

Rural Health and Safety Education Competitive Grants Program

FY 2008 Request for Applications

APPLICATION DEADLINE: June 2, 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**

RURAL HEALTH AND SAFETY EDUCATION COMPETITIVE GRANTS 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 June 2, 2008 (5:00 p.m. Eastern Time). Applications received after this deadline normally will 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 Request for Applications (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 Branch; Office of Extramural Programs; Cooperative State Research, Education, and Extension Service; USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: RFP-OEP@csrees.usda.gov. (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the **Rural Health and Safety Education Competitive Grants Program**.

EXECUTIVE SUMMARY: CSREES announces the availability of grant funds and requests applications for the Rural Health and Safety Education Grants Programs for fiscal year (FY) 2008 to meet national goals for addressing the health and access needs of rural Americans. CSREES anticipates making approximately \$1.75 million available in support of the Rural Health and Safety Education Grants Program in FY 2008.

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

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

The authority for this program is under Section 502 (i) of Title V of the Rural Development Act of 1972, as amended (7 U.S.C.2662). The Rural Health and Safety Education Program addresses the Individual and Family Health Education component of the authorization.

B. Purpose and Priorities

As specified in 7 U.S.C. 2662, grants will be made to establish the **Rural Health and Safety Education Programs** carried out by the eligible organizations in rural areas. The assistance provided by these programs, to the extent practicable, shall be coordinated with and delivered in cooperation with similar services or assistance by other Federal Agencies or programs for rural residents.

C. Program Area Description

With 25% of all U.S. elderly living in rural areas, rural communities and farm families are challenged to serve the aging population. Rural elderly cope with limited finances, lack of adequate housing, geographical barriers and inaccessible health and social services. Consequently, they are more likely to have chronic health conditions such as arthritis, diabetes and heart disease, which can affect physical functioning and the ability to live independently. While the U.S. Department of Agriculture and other Federal agencies' programs serve many low-income and disadvantaged rural elderly, the need for and access to health care services remains high in rural communities. Effective programs and services are needed to provide timely and adequate health information to a diverse aging population; to increase the responsibility of elders and that of their families to live healthier lives and plan for successful aging; to increase access to health services and educational activities in rural communities; and where appropriate to work with Extension educators in rural communities to successfully enhance the quality of life of older adults.

For FY 2008, the Rural Health and Safety Education Programs will focus on issues related to aging in one or more of three areas: 1) population aging in rural areas; 2) eldercare or caregiving and its impact on rural and farm families; and/or 3) related issues of rural health care to provide older individuals and families with:

- Information as to the value of good health in an era of population aging;
- Information to increase the older adult individual or family's motivation take more responsibility for their own health;
- Access by older adults to health promotion and educational activities;
- Trained health and allied health professionals or paraprofessionals committed to rural health and care of aging population; and
- Training for volunteers and health services providers concerning health promotion and health care services for rural older adult populations, in cooperation with the Department of Health and Human Services.

Priority will be given to applicants with a demonstrated history of training and educating nurses and allied health professionals committed to rural practice.

Rural Health and Safety Education 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 nutrition, aging, or rural health (for examples of developing COPs and guidance on forming COPs, see http://about.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 \$1.75 million will be available to fund applications in FY 2008. The project period shall not exceed 1 year. Proposed project budgets must not exceed \$350,000.

B. Type of Application

Only new applications will be considered in response to this RFA. Applications will be reviewed competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

In FY 2008, Rural Health and Safety Education will award standard grants.

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Land-grant colleges and universities that are eligible to receive funds under the Act of July 2, 1862 (7 U.S.C. 301 et seq.), and the Act of August 30, 1890 (7 U.S.C. 321 et seq.), including Tuskegee University and West Virginia State University. Award recipients may subaward to other organizations provided such organizations are necessary for the conduct of the project. Failure to meet an eligibility criterion by the application deadline will disqualify an applicant from consideration and 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

CSREES does not require matching or cost sharing support for this program and matching resources will not be factored into the review process as evaluation criteria.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Electronic Application Package

Only electronic applications may be submitted via Grants.gov to 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-RHSE-001485 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 (PDF)) 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. Project Summary/Abstract (Field 6. on the Form) **(Required Attachment – Must be PDF format)**

The summary should be approximately 250 words. The summary should be a self-contained specific description of the activity to be undertaken and should focus on: overall project goal(s) and supporting objectives; plans to accomplish project goal(s); and relevance of the project to the stated goals of the Rural Health and Safety Education Program Grants.

b. Project Narrative (Field 7. on the Form) **(Required Attachment – Must be PDF format)**

Applications that demonstrate a history of training and educating nurses and allied health professionals committed to rural practice will be given priority.

The Project Narrative shall not exceed 12 pages of written text and up to 3 additional pages for figures and tables. This maximum (15 pages) has been established to ensure fair and equitable competition. The Project Narrative must include all of the following sections:

Section 1: Introduction

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

Section 2: Statement of Need, Site Location, Potential Benefits

- Briefly describe how this overall project will address the issues and the audience to be reached;
- Provide the criteria used to select rural location/community;
- Describe the targeted health issue(s) to be addressed and why it is important to rural health of the older adult population; and
- Describe how this project will enhance health care of and accessibility by the older population served.

Section 3: Objectives

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

Section 4: 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:

- Scope and duration of the project. Since the program is of short duration, describe how it may link to ongoing programs and opportunities in the rural community to increase sustainability;
- A description of the proposed project activities in the sequence in which it is planned to carry them out;
- Techniques to be employed, including their feasibility and rationale for their use in this project;
- Kinds of results expected;
- Means by which data will be analyzed or interpreted;
- Pitfalls that may be encountered; and
- Limitations to proposed procedures.

Section 5: Evaluation Design and Methodologies

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

- Focus of evaluation;
- Identification and review of previous evaluations, literature, needs assessment and other information relevant to the evaluation;
- Methodological framework(s) within which information will be collected (i.e. case study, sample survey, other);
- Collection instruments and methods, if appropriate (i.e. interviews, focus groups, site visits, etc.);
- Specific sampling procedures to be used;

- Analytical procedures and devices to be used; and
- Identification of opportunities for ongoing program sustainability or improvement.

At a minimum, the evaluation should be designed to answer the following questions:

1. Has the program been successful in attaining the anticipated implementation objectives?
 - Are you implementing the services or training that you initially planned to implement?
 - Are you reaching the intended target population?
 - Are you reaching the intended number of participants?
 - Are you developing the planned collaborative relationships?
2. Has the program been successful in attaining the anticipated participant outcome objectives?
 - Are participants exhibiting the expected changes in knowledge, attitudes, behaviors or awareness?

Section 6: Communication Plan

Briefly describe how results from this project will be communicated to stakeholders and the public. Consider how project outputs or findings might be suitable for delivery through eXtension (Executive Summary - eXtension Implementation Plan)

(http://about.extension.org/mediawiki/files/5/51/EXECUTIVE_SUMMARY_-_March_14%2C_2006_-_YEAR_2.pdf).

Section 7: Project Management

Provide a brief summary of key staff and their functions, timelines, accounting management procedures (for funds used by the parent organizations and local sites), reporting, and collaborative efforts with the grantees. For educational programs, provide documentation of program coordination with the State offices of rural health and other appropriate programs of the Department of Health and Human Services (**attach the documentation to “Other Attachments” Field 11 in PDF format**).

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 (Optional) – 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. SF 424 (R&R) Subaward Budget Attachment (Only required if the application includes subawards) All subawards’ budgets must be included in the R&R Subaward Budget Attachment and a Budget Justification which includes an explanation for each budget item.

7. Supplemental Information Form

a. Program Code (Field 2. on the Form). Enter the program code name (i.e., enter “Rural Health and Safety Education” and program code (i.e., enter “LX”).

b. Conflict of Interest List (Field 8. on the Form). A conflict of interest list is required under this RFA.

C. Submission Date and Time

Applications must be received by COB on June 2, 2008 (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding.

D. Funding Restrictions

CSREES has determined that grant funds awarded under this authority may not be used for the renovation or refurbishment of research, education, or extension space; the purchase or installation of fixed equipment in such space; or the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.

Section 706 of the FY 2008 Consolidated Appropriations Act, (Pub. L. 110-161) limits indirect costs to 20 percent of the total Federal funds provided under each award. Therefore, when preparing budgets, applicants should limit their requests for recovery of indirect costs to the lesser of their institution's official negotiated indirect cost rate or the equivalent of 20 percent of total Federal funds awarded. Another method of calculating the maximum allowable is 25 percent of the total direct costs.

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.”

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

If the AR has not received correspondence **from CSREES** regarding a submitted application within 30 days of submission of the application, please contact the Program Contact identified in Part VII of the applicable RFA and request the proposal number assigned to the application. **Failure to do so may result in the application not being considered for funding by the peer review panel. Once the application has been assigned a proposal number, this number should be cited on all future correspondence.**

PART V—APPLICATION REVIEW REQUIREMENTS

A. General

Each application will be evaluated in a two-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. Significance of the Problem and Potential for Advancing the Quality of Rural Health on Issues of Aging, Eldercare, and/or Related Issues of Health Care Access (25 points).

This criterion is used to assess the likelihood that the project will have an impact upon and advance the quality of rural health to meet clearly delineated needs. Elements considered include: identification of a problem or opportunity to be addressed, justification for the project, innovation, and advancing health equity for rural people.

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

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

3. Evaluation (25 points)

This criterion is used to assess the adequacy of the evaluation design and its capacity to measure the extent to which program objectives are met. Elements considered include: evaluation purpose, study question(s), the methodological approach proposed for answering these questions, a data collection plan, appropriate analysis, and deliverables.

4. Budget (15 points)

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

C. Conflicts of Interest and Confidentiality

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

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

D. Organizational Management Information

Specific management information relating to an applicant shall be submitted on a one time basis, with updates on an as needed basis, as part of the responsibility determination prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another 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 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 which 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 Government wide Debarment and Suspension (Nonprocurement) and 7 CFR Part 3021—Government wide 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 (OMB No. 0524-0042) to CSREES' Current Research Information System (CRIS). **In addition, grantees are required to submit quarterly progress reports to the Agency contact.** The CRIS database contains narrative project information, progress/impact statements, and final technical reports that are made available to the public. For applications recommended for funding, instructions on preparing and submitting project documentation will be provided to the applicant by the agency contact. **Documentation must be submitted to CRIS before CSREES funds will be released.** Project reports will be requested by the CRIS office when required. For more information about CRIS, visit <http://cris.csrees.usda.gov>.

PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact Dr. Shirley Gerrior, National Program Leader, Families, 4-H and Nutrition, Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture, STOP 2225; 1400 Independence Avenue, SW; Washington, DC 20250-2225; Telephone: 202-720-4124; Fax: 202-720-9366; and E-mail: sgerrior@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:

1890 Institution or 1890 land-grant institution or 1890 colleges and universities means one of those institutions eligible to receive funds under the Act of August 30, 1890, (26 Stat. 417-419, as amended; 7 U.S.C. 321-326 and 328), including Tuskegee University and West Virginia State University.

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.

Authorized departmental officer (ADO) means the Secretary or any employee of the Department with delegated authority to issue or modify grant instruments on behalf of the Secretary.

Authorized representative (AR) 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.

Citizen or national of the United States means: (1) a citizen or native resident of a State, the District of Columbia, or any Insular Area; or, (2) a person defined in the Immigration and

Nationality Act, 8 U.S.C. 1101(a)(22), who, though not a citizen of the United States, owes permanent allegiance to the United States. Where eligibility is claimed solely on the basis of permanent allegiance, documentary evidence from the Immigration and Naturalization Service as to such eligibility must be made available to CSREES upon request.

Department or USDA means the United States Department of Agriculture.

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

Land-grant colleges and universities means those institutions eligible to receive funds under the Act of July 2, 1862 (12 Stat. 503-505, as amended; 7 U.S.C. 301-305, 307 and 308), including the land-grant institutions in the Insular Areas; or the Act of August 30, 1890 (26 Stat. 417-419, as amended; 7 U.S.C. 321-326 and 328), including Tuskegee University and West Virginia State University.

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

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

Project director (PD) means the single individual designated by the grantee in the grant application and approved by the Authorized Departmental Officer (ADO) who is responsible for the direction and management of the project [also known as a principal investigator for research activities].

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.

Rural means areas defined by ERS and other rural researchers and policy planners that includes, roughly, all places and people living outside the primary daily commuting zone of cities of 50,000 people or more. Refer to the 2003 Rural-Urban Continuum Codes classification scheme <http://www.ers.usda.gov/Data/RuralUrbanContinuumCodes/2003/> to determine county eligibility by state.

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

State means any one of the fifty States, the Commonwealth of Puerto Rico, Guam, American Samoa, the Commonwealth of the Northern Marianas, the Virgin Islands of the United States, and the District of Columbia.

United States means the several States, the territories and possessions of the United States, the Commonwealth of Puerto Rico, Guam, American Samoa, the Commonwealth of the Northern Marianas, the Virgin Islands of the United States, and the District of Columbia.

USDA and CSREES Strategic Plans: Go to http://www.csrees.usda.gov/about/offices/pdfs/csrees_stratic_plan.pdf to view the CSREES Strategic Plan. Go to <http://www.ocfo.usda.gov/usdasp/usdasp.htm> to view the USDA Strategic Plan.