

Children, Youth and Families at Risk Liaison

FY 2009 Request for Applications

APPLICATION DEADLINE: December 11, 2008



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 Liaison

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 December 11, 2008 (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. (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 Liaison RFA.

EXECUTIVE SUMMARY: CSREES requests applications for the Children, Youth, and Families at Risk Liaison for fiscal year (FY) 2009 to coordinate fieldwork and provide technical assistance to CYFAR community and state projects. The amount available for support of this program in FY 2009 is approximately \$300,000.

This notice identifies the objectives for Children, Youth, and Families at Risk Liaisons, the eligibility criteria for applicants, and the application forms and associated instructions needed to apply for a Children, Youth, and Families at Risk Liaison. 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

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 CYFAR Liaison will coordinate fieldwork in the implementation and continuous development of the CYFAR program.

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.

CYFAR Liaisons provide technical assistance to CYFAR community and state projects through the resources of CYFERnet. These CYFAR liaisons also provide feedback to CSREES regarding impact and the needs of community programs for at-risk youth and families.

The Liaison's assignments will be expected to be carried out at the recipient's university/institution, but will include three to four in-person meetings with the CYFAR staff in the Families, 4-H and Nutrition Unit in CSREES, USDA. The CYFAR Liaison will also need to travel to other locations for the annual CYFAR Conference, Orientation Management Meeting, and to conduct site visits to assigned CYFAR projects.

CYFAR Liaison Objectives:

1. Provide technical assistance to assigned CYFAR projects to include review and feedback on annual reports, renewal applications, response to program inquiries, and conduct site visits to universities/institutions and community sites for a programmatic and administrative review. Site visits will include observations and interviews and will include assessing the projects on their progress toward sustainability, community, and technology. Sustainability involvement includes a demonstration of leadership competence, strategic funding, and staff involvement and integration. Community involvement includes understanding community needs and assets, connectedness and collaboration with diverse groups of stakeholders, and recognizing and understanding factors that influence the program audience and create systems change. Technology involvement includes providing an adequate technological infrastructure, professional development for staff, modeling and institutionalization of technology, and providing educational programming for adults and youth to learn the latest technology.

2. Provide support to CSREES CYFAR program to include co-chairing a program planning committee(s) for the annual CYFAR conference; fulfill committee chair duties during the conference (e.g., greeting and hosting keynote presenters, speakers, and workshop presenters); host and present workshops and preconference sessions; assist in running the registration desk; respond to questions from project directors and meet in person with CYFAR project teams; make presentations at the annual New CYFAR projects Orientation Meeting, and conduct web-based trainings for university/institutions eligible for CYFAR funding.
3. Make site visits to assigned CYFAR project locations and provide technical reports to CSREES NPL and the recipient Project Director for management purposes.
4. Communicate with the CYFERnet work group to identify common issues and needs across CYFAR sites.

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 cooperative agreements. It is anticipated that approximately \$300,000 will be available to fund applications in FY 2009.

B. Types of Applications

Only new applications will be accepted for a cooperative agreement in response to this RFA.

C. Project Type

Project periods should be 4-years in length. The time devoted to the project should be 20% to 40%. The liaison should be willing and able to commit to the 4-year period. CSREES anticipates making continuation awards to reduce the burden to the grantees. A continuation award is issued for a specific level of effort for a predetermined period of time with a statement of intention to provide additional support at a future date. Continuation of the funding for the award is provided if performance has been satisfactory, appropriations are available for this purpose, and continued support is in the best interests of the Federal government and the public.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

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

B. Cost Sharing or Matching

No cost sharing or matching is required.

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 for steps for preparing to submit applications through Grants.gov.

The steps to access application materials are as follows:

1. Download and install PureEdge Viewer, a small, free program that provides access to the grant application. See http://www.grants.gov/resources/download_software.jsp#pureedge.
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-001865 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 PureEdge forms, using PureEdge with a Macintosh computer), 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

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.

Field 15. Project Director/Principal Investigator Contact Information.

The proposed liaison should be listed in this field. The agency assumes the institution knows who the proposed liaison will be.

2. R&R Other Project Information Form

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

Field 7. Project Narrative.

PLEASE NOTE: The Project Narrative shall not exceed 5 pages of written text double spaced and up to 2 additional pages for figures and tables. This maximum (7 pages) has been established to ensure fair and equitable competition. The Project Narrative must describe the following:

a. Experience with community-level programs

Please describe your experience working with community-level human services and nonformal educational programs, which may include: creating and/or managing such programs; providing other kinds of technical support to programs such as review of annual reports; providing support in developing sustainability plans; and other similar activities. Please note any specific experience with community-level programs that serve at-risk audiences, particularly children, youth, and families.

b. Experience with the provision of technical assistance and training

Please describe your experience providing technical assistance and training to human services programs and/or nonformal education programs in general through in-person, telephone and on-line means. This may include workshops, one-to-one assistance (either in-person, telephone or on-line), and/or other educational outreach.

c. Experience with conference or meeting planning

Please describe your experience with conference or meeting planning which may include large-scale (800+ participants) national-level conferences or conventions or smaller scale, regional, state or local level conferences or meetings. This may include chairing and/or participating on committees, providing educational programming to participants, and/or assistance with meeting or conference logistics.

d. Experience in conducting site visits/qualitative research methods

Please describe your experience in conducting site visits to community-level programs as well as your experience with qualitative research methods including individual and group interviewing/focus groups and observation. Please describe your ability and experience to provide constructive feedback to individuals running community-level programs based on the results of the site visits.

e. Other relevant areas of expertise or experience

Please describe any other relevant areas of expertise or experience that you have that would support or complement any of the above areas in a.-d. This may include any special skills or experience using technology and training others in technology.

3. R&R Senior/Key Person Profile (Expanded)

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

4. R&R Personal Data – Information related to the questions on this form is dealt with in detail in Part V, 5. of the CSREES Grants.gov Application Guide. **PLEASE DO NOT PROVIDE THE SOCIAL SECURITY NUMBER OF PROJECT DIRECTOR / PRINCIPAL INVESTIGATOR.**

5. R&R Budget

Information related to the questions on this form is dealt with in detail in Part V, 6. of the CSREES Grants.gov Application Guide.

Reasonable travel funds may be requested to cover expense of attending meetings/site visits (see Part VI, D.)

6. 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 Liaison” and the program code “MC”.

b. Field 8. Conflict of Interest List. A conflict of interest list is required under this program

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 December 11, 2008 (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 30 days of submission of the application, 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:

1. Potential for advancing the mission of the CYFAR Program (20 points)

This criterion is used to assess the likelihood that the proposed liaison's work will have an impact on and advance the quality of educational programs that equip youth who are at risk for not meeting basic human needs with the skills they need to lead positive, productive, contributing lives.

2. Familiarity and knowledge of community-level programs (25 points)

This criterion is used to assess the proposed liaison's ability to work with community-level human services and nonformal educational programs, and in particular, the individual's knowledge of and experience with programs that serve at-risk audiences.

3. Ability to provide effective technical assistance and training (25 points)

This criterion is used to assess the proposed liaison's ability to provide technical assistance and training to community-level programs that serve at-risk audiences through different formats (on-line, one-to-one, telephone, conference workshops, etc.).

4. Ability to support conference or meeting planning (15 points)

This criterion is used to assess the proposed liaison's ability to provide support for the planning of the annual CYFAR conference which may include chairing and/or participating on planning committees, providing educational programming to participants, and/or assistance with meeting or conference logistics.

5. Experience in conducting site visits/qualitative research methods (15 points)

This criterion is used to assess the proposed liaison's ability to conduct site visits with funded CYFAR projects which includes any prior experience in conducting site visits and/or experience with qualitative research methods such as individual and group interviewing and observation.

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 non-financial 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 and 7 CFR 3430).

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 recompetition 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:

2 CFR Part 215—Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110).

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 3017—USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement) and 7 CFR Part 3021—Governmentwide Requirements for Drug Free Workplace (Grants).

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 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 Part 3430—CSREES procedures to implement Competitive and Noncompetitive Nonformula Grant Programs—General Grant Administrative Provisions and Program-Specific Administrative Provisions for the Specialty Crop Research Initiative.

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. CYFAR Liaisons Annual Meeting

During the tenure of a grant, CYFAR liaisons will attend an annual national meeting in Washington, DC or any other announced location. The purpose of the meeting will be to discuss project reviews, site visits and plans for strengthening technical assistance efforts to the CYFAR projects during the next year.

2. Annual New CYFAR Project Orientation Training

CYFAR liaisons will attend the annual new CYFAR project orientation training in Washington, DC and will be asked to make presentations in support of this training.

3. Annual Site Visits to CYFAR Projects

CYFAR liaisons may be asked to conduct up to six site visits per year to funded CYFAR projects.

4. CYFAR Annual Conference

CYFAR liaisons will be asked to attend the CYFAR annual conference held in May of each year and will be asked to carry out specific support functions for this conference.

5. Annual Performance Report

An Annual Performance Report must be submitted within 90 days after 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 7., below.

6. Final Performance Report

A Final Performance Report must be submitted within 90 days after 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 7 below.

7. 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 Suzanne Le Menestrel, National Program Leader; Cooperative State Research, Education, and Extension Service; STOP 2225; 1400 Independence Avenue, SW; Washington, DC 20250-2225; telephone: (202) 720-2297; fax: (202) 720-9366; e-mail: slemenestrel@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. Changes in Project Period: 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: 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

For the purpose of this program, the following definitions are applicable:

Administrator means the Administrator of CSREES and any other officer or employee of the Department to whom the authority involved is delegated.

Authorized departmental officer means the Secretary or any employee of the Department who has the authority to issue or modify grant instruments on behalf of the Secretary.

Authorized representative means the president, director, or chief executive officer or other designated official of the applicant organization who has the authority to commit the resources of the organization.

Cooperative Agreement means the award by the Secretary of funds to an eligible organization or individual to assist in meeting the costs of conducting, for the benefit of the public, an identified project which is intended and designed to accomplish the purpose of the program as identified in these guidelines with substantial involvement of the agency.

Department or USDA means the United States Department of Agriculture.

Peer reviewers means experts or consultants qualified by training and experience in particular field of science, education, or technology to give expert advice on the scientific and technical merit of grant applications of the relevance of those applications to one or more of the application evaluation criteria. Peer reviewers may be ad hoc or convened as a panel.

Project means the particular activity within the scope of the program supported by a grant award.

Project period means the period, as stated in the award document, during which Federal sponsorship begins and ends.

Secretary means the Secretary of Agriculture and any other officer or employee of the Department of Agriculture to whom the authority involved is delegated.

USDA means the United States Department of Agriculture.