative Provisions.

29 U.S.C. 794 (section 504, Rehabilitation Act of 1973) and 7 CFR Part 15b (USDA implementation of statute) —prohibiting discrimination based upon physical or mental handicap in Federally assisted programs.

35 U.S.C. 200 et seq. —Bayh Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in Federally assisted programs (implementing regulations are contained in 37 CFR Part 401).

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

### **1. Annual Performance Report**

An Annual Performance Report must be submitted within 90 days of the completion of the first year of the project, and annually thereafter during the life of the grant. Generally, the Annual Performance Reports should include a summary of the overall progress toward programmatic objectives, current problems or unusual developments, and the next year's activities. Annual Performance Reports are to be submitted through the CRIS system described in paragraph 3, below.

### **2. Final Performance Report**

A Final Performance Report must be submitted within 90 days of the expiration date of the grant. The expiration date is specified in the award documents and modifications thereto, if any. Generally, the Final Performance Report should be a summary of the completed activities, including: a review of programmatic objectives and accomplishments; a description of any outcomes resulting from the grant; and the impact of the grant on the CYFAR program overall. The Final Performance Report is to be submitted through the CRIS system described in paragraph 3, below.

### **3. Current Research Information System (CRIS) Reports**

Grantees are required to submit initial grant information and annual and summary reports to CSREES' Current Research Information System (CRIS). The CRIS database contains narrative project information, progress/impact statements, and final technical reports that are made available to the public. For applications recommended for funding, instructions on preparing and submitting project documentation will be provided to the applicant by the agency contact.

**Documentation must be submitted to CRIS before CSREES funds will be released.** Project reports will be requested by the CRIS office when required. For more information about CRIS, visit <http://cris.csrees.usda.gov>.

## **PART VII—AGENCY CONTACT**

Applicants and other interested parties are encouraged to contact C. Eddy Mentzer, 4-H Military Partnership Program Manager; Cooperative State Research, Education, and Extension Service; STOP 2225; 1400 Independence Avenue, SW; Washington, DC 20250-2225; telephone: (202) 690-2086; fax: (202) 720-9366; e-mail: [ementzer@csrees.usda.gov](mailto:ementzer@csrees.usda.gov).

## **PART VIII—OTHER INFORMATION**

### **A. Access to Review Information**

Copies of reviews, not including the identity of reviewers, and a summary of the panel comments will be sent to the applicant PD after the review process has been completed.

### **B. Use of Funds; Changes**

#### **1. Delegation of Fiscal Responsibility**

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

#### **2. Changes in Project Plans**

a. The permissible changes by the awardee, PD(s), or other key project personnel in the approved project shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the awardee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the Authorized Departmental Officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.

b. Changes in approved goals or objectives shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes. In no event shall requests for such changes be approved which are outside the scope of the original approved project.

c. Changes in approved project leadership or the replacement or reassignment of other key project personnel shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes.

d. Transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not Federal funds are involved, shall be requested by the awardee and approved in writing by the ADO prior to effecting such transfers, unless prescribed otherwise in the terms and conditions of the award.

e. The project period may be extended by CSREES without additional financial support, for such additional period(s) as the ADO determines may be necessary to complete or fulfill the purposes of an approved project, but in no case shall the total project period exceed five years. Any extension of time shall be conditioned upon prior request by the awardee and approval in writing by the ADO, unless prescribed otherwise in the terms and conditions of award.

f. Changes in Approved Budget: Unless stated otherwise in the terms and conditions of award, changes in an approved budget must be requested by the awardee and approved in writing by the ADO prior to instituting such changes if the revision will involve transfers or expenditures of

amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or award.

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

When an application results in an award, it becomes a part of the record of CSREES transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. The original copy of an application that does not result in an award will be retained by the Agency for a period of three years. Other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

### **D. Regulatory Information**

For the reasons set forth in the final Rule related Notice to 7 CFR part 3015, subpart V (48 FR 29114, June 24, 1983), this program is excluded from the scope of the Executive Order 12372 which requires intergovernmental consultation with State and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of information requirements contained in this Notice have been approved under OMB Document No. 0524-0039.

### **E. Definitions**

Please refer to 7 CFR 3430, Competitive and Noncompetitive Non-formula Grant Programs--General Grant Administrative Provisions, for the applicable definitions for this CSREES grant program.

### **Application Submission Checklist**

The following checklist has been prepared to assist in ensuring that the application is complete prior to submission:

- Have all attachments been submitted in the portable document format (PDF)? PDF only attachments will be accepted. See Part III of the CSREES Application Guide.
  - Do all submitted PDF documents have one-inch margins and are typed or word processed using no type smaller than 12 point and single or double-spaced? Are all PDF documents numbered sequentially on each page of the attachment? Are all page limitations for a given attachment followed? Submitted applications that do not meet these requirements for PDF attachments will be at risk of being excluded from CSREES review.
- Have all seven required components of the SF 424 Research and Related (R&R) Application Package been completed? Did you use the “Check Package for Errors” feature of the Adobe Reader (see section 1.8 of the CSREES Application Guide)?
  - SF 424 R&R Cover Sheet

- R&R Project/Performance Site Location(s)
- R&R Other Project Information
- R&R Senior/Key Person (Expanded)
- R&R Personal Data
- R&R Budget
- Supplemental Information Form

◆ **SF 424 R&R Cover Sheet**

- Have all required fields been completed?

◆ **R&R Project/Performance Site Location(s)**

- Have all required fields been completed?

◆ **R&R Other Project Information**

- Have the fields describing project potential or actual environmental impact been properly completed?
- Project Summary/Abstract  
Has the Project Summary PDF been attached to this form in Field 6?  
Are the names and affiliated organizations of all Project Directors listed at the top of the page in addition to the title of the project?  
Does this section adhere to the format?
- Project Narrative  
Has the Project Narrative PDF been attached to this form in Field 7?  
Is the project fully described?  
Does this section adhere to the format and page limitations?

◆ **R&R Senior/Key Person Profile**

- Biographical Sketch  
Has the biographical sketch (vitae) PDF for the PD and each co-PD been attached?
- Current and Pending Support  
Has the current and pending support PDF for the PD or co-PD(s) been attached?  
Have all current and pending projects been listed and summarized, **including this proposal**?

◆ **R&R Personal Data DO NOT PROVIDE THE SOCIAL SECURITY NUMBER OF THE PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR.**

- Have all fields been completed except for the social security number?

◆ **R&R Budget**

- Have all fields been completed?
- Budget Justification  
Has the Budget Justification PDF been attached to this form in Field K?  
Are budget items individually justified?

◆ **Supplemental Information Form**

- Does Field 2 indicate the Program Code Name and Program?
- Conflict of Interest List  
Has the Conflict of Interest List PDF been attached to this form in Field 8?

Has a Conflict of Interest List been provided for all individuals who have submitted a Biographical Sketch?

Does the Conflict of Interest list include the four categories as appropriate? (See format in CSREES Grants.gov Application Guide, Section VI, 1.8, p.46, for instructions.)

Include this one-page attachment even if your responses to the questions are "N.A."