

*Second Language & Culture Exposure for Children
(SLCECY) Project*

FY 2011 Request for Applications

APPLICATION DEADLINE: September 12, 2011

Funding Opportunity Number: USDA-NIFA-COOP-003516



U.S. Department of Agriculture

National Institute of Food and Agriculture

NATIONAL INSTITUTE OF FOOD AND AGRICULTURE; U.S. DEPARTMENT OF AGRICULTURE

Second Language & Culture Exposure for Children and Youth (SLCECY) Project

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 **September 12, 2011** (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding. Comments regarding this request for applications (RFA) are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

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

Written stakeholder comments should be submitted by mail to: Policy and Oversight Division; Office of Grants and Financial Management; National Institute of Food and Agriculture; USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: RFP-OEP@nifa.usda.gov. (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the Second Language & Culture Exposure for Children and Youth and Youth (SLCECY) Project RFA.

EXECUTIVE SUMMARY: NIFA announces the availability of grant funds and requests applications for the Second Language & Culture Exposure for Children and Youth (SLCECY) Project for fiscal year (FY) **2011** to promote bold and innovative ideas for enhancing language and cultural capabilities within the Department of Defense Child & Youth programs.

The amount available for support of this program in FY **2011** is approximately **\$1,818,181**.

This notice identifies the objectives for **SLCECY** projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a **SLCECY** grant. NIFA 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

The Office of the Under Secretary of Defense for Military Community and Family Policy (OUSD {MC&FP}) has provided the National Institute of Food and Agriculture (NIFA) with funds to support the Second Language & Culture Exposure for Children and Youth (SLCECY) Project.

Pursuant to 7 U.S.C. Sec. 3318(c), the Secretary of Agriculture, acting through the Director of the National Institute of Food and Agriculture (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, and any other contractor or recipient, either foreign or domestic, to further research, extension, or teaching programs in the food and agricultural sciences of the Department of Agriculture.

B. Purpose and Priorities

Applications are being solicited for the **DoD – USDA Partnership: Second Language & Culture Exposure for Children and Youth (SLCECY) Project**.

For Fiscal Year 2011 funds are available in the amount of \$1,818,181 to support the DoD – USDA Partnership: Second Language & Culture Exposure for Children and Youth (SLCECY) Project. The period of performance for this project may not exceed two years. Budget amounts listed below are offered as guidance, to be modified as needed in the application. Funds may be used to support personnel and fringe benefits, materials and supplies, reproduction of materials, in state and out of state travel, consultants, meeting expenses and stipends for graduate students.

Project objectives include:

- Analyzing existing military and civilian programs for children ages birth to five years that promote exposure to a second language or culture and determine which programs, or aspects of programs, are effective at achieving desirable outcomes.
- Determining how existing programs for children ages birth to five years may be efficiently and appropriately expanded to military populations or to other military Services.

The project will be implemented in three overlapping phases:

Phase I (\$272,727 is available) (to be completed within four months of grant award)

Funds are available to conduct a comprehensive analysis of Military Service (Army, Air Force, Navy and Marines) perspectives, relying on child and youth program policy documents, a comprehensive literature review, and a review of developmentally appropriate practices detailing support for exposure to second language and/or culture for children ages birth to eighteen (0 –

18). In cooperation with the Services, conduct a comprehensive scan of Services' programs for children ages birth to five (0 – 5) for existing programs which promote exposure to second language and/or culture.

The grantee shall analyze the information (direct programming, curriculum, collaborations, training *and* local, county, state, multi-state, national or international reach). The goal is to discover what practices currently exist and assess their viability for enhancement or expansion.

Phase II (\$181,818 is available) (to be completed within six months of the completion of Phase I)

Using Phase I as foundation, create a practitioner-friendly guide for expanding or creating language or culture programs in child development program for children ages 0-5 which support identified best practices and have greatest potential to achieve desired outcomes. Develop training and technical assistance components to support SLCECY program development, implementation, and evaluation for children ages 0-5 participating in Department of Defense facility based and home-based care settings.

Phase III (\$1,363,636 is available) (to be completed within 18 months of the grant award)

Using Phase I and II as foundation, implement up to five pilot programs based on best practices in Department of Defense selected Child Development program settings to include facility based and home-based care settings. Sites and access will be coordinated through DoD. All languages chosen for pilots will be identified in coordination with DoD. Finally in Phase III, conduct an evaluation of the effectiveness of the training and technical assistance components in the pilot programs.

The successful applicant will achieve the following outputs:

- Policy and Program Guidelines, developed from the analysis of Phase I
- Recommended training programs for personnel (administrative and line staff) working in DoD selected Child Development program settings to include facility based and home-based care settings based on best practice analysis, also developed from the Phase I policy analysis
- Practitioner-friendly guide and technical assistance for development and implementation of appropriate programs to achieve outcomes
- Evaluation Metrics and outcomes, including site specific evaluation of the pilot program sites

C. Program Area Description

USDA NIFA and DoD Military Community and Family Policy seek to implement a **Second Language & Culture Exposure for Children and Youth (SLCECY) Project** that promotes

bold and innovative ideas for enhancing language and cultural capabilities within the Department of Defense Child & Youth programs.

In collaboration with key stakeholders such as DoD Office of Military Community & Family Policy, Defense Language Office, and Service branches and components, the successful applicant will analyze existing military and civilian programs that promote exposure to a second language or culture and determine which programs, or aspects of programs, are effective at achieving desirable outcomes and may be efficiently and appropriately expanded to military populations and/or to other military Services.

Applicants should discuss how they may align efforts with DoD – USDA Extension Military Partnership projects (http://www.nifa.usda.gov/nea/family/pdfs/11_extension_mil_part.pdf), including the Youth, Family & Community Extension Programs Leadership, Multi-disciplinary Partnerships, Clearinghouse for Military Family Readiness, Virtual Lab School Environment, Child Care Training and Technical Assistance, to ensure efforts are mutually supportive, beneficial, and non-duplicative.

Successful applicants will also engage with federal-level work groups, state-level networks, and/or other agencies and groups as appropriate, to implement and assess the overall effort.

The project should include an evaluation that measures the extent to which project objectives are met or in progress. At a minimum, the evaluation should describe how SLCECY has identified and categorized policy reports related to promoting exposure to second language and/or culture, provided training and technical assistance resources for expanding or creating programs that promote exposure to second language and/or culture in child development programs, and implemented pilot programs in key child development settings.

SLCECY encourages projects that develop content suitable for delivery through eXtension (http://about.extension.org/mediawiki/files/5/51/EXECUTIVE_SUMMARY_-_March_14%2C_2006_-_YEAR_2.pdf). This content is for end users, as opposed to staff development, and must align with the eXtension Implementation Plan (available at <http://about.extension.org/wiki/Planning>). Funds may be used to contribute to the communities of practice (CoP) developing the Military Families Learning Network (MFLN) (<http://create.extension.org/node/2605>).

PART II—AWARD INFORMATION

A. Available Funding

The successful applicant will be invited to enter into a cooperative agreement with NIFA. There is no commitment by USDA to fund any particular application. Approximately **\$1,818,181** is available to fund a single application in FY **2011**.

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

B. Types of Applications

In FY **2011**, applications may be submitted to the **SLCECY** Program as “NEW” applications only. All new applications will be reviewed competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

C. Project Types

NIFA is seeking applications from institutions that can demonstrate their ability to provide overall management to a Second Language & Culture Exposure for Children and Youth (SLCECY) Project that promotes bold and innovative ideas for enhancing language and cultural capabilities within the Department of Defense Child & Youth programs. SLCECY projects will be required to submit a year-end report to REEport. (See PART VI—AWARD ADMINISTRATION, D. Expected Program Outputs and Reporting Requirements.) In FY 2011 funds totaling \$1,818,181 are available to fund one (1) application for two years.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may be submitted by 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, non-profit organizations, individuals, and any other domestic contractor or recipient, to further research, extension, or teaching programs in the food and agricultural sciences of the Department of Agriculture.

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

An applicant's failure to meet an eligibility criterion by the time of an application deadline may result in the application being excluded from consideration or, even though an application may be reviewed, will preclude NIFA from making an award.

B. Cost Sharing or Matching

NIFA does not require matching 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 NIFA in response to this RFA. Applicants are advised to submit early to the Grants.gov system.

New Users of Grants.gov

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 (e.g., the institution/organization is new to the electronic grant application process through Grants.gov), then the one-time registration process must be completed PRIOR to submitting an application. It can take as much as two weeks to complete the registration process so it is critical to begin as soon as possible. In such situations the AR should go to “Get Registered” on the Grants.gov left navigation bar (or go to http://www.grants.gov/applicants/get_registered.jsp) for information on registering the institution/organization with Grants.gov. A quick reference guide listing the steps is available as a 4-page PDF document at the following website: <http://www.grants.gov/section910/Grants.govRegistrationBrochure.pdf>.

Steps to Obtain Application Package Materials

The steps to access application materials are as follows:

1. In order to access, complete and submit applications, applicants must download and install a version of Adobe Reader compatible with Grants.gov. This software is essential to apply for NIFA Federal assistance awards. For basic system requirements and download instructions, please see http://www.grants.gov/help/download_software.jsp. To verify that you have a compatible version of Adobe Reader, Grants.gov established a test package that will assist you in making that determination. Grants.gov Adobe Versioning Test Package: <http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp>.
2. The application package must be obtained via Grants.gov, go to <http://www.grants.gov>, click on “Apply for Grants” in the left-hand column, click on “**Step 1: Download a Grant Application Package and Instructions,**” enter the funding opportunity number **USDA-NIFA-COOP-003516** in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

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

If assistance is needed to access the application package (e.g., downloading or navigating Adobe forms), **or submitting the application** then refer to resources

available on the Grants.gov Web site first (<http://www.grants.gov/>). Grants.gov assistance is also available as follows:

Grants.gov customer support
Toll Free: 1-800-518-4726
Business Hours: 24 hours a day, 7 days a week. Closed on [Federal Holidays](#).
Email: support@grants.gov

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

B. Content and Form of Application Submission

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

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

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

For any questions related to the preparation of an application please review the NIFA Grants.gov Application Guide and the applicable request for applications. If assistance is still needed for preparing application forms content, contact:

- Email: electronic@nifa.usda.gov
- Phone: 202-401-5048
- Business hours: Monday through Friday, 7:00 am – 5:00 pm Eastern Time, excluding Federal holidays.

1. SF 424 R&R Cover Sheet

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

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

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

3. R&R Other Project Information Form

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

- a. Field 7. Project Summary/Abstract. The summary should also include the relevance of the project to the goals of **SLCECY**.
- b. Field 8. Project Narrative.

PLEASE NOTE: The Project Narrative shall not exceed **eight** pages of written text regardless of whether it is single or double spaced and up to **five** additional pages for figures and tables. This maximum (**thirteen** pages) has been established to ensure fair and equitable competition.

PLEASE NOTE: Appendices to the Project Narrative are allowed if they are directly germane to the proposed project. The addition of appendices should not be used to circumvent the page limit. The Project Narrative must include all of the following:

Section 1: Introduction

A clear statement of the goal(s) and supporting objectives of the proposed activities should be included. Summarize the body of knowledge or other past activities which substantiate the need for the proposed activities. Describe ongoing or recently completed significant activities related to the proposed project. Include any preliminary data/information pertinent to the proposed project.

Section 2: Statement of Need

- Briefly describe how this overall project will address the issues and the audience to be reached; and
- Describe how the SLCECY project will promote and support the dissemination of evidence-based programs and practices related to second language and culture exposure, build the capacity of professionals assisting in this regard, and provide training and technical assistance to implement pilot programs based on best practices in DoD selected program settings such as Child Development Centers and family-based care.

Section 3: Objectives

Clear, concise, complete, and logically arranged statement(s) of specific aims of the proposed effort, corresponding to each of the three phases, must be included in all proposals.

Section 4: Methods

The procedures or methodology to be applied to the proposed effort (corresponding to each of the three phases) should be explicitly stated. This section should include but not necessarily be limited to:

- Scope and duration of the project. Since the program is of two-year duration, describe how it may link to ongoing programs or how it might grow or evolve to meet changing needs related to military families, including opportunities related to second language and culture exposure as children age;
- A description of the proposed project activities in the sequence in which it is planned to carry them out;

- Techniques to be employed, including their feasibility and rationale for their use in this project; and
- Kinds of outcomes expected.

Section 5: Evaluation Design and Methodologies

Describe the evaluation design and methodologies, based on your stated project objectives and corresponding to each of the three phases, which will be used to measure the extent to which the objectives are met. This section should address but not necessarily be limited to:

- Focus of evaluation as to audience;
- Methodological framework(s) within which information will be collected (i.e. analysis of Service child and youth policy documents, program scan, literature review);
- Means by which data will be collected; indicate collection instruments and methods if appropriate (i.e. interviews, focus groups, site visits, etc.);
- Identification of opportunities for ongoing program sustainability or improvement.

At a minimum, the evaluation should answer the following questions:

Has the program been successful in attaining the anticipated implementation objectives?

- Have you identified and categorized policies and programs, research and outreach related to second language and culture exposure?
- Have policy and program guidelines been developed from the policy analysis?
- Are you meeting the professional development expectations, including training technical assistance and practitioner-friendly guide?
- What pilots have been established, in what settings, and are the training and technical assistance components effective?

Section 6: Communication Plan

Briefly describe how results from Phase I and II of this project will be communicated to stakeholders and the public. Consider how project outputs or findings might be suitable for delivery through eXtension's Military Families Learning Network (MFLN) <http://www.facebook.com/MilitaryFamilies>, other online environments, and /or social media <http://twitter.com/#!/milfamLN>.

Section 7: Project Management

Provide a brief summary of key staff and their functions, timelines, accounting procedures, reporting, and collaborative efforts. Indicate how the project may coordinate with other DoD – USDA Extension Military Partnership projects: Youth, Family & Community Extension Programs Leadership, Multi-disciplinary Partnerships, Clearinghouse for Military Family Readiness, Virtual Lab School Environment, Child Care Training and Technical Assistance, and other projects as appropriate. Information about the projects is at http://www.nifa.usda.gov/nea/family/pdfs/11_extension_mil_part.pdf

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

Collaborative Arrangements:

Title the attachment as 'Collaborative Arrangements' in the document header and save file as 'Collaborative Arrangement'. If it is necessary to enter into formal consulting or collaborative

arrangements with others, such arrangements should be fully explained and justified. If the consultant(s) or collaborator(s) are known at the time of the application, a vitae or résumé should be provided. In addition, evidence (e.g., letter of support signed by the AR of the consultant/collaborating organization) should be provided as evidence 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 NIFA Grants.gov Application Guide.

5. R&R Personal Data – As noted in Part V, 6. of the NIFA Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award.

6. R&R Budget

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

7. Supplemental Information Form

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

a. Field 2. Program Code. Enter the program code name **Inst. of Youth, Family and Community, Admin. Discretionary & Reim. Extension** and the program code **MI.1**

C. Submission Dates and Times

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

Applications must be received by Grants.gov by COB on **September 12, 2011** (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding.

Applicants who have problems with the submission of an application to Grants.gov are encouraged to FIRST contact the Grants.gov Help Desk to resolve any problems. Keep a record of any such correspondence. See Part IV. A. for Grants.gov contact information.

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

If the AR has not received correspondence **from NIFA** regarding a submitted application within 10 days of the established deadline, please contact the Program Contact identified in Part VII of the applicable RFA (for the Small Business Innovation Research program (SBIR) the Program Contacts are specified under subsection 1.5 of the SBIR Program Solicitation) and request the proposal number assigned to the application. **Failure to do so may result in (for competitive**

programs) the application not being considered for funding by the peer review panel or (for non-competitive programs) a delay in the issuance of an award. Once the application has been assigned a proposal number, this number should be cited on all future correspondence.

D. Funding Restrictions

The award may not exceed a period of five (5) years in duration.

E. Other Submission Requirements

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

Described below are the requirements for successful submission of an application, all of the following steps must be met for an application to be considered for peer review:

- 1) Meeting the deadline: To electronically send the application to Grants.gov the submit button is hit, which triggers a date and time stamp on the application. The date and time stamp is used to determine whether the application was received by Grants.gov before the deadline, which is prior to close of business (5:00 p.m. Eastern Time) on **September 12, 2011**. An application submitted or resubmitted after the deadline is late. Consideration of late applications is only given in extenuating circumstances (e.g., natural disasters, confirmed Grants.gov outage) with proper documentation and support of the Agency Contact (see Part VII). The occurrence of one of these situations does not automatically ensure that a late application will be accepted. If an applicant wants a late application considered under an extenuating circumstance, the applicant should contact the Agency Contact accordingly.
- 2) Successful Grants.gov validation: The Grants.gov system performs a limited check of the application, and applicants are notified by Grants.gov of the outcome of the initial review. Applications meeting Grants.gov requirements are made available to the funding agency for further processing. Applications that fail Grants.gov validation may be resubmitted to Grants.gov if the original agency deadline has not passed. (Note that the Grants.gov system may allow applications to be submitted after the deadline has passed, but the application is considered late by NIFA.)
- 3) Successful Agency validation: NIFA staff performs precursory review of the application. The agency validation process includes, for example, meeting eligibility requirements and following agency application guidelines (e.g., formatting, page limitations, limits on budget requests). Applicants are notified by NIFA of the outcome of this review.

F. Central Contractor Registration and Universal Identifier Requirements

In accordance with the Office of Management and Budget guidance published in the Federal Register (FR), 75 FR 55671, on September 14, 2010, “Financial Assistance Use of Universal Identifier and Central Contractor Registration,” awardees must comply with the requirements of this award term.

Requirement for Central Contractor Registration (CCR)

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the CCR until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

Requirement for Data Universal Numbering System (DUNS) Numbers

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

Definitions

For purposes of this award term:

1. *Central Contractor Registration (CCR)* means the Federal repository into which an entity must provide information required for the conduct of a business as a recipient. Additional information about registration procedures may be found at the CCR Internet site (currently at <http://www.ccr.gov>).
2. *Data Universal Numbering System (DUNS) number* means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).
3. *Entity*, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - a. A Governmental organization, which is a State, local government, or Indian Tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;

- d. A domestic or foreign for-profit organization; and
- e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

4. *Subaward:*

- a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, *see* Sec .210 of the attachment to OMB Circular A-133, “Audits of States, Local Governments, and Non-Profit Organizations”).

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., consumers) who can assess relevance of the applications to targeted audiences and to program needs; (d) the need to include as reviewers experts from a variety of organizational types (e.g., colleges, universities, industry, state and Federal agencies, private profit and non-profit organizations) and geographic locations; (e) the need to maintain a balanced composition of reviewers with regard to minority and female representation and an equitable age distribution; and (f) the need to include reviewers who can judge the effective usefulness to producers and the general public of each application.

B. Evaluation Criteria

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

1. Significance of the Problem and Potential for Implementing a Second Language & Culture Exposure for Children and Youth (SLCECY) Project (25 points).

This criterion is used to assess the likelihood that the project will succeed in synthesizing existing and emerging research and providing information on effective programs for second language and culture exposure; (2) improving the capacity of military program personnel and communities to effectively implement or enhance language or culture programs in child development programs; through (3) resource development, training and technical assistance.

2. Proposed Approach and Program Coordination (35 points).

This criterion is used to assess the soundness of the proposed approach including statement of need, scope of the project, objectives, methodology, key personnel, timeline, expected products and results (e.g., educational approaches including training curricula, workshops, meetings, conferences, exhibits, publications, electronic communication – including social media, fact sheets, newsletters, mass media), and communication plan.

3. Evaluation (25 points)

This criterion is used to assess the adequacy of the evaluation design and its capacity to measure the extent to which program objectives are met. Elements considered include: how programs and policies are identified and categorized, how guidelines have been developed from the policy

analysis; and how the pilot sites are expected to benefit from resources, training and technical assistance.

4. Budget and Budget Narrative (15 points)

This criterion is used to assess the extent to which the total budget adequately supports the project and is cost effective. Elements considered include: the necessity and reasonableness of costs to carry out project activities and achieve project objectives; the appropriateness of budget allocations between the applicant and any collaborating institution(s); and the adequacy of time committed to the project by key project personnel.

C. Conflicts of Interest and Confidentiality

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

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

D. Organizational Management Information

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

PART VI—AWARD ADMINISTRATION

A. General

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

B. Award Notice

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

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

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

C. Administrative and National Policy Requirements

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

2 CFR 225 - Cost Principles for State, Local, and Indian Tribal Governments.

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

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

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

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

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

7 CFR Part 3017—USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement).

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

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

7 CFR Part 3021—Governmentwide Requirements for Drug-Free Workplace (Financial Assistance).

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

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

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

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

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

D. Expected Program Outputs and Reporting Requirements

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

PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact

Brent Elrod
National Program Leader – Military and Veterans Programs
USDA NIFA
202.690.3468
belrod@nifa.usda.gov

Regular Mail:
1400 Independence Avenue, SW
Washington, D.C. 20250-2225

Overnight and Other Deliveries:
800 9th St. SW
Waterfront Centre Rm. 4403
Washington, D.C. 20024

PART VIII—OTHER INFORMATION

A. Access to Review Information

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

B. Use of Funds; Changes

1. Delegation of Fiscal Responsibility

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

2. Changes in Project Plans

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

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

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

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

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

f. Changes in Approved Budget: Unless stated otherwise in the terms and conditions of award, changes in an approved budget must be requested by the awardee and approved in writing by the ADO prior to instituting such changes, if the revision will involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or award.

C. Confidential Aspects of Applications and Awards

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

D. Regulatory Information

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

E. Definitions

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