

Youth Farm Safety Education and Certification (YFSEC) Program

FY 2008 Request for Applications

APPLICATION DEADLINE: May 1, 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**

YOUTH FARM SAFETY EDUCATION AND CERTIFICATION PROGRAM

**(Formerly titled Hazardous Occupations Safety Training for Agriculture Program)
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 **May 1, 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 **Youth Farm Safety Education and Certification (YFSEC) RFA**.

EXECUTIVE SUMMARY: CSREES announces the availability of grant funds and requests applications for the Youth Farm Safety Education and Certification (YFSEC) Program for fiscal year (FY) 2008 to develop curriculum and programming based on the North American Guidelines for Children's Agricultural Tasks (NAGCAT) focused on underserved and/or minority youth. Approximately \$444,000 will be available in FY 2008 to support this program.

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

This program is authorized under the Smith-Lever Act of May 8, 1914, as amended, (7 U.S.C. 341 et seq.) with funding anticipated under Section 3(d) of the Smith-Lever Act (7 U.S.C. 343(d)) line item for Youth Farm Safety Education and Certification in the Consolidated Appropriations Act, 2008.

The current regulations for employment of youth in agriculture and exemptions are provided in 29 CFR Part 570, subpart E-1. These regulations provide exemptions for youth under the age of 16 employed in some agricultural operations, provided they obtain certification. Significant changes in agricultural production, and in the agricultural workforce since this Hazardous Order (HO) was implemented in the early 1970s, have encouraged the USDA to work with the U.S. Department of Labor in considering innovative training and certification and also in developing appropriate training and restrictions concerning youth employment in hazardous agricultural jobs.

B. Purpose and Priorities

The YFSEC program supports national efforts to deliver timely, pertinent, and appropriate training to youth actively working, with or without compensation, in agricultural production, regardless of whether the production is or is not family-owned. The YFSEC program has the following three objectives:

1. Support Current Standards – Support existing Hazardous Orders (HOs) by updating and assessing curricula, testing, procedures, and certification means. Determine resources required to maintain a national certification program.
2. Conduct Studies to Support Policy and Program Development – Research the effectiveness of current HOs, and the health, labor, and economic impacts of altering current HOs. Study employment trends in the employment of youth in agriculture, and skills needed in agriculture that will impact the education and certification needs of youth.
3. Develop Programs to Address Special Needs – Identify and develop educational programs that mitigate agricultural hazards to young workers, regardless of their knowledge, experience, ability, ethnicity, or culture.

Applications are being solicited for the FY 2008 YFSEC program under the third objective with emphasis placed on the following:

Implementation of projects focusing on underserved and/or minority youth. CSREES is soliciting applications that will establish a youth farm safety extension education program for underserved and/or minority youth. Proposals should develop curriculum,

educational programming and evaluation based on the North American Guidelines for Children's Agricultural Tasks (NAGCAT) guidelines for multiple geographic regions.

Applicants may review past Hazardous Occupations Safety Training for Agriculture (HOSTA) awardees' objectives on the Internet at: <http://www.csrees.usda.gov/funding/pdfs/Orientation.pdf> and/or review existing [Youth Farm Safety Abstracts](#) posted on the CSREES [Current Research Information System \(CRIS\)](#). Applicants may contact past awardees to request copies of materials developed in support of their objectives.

C. Program Area Description

The YFSEC program 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_.28CoP.29;) or form new COPs that focus on agricultural safety and health (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 \$444,000 will be available in FY 2008 to support this program.

B. Types of Applications

In FY 2008, standard grant applications may be submitted to the YFSEC Program as one of the following types of requests:

(1) New application. This is a project application that has not been previously submitted to the YFSEC Program. All new applications will be reviewed competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

(2) Renewal application. This is a project application that requests additional funding for a project beyond the period that was approved in an original or amended award. Applications for renewed funding must contain the same information as required for new applications, and additionally must contain a Progress Report (see Project Narrative, Part IV(B)2b). Renewal applications must be received by the relevant due dates, will be evaluated in competition with other pending applications in appropriate area to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

(3) Resubmitted application. This is an application that had previously been submitted to the YFSEC Program but not funded. Project Directors (PDs) must respond to the previous review panel summary (see Project Narrative, Part IV(B)2(b)vi). Resubmitted applications must be received by the relevant due dates, will be evaluated in competition with other pending applications in appropriate area to which they are assigned, and will be reviewed according to the same evaluation criteria as new applications.

C. Project Types

In FY 2008, the YFSEC program has established a maximum award size of \$230,000. Total project periods may not exceed four (4) years. In FY 2008, YFSEC applications are being solicited with emphasis placed exclusively on the following focus area:

Implementation of projects focusing on underserved and/or minority youth. CSREES is soliciting applications that will establish a youth farm safety extension education program for underserved and/or minority youth. Proposals should develop curriculum, educational programming and evaluation based on the North American Guidelines for Children's Agricultural Tasks (NAGCAT) guidelines for multiple geographic regions.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Only Extension Directors and Administrators of 1862 Land-Grant Institutions and 1890 Land-Grant Institutions are eligible to apply for YFSEC funds.

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 rejecting 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 requirements associated with the YFSEC program and matching resources will not be factored into the review process as evaluation criteria.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Electronic Application Package

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

Prior to preparing an application, it is suggested that the PD/PI first contact an Authorized Representative (AR)(also referred to as Authorized Organizational Representative or AOR) to determine if the organization is prepared to submit electronic applications through Grant.gov. If the organization is not prepared, the AR should see http://www.grants.gov/applicants/get_registered.jsp 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-001424** 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: 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.

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.

- a. Field 6. Project Summary/Abstract. The summary should also include the relevance of the project to the goals of YFSEC.
- b. Field 7. Project Narrative.

PLEASE NOTE: The Project Narrative shall not exceed twenty (20) pages of written text regardless of whether it is single or double spaced and up to five (5) additional pages for figures and tables. This maximum (twenty-five (25) pages) has been established to ensure fair and equitable competition. The Project Narrative must include all of the following:

- i. **Introduction:** A clear statement of the long-term goal(s) and supporting objectives of the proposed activities should be included. Summarize the body of knowledge or other past activities which substantiate the need for the proposed project. Describe ongoing or recently completed significant activities related to the proposed project including the work of key project personnel. Preliminary data/information pertinent to the proposed project should be included. In addition, this section should include in-depth information on the following, when applicable:

- (1) Estimates of the magnitude of the issues and their relevance to stakeholders and to ongoing State-Federal food and agricultural research, education and extension programs;
- (2) Role of the stakeholders in problem identification, planning, and implementation and evaluation as appropriate; and
- (3) Reasons for having the work performed at the proposing institution.

ii. Objectives: Clear, concise, complete, and logically arranged statement(s) of specific aims of the proposed effort must be included in all proposals.

iii. Methods: The procedures or methodology to be applied to the proposed effort should be explicitly stated. This section should include but not necessarily be limited to:

- (1) A description of stakeholder involvement in problem identification, planning, implementation and evaluation;
- (2) A description of the proposed project activities in the sequence in which it is planned to carry them out;
- (3) Techniques to be employed, including their feasibility and rationale for their use in this project;
- (4) Kinds of results expected;
- (5) Means by which extension and education activities will be evaluated;
- (6) Means by which data will be analyzed or interpreted;
- (7) Details of plans to communicate results to stakeholders and the public;
- (8) Pitfalls that might be encountered; and
- (9) Limitations to proposed procedures.

iv. Facilities and Equipment: All facilities which are available for use or assignment to the project during the requested period of support should be reported and described briefly. All items of major equipment or instrumentation available for use or assignment to the proposed project should be itemized. In addition, items of nonexpendable equipment needed to conduct and bring the project to a successful conclusion should be listed, including dollar amounts and, if funds are requested for their acquisition, justified.

v. Project Timetable: The proposal should outline all important phases as a function of time, year by year, for the entire project, including periods beyond the grant funding period.

vi. Response to Previous Review: In the case of a **Resubmitted application** (see Part II(B)3), PDs should respond to previous review panel summary on one page or less and attach to the Project Narrative.

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

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.

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 (i.e., enter “**Youth Farm Safety**”) and the program code (i.e., enter “**RB**”).

b. Field 3. Type of Applicant. Enter the type of institution: 1862 or 1890 Cooperative Extension Service.

c. 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 **May 1, 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 (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

Pursuant to Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA), as amended, 7 U.S.C. 3319, indirect costs are not allowable costs under Section 3(d) projects, and no funds will be approved for this purpose. Further, 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.

Unallowable costs include, but are not limited to, the following examples:

1. Entertainment Costs not permitted include banquets, award ceremonies, and meals for persons not traveling on behalf of the project except when provided to maintain the continuity of a meeting, tickets to shows or sporting events, and alcoholic beverages.
2. Awards and Certificates of Achievement are disallowed by OMB Circular, A-21—Cost Principles for Educational Institutions.
3. Facility Costs not permitted include 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.
4. Tuition Remission is prohibited by Section 1473 of NARETPA, as amended (7 U.S.C. 3319).
5. Any expense not directly related to the program or project is considered unallowable. Examples include child-care services, kitchen help hired to prepare refreshments, and promotional or appreciation gifts such as clothing, coffee mugs, or bags.

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. Overall merit of the proposal (60%)

- (a) Project scope adequately addresses the YFSEC Program objective listed in Part I, B. **(10%)**;
- (b) Review of issues and past initiatives establishes both the need for and originality of the proposed project while the introduction contextualizes the project's role in achieving the YFSEC program's objective (listed in Part I, B.) **(10%)**;
- (c) Work Plan objectives succinctly and sequentially summarize key milestones necessary to achieve project goal(s) **(5%)**;
- (d) Work Plan objectives seem clear, suitable, and feasible with respect to the following:
 - (1) Techniques, procedures, and methodologies **(10%)**;
 - (2) Expected results or outcomes **(10%)**; and
 - (3) Provisions for evaluating project efficacy **(10%)**.
- (e) PD appears sufficiently familiar with Institutional Review Board (IRB) process(es) and adequately considered human subject safeguards **(5%)**.

2. Qualifications of project personnel, adequacy of facilities, and budget request (40%)

- (a) Project personnel have distinctly defined roles (5%);
- (b) Project personnel demonstrate sufficient expertise to complete the project including familiarity with coordinating a local youth farm safety education program and as appropriate to application (10%);
- (c) Project Schedule systematically organizes tasks, illustrates successor task dependence, and allocates sufficient time for each task (5%);
- (d) Applicant institution (and any collaborators/subcontractors named) has or have as appropriate sufficient facilities for, and experience and competence in public awareness, grant management, examination preparation, and guide development (5%);
- (e) Budget forms comply with directions (herein, as well as accompanying application forms); amounts are allocated and tallied correctly (5%);
- (f) Budget narrative provides adequate justification for budget categories used (5%); and
- (g) Budget is cost effective and apportions funds appropriately given scope of project (5%).

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 (now codified at 2 CFR Part 215), 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

At least one member of each project team must attend and participate in an annual, one-day coordination meeting attended by all active projects funded by the program, typically held in November in Washington, DC.

Grantees are required to submit annual and final reports via CSREES' Current Research Information System (CRIS) <http://cwf.uvm.edu/cris>. When access to the web is unavailable, please contact the CRIS office at 202-690-0009. CRIS is an electronic, Web-based inventory system that facilitates both grantee submissions of project outcomes and public access to information on Federally-funded projects.

PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact Mr. Bradley Rein, National Program Leader for Youth Farm Safety Education and Certification; 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) 401-0151; fax: (202) 401-5179; e-mail: brein@csrees.usda.gov or Ms. Karen Hunter; Program Specialist; 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) 401-6825; fax: (202) 401-5179; e-mail: khunter@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:

Administrator means the Administrator of the Cooperative State Research, Education, and Extension Service (CSREES) and any other officer or employee of the Department to whom the authority involved is delegated.

Agricultural production means growing crops, plants, mushrooms, vines, ornamental or fruit or commodity-yielding trees, and livestock, each of these for sale in whole or in part as an income source for the production setting's proprietors.

Authorized Departmental Officer (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 Representative (AR) 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.

Certification means the successful completion of the safety training and passing score on the examinations required by the Hazardous Occupations Order in Agriculture for youth to operate tractors and other farm machinery deemed hazardous.

Department or USDA means the United States Department of Agriculture.

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

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

Independent means without a conflict of interest or without bias and capable of fairness and impartiality.

Peer review means an evaluation of a proposed project for scientific or technical quality and relevance performed by experts with the scientific knowledge and technical skills to conduct the proposed work or to give expert advice on the merits of a proposal.

Prior approval means written approval evidencing prior consent by an Authorized Departmental Officer as defined above.

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 in the grant application and approved by the Authorized Departmental Officer who is responsible for the direction and management of the project.

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

Project year means the twelve-month period that begins on the anniversary of an award.

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

Youth means children or adolescents who have reached their 12th birthday but not their 20th birthday.