

Biodiesel Fuel Education Program

2008 Request for Applications

APPLICATION DEADLINE: August 8, 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**

BIODIESEL FUEL EDUCATION PROGRAM

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under **10.306**.

DATES: Applications must be received by close of business (COB) on **August 8, 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, Oversight, and Funds Management Staff; 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 Biodiesel Fuel Education Program RFA.

EXECUTIVE SUMMARY: CSREES announces the availability of grant funds and requests applications for the Biodiesel Fuel Education Program (Biodiesel Education) for fiscal year 2008 to educate governmental and private entities that operate vehicle fleets, other interested entities, and the public about the benefits of biodiesel fuel use. The amount available for support of this program in FY 2008 is approximately \$960,000.

This notice identifies the objectives for Biodiesel Education projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a Biodiesel Education 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

Sec. 9006 of the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246), amended the Farm Security and Rural Investment Act of 2002 (7 U.S.C. 8101 *et seq.*) to re-establish the Biodiesel Fuel Education Program which requires that the Secretary make competitive grants to eligible entities to educate governmental and private entities that operate vehicle fleets, other interested entities (as determined by the Secretary), and the public about the benefits of biodiesel fuel use.

The Secretary delegated this authority to the Chief Economist, who in turn delegated this authority to the Director of the Office of Energy Policy and New Uses (OEPNU). OEPNU has joined with CSREES for assistance in administering Biodiesel Education under the authorities found in the Economy Act (31 U.S.C. 1535) and Section 1472 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3318). Specific Biodiesel Education administrative provisions are found in 7 CFR 2903.

B. Purpose and Priorities

The goals of the Biodiesel Fuel Education Program as originally established in Sec. 9004 of the Farm Security Investment Act of 2002 (7 U.S.C. 8104) were to stimulate biodiesel consumption and to stimulate the development of a biodiesel infrastructure. The information and outreach activities to raise awareness of the benefits of biodiesel fuel use complemented the incentives provided by the Energy Policy Act of 2005 (EPAAct) (Pub. L. 109-58), and the Energy Independence and Security Act of 2007 (Pub. L. 110-140). As a result of increased awareness and consumption of biodiesel over the past 5 years, the FY 2008 Biodiesel Education program will focus on educational programs which will support advances in infrastructure, technology transfer, fuel quality, fuel safety and increasing feedstock production.

Biodiesel Education will address the need to balance the positive environmental, social and human health impacts of biodiesel utilization with the increased per gallon cost to the user. Applications are being solicited for Biodiesel Education projects that will develop practical indicators or milestones to measure their progress towards achieving the following objectives:

- (1) Enhance current efforts to collect and disseminate biodiesel information;
- (2) Coordinate with other biodiesel educational or promotional programs, and with Federal, State and local programs aimed at encouraging biodiesel use, including the EPAAct program;
- (3) Create a nationwide networking system that delivers biodiesel information to targeted audiences, including users, distributors and other infrastructure-related personnel;
- (4) Identify and document the benefits of biodiesel (e.g., lifecycle costing); and
- (5) Gather data pertaining to information gaps and develop strategies to address the gaps.

FY 2008 applications should focus on achieving these five objectives with education projects that are specifically designed to stimulate expanded training opportunities, research, interest, and

information sharing in the following need areas as identified by fleet operators and other stakeholders including potential users of this alternative fuel:

- (1)** Infrastructure to support the expanding biodiesel industry;
- (2)** Technology transfer of new biodiesel technologies;
- (3)** Fuel quality to help achieve consistent standards set for B100 (100 percent) and biodiesel blends, as standardized by American Society of Testing and Materials International (ASTM); and
- (4)** Feedstock expansion to meet the increasing demand for biodiesel.

Biodiesel Education 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 existing Communities of Practice (COPs) (http://about.extension.org/wiki/Glossary_of_eXtension_Terms#Community_of_Practice_.28Co_P.29) or form new COPs that focus on Biodiesel Fuel (for examples of developing COPs and guidance on forming COPs, see http://cop.extension.org/wiki/Main_Page).

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 \$960,000 will be available to fund applications in FY **2008**.

B. Types of Applications

In FY 2008, only new applications may be submitted to the Biodiesel Education. A new application is a project application that has not been previously submitted to Biodiesel Education. All new applications will be reviewed competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

C. Project Types

OEPNU and CSREES anticipate that \$960,000 will be available to fund Biodiesel Education grants in each of FYs 2008 through 2012. In FY 2008, OEPNU and CSREES plan to award one or two new continuation grants for an initial project period of one year. A new continuation grant is an award for a successful project application that has not been previously submitted, and by which the Department agrees to support a specified level of effort for a predetermined project period with a statement of intention to provide additional support at a future date, contingent upon the availability of appropriated funds and the satisfactory progress of this project, and the determination that continued support would be in the best interest of the Federal government and the public. If these three elements are met, OEPNU intends to provide additional support to the funded project(s) in each of FYs 2009 through 2012. Project budgets may not exceed \$960,000 per year. Project periods may range between three (3) and five (5) years.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Applications may be submitted by nonprofit organizations and institutions of higher education that have demonstrated knowledge of biodiesel fuel production, use, or distribution; and the demonstrated ability to conduct educational and technical support programs.

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 will result in CSREES returning the application without review or, even though an application may be reviewed, will preclude CSREES from making an award.

B. Cost Sharing or Matching

There are no matching funds requirements for the Biodiesel Education and matching resources will not be factored into the review process as evaluation criteria.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. 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 Organizational Representative (AOR) to determine if the organization is prepared to submit electronic applications through Grant.gov. If the organization is not prepared, the AOR 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-OP-001745** 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 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: M-F 7:00 am – 9 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 (eg., portable document format) in Part III section 3. of the CSREES Grants.gov Application Guide available with the Application Package at Grants.gov. **ANY PROPOSALS CONTAINING NON-PDF DOCUMENTS WILL BE AT RISK OF BEING EXCLUDED FROM CSREES REVIEW.** Partial applications will be excluded from consideration. With documented prior approval, resubmitted applications will be accepted until close of business (COB) 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 “[PDF Conversion Programs](#)” on (http://www.grants.gov/resources/download_software.jsp#pdf_conversion_programs).

1. 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.

a. Project Summary/Abstract (Field 6. on the Form). The summary should also include the relevance of the project to the goals of Biodiesel Education.

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

PLEASE NOTE: The Project Narrative shall not exceed 15 pages of written text and up to 6 additional pages for figures and tables. This maximum of 21 pages has been established to ensure fair and equitable competition. The Project Narrative must include all of the following:

- i. Describe how the project will increase the sharing of knowledge and stimulate stakeholder efforts to; research, collect, and disseminate biodiesel information, e.g. implementing new and innovative approaches and information systems; and raise public awareness of the benefits of Biodiesel;
- ii. Design education and outreach programs to:
 - Promote expansion and diversification of feedstocks;
 - Training and technical assistance programs for feedstock producers; and
 - Train-the-trainer programs that provide; industry trainers, educators, extension leaders, and others; the tools with which to address fuel quality, fuel safety and infrastructure issues.

- iii. Describe how the project will coordinate with other biodiesel educational or promotional programs, and with Federal, State and local programs aimed at encouraging biodiesel use, including the Energy Policy Act of 1992 (EPAct) (Pub. L. 102-468) program for federal fleets;
- iv. Develop a nationwide networking system that delivers biodiesel information to targeted audiences, including users, distributors and other infrastructure-related personnel, specifically:
 - Government and private fleet operators;
 - The trucking industry;
 - The marine industry;
 - Agricultural sector;
 - Fuel distributors and refiners;
 - The railroad industry;
 - Related manufacturing industries (e.g., furnace manufacturers, engine and engine part manufacturers);
 - Underground mining; and
 - Non-industrial consumers.
- v. Identify, document, create, and disseminate educational materials that share the benefits of biodiesel e.g., lifecycle costing;
- vi. Gather data pertaining to new technologies, technical gaps, and information gaps and provide public access to educational materials and data;
- vii. Identify markets, develop a procedure for measuring how much biodiesel is sold into those markets (including export markets); provide public access to this data, use this data in the development of educational materials; and
- viii. Develop practical indicators or milestones to measure progress towards achieving objectives.

2. 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.

3. R&R Personal Data – As noted in Part V, 5., the submission of this information is voluntary and is not a precondition of award. **PLEASE DO NOT PROVIDE THE SOCIAL SECURITY NUMBER OF ANY KEY PROJECT PERSONNEL.**

4. 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.

5. 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. Program Code (Field 2. on the Form). Enter the program code name (i.e., enter “Biodiesel Fuel Education Program”) and the program code (i.e., enter “BX”).
- b. Field 3. Type of Applicant. Enter the type of Applicant/Organization.
- c. Conflict of Interest List (Field 8. on the Form). 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 **August 8, 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.

Normally if the AR has not received correspondence **from CSREES** regarding a submitted application within 60 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. **However, because of the timing of the scheduled review of applications, the AR should contact a Program Contact (see Part VII) if correspondence is not received within 14 days of submission of 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

1. Indirect Costs

When preparing budgets, applicants should limit their requests for recovery of indirect costs to their institution’s official negotiated indirect cost rate. If no rate has been established the applicant may indicate "None—will negotiate" and a reasonable dollar amount for indirect costs may be requested, which will be subject to approval by USDA. In the latter case, if a proposal is recommended for funding, an indirect cost rate proposal must be submitted prior to award to support the amount of indirect costs requested. CSREES will request an indirect cost rate proposal and provide instructions, as necessary.

An applicant may elect not to charge indirect costs and, instead, use all grant funds for direct costs. If indirect costs are not charged, the phrase "None requested" should be written in this space. Grantees electing this alternative will not be allowed to charge, as direct costs, indirect costs that otherwise would be in the grantee's indirect cost pool under the applicable Office of Management and Budget cost principles. Grantees who request no indirect costs will not be permitted to revise their budgets at a later date to charge indirect costs to grant funds.

No other indirect cost recovery caps apply to these funds.

2. Construction and Renovation

Funds made available under Biodiesel Education shall not be used for the construction of a new building or facility or the acquisition, expansion, remodeling, or alteration of an existing building or facility (including site grading and improvement, and architect fees).

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. Project Application Relevance (10 Points):

- a. Relevance of proposed project to current and future issues related to the production (feedstock expansion), use, distribution (infrastructure), fuel quality, and fuel properties of biodiesel, including:
 - i. Demonstrated knowledge about markets, state initiatives, impacts on local economies, regulatory issues, standards, and technical issues (technology transfer);
 - ii. Demonstrated knowledge about issues associated with developing a biodiesel infrastructure; and
 - iii. Quality and extent of stakeholder involvement in planning and accomplishment of program objectives.

2. Project Application Rationale (50 points):

- a. Sufficiency of scope and strategies to provide a consistent message in keeping with existing standards and regulations;

- b. Adequacy of Project Description, suitability and feasibility of methodology to develop and implement program;
- c. Clarity of objectives, milestones, and indicators of progress;
- d. Adequacy of plans for reporting, assessing and monitoring results over project's duration; and
- e. Demonstration of feasibility, and probability of success.

3. Project Application Technical Quality (40 points):

- a. Suitability and qualifications of key project personnel;
- b. Institutional experience and competence in providing alternative fuel education, including:
 - i. Demonstrated knowledge about programs involved in alternative fuel research and education;
 - ii. Demonstrated knowledge about other fuels, fuel additives, engine performance, fuel quality and fuel emissions;
 - iii. Demonstrated knowledge about Federal, State and local programs aimed at encouraging alternative fuel use;
 - iv. Demonstrated ability in providing educational programs and developing technical programs; and
 - v. Demonstrated ability to analyze technical information relevant to the biodiesel industry.
- c. Adequacy of available or obtainable resources; and
- d. Quality of plans to administer and maintain the project, including collaborative efforts, evaluation and monitoring efforts.

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 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 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 (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 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:

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, now codified at 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) 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 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.

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.

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 required to submit initial project 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>.

It should be noted that with respect to continuation awards that grantees should expect the award to include the requirement that annual progress reports be electronically submitted through the CRIS within 90 days prior to the end of the current budget period, i.e., current expiration date of the award. Untimely submission of these reports may delay processing of the award and failure to submit these reports will likely result in the restriction of the funding increment.

PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact James Duffield; Economist; Office of Energy Policy and New Uses; U.S. Department of Agriculture; Telephone: (202) 401-0523; E-mail: jduffield@oce.usda.gov

OR

Carmela Bailey; National Program Leader, Plant and Animal Systems Unit; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; STOP 2220; 1400 Independence Avenue, SW., Washington, DC 20250-2220; Telephone: (202) 401-6443; Fax: (202) 401-5179; E-mail: cbailey@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

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

Authorized departmental officer or *ADO* 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 organizational representative or *AOR* means the president or chief executive officer of the applicant organization or the official, designated by the president or chief executive officer of the applicant organization, who has the authority to commit the resources of the organization.

Biodiesel means a monoalkyl ester that meets the requirements of an appropriate American Society for Testing and Materials Standard.

Budget period means the interval of time (usually 12 months) into which the project period is divided for budgetary and reporting purposes.

Department or *USDA* means the United States Department of Agriculture.

Education activity means an act or process that imparts knowledge or skills through formal or informal training and outreach.

Grant means the award by the Secretary of funds to an eligible recipient for the purpose of conducting the identified project.

Grantee means the organization designated in the award document as the responsible legal entity to which a grant is awarded.

Institution of higher education, as defined in sec. 101 of the Higher Education Act of 1965 (20 U.S.C. 1001), means an educational institution in any State that:

- (1) Admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate;
- (2) Is legally authorized within such State to provide a program of education beyond secondary education;
- (3) Provides an educational program for which the institution awards a bachelor's degree or provides not less than a two-year program that is acceptable for full credit toward such a degree;
- (4) Is a public or other nonprofit institution; and
- (5) Is accredited by a nationally recognized accrediting agency or association, or if not so accredited, is an institution that has been granted preaccreditation status by such an agency or association that has been recognized by the Secretary of Education for the granting of preaccreditation status, and the Secretary of Education has determined that there is satisfactory assurance that the institution will meet the accreditation standards of such an agency or association within a reasonable time.

OEPNU means the Office of Energy Policy and New Uses.

Peer review is an evaluation of a proposed project performed by experts with the scientific knowledge and technical skills to conduct the proposed work whereby the technical quality and relevance to the program are assessed.

Prior approval means written approval evidencing prior consent by an authorized departmental officer (as defined in this section).

Program means the Biodiesel Fuel Education Program.

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

Project director or *PD* means the single individual designated by the grantee in the grant application and approved by the Secretary who is responsible for the direction and management of the project, also known as a principal investigator for research activities.

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

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