

# **Children, Youth, and Families at-Risk (CYFAR) New Communities Project (NCP)**

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## ***FY 2005 Request for Applications***

**APPLICATION DEADLINE: December 1, 2004**



**U.S. Department of Agriculture**



**Cooperative State Research, Education, and Extension Service**

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

**CHILDREN, YOUTH, AND FAMILIES AT-RISK NEW COMMUNITIES PROJECT**

**INITIAL ANNOUNCEMENT**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE:** This program is listed in the Catalog of Federal Domestic Assistance under 10.500.

**DATES:** Applications must be received by close of business (COB) on December 1, 2004 (5:00 p.m. Eastern Time). Applications received after this deadline 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 RFA from any interested party. These comments will be considered in the development of the next RFA for the program. Such comments 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. Comments should be submitted as provided for 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, S.W.; Washington, D.C. 20250-2299; or via e-mail to: [RFP-OEP@csrees.usda.gov](mailto:RFP-OEP@csrees.usda.gov). (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the Children, Youth and Families at-Risk New Communities Project RFA.

**EXECUTIVE SUMMARY:** CSREES requests applications for the Children, Youth, and Families at-Risk New Communities Project (CYFAR/NCP) for fiscal year (FY) 2005 to marshal resources of the Land-Grant and Cooperative Extension Systems so that, in collaboration with other organizations, they can develop and deliver educational programs that equip limited resource families and youth who are at-risk for not meeting basic human needs with the skills they need to lead positive, productive, contributing lives. CSREES anticipates that approximately \$6.6 million will be available for support of this program in FY 2005.

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

Funding for CYFAR/NCP is authorized under section 3(d) of the Smith-Lever Act of May 8, 1914, as amended (7 U.S.C. 341 et seq.).

The Children, Youth, and Families at-Risk program began in 1990 as an Extension Committee on Organization and Policy (ECOP) national initiative entitled “Youth at-Risk” (YAR) with a Congressional appropriation of \$10,000,000. The 50 States and one territory received five years of YAR funding at the level of \$150,000 the first year, and reduced funding for each subsequent year. The YAR initiative focused on providing direct funding to local community programs which addressed issues of at-risk children and youth. A second five year funding cycle focused on building statewide capacity to serve at-risk populations while supporting youth education programs in selected communities. After completing their second five year cycle, successful States became eligible to receive State Strengthening (STST) grants. These \$150,000 grant awards require the recipient to partner with community groups and develop strategic statewide plans for working with at-risk audiences to create needed organizational changes.

The YAR initiative merged with another ECOP national initiative, “Plight of the Young Child,” to become the “Children, Youth, and Families at-Risk” (CYFAR) national initiative in 1994. In addition, CYFAR expanded to fund CYFERnet (Children, Youth, and Family Education and Research Network), a nation-wide network of technology and human resources to support community based programs for at-risk children, youth, and families. Three lead universities collaborated with 10-12 other universities to solicit and review resources in all CYFAR program outcome areas (Early Childhood, School Age, Teen, Parent/Family, and Community) and to build a technology, program, and evaluation infrastructure of support including web resources, training, and distance education programs.

A third cycle of funding supports “New Communities Projects” (NCP) for States having completed five years of successful capacity building and support to communities through STST projects. To be eligible for NCP funding, States are required to document their “readiness,” i.e. evidence of a statewide infrastructure to support a new group of community programs with a larger proportion of the CYFAR grant going to the communities than to the State.

All States have completed their five year funding cycle of STST awards. Nine States are eligible for initial (first year) NCP awards, and 37 States are eligible for renewal NCP grants.

### **B. Purpose and Priorities**

The mission of the CYFAR Program is to marshal resources of the Land-Grant and Cooperative Extension Systems so that, in collaboration with other organizations, they can develop and deliver educational programs that equip limited resource families and youth who are at-risk for not meeting basic human needs with the skills they need to lead positive, productive, contributing lives.

The purpose of the New Communities Project is to improve the quality and quantity of

comprehensive community-based programs for children, youth, and families at-risk within the Cooperative Extension System. CYFAR/NCP has two strategic objectives:

1. To support community projects providing educational programs for at-risk children, youth, and families which are based on locally identified needs, soundly grounded in research, and which lead to the accomplishment of the five National Outcomes (see Part I. C.1.c., below).
2. To integrate CYFAR programming into Extension base programs for children, youth, and families.

### **C. Program Description**

New Communities Projects should be supported by faculty across Extension and university departments and should be integrated into Extension base programs. State Extension/university faculty have responsibility for selecting new communities and providing technical assistance to them. Previously funded STST community sites and YAR community sites are not eligible for CYFAR/NCP funding.

To be considered for funding, applications must be compatible with the CSREES “CYFAR Philosophy” (<http://www.csrees.usda.gov/nea/family/cyfar/philosophy.html>).

#### **1. Selecting New Communities**

Projects should focus on children, youth, and families who are at-risk for not meeting basic human needs. The State should consider critical issues and demographic trends impacting children and families across the State in the selection process, e.g., migrant workers, new immigrant families, employment and workforce issues, family mobility, military deployments, and community and neighborhood factors.

State university staff should set up a process to select two or three New Community Projects based on the following criteria:

- (a) At least 20 percent of the population in targeted communities must live in households with incomes below the poverty level.
- (b) A minimum of 50 percent of participants at each site must meet one or more of the following characteristics: family qualifies for a public assistance program; family income falls below the poverty threshold; family income is less than 75 percent of the State or county median income; a parent did not complete high school; youth/family on record with community, juvenile justice and law enforcement, or social agencies for things such as foster care, child abuse or child neglect, substance abuse, eligibility for free or reduced school lunch, and other risk indicators.
- (c) Commitment to the five National Outcomes for early childhood, school age youth, teens, parents/families, and communities described below:

- (1) Early Childhood

Children will have their basic physical, emotional and intellectual needs met.  
Babies will be born healthy.

(2) School Age (K-8)

School age youth will demonstrate knowledge, skills, attitudes and behavior necessary for fulfilling contributing lives.

(3) Teens

Teens will demonstrate knowledge, skills, attitudes and behavior necessary for fulfilling contributing lives.

(4) Parents/Families

Parents will take primary responsibility for meeting their children's physical, social, emotional and intellectual needs and provide moral guidance and direction. Families will promote positive, productive, and contributing lives for all family members.

(5) Communities

Communities will provide safe and secure environments for families with children.

(d) Commitment to the principles of the CYFAR Program Philosophy:

(1) Active Involvement – Effective programs allow children, youth and families to be active agents in their own development;

(2) Supportive and Knowledgeable Relationships – Warmth, connectedness, good communication, knowledge, high expectations and support are essential components found in an effective program;

(3) Community Based, Holistic Philosophy – Effective programs see the child in the context of the family and community and recognize the multiple interactions and inter-relationships that exist, and they address development throughout the lifespan and provide children and families with frequent, intense and continuing support;

(4) Safe Haven – Individuals who allot physical, psychological, and cognitive resources to coping with violence in their peer group, family or community are at-risk for negative developmental outcomes, including but not limited to post-traumatic stress disorder, aggression, fewer friendships, and lower levels of achievement. Safety from physical and psychological harm are necessary requisites to positive development;

(5) Multiple Components/Theoretically Based – Effective programs recognize different learning styles and developmental stages;

(6) Structure and Accessibility – Programs that provide clear and consistent rules and expectations, a structured environment and age/culturally appropriate monitoring and curricula support positive behavior and development;

- (7) Resiliency and Asset Development – Effective programs promote asset development in the physical, intellectual, psychological, emotional, and/or social domain, teach life skills, and provide opportunities for skill building;
- (8) Collaboration – Effective programs cross bureaucratic lines, are collaborative works of many agencies, organizations, and citizens;
- (9) Diversity – Effective programs engage the broadest spectrum of people who have an interest in the specific needs of their community and who can bring diverse resources to solving problems; and
- (10) Address Complex Conditions - Effective programs recognize complex conditions which place families and youth at-risk.

## **2. Providing Technical Assistance**

Since FY 1991, State staff are required to provide technical assistance to NCP and sustained YAR and STST community sites funded by CYFAR. Community projects are expected to develop, implement, manage, staff, and evaluate their own programs, involving critical people in the community in the interest of relevance and sustainability. States are required to:

- (a) Involve county/local Extension staff in CYFAR site selection process.
- (b) Assist NCP in designing programs that are soundly based in research and lead to accomplishment of the five National CYFAR Outcomes (early childhood, school age youth, teens, parents/families, and communities).
- (c) Identify a county Extension professional for each community project to provide on-going technical assistance and integrate them into county Extension base programs.
- (d) Identify a technology specialist to work directly with the New Communities Projects and to link them to the electronic resources of the University and CYFERnet.
- (e) Identify an evaluation specialist to assist NCP in designing, implementing, collecting, analyzing and reporting impact data based on the five National Outcomes. Each community project will be required to identify one primary outcome for which they will conduct outcome evaluation.
- (f) Identify an individual who will develop the NCP budget and budget narrative and provide on-going budget monitoring and management.
- (g) Support program and technology training and staff development opportunities for county and community project staff.

- (h) Submit annual NCP Reports online to CSREES. Reports will include NCP demographics and overviews for each community project.

### **3. Connectivity**

CSREES provides connectivity funding as part of first-year NCPs. This funding is for hardware, software, technical assistance and training to the community-based projects. The purpose is to ensure success and sustainability of local programs by linking them to information, programs, research, and other services of the university, the Cooperative Extension System, CYFERnet, each other, and the myriad of Internet resources.

Each NCP site is eligible for connectivity funds. These Federal funds can be used to purchase hardware, software, Internet connectivity, training, technical assistance and support for all NCP sites. Site is defined as a physical community location at which a substantial amount of programming is conducted. Each county office that provides direct support to a NCP is also eligible for connectivity funds. The emphasis is on connecting program staff and citizens in low-income communities; those least likely to have access to information and/or the resources to obtain computers and Internet access. New Hardware and Technical Assistance and Training Specifications are available on the CYFERnet homepage. The Hardware Specifications can be found at: <http://www.cyfernet.org/connectivity/specs2004.html>; while the Technical Assistance and Training Specifications can be found at: <http://www.cyfernet.org/>.

## 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. CSREES anticipates approximately \$6.6 million will be available to fund applications in FY 2005.

### B. Types of Applications

In FY 2005, applications may be submitted to the CYFAR/NCP Program as one of the following two types of requests:

**(1) New application.** This 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.

**(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. 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.

### C. Project Types

CSREES intends to fund New Communities Projects on an annual basis for a maximum of five years. CSREES will accept requests for Federal funding **up to** \$120,000 for new projects and **up to** \$150,000 per year for renewals for programmatic costs **including** computer and Internet connectivity. First year NCP projects are encouraged to request only budget amounts that can be expended by the end of the project year, since carryover will be subtracted from the following year's request. It is recommended that the number of community projects be limited to two or three so that support can be continued in subsequent years.

Demonstrated Extension System statewide readiness is important in project success and sustainability. CSREES is seeking applications from States that have developed a statewide capacity to develop and deliver programs for at-risk children, youth, and families; have a proven track record of sustaining community programs; are integrating CYFAR into Extension base programs; and are able to provide support to New Communities Projects with minimal new Federal funding provided to the State.

Applicants may allocate a maximum of \$50,000 for State support to the NCP, including technical assistance with program development and evaluation, technology, and linking of NCP to original STST and YAR community projects and to the resources of the CYFERnet.

## PART III-ELIGIBILITY INFORMATION

### A. Eligible Applicants

Only Cooperative Extension Services at 1862 Land-Grant Universities and Colleges are eligible to apply. Applications may only be submitted by States that have successfully completed five years of STST Projects and that have a statewide infrastructure to support community programs for at-risk children, youth, and families. CSREES will accept only one application from each eligible State. Previously funded STST community sites and YAR project sites are not eligible for New Communities Project funding. **Commercial, non-profit, and other organizations that are not Cooperative Extension Services at 1862 Land-Grant Universities and Colleges are not eligible to apply.**

Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project.

### B. Cost Sharing or Matching

States are expected to integrate these projects into base Extension programs and to continue funding these projects after five years of Federal funding. CSREES requires a 100% match of the State portion (maximum of \$50,000 **using State funds only**). Local matching for the community portion (including electronic connectivity) is not required by CSREES. The community matching cannot be counted as the State-required matching and will not be factored into the application review process.

Resources identified for cost sharing must be available to and administered by the State Extension Director or designee.

## **PART IV—APPLICATION AND SUBMISSION INFORMATION**

### **A. Address to Request Application Package**

Program application materials are available at the CSREES Funding Opportunities web site (<http://www.csrees.usda.gov/fo/funding.cfm>). If you do not have access to the web page or have trouble downloading material and you would like a hardcopy, you may contact the Proposal Services Unit, Competitive Programs, USDA/CSREES at (202) 401-5048. When calling the Proposal Services Unit, please indicate that you are requesting the RFA and associated application forms for the Children, Youth and Families at-Risk New Communities Project RFA. These materials also may be requested via Internet by sending a message with your name, mailing address (not e-mail) and phone number to [psb@csrees.usda.gov](mailto:psb@csrees.usda.gov). State that you want a copy of the RFA and the associated application forms for Children, Youth and Families at-Risk New Communities Project.

### **B. Content and Form of Application Submission**

The applications should be prepared following the guidelines and the instructions below. Each application must contain the following elements in the order indicated:

#### **1. General**

Use the following guidelines to prepare an application. Proper preparation of applications will assist reviewers in evaluating the merits of each application in a systematic, consistent fashion:

(a) Prepare the application on only one side of the page using standard size (8 1/2" x 11") white paper, one-inch margins, typed or word processed using no type smaller than 12 point font, and single or double spaced. Use an easily readable font face (e.g., Geneva, Helvetica, Times Roman).

(b) Number each page of the application sequentially, starting with the Project Description, including the budget pages, required forms, and any appendices.

(c) Staple the application in the upper left hand corner. Do not bind. An original and two copies (three total) must be submitted in one package.

(d) Include original illustrations (photographs, color prints, etc.) in all copies of the application to prevent loss of meaning through poor quality reproduction.

(e) The contents of the application should be assembled in the following order:

- (1) Proposal Cover Page (Form CSREES-2002)
- (2) Table of Contents
- (3) Project Summary (Form CSREES-2003)
- (4) Project Description
- (5) References
- (6) Key Personnel
- (7) Collaborative Arrangements (including Letters of Support)
- (8) Conflict-of-Interest List (Form CSREES-2007)
- (9) Budget (Form CSREES-2004)

- (10) Budget Narrative
- (11) Matching
- (12) Current and Pending Support (Form CSREES-2005)
- (13) Assurance Statement(s) (Form CSREES-2008)
- (14) Compliance with the National Environmental Policy Act (NEPA) (Form CSREES-2006)
- (15) Page B, Proposal Cover Page (Form CSREES-2002), Personal Data on Project Director

## **2. Proposal Cover Page (Form CSREES-2002)**

### **Page A**

Each copy of each grant application must contain a "Proposal Cover Page", Form CSREES-2002. One copy of the application, preferably the original, must contain the pen and ink signature(s) of the proposing Project Director's (PD) and the authorized organizational representative (AOR), the individual who possesses the necessary authority to commit the organization's time and other relevant resources to the project. If there are more than three co-PD's for an application, please list additional co-PD's on a separate sheet of paper (with appropriate information and signatures) and attach to the Proposal Cover Page (Form CSREES-2002). Any proposed PD or co-PD whose signature does not appear on Form CSREES-2002 or attached additional sheets will not be listed on any resulting grant award. Complete both signature blocks located at the bottom of the "Proposal Cover Page" form. Please note that Form CSREES-2002 is comprised of two parts - Page A which is the "Proposal Cover Page" and Page B which is the "Personal Data on Project Director."

Form CSREES-2002 serves as a source document for the CSREES grant database; it is therefore important that it be accurately completed in its entirety, especially the e-mail addresses requested in Blocks 4.c. and 18.c. However, the following items are highlighted as having a high potential for errors or misinterpretations:

- (a) Type of Performing Organization (Blocks 6a. and 6b.). For Block 6a., a check should be placed in the appropriate box to identify the type of organization which is the legal recipient named in Block 1. Only one box should be checked. For Block 6b., please check as many boxes that apply to the affiliation of the PD listed in Block 16.
- (b) Title of Proposed Project (Block 7.). The title of the project must be brief (140 character maximum, including spaces), yet represent the major thrust of the effort being proposed. Project titles are read by a variety of nonscientific people; therefore, highly technical words or phraseology should be avoided where possible. In addition, introductory phrases such as "investigation of," "research on," "education for," or "outreach that" should not be used.
- (c) Program to Which You Are Applying (Block 8.). Enter CYFAR New Communities Project.
- (d) DUNS NO. (Data Universal Numbering System) (Block 11.). A DUNS number must be included for the legal recipient named in Block 1. See Part VIII.G.
- (e) Type of Request (Block 14.). Check the block for "New" or "Renewal."
- (f) Project Director (PD) (Blocks 16.-19.). Blocks 16.-18. are used to identify the PD and Block 19. to identify co-PD's. If needed, additional co-PD's may be listed on a separate sheet of paper

and attached to Form CSREES-2002, the Proposal Cover Page, with the applicable co-PD information and signatures. Listing multiple co-PD's, beyond those required for genuine collaboration, is discouraged.

(g) Other Possible Sponsors (Block 21.). List the names or acronyms of all other public or private sponsors including other agencies within USDA to which your application has been or might be sent. In the event you decide to send your application to another organization or agency at a later date, you must inform the identified CSREES program contact as soon as practicable. Submitting your application to other potential sponsors will not prejudice its review by CSREES; however, submitting the same (i.e., duplicate) application to another CSREES program is not permissible.

### **Page B**

Page B should be submitted only with the original signature copy of the application and should be placed as the last page of the original copy of the application. This page contains personal data on the PD(s). CSREES requests this information in order to monitor the operation of its review and awards processes. This page will not be duplicated or used during the review process. Please note that failure to submit this information will in no way affect consideration of your application.

### **3. Table of Contents**

For consistency and ease in locating information, each application must contain a detailed Table of Contents immediately following the Proposal Cover Page. The Table of Contents should contain page numbers for each component of the application. Page numbering should begin with the first page of the Project Description.

### **4. Project Summary (Form CSREES-2003)**

The application must contain a "Project Summary," Form CSREES-2003. The summary should be approximately 250 words, contained within the box, placed immediately after the Table of Contents, and not numbered. The names and affiliated organizations of all PD's and co-PD's should be listed on this form, in addition to the title of the project. 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 goals of the CYFAR New Communities Project program. The importance of a concise, informative Project Summary cannot be overemphasized. If there are more than three co-PD's for an application, please list additional co-PD's on a separate sheet of paper (with appropriate information) and attach to the Project Summary (Form CSREES-2003).

### **5. Project Description**

PLEASE NOTE: The Project Description shall not exceed eight pages of written text for new applications and five pages of written text for renewal applications. Please refrain from using graphs, photographs, charts and tables in your document. These page limitations have been established to ensure fair and equitable competition. The Project Description must include all of the following:

- (a) Extension System Statewide Readiness (New Applications Only - Renewals Proceed to Project Plan). Provide a brief description of **current statewide capacity** to serve at-risk audiences through base Extension programs. Incorporate the CYFAR organizational components in the statewide readiness description:
- (1) Vision and Strategic Plan: Have developed and implemented a common vision and strategic plan for programming for children, youth, and families at-risk.
  - (2) Extension Staff Trained and Rewarded: Have trained, supported, and rewarded Extension salaried and volunteer staff for implementing programs that accomplish the CYFAR mission.
  - (3) Extension has been recognized as a Critical Resource in Research and Education.
  - (4) Extension programs and staff have promoted diversity, inclusivity, and pluralism.
  - (5) Internal University Collaboration: Collaborations of Extension 4-H, Family and Consumer Sciences, Agriculture, and Community Development; and other University departments are promoted in programming for children, youth, and families at-risk across the State.
  - (6) External Collaborations: Collaborations of community, county, State and Federal agencies and organizations to strengthen program and policy for children, youth and families are promoted.
  - (7) Provide evidence of how past CYFAR community-based programs have been sustained.
  - (8) Describe how all CYFAR components – YAR, STST, NCP, and CYFERnet – are coordinated within the State.
- (b) Project Plan (Based on the New Communities Project’s Purpose Goals and Objectives – See Part I.B.)
- (1) Community Projects
    - (a) New Applications Only:
      - (i) Describe the process used for selecting NCPs (See Part I.C., Program Description)
    - (b) New and Renewal Applications:
      - (i) List the community sites by title, location, and key county and Community staff with their contact information.
      - (ii) For each NCP provide (limit one page per community project):
        - Program purpose
        - Primary National Outcome
        - Audience(s) to be served
        - Program content strategies
        - Evaluation plan
  - (2) Technical Assistance to New Communities Projects
    - (a) Describe the State plan for assisting NCPs in designing programs that are based on citizen needs, soundly based in research, and lead to accomplishment of the five National Outcomes.

- (b) Describe how the county Extension professional for each community project will provide on-going technical assistance and integrate these new projects into county Extension base programs.
- (c) Describe how State staff will support NCP staff with training and staff development (CYFAR 2005 Conference, New Communities Project Orientation Meeting for new NCP's, and Technology and Evaluation Training).
- (c) Evaluation
  - Describe strategies the NCP Evaluator will employ to assist NCPs in designing, implementing, collecting, analyzing and reporting impact data based on the five National Outcomes for Early Childhood, School Age, Teens, Parents/Families, and Communities.
- (d) Connectivity (All new applications and any renewals that request or propose to purchase computers in 2005)
  - (1) List county offices eligible for computers;
  - (2) List sites within each NCP eligible for computers;
  - (3) Describe strategies the NCP Technology Specialist will employ for providing technical assistance and training to sites.
  - (4) Describe plans to link NCP staff and participants to the electronic resources of the University and CYFERnet.
- (e) Administration Support
  - Describe Extension Administration support for this NCP.

## **6. References**

All references to works cited should be complete, including titles and all co-authors, and should conform to an acceptable journal format. References are not considered in the page-limitation for the Project Description.

## **7. Key Personnel**

The following should be included, as applicable:

- (a) The roles and responsibilities of each PD and/or collaborator should be clearly described; and
- (b) Vitae of the PD and each co-PD.

This section should be limited to two pages.

## **8. Collaborative Arrangements**

If it will be necessary to enter into formal consulting or collaborative arrangements with others, such arrangements should be fully explained and justified. If the consultant(s) or collaborator(s) are known at the time of application, a vitae or resume should be provided. In addition, evidence (e.g., letter of support) should be provided that the collaborators involved have agreed to render these services. The applicant also will be required to provide additional information on consultants and collaborators in the budget portion of the application. See instructions in the application forms for completing Form CSREES-2004, Budget.

## **9. Conflict-of-Interest List (Form CSREES-2007)**

A “Conflict-of-Interest List,” Form CSREES-2007, must be provided for all individuals who have submitted a vitae in response to item 7.(b) of this part. Each Form CSREES-2007 should list alphabetically, by the last names, the full names of the individuals in the following categories: (a) All co-authors on publications within the past four years, including pending publications and submissions; (b) all collaborators on projects within the past four years, including current and planned collaborations; (c) all thesis or postdoctoral advisees/advisors within the past four years; and (d) all persons in your field with whom you have had a consulting or financial arrangement within the past four years, who stand to gain by seeing the project funded. This form is necessary to assist program staff in excluding from application review those individuals who have conflicts of interest with the personnel in the grant application. The program contact must be informed of any additional conflicts of interest that arise after the application is submitted.

## **10. Budget**

### **a. General**

#### **(1) Budget Form (Form CSREES-2004)**

Prepare the Budget, Form CSREES-2004, **in accordance with instructions provided with the application forms**. A budget form is required for each year of requested support. In addition, a cumulative budget is required detailing the requested total support for the overall project period. The budget form may be reproduced as needed by applicants. Funds may be requested under any of the categories listed on the form, provided that the item or service for which support is requested is allowable under the authorizing legislation, the applicable statutes, regulations, and Federal cost principles, and these program guidelines, and can be justified as necessary for the successful conduct of the proposed project (see Part IV, D. for applicable funding restrictions). Applicants also must include a budget narrative to justify their budget requests (see section b. below.)

A minimum of 10% of the total project budget **must** be allotted for evaluation. This would include staff, travel, and materials costs for evaluation of the NCP.

NCP university, county, and community staff are expected to participate in the National CYFAR Conference and in technology and evaluation training. Staff of newly funded projects are also required to attend the New Communities Project Orientation meeting. Applicants of newly funded projects should submit a budget request for staff to travel to attend this Orientation.

Applicants submitting renewal applications **must** include projected carryover amounts in their FY 2005 budget request. New monies requested for FY 2005 **plus** total carryover (State and communities) may not exceed \$150,000. **Example:** On the Budget, Form CSREES-2004, if Carryover (Line P) = \$60,000, then Total 2005 Request (Line O) may not exceed \$90,000 (\$150,000 - \$60,000).

### **b. Budget Narrative**

All budget categories, with the exception of Indirect Costs, for which support is requested, must be individually listed (with costs) in the same order as the budget and justified on a separate sheet of paper and placed immediately behind the Budget form.

### **c. Matching Funds**

See Part III, B.

#### **11. Current and Pending Support (Form CSREES-2005)**

All applications must contain Form CSREES-2005 listing other current public or private support (including in-house support) to which personnel (i.e., individuals submitting a vitae in response to item 7.(b) of this part) identified in the application have committed portions of their time, whether or not salary support for person(s) involved is included in the budget. Please follow the instructions provided on this form. Concurrent submission of identical or similar applications to the possible sponsors will not prejudice application review or evaluation by the CSREES. However, an application that duplicates or overlaps substantially with an application already reviewed and funded (or to be funded) by another organization or agency will not be funded under this program. Please note that the project being proposed should be included in the pending section of the form.

#### **12. Assurance Statement(s) (Form CSREES-2008)**

A number of situations encountered in the conduct of projects require special assurances, supporting documentation, etc., before funding can be approved for the project. In addition to any other situation that may exist with regard to a particular project, applications involving any of the following elements must comply with the additional requirements as applicable.

##### **a. Recombinant DNA or RNA Research**

As stated in 7 CFR Part 3015.205 (b)(3), all key personnel identified in the application and all endorsing officials of the proposing organization are required to comply with the guidelines established by the National Institutes of Health entitled, "Guidelines for Research Involving Recombinant DNA Molecules," as revised. If your project proposes to use recombinant DNA or RNA techniques, you must so indicate by checking the "yes" box in Block 20. of Form CSREES-2002 (the Proposal Cover Page) and by completing Section A of Form CSREES-2008. For applicable applications recommended for funding, Institutional Biosafety Committee approval is required before CSREES funds will be released. Please refer to the application forms for further instructions.

##### **b. Animal Care**

Responsibility for the humane care and treatment of live vertebrate animals used in any grant project supported with funds provided by CSREES rests with the performing organization. Where a project involves the use of living vertebrate animals for experimental purposes, all key personnel identified in an application and all endorsing officials of the proposing organization are required to comply with the applicable provisions of the Animal Welfare Act of 1966, as amended (7 U.S.C. 2131 et seq.), and the regulations promulgated thereunder by the Secretary in 9 CFR Parts 1, 2, 3, and 4 pertaining to the care, handling, and treatment of these animals. If your project will involve these animals, you should check "yes" in Block 20. of Form CSREES-2002 and complete Section B of Form CSREES-2008. In the event a project involving the use of live vertebrate animals results in a grant award, funds will be released only after the Institutional

Animal Care and Use Committee has approved the project. Please refer to the application forms for further instructions.

### **c. Protection of Human Subjects**

Responsibility for safeguarding the rights and welfare of human subjects used in any grant project supported with funds provided by CSREES rests with the performing organization. Guidance on this issue is contained in the National Research Act, Pub. L. No. 93-348, as amended, and implementing regulations promulgated by the Department under 7 CFR Part 1c. If you propose to use human subjects in your project, you should check the “yes” box in Block 20 of Form CSREES-2002 and complete Section C of Form CSREES-2008. In the event a project involving human subjects is recommended for award, funds will be released only after the Institutional Review Board (IRB) has approved the research plan and CSREES has accepted documentation of the IRB approval. Please refer to the application forms for additional instructions.

### **13. Certifications**

Note that by signing Form CSREES-2002 the applicant is providing the certifications required by 7 CFR Part 3017, regarding Debarment and Suspension and Drug-Free Workplace, and 7 CFR Part 3018, regarding Lobbying. The certification forms are included in the application package for informational purposes only. These forms should not be submitted with the application since by signing Form CSREES-2002 your organization is providing the required certifications. If the project will involve a subcontractor or consultant, the subcontractor/consultant should submit a Form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions, to the grantee organization for retention in their records. This form should not be submitted to USDA.

### **14. Compliance with the National Environmental Policy Act (NEPA) (Form CSREES-2006)**

As outlined in 7 CFR Part 3407 (the CSREES regulations implementing NEPA), the environmental data for any proposed project is to be provided to CSREES so that CSREES may determine whether any further action is needed. In some cases, however, the preparation of environmental data may not be required. Certain categories of actions are excluded from the requirements of NEPA.

In order for CSREES to determine whether any further action is needed with respect to NEPA, pertinent information regarding the possible environmental impacts of a particular project is necessary; therefore, Form CSREES-2006, “NEPA Exclusions Form,” must be included in the application indicating whether the applicant is of the opinion that the project falls within a categorical exclusion and the reasons therefore. If it is the applicant’s opinion that the proposed project falls within the categorical exclusions, the specific exclusion(s) must be identified.

Even though a project may fall within the categorical exclusions, CSREES may determine that an Environmental Assessment or an Environmental Impact Statement is necessary for an activity, if substantial controversy on environmental grounds exists or if other extraordinary conditions or circumstances are present which may cause such activity to have a significant environmental effect.

### **C. Submission Date and Time**

Applications must be received by COB on December 1, 2004 (5:00 p.m. Eastern Time). Applications received after this deadline will not be considered for funding.

### **D. Funding Restrictions**

Pursuant to Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended, 7 U.S.C. 3319, indirect costs are not allowable costs under Section 3(d) of Smith-Lever funded projects, and no funds will be approved for this purpose. Costs that are a part of an institution's indirect cost pool (e.g., administrative or clerical salaries) may not be reclassified as direct costs for the purpose of making them allowable.

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

### **E. Other Submission Requirements**

#### **1. What to Submit**

Both electronic and hard copy applications are required by CSREES. The electronic application may be sent as a single, compiled e-mail attachment in Word, WordPerfect, Acrobat PDF, or RTF file format. A hard copy with original signatures and two (2) additional copies must be submitted. All hard copies of the application must be submitted in one package.

#### **2. Where to Submit**

Applicants should submit electronic applications to: [jkahler@csrees.usda.gov](mailto:jkahler@csrees.usda.gov) and [jclark@csrees.usda.gov](mailto:jclark@csrees.usda.gov). State on the subject line: State, NCP, and year of funding request (e.g., NY-NCP-05).

Applicants are strongly encouraged to submit completed hard copy applications via overnight mail or delivery service to ensure timely receipt by the USDA. The address for hand delivered applications or applications submitted using an express mail or overnight courier service is:

CYFAR New Communities Project  
c/o Proposal Services Unit  
Cooperative State Research, Education, and Extension Service  
U.S. Department of Agriculture  
Room 1420, Waterfront Centre  
800 9th Street, S.W.  
Washington, D.C. 20024

Telephone: (202) 401-5048

Applications sent via the U.S. Postal Service must be sent to the following address:

CYFAR New Communities Project  
c/o Proposal Services Unit  
Cooperative State Research, Education, and Extension Service  
U.S. Department of Agriculture  
STOP 2245  
1400 Independence Avenue, S.W.  
Washington, D.C. 20250-2245

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 Form CSREES-2002. If the applicant's e-mail address is not indicated, CSREES will acknowledge receipt of the application by letter.

If the applicant does not receive an acknowledgment within 60 days of the submission deadline, please contact the program contact. Once the application has been assigned a proposal number, please cite that number on all future correspondence.

## **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**

To be considered for funding, applications must be compatible with the CSREES “CYFAR Philosophy” (<http://www.csrees.usda.gov/nea/family/cyfar/philosophy.html>). Each application will also be judged on 1) the quality of the program outlined, 2) the capacity of the staff to implement a program which will accomplish the specified outcomes, and 3) the commitment of the State Extension Administration to support the project during and following the Federal funding period and to integrate CYFAR programming into base Extension programs statewide. Renewal applications must have documented accomplishments of their program objectives through their FY 2004 Year-end Report due to CSREES on October 31, 2004.

The evaluation criteria below will be used in reviewing applications submitted in response to this RFA:

1. Extension System Statewide Readiness (New Applications Only): 35 points
  - (a) Vision and strategic plan
  - (b) Extension staff trained and rewarded
  - (c) Extension staff recognized as critical resources in research and education
  - (d) Diversity, inclusivity, and pluralism
  - (e) Internal university and Extension collaboration (4-H & Family Consumer Sciences)
  - (f) External collaborations
  - (g) Demonstrated record of sustaining CYFAR community programs
  - (h) Description of how all CYFAR components are coordinated within the State

## 2. Project Plan: 65 points

- (a) Community Project Sites (35 points)
  - (1) New Applications Only
    - (i) Described the process used for selecting new community projects.
      - \* Used criteria established in the RFA
      - \* Considered critical issues and demographic trends impacting children and families
  - (2) New and Renewal Applications
    - (i) Listed the community sites by title, location, and key county and community staff with their contact information.
    - (ii) For each NCP provided (limit one page per community project):
      - Program Purpose
      - Primary National Outcome
      - Audience(s) to be served
      - Program content and strategies
      - Evaluation Plan
- (b) Providing technical assistance to New Communities Projects (15 points)
  - (1) Describes State plan for assisting community projects in designing programs that are based on citizen needs, soundly based in research, and lead to accomplishment of the five National Outcomes (Part II, B., Program Area Description).
  - (2) Describes how county Extension professional for each community project will provide on-going assistance and integrate them into county Extension base programs.
  - (3) Describes how State staff will support community project staff with training and staff development (CYFAR Conference, New Communities Projects Orientation meeting, Technology and Evaluation training).
- (c) Evaluation (5 points)
  - (1) Describes role of the State/university NCP evaluator in assisting NCP in designing and implementing impact evaluation based on the five National Outcomes.
- (d) Connectivity (for projects purchasing computers) (5 points)
  - (1) Lists eligible county offices.
  - (2) Lists eligible community sites.
  - (3) Describes technical assistance strategies of technology Specialist.
  - (4) Describes plans to link to CYFERnet and university.
- (e) Describes Extension Administration support for New Communities Projects (5 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. At the end of the fiscal year, names of panelists will be made available in such a way that the panelists cannot be identified with the review of any particular application.

## **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. Organizational Management Information**

Specific management information relating to an applicant shall be submitted on a one time 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).

### **C. 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.

#### **D. 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) 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 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).

#### **E. Expected Program Outputs and Reporting Requirements**

Projects must submit annual New Communities Projects Reports online to CSREES-USDA. Reports will include New Communities Projects demographics and overviews for each community project. FY 2005 New Communities Project year-end reports are due by October 31, 2005. Specific reporting instructions will be sent to each grantee at the time of award.

New Communities Project university, county, and community staff are expected to participate in the National CYFAR Conference and in technology and evaluation training. Newly funded projects are also required to attend the New Communities Project Orientation meeting. Applicable costs for these meetings need to be included in budgets and cited in the Budget Narrative.

## **PART VII-AGENCY CONTACT**

Applicants and other interested parties are encouraged to contact Sharon K. B. Wright, CYFAR Program; Families, 4-H, and Nutrition; Cooperative State Research, Education, and Extension Service; STOP 2225; 1400 Independence Avenue, S. .; Washington, D.C. 20250-2225; telephone: (202) 720-5075; fax: (202) 720-9366; e-mail: [swright@csrees.usda.gov](mailto:swright@csrees.usda.gov).

## **PART VIII-OTHER INFORMATION**

### **A. Access To Review Information**

Copies of reviews, not including the identity of reviewers, and a summary of the panel comments will be sent to the applicant PD after the review process has been completed.

### **B. Use of Funds; Changes**

#### **1. Delegation of Fiscal Responsibility**

Unless the terms and conditions of the award state otherwise, the awardee may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of award funds.

#### **2. Changes in Project Plans**

a. The permissible changes by the awardee, PD(s), or other key project personnel in the approved project shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the awardee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the Authorized Departmental Officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.

b. Changes in approved goals or objectives shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes. In no event shall requests for such changes be approved which are outside the scope of the original approved project.

c. Changes in approved project leadership or the replacement or reassignment of other key project personnel shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes.

d. Transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not Federal funds are involved, shall be requested by the awardee and approved in writing by the ADO prior to effecting such transfers, unless prescribed otherwise in the terms and conditions of the award.

e. Changes in Project Period: The project period may be extended by CSREES without additional financial support, for such additional period(s) as the ADO determines may be necessary to complete or fulfill the purposes of an approved project, but in no case shall the total project period exceed five years. Any extension of time shall be conditioned upon prior request by the awardee and approval in writing by the ADO, unless prescribed otherwise in the terms and conditions of award.

f. Changes in Approved Budget: Changes in an approved budget must be requested by the awardee and approved in writing by the ADO prior to instituting such changes if the revision will involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or award.

### **C. Confidential Aspects of Applications and Awards**

When an application results in an award, it becomes a part of the record of CSREES transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. The original copy of an application that does not result in an award will be retained by the Agency for a period of one year. Other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

### **D. Regulatory Information**

For the reasons set forth in the final Rule related Notice to 7 CFR part 3015, subpart V (48 FR 29114, June 24, 1983), this program is excluded from the scope of the Executive Order 12372 which requires intergovernmental consultation with State and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of information requirements contained in this Notice have been approved under OMB Document No. 0524-0039.

### **E. Definitions**

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

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

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

Authorized 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.

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

Department or USDA means the United States Department of Agriculture.

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.

Peer reviewers means experts or consultants qualified by training and experience in particular field of science, education, or technology to give expert advice on the scientific and technical

merit of grant applications of the relevance of those applications to one or more of the application evaluation criteria. Peer reviewers may be ad hoc or convened as a panel.

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

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 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.

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

USDA means the United States Department of Agriculture.

#### **F. CSREES' Grants.gov Implementation Plans**

Grants.gov is an internet web site for grant and other financial assistance information (e.g., allows grant seekers to find funding opportunities). It also will serve to facilitate electronic transmission of information pertaining to grants and other financial assistance information (e.g., electronic application submission).

In FY 2004, CSREES initiated the receipt of applications electronically through the Grants.gov (<http://www.grants.gov>) storefront for limited programs. As a result of this initiative, it was evident that improvements were necessary prior to further implementation of electronic applications. CSREES is working hard to provide Grants.gov as an option for programs in FY 2005. More information about CSREES' Grants.gov plans, including important announcements, program implementation, and detailed requirements, is posted on the CSREES' web site, [http://www.csrees.usda.gov/business/other\\_links/egov/egov.html](http://www.csrees.usda.gov/business/other_links/egov/egov.html), which will be updated as appropriate. It is suggested that this site be visited periodically for important updates.

See the section titled, "Other Submission Requirements" for information about the format (i.e., hard copy or electronic) for the submission of proposals under this RFA.

#### **G. DUNS Number**

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 70 million businesses worldwide. A Federal Register notice of final policy issuance (68 FR 38402) requires a DUNS number in every application (i.e., hard copy and electronic) for a grant or cooperative agreement (except applications from individuals) submitted on or after October 1, 2003. Therefore, potential applicants should verify that they have a DUNS number or take the steps needed to obtain one. For information about how to obtain a DUNS number go to

<http://www.grants.gov/RequestaDUNS>. Please note that the registration may take up to 14 business days to complete.

#### **H. Required Registration for Grants.gov**

The Central Contract Registry (CCR) is a database that serves as the primary Government repository for contractor information required for the conduct of business with the Government. This database will also be used as a central location for maintaining organizational information for organizations seeking and receiving grants from the Government. Such organizations must register in the CCR prior to the submission of applications via grants.gov (a DUNS number is needed for CCR registration). For information about how to register in the CCR visit <http://www.grants.gov>. Allow a minimum of 5 days to complete the CCR registration.