

Food Security Learning Center

FY 2007 Request for Applications

APPLICATION DEADLINE: June 7, 2007



U.S. Department of Agriculture



Cooperative State Research, Education, and Extension Service

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

FOOD SECURITY LEARNING CENTER

INITIAL ANNOUNCEMENT

CATALOG OF FEDERAL DOMESTIC ASSISTANCE: This program is listed in the Catalog of Federal Domestic Assistance under 10.225, Innovative Programs for Addressing Common Community Problems.

DATES: Applications must be received by close of business (COB) on June 7, 2007 (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 RFA's 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 Food Security Learning Center RFA.

EXECUTIVE SUMMARY: CSREES announces the availability of grant funds and requests applications for the national Food Security Learning Center (FSLC) for fiscal year (FY) 2007 to support a grant to a non-governmental organization (NGO) to establish and operate a national information and education clearinghouse on community food security. The amount available for support of this program in FY 2007 is approximately \$200,000.

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

Table of Contents

PART I—FUNDING OPPORTUNITY DESCRIPTION

- A. Legislative Authority and Background
- B. Purpose and Priorities
- C. Program Area Description

PART II—AWARD INFORMATION

- A. Available Funding
- B. Types of Applications
- C. Project Types

PART III—ELIGIBILITY INFORMATION

- A. Eligible Applicants
- B. Cost Sharing or Matching

PART IV—APPLICATION AND SUBMISSION INFORMATION

- A. Address to Request Application Package
- B. Content and Form of Application Submission
- C. Submission Dates and Times
- D. Funding Restrictions
- E. Other Submission Requirements

PART V—APPLICATION REVIEW REQUIREMENTS

- A. General
- B. Evaluation Criteria
- C. Conflicts of Interest and Confidentiality
- D. Organizational Management Information

PART VI—AWARD ADMINISTRATION

- A. General
- B. Award Notice
- C. Administrative and National Policy Requirements
- D. Expected Program Outputs and Reporting Requirements

PART VII—AGENCY CONTACT

PART VIII—OTHER INFORMATION

- A. Access to Review Information
- B. Use of Funds; Changes
- C. Confidential Aspects of Applications and Awards
- D. Regulatory Information
- E. Definitions
- F. CSREES' Grants.gov Implementation Plans

PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

Section 25 of the Food Stamp Act of 1977 (7 U.S.C. 2034), as amended by section 4125 of the Farm Security and Rural Investment Act of 2002 (Pub. L. 107-171), authorizes the provision of a competitive grant to one non-governmental organization (NGO) to coordinate with Federal agencies, States, political subdivisions, and other non-governmental organizations (collectively referred to in this notice as “targeted entities”) to gather information on innovative programs for addressing common community problems in the realm of food security, and recommend such programs to targeted entities.

B. Purpose and Priorities

The purpose of FSLC is to provide Federal funds to support coordination with targeted entities to gather information, and recommend to targeted entities: innovative programs for addressing community food security issues. Food security concerns and common community problems refer to the underlying causes of hunger and poverty, including the loss of farms and ranches, rural poverty, welfare dependency, hunger, food access issues, the need for job training, and the need for self-sufficiency by individuals and communities.

The FSLC grantee will: operate a national information clearinghouse on innovative means, including Community Food Projects, for addressing food security and common community problems in the areas outlined above; provide information and guidance to other targeted entities on innovative programs that offer constructive, community-based or grassroots solutions to hunger, community food insecurity, and poverty; and contribute in-kind resources toward implementation of the grant.

C. Program Area Description

The purpose of FSLC is to gather and disseminate among local, community, state, and Federal organizations and agencies information about innovative programs that address or ameliorate common community problems in the general subject areas of food, nutrition, and agriculture, including the loss of farms and ranches, rural poverty, welfare dependency, hunger, community food insecurity, the need for job training, and the need for self-sufficiency by individuals and communities. The grantee should also work closely and cooperatively with CSREES to receive and distribute information on Community Food Projects supported by CSREES.

In addition to operating a national information clearinghouse on innovative means to address food security and community problems, the grantee will also provide information and guidance on innovative programs through other means, for example, workshops, printed or copied materials, and electronic means. Clearinghouse information should be readily available to and easily accessible by Federal, state, and local government agencies, local community leaders, non-governmental organizations, and the public.

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 \$200,000 will be available to fund a grant application in FY 2007. Continuation of the program through 2010 in the amount of \$200,000 each year is subject to program reauthorization and the availability of funds.

B. Types of Applications

In FY 2007, applications should be submitted to the FSLC as a New Application. A new application is a project application that has not been previously submitted to the Program. All New Applications will be reviewed competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

C. Project Types

In FY 2007, \$200,000 is available for a single grant to establish and operate a national information clearinghouse, the Food Security Learning Center, for innovative approaches to food security and common community problems and to provide information and guidance to other targeted entities on innovative programs. Applicants may request funding for up to three years in duration with a budget of not more than \$200,000 annually.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Only non-governmental organizations (NGOs) are eligible to submit an application. Eligible NGOs must be:

- (1) Experienced in working with targeted entities – Federal agencies, States, political subdivisions, and other non-governmental organizations – and in organizing workshops that demonstrate programs to targeted entities;
- (2) Experienced in identifying programs that effectively address food security and community problems, including loss of farms and ranches, rural poverty, welfare dependency, hunger, the need for job training, and the need for self-sufficiency by individuals and communities, that can be implemented by other targeted entities;
- (3) Experienced in, and capable of receiving information from and communicating with targeted entities throughout the United States; and
- (4) Experienced in operating a national information clearinghouse that addresses one or more of the community problems described in paragraph (2) above.

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

The legislation establishing the FSLC requires that as a condition to receiving a grant from CSREES, the NGO must "contribute in-kind resources toward the implementation of the grant." To comply with this provision, CSREES has determined that applicants must provide at least 25 percent of total project resources on an in-kind basis during the term of the grant award. The Federal share of FSLC costs can be no more than 75 percent of total project costs.

FSLC grantees may provide matching resources through in-kind contributions from their own organization or from third-party in-kind contributions, fairly evaluated, including facilities. The non-Federal share of the resources may come from State government, local government, other non-profit entities, or private sources. Examples of qualifying matching contributions may include direct costs such as: rent for office space used exclusively for the funded project; duplication or postage costs; and staff time from an entity other than the applicant.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Address to Request 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-CFP-000689, 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 Parts 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.

1. R&R Other Project Information Form

a. Project Summary/Abstract (Field 6. on the Form). **PDF Attachment.**

The summary should also include the relevance of the project to the goals of FSLC.

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

FSLC applicants may propose projects with a maximum duration of four years. Each project may submit a request for up to \$200,000 per year for each year of funding requesting. Multi-year funding will depend on the reauthorization of the program and the availability of funds as well as the demonstration of satisfactory progress.

PLEASE NOTE: The Project Narrative shall not exceed 15 pages of written text and up to 10 pages of additional pages for figures and tables. This maximum (25 pages) has been established to ensure fair and equitable competition. A narrative Project Narrative must repeat and respond to the points in (a) through (d) below:

(a) How food security and common community problems upon which information is to be gathered will be identified. Succinctly describe the process by which the most common problems contributing to food insecurity, in the opinion of the applicant, will be identified. This section should also address how information on innovative programs addressing such issues will be gathered. At a minimum, these problems should include: loss of farms and ranches; rural poverty; welfare dependency; hunger; the need for job training; and the need for self-sufficiency by individuals and communities.

Information on CSREES supported Community Food Projects (CFP) must also be gathered, and the applicant should describe how, in coordination with CSREES and the Community Food Security Coalition, CFP information will be gathered and disseminated, including annual reports of grantees.

(b) How targeted entities will be identified. The applicant should provide a systematic approach to identifying appropriate targeted entities – Federal agencies, States, political subdivisions, and other non-governmental organizations – involved in food, nutrition, and agriculture issues.

(c) How FSLC information will be delivered to targeted entities. Applicants should detail potential methods for delivering information to targeted entities. Describe experience in delivering information on programs that effectively address food security and community

problems, including loss of farms and ranches, rural poverty, welfare dependency, hunger, the need for job training, and the need for self-sufficiency by individuals and communities, that can be implemented by other targeted entities;

(d) How a national information clearinghouse will be organized and operated and the timeliness of developing and posting information, including annual reports from CFP grantees. Applicants should discuss how a national clearinghouse will function in responding to inquiries about hunger and poverty issues and in providing outreach to increase awareness of food security and the FSLC website. Applicants should address how various types of requests – telephonic, electronic, and mail – will be handled to provide expeditious responses to targeted entities.

(e) Organizational experience. Provide information on the applicant's experience in FSLC-type activities. To be eligible for an award, the applicant and/or collaborators must be experienced in working with targeted entities and in organizing workshops, identifying model programs, receiving and communicating information, and operating a national clearinghouse. If other NGOs are to be involved in carrying out the proposed work plan, their role should be outlined and their experience also detailed in the application. Letters from the organizations involved acknowledging their support and contributions must be provided in an appendix to the proposal.

(f) Timeline. Identify the major milestones that will indicate progress toward achieving the project goals. Provide a timeline or systematic description of the approach for accomplishing major project objectives. Multi-year applicants must include specific, measurable accomplishments for each project year.

(g) Evaluation. The FSLC grantee will work in conjunction with the Community Food Security Coalition to determine appropriate evaluation measures for FSLC activities and then proceed to institute those measures. The Community Food Security Coalition has implemented a previous evaluation grant, so coordination is important.

2. R&R Budget Form

As stated in Part III, B. above, in-kind matching resources are mandatory for all FSLC projects. All of the applicant's matching support should be shown on the original budget in the appropriate categories (salary, materials and supplies, equipment, etc.) A budget narrative for these items must also be included. Proposals should include written verification of commitments of matching support of in-kind contributions from third parties.

Written verification means that for any third party in-kind contributions, a separate pledge agreement for each contribution, signed by the authorized organizational representatives of the donor organization and the applicant organization, which must include: (1) The name, address, and telephone number of the donor; (2) the name of the applicant organization; (3) the title of the project for which the donation is made; (4) a good faith estimate of the current fair market value of the third party in-kind contribution; and (5) a statement that the donor will make the contribution during the grant period. The sources and amounts of all matching support from outside the applicant institution should be summarized and included in the Budget Justification

as well as all pledge agreements. The value of applicant contributions to the project shall be established in accordance with applicable cost principles.

3. CSREES Supplemental Information Form

a. Program Code (Field 2. on the Form). Enter the program code name, “National Clearinghouse on Community Food Security,” and the program code, “LN.2.”

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 June 7, 2007 (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding.

The receipt of all applications will be acknowledged by 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 AOR has not received a confirmation message from CSREES 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 (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

No more than one-half of an FSLC award, as determined by budget expenditures, may be subawarded or subcontracted to other organizations.

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.

At least three members of the CSREES staff will conduct the merit review based on the evaluation criteria. Evaluated applications will be ranked based on merit. Final approval for the application recommended for an award will be made by the Administrator.

B. Evaluation Criteria

The evaluation criteria below will be used in reviewing applications submitted in response to this RFA, weighted relative to each other, and assigned a point value, as noted in the parentheses following each criteria discussion:

1. How common food security and community problems upon which information will be gathered will be identified. The applicant should describe its process for identifying food security and community problems related to hunger and poverty, along with proposed solutions for such problems, and how the applicant will determine which problems and solutions will be included in the clearinghouse database (20 points);
2. How the applicant will identify and collect information from targeted entities (20 points);
3. The appropriateness of methods to deliver FSLC information to targeted entities. The applicant should describe the full range of activities that will deliver information to targeted entities and how it will determine which method is most appropriate for which targeted entity (20 points);
4. How the applicant will organize and operate a national food security information clearinghouse on relevant issues (20 points); and
5. Organizational experience in researching and disseminating information on FSLC concerns (20 points).

C. Conflicts of Interest and Confidentiality

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

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

D. Organizational Management Information

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

Upon the award of a grant, applicants will be requested to finalize goals and objectives against which progress will be measured on an annual basis. Grantees must submit an annual report narrative and budget summary detailing activities and expenditures on the project. A format for these reports will be provided on an annual basis by CSREES.

PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact Elizabeth Tuckermanty, National Program Leader, Community Food Projects Competitive Grant Program; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture, 1400 Independence Avenue, SW; STOP 2241; Washington, DC 20250-2241; telephone: (202) 205-0241; e-mail: etuckermanty@csrees.usda.gov; or fax: (202) 401-6488.

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:

- (1) Administrator means the Administrator of CSREES and any other officer or employee of the Department to whom the authority involved is delegated.
- (2) 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.
- (3) Authorized organizational 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.
- (4) Budget period means the interval of time (usually 12 months) into which the project period is divided for budgetary and reporting purposes.
- (5) Common Community Problems means problems or issues that are or contribute to the underlying causes of hunger and poverty, including the loss of farms and ranches, rural poverty, welfare dependency, the need for job training, and the need for self-sufficiency by individuals and communities.

(6) Community Food Project is a community-based project that requires a one-time infusion of Federal assistance to become self-sustaining and is designed to increase food security in a community by: (i) meeting the food needs of low-income people; (ii) increasing the self-reliance of communities in providing for their own food needs; and (iii) promoting comprehensive responses to local food, farm, and nutrition issues.

(7) Department or USDA means the United States Department of Agriculture.

(8) Food security means access to affordable, nutritious, and culturally appropriate food for all people at all times.

(9) Grant means the award by the Secretary of funds to an eligible entity to assist in meeting the costs of conducting, for the benefit of the public, an identified project.

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

(11) Innovative Programs to Address Common Community Problems means activities outlined in section 25 (h) of the Food Stamp Act of 1977, as amended.

(12) Matching means that portion of project costs not borne by the Federal Government, including the value of in-kind contributions.

(13) Non-governmental organization means in a literal sense any organization that is independent from government. NGOs are typically value-based organizations. Although the NGO sector has become increasingly professionalized over the last two decades, principles of altruism and voluntarism remain key defining characteristics.

(14) Prior approval means written approval evidencing prior consent by an authorized departmental officer.

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

(16) Project director (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.

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

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

(19) Targeted entities means Federal agencies, States, political subdivisions, and non-governmental organizations.

(20) Third party in-kind contributions means non-cash contributions of property or services including real property, equipment, supplies and other expendable property, provided by non-Federal third parties and directly benefiting and specifically identifiable to the project.

F. CSREES' Grants.gov Implementation Plans

CSREES is continuing to develop its capacity to exchange proposal and grant data electronically with its grantees through [Grants.gov](http://www.grants.gov) and to process, review, and award proposals and grants electronically.

In Fiscal Year (FY) 2006, CSREES offered an electronic application option for select grant programs and partnered with five institutions to use Grants.gov Apply. CSREES utilized the SF-424 R&R (Research and Related) forms package (see 70 FR 9656, published in the Federal Register on February 28, 2005) along with CSREES Agency-specific forms and instructions to receive the electronic applications. These pilot activities were successful and provided lessons for applicants and CSREES.

As a result, for the FY 2007 (October 1, 2006-September 30, 2007) cycle, CSREES is requiring electronic submission through Grants.gov for some programs while providing a Grants.gov option for others. Please visit <http://www.csrees.usda.gov/funding/fy07changes.html> for information about FY 2007 submission requirements by program. For more information about CSREES' Grants.gov plans, including important announcements, program implementation, and detailed requirements, see the CSREES' web site, http://www.csrees.usda.gov/business/other_links/egov/egov.html. The information on these web sites will be updated as appropriate. It is suggested that the sites be visited periodically for important updates.