2003

Wyoming AgrAbility project

Sarah M. Freeburn

University of North Dakota

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Wyoming AgrAbility Project

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Scholarly Project
Submitted to the faculty
of the
University of North Dakota Occupational Therapy Department
in partial fulfillment of the requirements
for the degree
Masters of Occupational Therapy

University of North Dakota
Casper College Site, Casper Wyoming
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CHAPTER ONE

INTRODUCTION

Agriculture is a unique industry where many of the workers live, work and recreate at the worksite. Current research indicates the agricultural workplace is the second most hazardous industry in the nation. The National Safety Council’s 1999 edition of injury facts reported 22 deaths per 100,000 agriculture workers in the United States (National Safety Council, 1999). Farmers, ranchers and agriculture workers with disabilities are a vital part of the agricultural workforce in rural America and Wyoming.

According to the Wyoming Division of Economic Analysis, the agricultural sector, including farm and agriculture services, provides over 17,000 jobs (Wyoming Agricultural Statistics, 2002). The U.S. Census Bureau (2000), indicates that 21.27% of Wyoming’s general population over the age of five reports having a disability. In the year 2000, the geographic comparison table by occupation, industry and class of worker for the employed civilian population 16 years and over reported 3,700 workers in the occupational category of agriculture, forestry and fishing in the state of Wyoming (U.S. Census Bureau, 2000). From this data we can extrapolate that 21.27% of the 3,700 Wyoming civilians employed in the agricultural occupation category may suffer from a disabling condition; a projected total of 174 disabled agricultural, forestry and fishing workers in the state of Wyoming who do not currently have access to a program designed to meet their specific needs. The lack of disability expertise and services necessary to accommodate disabilities should not deprive many agriculturalists in Wyoming the opportunity to continue productive lives in agriculture.

The agricultural community in Wyoming could significantly benefit from a project such as AgrAbility. The AgrAbility project links the Cooperative Extension Service at a land grant
university with a private non-profit disability service organization to provide services that promote independence in agriculture production and rural living. It is designed to increase the likelihood that individuals with disabilities and their families engaged in productive agriculture become more successful in performing their daily roles and responsibilities.

The purpose of this project is to prepare a grant proposal for submission to the National AgrAbility project in 2004. The ultimate goal is to receive funding for a state AgrAbility project that will provide for the unmet needs of disabled workers in Wyoming agriculture.
CHAPTER TWO
REVIEW OF LITERATURE

Introduction

The Encarta Encyclopedia (2001, Agriculture p.1), defines agriculture as the "art, science, and industry of managing the growth of plants and animals for human use. In a broad sense agriculture includes cultivation of the soil, growing and harvesting crops, breeding and raising livestock, dairying, and forestry."

Agricultural production has been documented in research as a dangerous workplace, and it is currently the second most hazardous industry in the nation (National Safety Council, 2002). Fatality rates have been high in the agriculture industry over a period of time and workers in the industry have consistently been identified as being at high risk for death and injury (Ruser, 1998). "The U.S. Department of Labor reported 740 job-related fatalities in the agriculture/forestry/fishing industrial code for the year 2001" (Ag Connections, 2003, p.2). Despite attempts to prevent injuries and fatalities in this industry, the United States Department of Agriculture (USDA) National Agricultural Statistics Service estimates that each year more than 200,000 farmers, ranchers and agricultural workers experience lost-work-time injuries and occupational illnesses, with approximately five percent resulting in a serious and permanent disability (AgrAbility Project, 2003). The environmental hazards of the work environment continue to pose risks for chronic health problems such as lung disease, joint and back problems associated with ergonomics, hearing loss, arthritis, cancer and aging and these conditions are disabling thousands more agriculturalists every year (Ag Connections, 2003).

A research study by Adekoya & Myers (1996) found that environmental hazards, in agriculture, contributed substantially to the high rate of fatalities and work related injuries in the
United States between 1992-1996. These hazards can often be attributed to animals, machinery, chemicals and other aspects of the work environment (1996). Adekoya & Myers (1996) concluded that the development of appropriate hazard awareness training for agriculture workers might help to prevent future deaths in this industry sector.

Risks inherent in agricultural production which can result in fatalities, work related injuries and disabling conditions that significantly impact the farm and ranch family, the community, the state and ultimately, the nation.

Disabling Conditions

The Encarta Encyclopedia (2000, Disabilities p.1) defines the disabled population as “persons with physical, sensory, or mental impairments that can make performing an everyday task more difficult. Some disabilities, such as a broken hip, may be temporary; others are minor, such as vision impairments that can be adapted by corrective lenses”. Some disabilities are classified as severe, resulting in a significant impact on everyday life. Some severe disabilities may represent a handicap that can affect “the inability to take part in community life on an equal level with others” (2000, Disabilities p.1). John McNeil (2001), a researcher for the U.S. Census Bureau, studied the conditions most frequently cited as a cause of difficulty with a physical activity or an activity of daily living (ADL). These disabling conditions, listed according to frequency, were: back or spine problems, heart conditions, lung or respiratory disease, high blood pressure, stiffness or deformity of an extremity, diabetes, and blindness or vision problems.

The majority of people with disabilities who work or live in an agricultural setting have a desire to continue in the occupation despite their disabilities. They are often frustrated by their attempt to do so because of rural isolation, limited personal resources, inconsistent service
delivery systems to rural areas and inadequate access to assistance that is oriented in agriculture (AgrAbility Project, 2003). In 1991, a grant-funded program called AgrAbility was started due to the unique frustrations and unmet needs of this working population.

AgrAbility

Legislation


Purpose

To address the specialized needs of AgrAbility’s customers, the program serves national, regional, state, and local levels through education and networking (U.S. Department of Agriculture, 2003). The AgrAbility project links the Cooperative Extension Service at a land grant university with a private non-profit disability service organization to provide services that promote independence in agriculture production and rural living. It is designed to increase the likelihood that individuals with disabilities and their families engaged in productive agriculture become more successful in performing their daily roles and responsibilities. The project strives
to accommodate disabilities and eliminate barriers to help individuals with disabilities maintain independence in their businesses and lifestyles. Individuals with any type of disability, physical, cognitive, or illness related, are eligible for AgrAbility services (The National AgrAbility Project, 2003).

The project strives to promote growth in service provision in order to meet the needs of the agricultural population (U.S. Department of Agriculture, 2003). Since 1991, staff members from 25 state or regional projects have been providing services and assistance to agricultural workers. In 2000, 791 new clients were added and a total of 1,083 clients were served. The total number of clients served has continued to remain relatively constant, in spite of a continual decline in the total farm population (The National AgrAbility Project, 2002).

The current National AgrAbility Project (NAP) is administered through the University of Wisconsin - Extension Cooperative Extension Biological Systems Engineering Department and Easter Seals. The NAP has a dual mission; 1) providing consumer services to agriculturalists in geographic areas without State and Regional AgrAbility Projects (SRAPs) and 2) their most significant role is helping SRAPs become more successful in meeting their objectives. The NAP is also responsible for evaluating the SRAP’s impact on an annual basis and for providing training and assistance to the SRAP’s staff (U.S. Department of Agriculture, 2003).

The NAP connects all SRAPs by facilitating information sharing as well as identifying, encouraging, and addressing opportunities and challenges for the AgrAbility program. The NAP usually produces or recommends the education materials for forums, networking ideas, assistance protocols, and marketing products. They are responsible for providing training and assistance to the SRAP’s staff, which then provide assessment, training and site visits directly to
the farmers or ranchers with a disability in their geographic area (U.S. Department of Agriculture, 2003).

The SRAPs operate within a geographic area defined on the basis of counties, states, or both. SRAPs may function independently of each other or band with states that have insufficient potential clientele to submit regional, multi-state proposals. To receive funds for a SRAP, applicants should first contact the current NAP for detailed information concerning standard operating procedures and access AgrAbility-related instructional materials. A grant proposal should then be generated and submitted in accordance with the guidelines published by the NAP to possibly receive funds and establish a new or continuing AgrAbility project (The National AgrAbility Project, 2003).

State Projects/Programs

The state programs are designed to be unique in order to meet the needs of their individual agricultural population. Each program is responsible for the evaluation and recommendation of appropriate services to eliminate barriers and limitations and to allow agricultural workers to continue in their desired profession. Each state outlines specific annual objectives and strives to meet their specific goals as well as promote the National AgrAbility mission (The National AgrAbility Project, 2003).

Figure 1., on page 10, depicts the states that are currently receiving AgrAbility services. The gray states are those, which have access to program services, the white states do not currently have services. Wyoming is a state with no history of support services specifically designed for production agriculture families with disabilities.
There are several state programs that have proven to be successful in providing a vast array of individualized services.

- In 2000, the Nebraska AgrAbility program helped a disabled man create and prepare a Plan for Achieving Self-Support (PASS) through the Federal Social Security Administration. The plan was approved and their consumer was able to become more efficient in his haying business and better able to support his family financially because of the increased efficiency.

- AgrAbility in North Dakota recommended, adapted, and installed a standing lift that raises their client to his tractor’s operator station following an injury and subsequent leg amputation in 2000. Currently, North Dakota no longer has AgrAbility services in place.

- South Dakota AgrAbility spent part of 2000 developing and hosting annual caregiver workshops. This was designed to develop social networks recognizing that caretakers must also face many changes when a family member is afflicted with a disability.
In the same year, a Pennsylvania dairyman was at the point of giving up his dairy farm after two strokes left him with restricted use of this right side. The Pennsylvania AgrAbility program was able to adapt his dairy with mechanical additions and a utility vehicle to allow the man to overcome his strength and mobility limitations and continue in the dairy business (AgrAbility, 2000).

There has been a significant role for AgrAbility in these states and on a national basis. The positive role that AgrAbility has played cannot be measured by those who have benefited by its intervention. These states and individual who have benefited by the presence and services of AgrAbility are deserving and it is the purpose of this paper to show that Wyoming also has a significant need for the services of AgrAbility.

The Need for AgrAbility in Wyoming

Agricultural Frontier

Wyoming is home to a host of varied agricultural enterprises and activities. Although much of the state is dry rangeland, agricultural production is significant, partly due to the fact that the Rocky Mountain States have unique and different terrain. Vast areas are comprised of rangeland suited to cattle, sheep and wheat production and the valley regions are irrigated, providing water for hay, sugar beets, potatoes, fruits, and vegetable crops (Agriculture, 2000). Wyoming Agricultural Statistics (2002) reported that Wyoming ranks eighth nationally in total land in farms and ranches and first in average size of farms and ranches. About 41 percent, 25.8 million acres, of Wyoming land is used for agricultural production. Nearly 97 percent of all land owned by a private entity is used in agriculture in the state (U.S. Department of Agriculture, 1999).
Employment and Labor

According to the Wyoming Division of Economic Analysis, the agricultural sector, including farm and agriculture services, provides over 17,000 jobs (Wyoming Agricultural Statistics, 2002). Wyoming production agriculture is frontier by nature. The primary sources of labor for agriculture operations come from farm and ranch family members involved in both manual and mechanical operations who are dependent on the income from these operations. It is therefore no surprise that their concerns center around business and family issues related to potential injuries prevalent in farming and ranching (Fetsch, 1999). For this reason, a self-sufficient family unit could potentially suffer a greater impact when a member is no longer able to participate in agricultural activity because the long-term impact of the loss of a wage earner is devastating (Buchan, 2003).

Demographics and Disabilities

Changes in the economics of modern agriculture have changed the nature of the workforce with the average age of the farm owner/operator increasing. This is due to the decreasing proportion of children choosing to continue family farming/ranching operations and the fact that it is difficult to start a farm/ranch operation as a young operator with no family investment in land or equipment (Ag Connections, 2003). The average age of Wyoming agriculture operators is 54.4 years (U.S. Census Bureau, 2000). The percentage of the national population with a disability has been found to have a positive correlation with age and farmers do not retire at age 65. Senior farmers often take prescribed medications, work with physical disabilities and suffer from hearing loss, increasing their risk for work-related injuries or death (National Safety Council, 2002).
Table 1, on page 14, presents statistics from the U.S. Census Bureau (2000), and depicts the population by age and disability status for the state of Wyoming. This data indicates that 21.27% of Wyoming’s general population over the age of five reports having a disability. In the year 2000, the geographic comparison table by occupation, industry and class of worker for the employed civilian population 16 years and over reported 3,700 workers in the occupational category of agriculture, forestry and fishing in the state of Wyoming (U.S. Census Bureau, 2000). From this data we can extrapolate that 21.27% of the 3,700 civilians employed in the agricultural occupation category may suffer from a disabling condition; a projected total of 174 disabled agricultural, forestry and fishing workers in the state of Wyoming. This however may be a conservative estimate due to the fact that the youth population is not included in the reported numbers and there is some questioning with respect to the accuracy at the reporting system.

The National Institute for Occupational Safety and Health (2000) found that 12.2 occupational fatalities occurred for every 100,000 youths working in agriculture, which is more than twice the national rate for fatal occupational injuries. They also determined that approximately 33,000 youths under the age of 20 are seriously injured on farms each year. The injury and death rate were found to be most prevalent in the Midwestern United States, especially where there is crop production (National Institute for Occupational Safety and Health, 2000). Children born with a disabling condition such as cerebral palsy would also be eligible for services from the AgrAbility program, but are not included in the scope of the disabled agriculturalists presented in Table 1. It is difficult to determine the exact number of individuals working in agriculture in Wyoming due to the variance in classifications for agricultural industry, workers and roles. The Wyoming Division of Economic Analysis has reported that the agricultural sector, including farm and agriculture services, provides over 17,000 jobs in the state
of Wyoming. Analysis of this information would result in a larger disabled population in the agricultural occupation category (2002). "Imperfect reporting, lack of work history, reluctance to seek medical attention, and the lack of access to medical care are among the reasons that injuries and health problems arising from agricultural work are believed to be under-reported” (AgConnections, 2003, p.2)

<table>
<thead>
<tr>
<th>Disability Status of the Civilized Non-Institutionalized Population by Age</th>
<th>Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population 5 to 20 years</td>
<td>119,219</td>
<td>100.0</td>
</tr>
<tr>
<td>With a disability</td>
<td>9,175</td>
<td>7.7</td>
</tr>
<tr>
<td>Population 21 to 64 years</td>
<td>277,326</td>
<td>100.0</td>
</tr>
<tr>
<td>With a disability</td>
<td>46,493</td>
<td>16.8</td>
</tr>
<tr>
<td>Population 65 years and over</td>
<td>54,630</td>
<td>100.0</td>
</tr>
<tr>
<td>With a disability</td>
<td>21,475</td>
<td>39.0</td>
</tr>
<tr>
<td>Averages of population 5 and over with a disability</td>
<td>77,143</td>
<td>21.27</td>
</tr>
</tbody>
</table>

Table 1. Disability Status of Wyoming citizens by age (U.S. Census Bureau, 2000)

Agriculture Production is highly stressful for a variety of reasons. Economic and market conditions change frequently, making profits uncertain. Producers must continually adapt to rapid technological advances and consumer expectations. Modern and complex machinery, uncooperative livestock, and toxic chemicals make production agriculture a dangerous occupation with a high risk of accidents. The stressful nature of production agriculture and the hazardous environmental setting increases the risk for physical and mental disabilities (Fetsch, 1999).

Studies conducted by the National Institute for Occupational Safety and Health found that "farmers have the highest rate of death as a result of stress-related conditions. Heat stress, artery disease, hypertension, ulcers, and nervous disorders top the list of killers” (National Safety Council, 2001). Some stress is inevitable due to droughts, floods, pests, long hours, financial
concerns, and rural isolation among other frustrations. Adding a disability to the unavoidable strains seen in agriculture creates even higher stress levels for farm and ranch families. The higher the stress rate, the higher the disease, accident and mental illness rates (Selzer, Rogers, & Kern, 1968). Where there are accidents, there are disabilities. Where there are disabilities, individuals and families experience the full range of emotional reactions associated with death and loss: denial, anger, bargaining, depression, dialogue and acceptance. The more rural agricultural professionals, health care providers and peer counselors know and understand the disability process and its relationship to modern agriculture, the more effective they will be at helping individuals and their families learn to manage their losses, stress, anger and depression as well as enhance their resilience (Fetsch, 1999).

It is difficult to determine exactly how devastating the disability impact is in the agricultural industry because there has been no comprehensive data system to record the extent of the health problems or injuries in the rural agricultural community. Fatality rates in agriculture have ranked among the highest for centuries, however the National Ag Safety Database (2002) states that, "there are serious discrepancies among the existing data sources pertinent to occupational morbidity and mortality," making it difficult to identify the true magnitude of the morbidity and mortality in agriculture and in demonstrating the need for rehabilitative services provided to the productive agriculturists.

Once the need for services has been established, there are other challenges to face in the actual provision of services. Ken Hoff (2003), director of the Wyoming Independent Living Rehabilitation, Inc., noted that a Wyoming agriculturalist faces many additional challenges if a disabling condition is present. These challenges include geography, long distances to service
providers, low population, lack of public transportation for people with disabilities and minimal funding for independent living services.

Conclusion

The lack of disability expertise and services necessary to accommodate disabilities should not be allowed to deprive the many agriculturalists in Wyoming of continuing productive lives in agriculture. The agricultural community in Wyoming could significantly benefit from a project such as AgrAbility. It would provide a way to address the un-met needs and unique challenges of the Wyoming agriculturalists and to provide needed services for disability accommodation. It would also provide a vehicle for the development of appropriate hazard awareness training for agriculture workers that might help to prevent future deaths and injuries in the agricultural industry sector. Requesting funds to develop an AgrAbility program in Wyoming would be one way to address the lack of disability services for agriculturalists.
CHAPTER THREE
ACTIVITIES/METHODOLOGY

A common interest in agriculture and occupational therapy services was the impetus for this project. In the spring of 2003, research was conducted to identify programs that target the specialized needs of disabled agricultural workers. The AgrAbility program was identified as a vehicle to meet these goals and the author initiated the process to develop an AgrAbility program in Wyoming. The product of this scholarly project is a grant proposal prepared for submission to the National AgrAbility project in January 2004. The AgrAbility grant is written in accordance with the AgrAbility Program FY2004 guidelines for new applicants.

The AgrAbility project links the Cooperative Extension Service at a land grant university with a private non-profit disability service organization to provide services that promote independence in agriculture production and rural living. In the spring of 2003 contact was made with Randy Weigel, a professor at the University of Wyoming. A Land grant University must submit the AgrAbility grant, so this working relationship was vital to the success of the application. Randy and his associates submitted an AgrAbility grant for the FY 2001, but they were not selected as a recipient for funding. The past unsuccessful grant application and subsequent reviewer comments were studied to learn the strengths and weaknesses of the original grant application. This information was utilized in preparing the current grant proposal.

Wyoming Independent Living Rehabilitation agency was the private non-profit organization that worked with the University of Wyoming for the preparation the grant proposal for FY 2001. In the summer of 2003, contact was initiated with Ken Hoff, the director of this agency to discuss his viewpoint regarding AgrAbility. During the summer of 2003, the author
also submitted a topic proposal *Wyoming AgrAbility Project* to the Dean of the University of North Dakota graduate school with approval being received at the end of the summer semester.

In the fall of 2003, Ivan Graff, program specialist at the National AgrAbility project was contacted to obtain information regarding new state programs and Request for Proposal (RFP) guidelines. The RFP guidelines were published later that fall and were reviewed when received. The author conducted an extensive literature review of relevant information on disabilities in agriculture and existing AgrAbility programs. The literature review consisted of researching current refereed journals articles, statistics from the census bureau and various AgrAbility publications.

The research and input from personal contacts was used to develop a draft funding request document in accordance with AgrAbility guidelines. This final document will then be critiqued, reviewed and refined by the planning team from the University of Wyoming and Wyoming Independent Living Rehabilitation in preparation for submission to the National AgrAbility project in 2004. The guidelines and grant proposal are outlined in chapter four.
CHAPTER FOUR

PRODUCT

Wyoming AgrAbility Grant

This grant proposal consists of documents required by the FY 2004 request for applications (RFA) Assistive Technology Program for Farmers with Disabilities: National AgrAbility Project. The RFA provides guidelines for content and formatting. (Appendix A) The guidelines state that the application will be prepared on only one side of standard (8 ½” x 11”) white paper. One-inch margins are required for the word-processed document and text can be double or single-spaced. The RFA dictates that Geneva, Helvética or Times Roman font should be selected and it should be no smaller that 12-point. Each page of the application should be numbered sequentially and the finished application should be stapled in the upper-left hand corner. The guidelines for content and formatting dictated in the RFA were utilized for the grant application and may vary from APA guidelines as followed in the other chapters of this scholarly project. The grant proposal is numbered sequentially according to these guidelines and numbers will vary from scholarly project formatting.
# Proposal Cover Page

1. **LEGAL NAME OF ORGANIZATION TO WHICH AWARD SHOULD BE MADE**
   - University of Wyoming

2. **ADDRESS (Give complete mailing address and Zip Code)**
   - University of Wyoming Cooperative Extension Service
   - PO Box 3354
   - University of Wyoming
   - Laramie, WY 82071-3354

3. **NAME AND TITLE OF AUTHORIZED ORGANIZATIONAL REPRESENTATIVE (AOR)**
   - Dr. Glen Whipple

4. **Telephone No.:**
   - 307-766-5124

5. **Fax Number:**
   - 307-766-5686

6. **E-mail Address:**
   - whipple@uwyo.edu

7. **ADDRESS OF AOR (If different from Item 2.)**

8. **TITLE OF PROPOSED PROJECT (140-character maximum, including spaces)**
   - Wyoming AgrAbility: Helping Disabled Farm and Ranch Families Live Independently

9. **PROGRAM TO WHICH YOU ARE APPLYING (Include Program Area and Number: Refer to Federal Register announcement or program solicitation where applicable)**
   - AgrAbility

10. **DUNS NO. (Data Universal Numbering System)**
    - 78-597-9618

11. **TYPE OF PERFORMING ORGANIZATION (Choose 1 only)**
    - 08 Private For-Profit

12. **CONGRESSIONAL DISTRICT NO.**
    - WY 1

13. **PROPOSED START DATE**
    - 08/01/2004

14. **DURATION REQUESTED (No. of months)**
    - $600,000

16. **PROJECT DIRECTOR (PD)**
    - Randolph R. Weigel

18. **a. PD Phone No.:**
    - 307-766-4186

19. **b. PD Fax No.:**
    - 307-766-5686

20. **c. PD E-mail Address:**
    - weig@uwyo.edu

21. **CO-PD(s) NAME**
    - John P. Hewlett
    - Sarah M. Freeburn

22. **TELEPHONE NUMBER**
    - 307-766-2166

23. **E-MAIL ADDRESS**
    - Hewlwtt@uwyo.edu

24. **If this is a research project, will it involve recombinant DNA, human subjects, or living vertebrate animals?**
    - Yes

25. **Will this project be sent or has it been sent to other funding agencies, including other USDA agencies?**
    - Yes

26. **Date**
    - 08/01/2004

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0524-0039. The time required to complete this information collection is estimated to average 3.00 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.
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Agriculture is a unique industry where many of the workers live, work and recreate at the worksite. Current research has found this to be a dangerous worksite as agriculture production is the second most hazardous industry in the nation. The National Safety Council’s 1999 Edition of Injury Facts reports 22 deaths per 100,000 agriculture workers in the United States. “These statistics also show an estimated 780 deaths and 140,000 disabling injuries in agriculture during 1998” (National Safety Council 1999). Wyoming agriculturalists are no exception to this trend. According to the Wyoming Division of Economic Analysis, the agricultural sector, including farm and agriculture services, provides over 17,000 jobs. The average age of Wyoming agriculture operators is 54.4 years (U.S. Census Bureau, 2000). The percentage of the national population with a disability has been found to have a positive correlation with age and farmers do not retire at age 65. 21.27% of Wyoming’s general population over the age of five reports having a disability. a projected total of 174 disabled agricultural, forestry and fishing workers in the state of Wyoming. Wyoming is a state with no history of support services specifically designed for production agriculture families with disabilities. There are many agencies in the state that provide support or rehabilitation services, but none of these programs by themselves can offer the comprehensive services needed by the agricultural worker or family member with a disability. The high occupational injury rate among agriculture workers, the lack of disability expertise and the lack of services necessary to accommodate disabilities deprive many hard working individuals from continuing productive lives in agriculture.

University of Wyoming Cooperative Extension (Randolph R. Weigel) and Wyoming Independent Living Rehabilitation seek to collaborate on a Wyoming AgrAbility project to provide for the unmet needs of this unique working population. The project team members will address all five national AgrAbility goals.

I- Provide direct education and assistance to farmers and ranchers annually: They will provide 8 workshops, 1,000 brochures, 4PSA’s and an AgrAbility website. II- Provide specialized educational programs to professionals: They will offer 2 workshops to professionals annually and 4 on-site trainings. III- Provide on the farm technical advice to 15-25 clients. IV- Involve community and health care professionals: They will increase the number of professionals reached by AgrAbility marketing. V- Mobilize rural volunteer resources: They will develop a peer support network and train volunteers. The number of individuals involved in the peer support network will increase annually.
D. Project Justification and Need:

**Agricultural Frontier**

Wyoming is home to a host of varied agricultural enterprises and activities. Although much of the state is dry rangeland, agricultural production is significant, partly due to the fact that the Rocky Mountain States have unique and different terrain. Vast areas are rangeland suited to cattle, sheep and wheat production although there are some irrigated valley regions for hay, sugar beets, potatoes, fruits, and vegetable crops (Agriculture, 2000). Wyoming Agricultural Statistics (2002) reported that Wyoming ranks eighth nationally for total land in farms and ranches and first nationally for the average size of farms and ranches. About 41 percent, 25.8 million acres, of Wyoming land is used for agricultural production of one type or another. Nearly 97 percent of all private land in the state is used for agriculture (U.S. Department of Agriculture, 1999).

**Employment and Labor**

According to the Wyoming Division of Economic Analysis, the agricultural sector, including farm and agriculture services, provides over 17,000 jobs (Wyoming Agricultural Statistics, 2002). The primary sources of labor for agriculture operations are from farm and ranch family members who are involved in both the manual and mechanical operations because they are dependent on the income from these operations. It is therefore no surprise that their concerns center around business and family issues related to a wide range of injuries inherent in farming and ranching (Fetsch, 1999). A self-sufficient family unit could potentially suffer a greater impact when a member is no longer able to participate in agricultural activity. From
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The National Institute for Occupational Safety and Health (2000) found that 12.2 occupational fatalities occurred for every 100,000 youths working in agriculture, which is more than twice the national rate for fatal occupational injuries. They also determined approximately 33,000 youth under the age of 20 are seriously injured on farms each year. The injury and death rate were found to be most prevalent in the Midwestern United States, especially where there is crop production (National Institute for Occupational Safety and Health, 2000). Children born with a disabling condition such as cerebral palsy would also be eligible for services from the AgrAbility program, but not included in the scope of the disabled agriculturalists presented in Table 1.

It is difficult to determine the exact number of individuals working in agriculture in Wyoming due the variance in classifications for agricultural industry, workers and roles. The Wyoming Division of Economic Analysis has reported that the agricultural sector, including farm and agriculture services, provides over 17,000 jobs in the state of Wyoming. Analysis of these 17,000 jobs could also result in a larger disabled population in the agricultural occupation category (2002). “Imperfect reporting, lack of work history, reluctance to seek medical attention,
and the lack of access to medical care are among the reasons that injuries and health problems arising from agricultural work are believed to be under-reported” (AgConnections, 2003, p.2)

**Psychological Considerations**

Agriculture Production is highly stressful for a variety of reasons. Economic and market conditions change frequently, making profits uncertain. Producers must continually adapt to rapid technological advances and consumer expectations. Modern and complex machinery, uncooperative livestock, and toxic chemicals make production agriculture a dangerous occupation with a high risk of accidents. The stressful nature of production agriculture and the hazardous environmental setting increases the risk for physical and mental disabilities (Fetsch, 1999). Studies conducted by the National Institute for Occupational Safety and Health found that “farmers have the highest rate of death as a result of stress-related conditions. Heat stress, artery disease, hypertension, ulcers, and nervous disorders top the list of killers” (National Safety Council, 2001, para 1). Some stress is inevitable due to droughts, floods, pests, long hours, financial concerns, and rural isolation among other frustrations. Adding a disability to the unavoidable strains seen in agriculture creates even higher stress levels for farm and ranch families. The higher the stress rate, the higher the disease, accident and mental illness rates (Selzer, Rogers, & Kern, 1968). Where there are accidents, there are disabilities. Where there are disabilities, individuals and families experience the full range of emotional reactions associated with death and loss: denial, anger, bargaining, depression, dialogue and acceptance. The more rural agricultural professionals, health care providers and peer counselors know and understand about the disability process and modern agriculture, the more effective they will be at helping individuals and their families learn to manage their losses, stress, anger and depression as well as enhance their resilience (Fetsch, 1999).
Lack of Capacity in Current Programs

Wyoming is a state with no history of support services specifically designed for the agriculture family member with a disability. There are many agencies in the state that provide support or rehabilitation services, but none of these programs by themselves can independently offer the comprehensive services needed by the agricultural worker or family member with a disability.

Ability to Provide Needed Services

The grant applicants can demonstrate the ability to provide these services as evidence by the numerous accomplishments in similar projects. Wyoming Independent Living Rehabilitation, Inc. (WILR) is a registered, private, non-profit agency whose purpose is to provide people with severe disabilities the opportunity to obtain, maintain, or increase their independence in the community of their choice. WILR works cooperatively with the State Department of Employment and the Division of Vocational Rehabilitation (DVR) to provide independent living services to those who are severely disabled. WILR professionals posses the skills to provide individualized treatment to disabled individuals. WILR plans to continue the expansion of services to consumers in the agricultural community and meet the consumers need through the coordination of existing resources and Independent Living Service outreach offices. WILR has established service provision networks with hundreds of local service providers serving consumers for the past twenty years.

Randy Weigel has worked as an extension human development specialist since 1998 and is skilled in the development and presentation of educational programs related to human resource management in agricultural operations, leadership development and program evaluation. He also specializes in farm stress and the mental health component of agricultural work, adding another
essential component to the scope to the proposed AgrAbility project. The University of Wyoming’s role in the project will include management of the grant project, facilitation of strategic planning and expertise in the area of psychology in agriculture.

E. Work Plan

The purpose of the Wyoming AgrAbility Project is to provide farmers and ranchers with disabilities, and their families the information, services and support needed to help them return to their farming and ranching operations and live productive and satisfying lives. A four-year plan has been designed to address the issues of: education, networking, assistance and marketing.

Goal 1) To provide direct education and assistance to accommodate disabilities in farming to individuals with disabilities who engage in farming and farm-related occupations.

Objective 1.1 Wyoming AgrAbility will provide eight educational workshops annually throughout Wyoming to groups of farmers, ranchers agriculture workers and their families.

Activity:
- UWCES and WILR will meet and develop the content, agenda, materials, success stories, news releases, guest speakers and presentation sites for workshops. Each year the workshops will be designed to target priority areas plus an overview of AgrAbility along with the process of making a referral. The workshop in FY 2004 will be designed to provide education regarding AgrAbility and the offered services, in hopes of reaching new referral possibilities. Workshops in subsequent years will be designed based on the interests and priority areas of the clientele base and be formulated to address educational topics requested by Wyoming’s agricultural workers.

Evaluation:
- UWCES and WILR will refine the focus group questions to identify educational needs for future years
- UWCES will use the “AgrAbility Workshop Satisfaction Survey HUHY 1 (adapted from the Colorado AgrAbility Program) to document participant satisfaction levels and impacts for reporting to the national stakeholders. This will improve quality and identify priority areas for future workshops. See Appendix A.
- UWCES will analyze workshop participant data to determine participant satisfaction. Satisfaction levels will stay above 70% for FY 2004-2007.

Objective 1.2 Develop and distribute a Wyoming AgrAbility brochure.

Activity:
- UWCES and WILR will design a brochure with content regarding AgrAbility services to promote the project and result in increased referrals.
• UWCES will prepare and print 1,000 copies of the brochure annually.
• UWCES and WILR will distribute the brochure in communities throughout Wyoming as needed.

Evaluation:
• UWCES and WILR will document the number of brochures distributed annually.
• UWCES will analyze the correlation of distributed brochures and referrals.

Objective 1.3 Develop and distribute quarterly public service announcements (PSA’s)

Activity:
• UWCES and WILR will collaborate on the preparation of four PSA’s, in each fiscal year, to use in the promotion of AgrAbility activities and services.
• PSA’s will be distributed in written, electronic and audio form to various media contacts.

Evaluation:
• UWCES will document the number of PSA’s prepared and released each year as well as the coverage locations.

Objective 1.4 Develop and maintain an AgrAbility web site at UWCES that is linked to UW’s Department of Human Development & Family Studies and to WILR’s web sites.

Activity:
• Dr. Weigel will interview and employ on an hourly basis graduate students to develop and maintain a Wyoming AgrAbility web site during FY 2004.
• Graduate students will update and maintain the AgrAbility web site during FY 2005-FY 2007.
• The website will be designed to be coded in a handicap accessible format for the hearing impaired.
• A website hit counter will be included in the web page format to determine the number of individuals accessing the information.

Evaluation:
• Successful development of an accessible web page.
• The website counter will demonstrate an increase in hits every month after web page completion.

Objective 1.5

WILR specialists will collaborate with Cooperative Extension staff and provide AgrAbility education at extension booths at fairs throughout the state.

Activity:
• Information will be displayed at county fairs, the State Fair in Douglas and at Cheyenne Frontier Days as these are gathering locations for large numbers of individuals involved in agriculture.

Evaluation:
• WILR and UWCES will collaborate on tracking the number of displays, which provide AgrAbility education information.
• The number of referrals that come as a result of this display will be recorded for marketing purposes.
Goal 2) To provide direct education to enhance the professional competencies of rural agricultural professionals, rehabilitation and health care providers, vocational counselors and other providers of services to individuals with disabilities and their families who engage in production agriculture or related occupations.


Activity:
- Wyoming AgrAbility will develop an educational module in FY 2004 to be used for in-service AgrAbility trainings in Wyoming hospitals and rehabilitation facilities where there are potential AgrAbility clients.
- WILR will contact community and health care facilities to offer and set up in-service education opportunities where requested.

Evaluation:
- A training protocol will be developed in FY 2004.
- WILR will document the number of in-service trainings annually.
- UWCES will use the “AgrAbility In-Service Satisfaction Survey (adapted from the Colorado AgrAbility Program) to document participant satisfaction levels and impacts for reporting to the national stakeholders, identifying professional feedback and priority areas for future workshops. See Appendix B.

Objective 2.2 Wyoming AgrAbility will provide two statewide educational workshops annually to professionals who work with individuals with disabilities and their families who engage in farming or farm related occupations.

Activity:
- UWCES and WILR will meet and develop the content, agenda, materials, success stories, news releases, guest speakers and presentation sites for workshops. Presentation content will focus on the unmet needs of Wyoming’s disabled agriculture worker population, the services provided by AgrAbility and the process for referrals in FY 2004. Presentation content will be developed based on participant feedback in subsequent years.
- UWCES will present where Wyoming rural professionals meet.

Evaluation:
- UWCES will use the “AgrAbility Workshop Satisfaction Survey HUHY 1 (adapted from the Colorado AgrAbility Program) to document participant satisfaction levels and impacts for reporting to the national stakeholders. This will improve quality and identify priority areas for future workshops.
- UWCES will analyze workshop participant data to determine participant satisfaction. Satisfaction levels will stay above 70% for FY 2004-2007.
- UWCES will document the number of in-service trainings and number of professionals in attendance.

Goal 3) To provide on the farm technical assistance concerning the design, fabrication, and use of agricultural and related equipment, machinery and tools, and advice on the modification of work sites, operations and living arrangements to accommodate individuals with disabilities who engage in farming, farm living and farm-related enterprises.
Objective 3.1 Wyoming AgrAbility will provide on-site evaluations by a licensed Occupational Therapist including areas of mobility, accessibility, ergonomics and functional assessments. This information will be used to develop a client-centered treatment plan with recommendations on modifications and accommodations. In FY 2004 10 clients will be served, FY 2005 15 clients, FY 2006 20 clients and FY 2007 25 clients will be served.

Activity:
- WILR will employ staff professionally competent in providing the above services.
- A client-centered approach will be utilized to allow the client’s goals, needs and concerns to be addressed.
- WILR will provide an introductory letter and brochure to each prospective client detailing AgrAbility services.
- A written copy of the treatment plan and recommendations will be given to each client.
- Each client will be asked how he or she learned of AgrAbility services for marketing purposes.
- WILR staff will provide clients with information regarding assistive technology and modifications including examples of equipment and their purposes.
- Wyoming AgrAbility staff providing direct services will be HIPPA certified and comply with all regulations to ensure confidentiality of each client record.
- WILR independent living specialists will provide case management and follow up services to AgrAbility clients.

Evaluation:
- WILR will document the number of on-site visits to farms and ranches each year.
- The manner in which each client learned about the program will be documented and used in marketing strategies.
- All AgrAbility staff providing direct treatment will show proof of successful HIPPA certification.
- UWCES will conduct a follow up interview with clients to assess service satisfaction and outcomes.
- WILR will provide UWCES with contact information for case closures in order for UWCES to conduct exit interviews for satisfaction.
- UWCES will analyze this data. A minimum of 70% of participants will report increased satisfaction levels, knowledge levels, improved attitude and behavior changes, and tax dollar support levels for AgrAbility.

Objective 3.2 Collaboration will be facilitated among AgrAbility, the Wyoming Division of Vocational Rehabilitation, Casper College Centrum and other disability service providers to enable financial resources to be used on modifications and other adaptive equipment.

Activity:
- Working relationships will be facilitated among the staff at various disability service providers to provide the highest quality of direct service to the agriculture population that experiences disability.

Evaluation:
● WILR will document the disability service providers that collaborate on AgrAbility cases.

Objective 3.3 Wyoming AgrAbility will leverage additional adjunct grant monies or donations to support service activities for AgrAbility clients in the amount of $2500 FY 2006, $4000 FY 2007.

Activity:
● WILR and UWCES will collaborate to identify service support needs and potential grantors and or donors.
● WILR and UWCES will coordinate efforts to write targeted grant proposals that will support AgrAbility service activities.
● University of Wyoming graduate students will be utilized to increase the capacity of the AgrAbility staff.

Evaluation:
● WILR and UWCES will write at least one grant proposal in FY 2006- FY 2007.
● WILR and UWCES will document the amount of funding obtained and the sources of monies.

Goal 4) To involve community and health care professionals, including Cooperative Extension System educators and others, in the early identification of farm and rural families who are in need of services related to the disability of individuals.

Objective 4.1 Identify and recruit health care facilities and cooperative Extension educators in the state to act as referral sources for agriculture workers with disabilities.

Activity:
● Electronic media will be sent to health care facilities and Cooperative Extension offices throughout the state by UWCES staff.
● Brochures will be sent to health care facilities and Cooperative Extension offices throughout the state by UWCES staff.
● A database will be generated to include professionals who receive AgrAbility information.

Evaluation:
● The number of electronic media and brochures generated and sent will be recorded.
● The number of referrals from health care facilities and Cooperative Extension offices will be documented to increase each year.
● The number of individuals in the database will be documented and the number will increase each year.

Goal 5) To mobilize rural volunteer resources, including peer counseling among farmers with disabilities and rural ingenuity networks promoting cost-effective methods of accommodating disabilities in farming and farm-related activities.
Objective 5.1 Wyoming AgrAbility will develop an advisory committee to assist in the development of a plan to mobilize rural volunteer resources in FY 2004. The committee will then recruit, screen and select potential peer counselors to receive counseling training in subsequent years. The number of peer counselors will increase in years as follows: FY 2005-4 counselors, FY 2006-6 counselors, FY 2007-8 counselors.

Activity:
- Advisory committee members will be nominated or volunteer to be active members.
- Advisory committee members will recruit, screen and select potential peer counselors.
- UWCES will provide training to selected individuals to assist them with basic peer counseling to a group of agriculture workers with disabilities.
- Counseling will enable a connection between disabled agriculture workers.

Evaluation:
- Advisory committee will document the number of new peer counselors recruited each year.

Objective 5.2 To develop a peer counseling network among farmers and rancher with disabilities allowing a disabled farmer or rancher to connect with others for support and to learn the adaptive process of living with a disability.

Activity:
- Support the efforts of Purdue University Breaking New Ground and University of Wisconsin-Extension Breaking New Ground to mobilize rural volunteer resources.
- Structure will be developed for a peer support network for farmers and ranchers with disabilities.
- Promotion of a peer support network will occur at all workshops and training seminars.
- WILR will provide contact information for individuals looking for peer support.

Evaluation:
- WILR will document the number of Wyoming AgrAbility consumers that become part of the support network.

Objective 5.3 Members from various Wyoming consumer advisory groups and the AgrAbility advisory committee will be utilized as representatives during bi-annual AgrAbility staff meetings.

Activity:
- UWCES, WILR, the advisory committee and various representatives will meet bi-annually.
- Collaboration will occur for strategic planning, tactical plans, and ways to increase support and referrals.

Evaluation:
- UWCES will document the activities of the bi-annual AgrAbility meetings.
### Summary Table

<table>
<thead>
<tr>
<th>OBJECTIVE</th>
<th>ACTIVITIES</th>
<th>ACHIEVEMENT INDICATORS</th>
<th>DATA SOURCES</th>
</tr>
</thead>
</table>
| To provide direct education and assistance to accommodate disabilities in farming | • Educational workshops  
• AgrAbility brochure  
• Public Service Announcements  
• AgrAbility website  
• Promotional booths | • Satisfaction survey  
• Print 1,000 copies  
• Four PSA’s each year  
• Web-site hit counter  
• Number of referrals that come from booths | • UWCES  
• UWCES/WILR  
• UWCES/WILR  
• UWCES  
• UWCES/WILR |
| To provide direct education to enhance competencies of rural professionals and service providers. | • In-service training for professionals  
• Statewide educational workshops | • Satisfaction survey. Four trainings  
• Satisfaction survey. Two workshops annually | • UWCES/WILR  
• UWCES |
| To provide on the farm technical assistance to disabled agriculturalists. | • On-site OT evaluations  
• Develop working relationships with local agencies.  
• Leverage additional grant monies | • Satisfaction survey. Document number of visits.  
• Documentation  
• Submit at least 1 grant per year | • WILR  
• WILR  
• UWCES/WILR |
| To involve community and health care professionals in identifying families for AgrAbility services. | • Identify and recruit health care facilities and CES. | • Database of professionals | • UWCES |

Continued on pg. 13
To mobilize rural volunteer resources and promote peer counseling and rural ingenuity networks.

- Develop an advisory committee
- Develop a peer counseling network
- Utilize committee members in bi-annual meetings

• Documentation

• UWCES

• Documentation

• WILR

• UWCES

### Division of Labor

UWCES and WILR jointly and individually provide leadership for different objectives.

The respective time frames, personnel, roles and duties are outlined in the work plan and summary table.

### Project Schedule

The duration and sequence of project activities is demonstrated in the work plan's objectives and activities. Detailed charting against a quarterly scale will be completed after securing project funds.
References


Randolph R. Weigel, Ph.D.
Associate Professor/Extension Specialist
College of Agriculture
University of Wyoming
Laramie, WY 82071
307.766.4186
weig@uwyo.edu

EDUCATION:
1985 Ph.D. Iowa State University, Professional Studies in Education
1973 M.S. Kansas State University, Family and Child Development
1971 B.S. Colorado State University, Psychology

PROFESSIONAL EXPERIENCE

University of Wyoming Cooperative Extension Service (1987 to present)
Extension Human Development Specialist (1998 to present). Develop and present educational programs related to human resource management in agricultural operations, farm stress, leadership development and program evaluation. Provide educational information via media and on-line education. Manage grant projects for CES. Facilitate strategic planning.

Associate Director/District Liaison (1996-1998). Provided the day-to-day operational management for UWCES including fiscal and program management responsibilities. Served as district director for NE Wyoming Extension district. Activities included personnel management, employment, performance appraisals and county government liaison.

Associate Director, Extension Programs (1992-1996). Provided leadership for all UWCES educational programs in family & consumer sciences, community development, and agriculture and natural resource management. Oversaw staff development, plan of work/annual reporting and civil rights activities of UWCES.

Acting Department Head, UW Home Economics Department (1992). Provided overall management of faculty, specialists and staff of the department including curriculum, research and outreach activities. Served as liaison between the department and college and university administration.

Kenneth L. Hoff
305 West 1st
Casper, Wyoming 82601

Qualifications
Twenty years of public service experience, including over fifteen years as director/administrator of programs providing multiple services to the public. Experience in development and implementation of financial and personnel policies and managing multiple budgets utilizing federal, state and local funding. Excellent communication, organization, and audit/survey skills.

Education
B.S. Microbiology & Zoology, 1975
North Dakota State University, Fargo, North Dakota
Graduate Study in Public Administration
University of Wyoming, UW Extension Program, Casper, Wyoming

Employment History
Wyoming Independent Living Rehabilitation, Inc.
Casper, Wyoming
Executive Director 1/99 to present
Responsible for design, development, implementation and administration of all agency activities, including four federal and state funded programs; hire, train and supervise fifteen salaried employees and twenty volunteers statewide.

City of Casper-Natrona County Health Department
Casper, Wyoming
Assistant Director 1/89 to 10/98
Responsible for developing and implementing the Department budget, accounting system, personnel policy, job descriptions, and salary schedule. Responsible for annual multi-division budget, AP,AR, payroll, contracts, insurance, federal Medicare cost reports.

Director, Environmental Health Division 7-85 to 10/98
Responsible for directing education and compliance programs/supervising staff involving city, state and federal regulations, numerous interagency cooperative agreements and a federal grant.

Associations/Affiliations
Natrona Co. Health Care Advisory Council: appointed by Casper City Council in 1993
Wyoming State Independent Living Council: appointed by Governor in February 1999
The Association of Programs For Rural Independent Living (APRIL): member, 1999
Wyoming Fair Housing: Board of Directors member, August 2000
VITAE

NAME
JOHN P. HEWLETT

ADDRESS
University of Wyoming
P.O. Box 3354. Laramie, WY 82071-3354

PHONE
307-766-2166

EDUCATION
1987 Masters of Science, Oregon State University, Corvallis, Oregon.
1985 Bachelor of Science, Montana State University, Bozeman, Montana.

ACADEMIC POSITIONS
1991- Farm/Ranch Management Specialist, Agricultural Economics, Department of Agricultural Economics, University of Wyoming
1989-1991 Farm/Ranch Management Program Coordinator, Agricultural Economics, Department of Agricultural Economics, University of Wyoming
1987-1989 Research Associate, Agricultural Economics, Department of Agricultural Economics, University of Wyoming

OTHER POSITIONS
1985-1987 Graduate Research Assistant, Agricultural Economics, Department of Agricultural and Resource Economics, Oregon State University

SELECTED PUBLICATIONS
OBJECTIVE
To attain employment as an entry level Occupational Therapist in a dynamic, team oriented physical disability setting, and continue in professional growth through clinical practice.

QUALIFICATIONS
Able to practice good leadership skills in a teamwork setting. Currently an OT class 2003 representative and past OT club president. Have held various leadership roles in past organizations and clubs. Value a teamwork approach and collaborative working relationships.

Excellent work ethic. Possess a professional attitude and work cooperatively with others. Involved in family ranch operation for entire life, where work ethics were established. A quick learner willing to work hard on any task.

Caring and empathetic personality. Able to effectively demonstrate therapeutic use of self in a clinical setting and build rapport through relationships. Easily develop professional relationships that aid to a positive therapeutic process.

WORK HISTORY
Radio Dispatcher, Wyoming Department of Transportation 2000- present
Dispatch radio traffic for region two. Oversee road closures/openings. Update road and travel reports via Internet. Answer phone and relay messages. Proficiently use Internet, e-mail and Microsoft computer applications.
Supervisor: Sandra Larimore

Western Montana Mental Health Center, Student Intern 2003- 2003
University of North Dakota fieldwork rotation for psychiatric disabilities. Developed and implemented group protocols for 24-hour crisis house. Completed functional and standardized assessments as well as clinical observations and task analyses for mental health clientele. Worked with vocational services program to provide assessments and assistance in job development process. Provided ergonomic assessments and worksite training on the job site.
Supervisors: Connie Bauer, MHP,OTR/L, Tammy Everson, MSW

Mayo Clinic, Student Intern 2003-2003
University of North Dakota fieldwork rotation for physical disabilities. Produced observation notes and diagnostic worksheets for patients seen. Evaluated and treated patients in an inpatient rehabilitation setting. Implemented occupational therapy services for assigned patients. Attended orientation lectures, discussion groups and team meetings. Completed required documentation and billing for services on computer software program. Produced and presented a final project for rehabilitative staff members.
Supervisor: Michele Fort, OT

Workstudy Assistant, Casper College 1999- 2002
Performed light office duty tasks. Answered telephone and relayed messages. Used Microsoft computer applications for producing typed documents. Acted as a biology lab assistant, assisting teachers and students with miscellaneous tasks.
Supervisor: Tom Clifford, Casper College Biology Department
EDUCATION
Masters degree in Occupational Therapy, University of North Dakota, pending Dec. 2003
Associate degree in Pre-Occupational Therapy, Casper College, 2001

REFERENCES
Fonda Vorpahl, Salt Creek Veterinary Clinic
P.O. Box 176
Newcastle, WY 82701
(307) 746-4995

Scott Johnson, Wyoming Centrum
125 College Drive
Casper, WY 82601
(307) 268-3075

Tom Clifford, Casper College
125 College Drive
Casper, WY 82601
(307) 268-2687
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<td>University of Wyoming</td>
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<td>Laramie, WY 82071-3354</td>
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<tr>
<td>Randy Weigel</td>
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| B. Fringe Benefits (If charged as Direct Costs) | $4,830 | $9,810 |

| C. Total Salaries, Wages, and Fringe Benefits (A plus B) | $30,473 | $67,510 |

| D. Nonexpendable Equipment (Attach supporting data. List items and dollar amounts for each item) | $1,000 |

| E. Materials and Supplies | $1,000 |

| F. Travel | $5,000 |

| G. Publication Costs/Page Charges | $7,000 |

| H. Computer (ADPE) Costs |          |

| I. Student Assistance/Support (Scholarships/fellowships, stipends/tuition, cost of education, etc. Attach list of items and dollar amounts for each item) |          |

| J. All Other Direct Costs (in budget narrative, list items and dollar amounts, and provide supporting data for each item) | $64,035 | $17,639 |

| K. Total Direct Costs (C through J) | $107,508 | $85,149 |

| L. F&A/Indirect Costs (If applicable, specify rate(s) and base(s) for on/off campus activity. Where both are involved, identify itemized costs included in on/off campus bases) |          |

| M. Total Direct and F&A/Indirect Costs (K plus L) |          |

| N. Other |          |

| O. Total Amount of This Request |          |

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<td>Randy Weigel</td>
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According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0524-0039. The time required to complete this information collection is estimated to average 1.00 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.
## UNITED STATES DEPARTMENT OF AGRICULTURE
COOPERATIVE STATE RESEARCH, EDUCATION, AND Extension Service

### BUDGET - Year 2

**ORGANIZATION AND ADDRESS**
University of Wyoming
P.O. Box 3354
University of Wyoming
Laramie, WY 82071-3354

**PROJECT DIRECTOR(S)**
Randy Weigel

**USDA AWARD NO.**

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<th>CSREES-FUNDED WORK MONTHS</th>
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<th>DURATION PROPOSED MONTHS:</th>
<th>Non-Federal Proposed Cost-Sharing/Matching Funds (If required)</th>
<th>Non-federal Cost-Sharing/Matching Funds Approved by CSREES (If different)</th>
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**Funds Approved by CSREES (If different)**

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<tr>
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<tr>
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<td>No. of Other Personnel (Non-Faculty)</td>
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<tr>
<td>Research Associates/Postdoctorates</td>
</tr>
<tr>
<td>Other Professionals</td>
</tr>
<tr>
<td>Paraprofessionals</td>
</tr>
<tr>
<td>Graduate Students</td>
</tr>
<tr>
<td>Prebaccalaureate Students</td>
</tr>
<tr>
<td>Secretarial-Clerical</td>
</tr>
<tr>
<td>Technical, Shop and Other</td>
</tr>
<tr>
<td>Total Salaries and Wages</td>
</tr>
<tr>
<td>Fringe Benefits (If charged as Direct Costs)</td>
</tr>
<tr>
<td>Total Salaries, Wages, and Fringe Benefits (A plus B)</td>
</tr>
<tr>
<td>Nonexpendable Equipment (Attach supporting data. List items and dollar amounts for each item.)</td>
</tr>
<tr>
<td>Materials and Supplies</td>
</tr>
<tr>
<td>Travel</td>
</tr>
<tr>
<td>Publication Costs/Page Charges</td>
</tr>
<tr>
<td>Computer (ADPE) Costs</td>
</tr>
<tr>
<td>Student Assistance/Support (Scholarships/fellowships, stipends/tuition, cost of education, etc. Attach list of items and dollar amounts for each item.)</td>
</tr>
<tr>
<td>All Other Direct Costs (In budget narrative, list items and dollar amounts, and provide supporting data for each item.)</td>
</tr>
<tr>
<td>Total Direct Costs (C through J)</td>
</tr>
<tr>
<td>F&amp;A/Indirect Costs (If applicable, specify rate(s) and base(s) for on/off campus activity. Where both are involved, identify itemized costs included in on/off campus bases.)</td>
</tr>
<tr>
<td>Total Direct and F&amp;A/Indirect Costs (K plus L)</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td>Total Amount of This Request</td>
</tr>
</tbody>
</table>

**Cost-Sharing/Matching (Breakdown of total amounts shown on line O)**

| Cash (both Applicant and Third Party) | 
| Non Cash Contributions (both Applicant and Third Party) | 

**NAME AND TITLE** (Type or print)

Project Director
Randy Weigel

Authorized Organizational Representative
Glen Whipple, State Extension Director

**SIGNATURE** (required for revised budget only)

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number.

The valid OMB control number for this information collection is 0524-0039. The time required to complete this information collection is estimated to average 1.00 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.
**ORGANIZATION AND ADDRESS**
University of Wyoming
PO Box 3354
University of Wyoming
Laramie, WY 82071-3354

**PROJECT DIRECTOR(S)**
Cindy Weigel

---

### BUDGET - Year 3

<table>
<thead>
<tr>
<th>CSREES-FUNDED WORK MONTHS</th>
<th>Funds Requested by Proposer</th>
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</thead>
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<tr>
<td><strong>No. Of Senior Personnel</strong></td>
<td><strong>DURATION PROPOSED MONTHS:</strong></td>
</tr>
<tr>
<td>3 (Co)-PD(s)</td>
<td>12</td>
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<td>2.00</td>
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<table>
<thead>
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<tr>
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<td>(If different)</td>
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<td>Technical, Shop and Other</td>
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<td><strong>Total Direct Costs (C through J)</strong></td>
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<tr>
<td><strong>F&amp;A/Indirect Costs</strong></td>
<td>$84,949</td>
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<tr>
<td><strong>Total Direct and F&amp;A/Indirect Costs (K plus L)</strong></td>
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<td><strong>Other</strong></td>
<td>$84,949</td>
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<td><strong>Total Amount of This Request</strong></td>
<td>$192,778</td>
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</table>

**Non-Federal funds:**
- Cash (both Applicant and Third Party): $84,949
- Non Cash Contributions (both Applicant and Third Party): $84,949

**AME AND TITLE (Type or print):**
Project Director
Cindy Weigel

**Authorized Organizational Representative:**
Jen Whipple, State Extension Director

---

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### Project Director(s)

- **A. Salaries and Wages**
  - **No. Of Senior Personnel**
  - **(Co)-PD(s)**
  - **Senior Associates**
  - **No. of Other Personnel (Non-Faculty)**
  - **Research Associates/Postdoctorates**
  - **Other Professionals**
  - **Paraprofessionals**
  - **Graduate Students**
  - **Undergraduate Students**
  - **Secretarial-Clerical**
  - **Technical, Shop and Other**

### Costs and Funds

#### Total Salaries and Wages
- **Calendar**
- **Academic**
- **Summer**

#### Subcategories
- **B. Fringe Benefits (If charged as Direct Costs)**
- **C. Total Salaries, Wages, and Fringe Benefits (A plus B)**
- **D. Nonexpendable Equipment (Attach supporting data. List items and dollar amounts for each item.)**
- **E. Materials and Supplies**
- **F. Travel**
- **G. Publication Costs/Page Charges**
- **H. Computer (ADPE) Costs**
  - **Student Assistance/Support (Scholarships/fellowships, stipends/tuition, cost of education, etc. Attach list of items and dollar amounts for each item.)**
- **I. All Other Direct Costs (In budget narrative, list items and dollar amounts, and provide supporting data for each item)**
- **J. Total Direct Costs (C through J)**
- **K. F&A/Indirect Costs (If applicable, specify rate(s) and base(s) for on/off campus activity. Where both are involved, identify itemized costs included in on/off campus bases.)**
- **L. Total Direct and F&A/Indirect Costs (K plus L)**
- **M. Other**
- **Total Amount of This Request**

#### Carryover (If Applicable)
- **Federal Funds:**
- **Non-Federal funds:**
- **Total $**

#### Cost-Sharing/Matching
- **Cash (both Applicant and Third Party)**
- **Non Cash Contributions (both Applicant and Third Party)**

### Signature and Date

- **NAME AND TITLE**
  - **Project Director**
  - **Authorized Organizational Representative**

**SIGNATURE** (required for revised budget only) **DATE**

---

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UWCES Budget Narrative

Salaries and Wages: A half-time (.5 FTE) program coordinator will be hired to provide leadership, oversight, outreach, education, evaluation, and reporting for the entire Wyoming AgrAbility Project. He or she will also oversee the UW staff members to ensure the completion of objectives, activities, and evaluation as described in the Work Plan, $20,643. Four other University of Wyoming faculty and staff will join the new program coordinator and Randy Weigel in a collaborative effort to meet the objectives of the AgrAbility Work Plan. Matching salaries for these employees equal $47,700. Fringe Benefits are calculated at the standard University of Wyoming rate (30%) and adjusted for half time employment. Total fringe = $14,190

Materials and Supplies: Office supplies (pens. paper. toner, computer disks. 2-pocket University of Wyoming folders, copy paper. etc.) ($280) plus 100 AgrAbility packets/year @ $2.50 ($250) plus 1000 flyers @ $.10 ($100) plus postage @ $.37 x 1000 ($370) = $1,000.

Travel: All travel expenses are figured according to University of Wyoming policy. Travel for the UWCES Project Director includes one trip to the National AgrAbility Training Meetings each year FY 2004 — FY 2008 for 6 days and 5 nights @ $120 x 5 ($600) plus 6 days per diem @ $46 ($276) plus registration ($225) and materials for national distribution ($100) plus air and ground travel ($1,000) = $2,201. Travel also includes transportation across Wyoming each year FY 2004 — FY 2008 to offer 8 educational workshops to groups of farmers, ranchers, agricultural workers, their families plus 2 educational workshops to groups of professionals in Cheyenne and Casper plus 4 trips to AgrAbility team meetings in Laramie and Casper. These trips will require the use of a University of Wyoming Motor Pool sedan for 20 days @ $25/day ($500) plus 3,600 miles @ $. 14/mile ($504) plus 20 days per diem @ $36 ($720) plus 18 nights lodging @ $50 ($900) Plus 8 workshops for farmers, ranchers, and family members to promote networking and peer support with one another and with local professionals (refreshments and supplies = $175) Total Travel Expenses = $5000

Publications: Printing charges include graphics-design assistance, brochure printing, inks, toners, paper, etc. – ($3,000); advertising costs include newspaper charges radio broadcast fees, etc. – ($3,000); postage costs associated with media distribution, express mail charges ($800); teleconferencing fees, etc. – ($200) Total publication expenses = $7,000

All other Direct Costs
Subcontract with WILR = $64,035

Total funds requested by proposer = $107,508

Total funds approved by CREES = $85,149
**Non-Profit Organization Budget – Year 1**

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<thead>
<tr>
<th>ORGANIZATION AND ADDRESS</th>
<th>USDA AWARD NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wyoming Independent Living Rehabilitation</td>
<td></td>
</tr>
<tr>
<td>305 W 1st</td>
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</tr>
<tr>
<td>Casper, Wyoming 82601</td>
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**PROJECT DIRECTOR(S)**
Ken Hoff

**A. Salaries and Wages**

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
<th>Work Months</th>
<th>Proposed Funds Requested by Proposer</th>
<th>Non-Federal Proposed Cost-Sharing/Matching Funds (If Required)</th>
<th>Non-Federal Cost-Sharing/Matching Funds Approved by CSREES (If Different)</th>
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</thead>
<tbody>
<tr>
<td>Senior Personnel</td>
<td>1.05</td>
<td>0.05</td>
<td>$2,121</td>
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<tr>
<td>Senior Associates</td>
<td>1.97</td>
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<td>$20,560</td>
<td>$7,002</td>
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<tr>
<td>Graduate Students</td>
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<td></td>
<td>$20,000</td>
<td>$1,458</td>
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<tr>
<td>Prebaccalaureate Students</td>
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<tr>
<td>Secretarial-Clerical</td>
<td></td>
<td></td>
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<td>$1,497</td>
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<tr>
<td>Technical, Shop and Other</td>
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<tr>
<td>Total Salaries and Wages</td>
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<td></td>
<td>$40,560</td>
<td>$13,180</td>
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**B. Fringe Benefits (If charged as Direct Costs)**
$13,721 $4,459

**C. Total Salaries, Wages, and Fringe Benefits (A plus B)**
$54,281 $17,639

**D. Nonexpendable Equipment (Attach supporting data. List items and dollar amounts for each item.)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer (ADPE)</td>
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</table>

**E. Materials and Supplies**
$900

**F. Travel**
$17,000

**G. Publication Costs/Page Charges**
$11,250

**H. Computer (ADPE) Costs**

<table>
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<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Assistance/Support (Scholarships/fellowships, stipends/tuition, cost of education, etc. Attach list of items and dollar amounts for each item.)</td>
<td>$15,060</td>
</tr>
</tbody>
</table>

**K. Total Direct Costs (C through J)**
$98,491

**L. F&A/Indirect Costs (If applicable, specify rate(s) and base(s) for on/off campus activity. Where both are involved, identify itemized costs included in on/off campus bases.)**


**M. Total Direct and F&A/Indirect Costs (K plus L)**
$17,639

**P. Carryover – (If Applicable) Federal Funds: $ Non-Federal funds: $ Total $**

**Q. Cost-Sharing/Matching (Breakdown of total amounts shown on line O)**

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Cash (both Applicant and Third Party)</td>
<td>$17,639</td>
</tr>
<tr>
<td>Non Cash Contributions (both Applicant and Third Party)</td>
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</tr>
</tbody>
</table>

**NAME AND TITLE (Type or print)**

<table>
<thead>
<tr>
<th>Project Director</th>
<th>Signature (required for revised budget only)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ken Hoff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Fiscal Officer**

---

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## Non-Profit Organization Budget – Year 2

### ORGANIZATION AND ADDRESS
Wyoming Independent Living Rehabilitation
305 W 1st
Casper, Wyoming 82601

**PROJECT DIRECTOR(S)**
Ken Hoff

---

### A. Salaries and Wages

<table>
<thead>
<tr>
<th>Category</th>
<th>No. of Personnel</th>
<th>Calendar</th>
<th>Academic</th>
<th>Summer</th>
<th>CSREES-FUNDED WORK MONTHS</th>
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<td>Funds Requested by Proposer: $2,121</td>
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<td>a. (Co)-PD(s)</td>
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<tr>
<td>b. Senior Associates</td>
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<tr>
<td>2. No. of Other Personnel</td>
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<td>Funds Approved by CSREES (if different): $20,560</td>
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<td>$7,002</td>
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<tr>
<td>b. Other Professionals</td>
<td>1.97</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>c. Paraprofessionals</td>
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<td></td>
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<td></td>
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<tr>
<td>d. Graduate Students</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Prebaccalaureate Students</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>f. Secretarial-Clerical</td>
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<td></td>
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<tr>
<td>g. Technical, Shop and Other</td>
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<tr>
<td><strong>Total Salaries and Wages</strong></td>
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<td></td>
<td></td>
<td>$40,560</td>
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</table>

### B. Fringe Benefits (If charged as Direct Costs)

- $13,721

### C. Total Salaries, Wages, and Fringe Benefits (A plus B)

- $54,281

### D. Nonexpendable Equipment (Attach supporting data. List items and dollar amounts for each item.)

- $900

### E. Materials and Supplies

- $11,250

### F. Travel

- $17,000

### G. Publication Costs/Page Charges

- $17,639

### H. Computer (ADPE) Costs

- $15,060

### I. Student Assistance/Support (Scholarships/fellowships, stipends/tuition, cost of education, etc. Attach list of items and dollar amounts for each item.)

- $15,060

### J. All Other Direct Costs (In budget narrative, list items and dollar amounts, and provide supporting data for each item.)

- $17,639

### K. Total Direct Costs (C through J)

- $98,491

### L. F&A/Indirect Costs (If applicable, specify rate(s) and base(s) for on/off campus activity. Where both are involved, identify itemized costs included in on/off campus bases.)

- $17,639

### M. Total Direct and F&A/Indirect Costs (K plus L)

- $17,639

### N. Other

- $17,639

### O. Total Amount of This Request

- $98,491

### P. Carryover – (If Applicable) Federal Funds: $ Non-Federal funds: $ Total $  

- $98,491

### Q. Cost-Sharing/Matching (Breakdown of total amounts shown on line O)

- Cash (both Applicant and Third Party)
- Non Cash Contributions (both Applicant and Third Party)

### NAME AND TITLE

- Project Director
  - Ken Hoff
- Fiscal Officer

---

**SIGNATURE** (required for revised budget only)

- Ken Hoff

**DATE**

- 03/31/2004

---

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**NON-PROFIT ORGANIZATION BUDGET – YEAR 3**

**ORGANIZATION AND ADDRESS**
Wyoming Independence Living Rehabilitation
305 W 1st
Casper, Wyoming 82601

**PROJECT DIRECTOR(S)**
Ken Hoff

<table>
<thead>
<tr>
<th>Item</th>
<th>CSREES-FUNDED WORK MONTHS</th>
<th>DURATION PROPOSED MONTHS:</th>
<th>DURATION PROPOSED MONTHS:</th>
<th>Funds Requested by Proposer</th>
<th>Funds Approved by CSREES (If different)</th>
<th>Non-Federal Proposed Cost-Sharing/Matching Funds (If required)</th>
<th>Non-Federal Cost-Sharing/Matching Funds Approved by CSREES (If Different)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Salaries and Wages</td>
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<td></td>
<td></td>
<td>$2,121</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. No. of Senior Personnel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. 1 (Co)-PD(s)</td>
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<td></td>
<td></td>
<td>$20,560</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. ____ Senior Associates</td>
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<td>$7,002</td>
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</tr>
<tr>
<td>2. No. of Other Personnel (Non-Faculty)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>a. ____ Research Associates/Postdoctorates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. ____ Other Professionals</td>
<td></td>
<td></td>
<td></td>
<td>$20,000</td>
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<td></td>
<td></td>
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<tr>
<td>c. ____ Paraprofessionals</td>
<td></td>
<td></td>
<td></td>
<td>$1,458</td>
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<td></td>
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</tr>
<tr>
<td>d. ____ Graduate Students</td>
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<td></td>
<td></td>
<td>$1,497</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>e. ____ Prebaccalaureate Students</td>
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<td>$1,102</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>f. ____ Secretarial-Clerical</td>
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<td></td>
<td>$1,180</td>
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<td></td>
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</tr>
<tr>
<td>g. ____ Technical, Shop and Other</td>
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<td></td>
<td></td>
<td>$1,080</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Total Salaries and Wages</td>
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<td>$40,560</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Fringe Benefits (If charged as Direct Costs)</td>
<td></td>
<td></td>
<td>$13,721</td>
<td>$4,459</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Total Salaries, Wages and Fringe Benefits (A plus B)</td>
<td></td>
<td></td>
<td></td>
<td>$54,281</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Nonexpendable Equipment (Attach supporting data. List items and dollar amounts for each item.)</td>
<td>$900</td>
<td></td>
<td></td>
<td>$17,639</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Materials and Supplies</td>
<td>$900</td>
<td></td>
<td></td>
<td>$17,639</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. Travel</td>
<td>$17,000</td>
<td></td>
<td></td>
<td>$15,060</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Publication Costs/Page Charges</td>
<td>$11,250</td>
<td></td>
<td></td>
<td>$15,060</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H. Computer (ADPE) Costs</td>
<td></td>
<td></td>
<td></td>
<td>$40,560</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I. Student Assistance/Support (Scholarships/fellowships, stipends/tuition, cost of education, etc. Attach list of items and dollar amounts for each item.)</td>
<td>$17,639</td>
<td></td>
<td></td>
<td>$17,639</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J. All Other Direct Costs (In budget narrative, list items and dollar amounts, and provide supporting data for each item.)</td>
<td>$17,639</td>
<td></td>
<td></td>
<td>$17,639</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K. Total Direct Costs (C through J)</td>
<td>$98,491</td>
<td></td>
<td></td>
<td>$17,639</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>L. F&amp;A/Indirect Costs (If applicable, specify rate(s) and base(s) for on/off campus activity. Where both are involved, identify itemized costs included in on/off campus bases.)</td>
<td>$17,639</td>
<td></td>
<td></td>
<td>$17,639</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M. Total Direct and F&amp;A/Indirect Costs (K plus L)</td>
<td>$98,491</td>
<td></td>
<td></td>
<td>$17,639</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>N. Other</td>
<td></td>
<td></td>
<td></td>
<td>$17,639</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>O. Total Amount of This Request</td>
<td>$98,491</td>
<td></td>
<td></td>
<td>$17,639</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**P. Carryover -- (If Applicable) Federal Funds:** $ | **Non-Federal funds:** $ | **Total:** $ | $17,639

**Q. Cost-Sharing/Matching (Breakdown of total amounts shown on line O)**
- Cash (both Applicant and Third Party) $17,639
- Non Cash Contributions (both Applicant and Third Party)

**NAME AND TITLE** (Type or print)
Ken Hoff

**SIGNATURE** (required for revised budget only)

**DATE**

Project Director
Ken Hoff

Fiscal Officer

---

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0524-0039. The time required to complete this information collection is estimated to average 1.00 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.
**United States Department of Agriculture**

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

**Non-Profit Organization Budget – Year 4**

### Organization and Address
Wyoming Independent Living Rehabilitation
305 W 1st
Casper, Wyoming 82601

**Project Director(s)**
Ken Hoff

<table>
<thead>
<tr>
<th><strong>A. Salaries and Wages</strong></th>
<th>CSREES-Funded Work Months</th>
<th><strong>B. Fringe Benefits (If charged as Direct Costs)</strong></th>
<th><strong>C. Total Salaries, Wages, and Fringe Benefits (A plus B)</strong></th>
<th><strong>D. Nonexpendable Equipment (Attach supporting data. List items and dollar amounts for each item.)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. ___ (Co)-PD(s)</td>
<td>Calendar: .05</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. ___ Senior Associates</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. No. of Other Personnel (Non-Faculty)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. ___ Research Associates/Postdoctorates</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. ___ Other Professionals</td>
<td>1.97</td>
<td>$20,560</td>
<td>$7,002</td>
<td></td>
</tr>
<tr>
<td>c. ___ Paraprofessionals</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. ___ Graduate Students</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. ___ Prebaccalaureate Students</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. ___ Secretarial-Clerical</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. ___ Technical, Shop and Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Salaries and Wages</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **E. Materials and Supplies** | | |
|**F. Travel** | | |
|**G. Publication Costs/Page Charges** | $900 | $17,000 |
|**H. Computer (ADPE) Costs** | $11,250 |
| I. Student Assistance/Support (Scholarships/fellowships, stipends/tuition, cost of education, etc. Attach list of items and dollar amounts for each item.) | | |
| J. All Other Direct Costs (In budget narrative, list items and dollar amounts, and provide supporting data for each item.) | $15,060 | $17,639 |
| K. Total Direct Costs (C through J) | $98,491 | |
| L. F&A/Indirect Costs (If applicable, specify rate(s) and base(s) for on/off campus activity. Where both are involved, identify itemized costs included in on/off campus bases.) | | |
| M. Total Direct and F&A/Indirect Costs (K plus L) | | |
| N. Other | | |
| O. Total Amount of This Request | $98,491 | $17,639 |

**P. Carryover — (If Applicable)Federal Funds: $**

**Q. Cost-Sharing/Matching (Breakdown of total amounts shown on line O)**

- Cash (both Applicant and Third Party) | $17,639 |
- Non-Cash Contributions (both Applicant and Third Party) | |

**NAME AND TITLE**

**SIGNATURE** (required for revised budget only)

**DATE**

**Project Director**
Ken Hoff

**Fiscal Officer**

---

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number.

The valid OMB control number for this information collection is 0524-0039. The time required to complete this information collection is estimated to average 1.00 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.
Wyoming Independent Living Rehabilitation, Inc. Budget Narrative

The AgrAbility project will require two half-time Independent Living Specialists, one on the eastern half of the state, and one on the western half of the state, hired to provide AgrAbility services. These individuals will work directly with agriculturalists with disabilities, providing referral to other agencies and developing an independent living plan to maintain the client within the agricultural community and will provide follow up services after the initial evaluation. These individuals will also work in collaboration with the county Cooperative Extension offices to promote the AgrAbility program and educate public and professional service providers - $20,560. Matching salaries from Wyoming Independent Living Rehabilitation are provided by Ken Hoff, WILR IL specialists, VIP-ADL specialists and support staff- $13,180.

Occupational Therapist- A half -time Occupational Therapist will be contracted to document and perform functional assessments on site with disabled agriculturalists to determine physical, emotional, cognitive and social performance contexts. The therapist will also develop treatment plans with recommendations for worksite and home modifications/adaptations. A therapist with a strong agricultural background will be sought for this position to work in conjunction with the IL Specialists, specifically to interact directly with clients. -$20,000/yr.

Benefits: Benefits for the independent living specialists are entered at the standard Wyoming Independent Living Rehabilitation rate (33.83%) - $6,955/yr and $4,459/yr matching from WILR. OT benefits for the half-time position - $6,766/yr.

Materials and Supplies: Includes computer maintenance and other office supplies/needs, including: desk, file cabinet, chair, phone, answering machine and small office items for use in a home office anticipated to be established on the western half of the state, in a geographical location central to the agricultural economy - $600. Office supplies for the OT @ $300 per year. Total materials - $900/yr.

Travel: Per diem costs for travel statewide by two individuals averaging half of their time in the field away from the office; a total of 107 days @ $75/day - $8,000; mileage is to reimburse two individuals for travel throughout the state 25,000 miles @ $ .32/mile - $8,000; and National AgrAbility program travel for two individuals - $1,000; total travel- $17,000.

Publications: Communications Printing includes brochure development and printing - $2,000. Advertising costs will include development and airing of television commercials, radio spots, and newspaper ads for meetings, and general information concerning the AgrAbility program - $11,250.

Postage costs include media distribution, correspondence with clientele and professional service providers, etc. - $1,000. Phone service includes fees for phone line access for two staff- $720. Long distance charges for communication with agriculturalists and professional service providers statewide from two satellite offices - $1,440. Internet access service fees for two staff to allow e-mail communication and internet access for disability research, vendor, and AgrAbility information - $960.

Subcontracts Contract labor for Assistive Technology engineering and expertise for agriculturalists with disabilities - $8,400.
In order to facilitate the development of a peer counselor network, peer counselors will be paid to travel and meet one-on-one with disabled agriculturalists Total expense -$1,340/yr.

Other/miscellaneous: Charges for miscellaneous items, which will be necessary to establish offices for the program -$1,200.

Total Other Costs: $15,060

Total funds requested by proposer = $98,491

Total funds approved by CREES = $17,639
### Current and Pending Support

#### Instructions:

1. Record information for active and pending projects, including this proposal. (Concurrent submission of a proposal to other organizations will not prejudice its review by CSREES.)
2. All current efforts to which project director(s) and other senior personnel have committed a portion of their time must be listed, whether or not salary for the person involved is included in the budgets of the various projects.
3. Provide analogous information for all proposed work which is being considered by, or which will be submitted in the near future to, other possible sponsors including other USDA programs.

#### Current and Pending Support Table

<table>
<thead>
<tr>
<th>NAME</th>
<th>SUPPORTING AGENCY AND AGENCY ACTIVE AWARD/PENDING PROPOSAL NUMBER</th>
<th>TOTAL $ AMOUNT</th>
<th>EFFECTIVE AND EXPIRATION DATES</th>
<th>% OF TIME COMMITTED</th>
<th>TITLE OF PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Randy Weigel</td>
<td>University of Wyoming Cooperative Extension Service</td>
<td>pending</td>
<td>pending</td>
<td>(3 FTE)</td>
<td>Wyoming AgrAbility</td>
</tr>
</tbody>
</table>

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According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0524-0039. The time required to complete this information collection is estimated to average 1.00 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Form CSREES-2005 (12/2000)
| **I. INSTITUTION** | University of Wyoming Cooperative Extension Service  
| | PO Box 3354  
| | University of Wyoming  
| | Laramie, WY 82071-3354 |

<table>
<thead>
<tr>
<th><strong>2. CSREES PROJECT NUMBER OR AWARD NUMBER (if known)</strong></th>
</tr>
</thead>
</table>

| **3. PROJECT DIRECTOR(S)** |
| Randy Weigel |

| **4. TITLE OF PROJECT** |
| Wyoming AgrAbility |

**A. BIOSAFETY OF RECOMBINANT DNA**

- Project does not involve recombinant DNA. 
- Project involves recombinant DNA and was either approved or determined to be exempt from the NIH Guidelines by an Institutional Biosafety Committee (IBC) on ________________ (Date).

This performing organization agrees to assume primary responsibility for complying with both the intent and procedures of the National Institutes of Health (NIH), DHHS Guidelines for Research Involving Recombinant DNA Molecules, as revised.

**B. CARE AND USE OF ANIMALS**

- Project does not involve vertebrate animals. 
- Project involves vertebrate animals and was approved by the Institutional Animal Care and Use Committee (IACUC) on ________________ (Date).

This performing organization agrees to assume primary responsibility for complying with the Animal Welfare Act (7 USC, 2131-2156), Public Law 99-154, 1996, as amended, and the regulations promulgated thereunder by the Secretary of Agriculture in 9 CFR Parts 1, 2, 3, and 4. In the case of domesticated farm animals housed under farm conditions, the institution shall adhere to the principles stated in the Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching, Federation of Animal Science Societies, 1999.

**C. PROTECTION OF HUMAN SUBJECTS**

- Project does not involve human subjects. 
- Project involves human subjects and
  - Was approved by the Institutional Review Board (IRB) on ________________ (Date). Performing institution holds a Federal wide assurance number ________________; if not, a Single Project Assurance is required. 
  - Is exempt based on exemption number ________________.
  - Specific plans involving human subjects depend upon completion of survey instruments, prior animal studies, or development of material or procedures. No human subjects will be involved in research until approved by the IRB and a revised Form CSREES-2008 Assurance is required. 

This performing organization agrees to assume primary responsibility for complying with the Federal Policy for Protection of Human Subjects as set forth in 5 CFR Part 46, 1991, as amended, and USDA regulations set forth in 7 CFR 1c, 1992. All nonexempt research involving human subjects must be approved and under continuing review by an IRB. If the performing organization submits a Single Project Assurance, supplemental information describing procedures to protect subjects from risks is required.

**SIGNATURE OF AUTHORIZED ORGANIZATIONAL REPRESENTATIVE**

| TITLE | DATE |

---

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0524-0039. The time required to complete this information collection is estimated to average .50 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

CSREES-2008 (12/02/00)
Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989 Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
   (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
   (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
   (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
   (d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name
University of Wyoming Cooperative Extension Service

PR/Award Number or Project Name
Wyoming AgrAbility

Name(s) and Title(s) of Authorized Representative(s)

DO NOT SIGN THIS FORM □ CERTIFICATION IS PROVIDED WHEN THE APPLICANT SIGNS THE CSREES-2002, "PROPOSAL COVER PAGE."

Signature(s) Date

In the certification, the prospective primary participant is providing the certification set out on the reverse side in accordance with these instructions.

The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

U.S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

University of Wyoming Cooperative Extension Service
Organization Name

Wyoming AgrAbility
PR/Award Number or Project Name
Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transaction and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted —

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, State, zip code)  

Check ☐ if there are workplaces on file that are not identified here.

University of Wyoming Cooperative Extension Service
Organizations Name
Wyoming AgrAbility
Award Number or Project Name
Randy Weigel, Ph.D.
Name and Title of Authorized Representative

DO NOT SIGN THIS FORM UNTIL CERTIFICATION IS PROVIDED WHEN THE APPLICANT SIGNS THE CSREES-2002, "PROPOSAL COVER PAGE."

Signature __________________________ Date ________________  —Section Break (Next Page)—
1. By signing and submitting this form, the grantee is providing the certification set out on pages 1 and 2.

2. The certification set out on pages 1 and 2 is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee’s drug-free workplace requirements.

4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).

6. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees’ attention is called, in particular, to the following definitions from these rules:

"Controlled" substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of a controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

ALTERNATIVE II - FOR GRANTEES WHO ARE INDIVIDUALS

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), 7 CFR Part 3017, Subpart F, Section 3017.600, Purpose. The January 31, 1989, regulations were amended and published as Part II of the May 25, 1990 Federal Register (pages 21681-21691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW)

Alternative II

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant.

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

University of Wyoming Cooperative Extension Service
Wyoming AgrAbility

Organization Name

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Randy Weigel, Ph.D.

Name(s) and Title(s) of Authorized Representative(s)

Section Break (Continuous)

U.S. DEPARTMENT OF AGRICULTURE

Signature(s)
1. By signing and submitting this form, the grantee is providing the certification set out on page 1.

2. The certification set out on page 1 is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).

6. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

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UNITED STATES DEPARTMENT OF AGRICULTURE
COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE

NOTICE TO APPLICANTS - CERTIFICATION/DISCLOSURE REQUIREMENTS RELATED TO LOBBYING

Section 319 of Public Law 101-121 (31 U.S.C.), signed into law on October 23, 1989, imposes new prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal
contracts, grants, cooperative agreements, and loans. Certain provisions of the law also apply to Federal commitments for loan guarantees and insurance; however, it provides exemptions for Indian tribes and tribal organizations.

Effective December 23, 1989, current and prospective recipients (and their subtier contractors and/or subgrantees) will be prohibited from using Federal funds, other than profits from a Federal contract, for lobbying Congress or any Federal agency in connection with the award of a particular contract, grant, cooperative agreement or loan. In addition, for each award action in excess of $100,000 (or $150,000 for loans) on or after December 23, 1989, the law requires recipients and their subtier contractors and/or subgrantees to: (1) certify that they have neither used nor will use any appropriated funds for payment to lobbyists; (2) disclose the name, address, payment details, and purpose of any agreements with lobbyists whom recipients or their subtier contractors or subgrantees will pay with profits or non-appropriated funds on or after December 23, 1989; and (3) file quarterly updates about the use of lobbyists if materials changes occur in their use. The law establishes civil penalties for noncompliance.

If you are a current recipient of funding or have an application, proposal, or bid pending as of December 23, 1989, the law will have the following immediate consequences for you:

☐ You are prohibited from using appropriated funds (other than profits from Federal contracts) on or after December 23, 1989, for lobbying Congress or any Federal agency in connection with a particular contract, grant, cooperative agreement, or loan;

☐ you are required to execute the attached certification at the time of submission of an application or before any action in excess of $100,000 is awarded; and

☐ you will be required to complete the lobbying disclosure form if the disclosure requirements apply to you.

Regulations implementing Section 319 of Public Law 101-121 have been published as an Interim Final Rule by the Office of Management and Budget as Part III of the February 26, 1990, Federal Register (pages 6736-6746).

UNITED STATES DEPARTMENT OF AGRICULTURE
COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE

CERTIFICATION REGARDING LOBBYING - CONTRACTS, GRANTS, LOANS
AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Section Break (Continuous)

University of Wyoming Cooperative Extension Service  Wyoming AgrAbility
Organization Name  Award Number or Project Name

Randy Weigel, Ph.D.
Name and Title of Authorized Representative

DO NOT SIGN THIS FORM □ CERTIFICATION IS PROVIDED WHEN THE APPLICANT SIGNS THE CSREES-2002, "PROPOSAL COVER PAGE."

__________________________  __________________________
Signature  Date
Under 7 CFR Part 3407 (CSREES's implementing regulations of the National Environmental Policy Act of 1969 (NEPA)), environmental data or documentation is required in order to assist CSREES in carrying out its responsibilities under NEPA, which includes determining whether the proposed activity requires the preparation of an environmental assessment or an environmental impact statement, or whether such activity can be excluded from this requirement on the basis of several categories. Therefore, it is necessary for the applicant to advise CSREES whether the proposed activity falls into one of the following Department of Agriculture or CSREES categorical exclusions, or whether the activity does not fall into one of these exclusions (in which case the preparation of an environmental assessment or an environmental impact statement may be required). Even though the applicant considers that a proposed project may or may not fall within a categorical exclusion, CSREES may determine that an environmental assessment or an environmental impact statement is necessary for a proposed project should substantial controversy on environmental grounds exist or if other extraordinary conditions or circumstances are present that may cause such activity to have a significant environmental effect.

Please Read All of the Following and Check All Which Apply

[ ] The proposed activity falls under the categorical exclusion(s) indicated below:

**Department of Agriculture Categorical Exclusions**
(under 7 CFR 1.b.3 and restated at 7 CFR 3407.6 (a)(1)(i) through (vii))

[ ] (i) Policy development, planning and implementation which are related to routine activities such as personnel, organizational changes, or similar administrative functions
[ ] (ii) Activities that deal solely with the functions of programs, such as program budget proposals, disbursements, and transfer or reprogramming of funds
[ ] (iii) Inventories, research activities, and studies such as resource inventories and routine data collection when such actions are clearly limited in context and intensity
[ ] (iv) Educational and informational programs and activities
[ ] (v) Civil and criminal law enforcement and investigative activities
[ ] (vi) Activities that are advisory and consultative to other agencies and public and private entities, such as legal counseling and representation
[ ] (vii) Activities related to trade representation and market development activities abroad

**CSREES Categorical Exclusions**
(under 7 CFR 3407.6(a)(2)(i) through (iii))

The following categories of CSREES actions are excluded because they have been found to have limited scope and intensity and to have no significant individual or cumulative impacts on the quality of the human environment:

(1) The following categories of research programs or projects of limited size and magnitude or with only short-term effects on the environment:

[ ] (A) Research conducted within any laboratory, greenhouse, or other contained facility where research practices and safeguards prevent environmental impacts
[ ] (B) Surveys, inventories, and similar studies that have limited context and minimal intensity in terms of changes in the environment
[ ] (C) Testing outside of the laboratory, such as in small isolated field plots, which involves the routine use of familiar chemicals or biological materials

[ ] (ii) Routine renovation, rehabilitation, or revitalization of physical facilities, including the acquisition and installation of equipment, where such activity is limited in scope and intensity

**OR**

[ ] Proposed activity does not fall into one of the above categorical exclusions

(NOTE: If checked, please attach an explanation of the potential environmental impacts of the proposed activity. May require completion of an environmental assessment or an environmental impact statement.)

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0524-0039. The time required to complete this information collection is estimated to average .25 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.
AGRABILITY PARTICIPANT SATISFACTION SURVEY

Name (optional) ____________________________________________
Title of program___________________________________________
Date of program___________________________________________
Place of program___________________________________________

Please circle the responses that best describe your experience.

1. Compared with other educators, I would rate this presenter as
(Please circle one number)...

   Much worse  1  2  3  4  5  6  7  8  9
   Same        9
   Much better

2. As a direct result of participating in this AgrAbility program, my knowledge increased...

   Very little  1  2  3  4  5  6  7  8  9
   Somewhat     9
   Very Much

3. I plan to use the information presented in this program...

   Not at all   1  2  3  4  5  6  7  8  9
   Somewhat     9
   Greatly

4. My satisfaction level with AgrAbility increased...

   Very little  1  2  3  4  5  6  7  8  9
   Somewhat     9
   Very much

5. The most important idea I learned is:________________________
_________________________________________________________________
_________________________________________________________________

PLEASE GO ON TO PAGE 2 NOW AND CONTINUE. THANKS!

6. What I liked best about this program is:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
7. What I would like to see improved about this program is: ____________________________

8. This program was supported either totally or in part by your tax dollars. Do you want your tax dollars to continue supporting this type of program?

Yes  No

9. What is your gender?

Female  Male

10. What is your age?

a. Under 19  b. 19-30  c. 31-40  d. 41-50

e. 51-60  f. 61-70  g. Over 70

11. What is your race or ethnic background (optional)?

a. White, not Hispanic  b. Hispanic

c. Black  d. American Indian

e. Asian or Pacific Islander  f. Other __________

12. How many years of education have you completed?

a. Less than high school  b. High school graduate (GED)

c. Some college or technical school  d. College graduate or more

THANK YOU for helping us help you put research-based knowledge to work. Please return your completed form to your program presenter. This material is based upon work supported by the USDA Cooperative State Research, Education, & Extension Service under special project number 98-EDFA 1-0267. (AAHUHY 1 & 2, Rev. 12.201)
AGRABILITY PROGRAM EVALUATION SURVEY

Name (optional) ____________________________________________
Title of program ________________________________________________
Date of program ________________________________________________
Place of program ________________________________________________

Please circle the responses that best describe your experience.

1. As a direct result of participating in this AgrAbility program, my knowledge increased...
   Very little  Somewhat  Very much
   1  2  3  4  5  6  7  8  9

2. As a direct result of participating in this program, my attitude or outlook improved...
   Very little  Somewhat  Very much
   1  2  3  4  5  6  7  8  9
   (Please explain briefly.) ______________________________________

3. As a direct result of participating in this program, I have done something differently that I consider an improvement...
   Very little  Somewhat  Very much
   1  2  3  4  5  6  7  8  9
   (Please circle all that apply below.)
   a. I listen better now.
   b. I communicate better now.
   c. I manage my anger better now.
   d. My relationship with family members or friends is better.
   e. I recognize high levels of stress, depression, or anger better.
   f. I ask for what I want better now.
   g. I affirm and compliment others better now.
   h. I am a better peer counselor now.

PLEASE GO ON TO PAGE 2 NOW AND CONTINUE. THANKS!
4. My satisfaction level with AgrAbility increased...

Very little  Somewhat  Very much
1 2 3 4 5 6 7 8 9

5. This program was supported either totally or in part by your tax dollars. Do you want your tax dollars to continue supporting this type of program?

Yes  No

6. What is your gender?

Female  Male

7. What is your age?

a. Under 19  b. 19-30  c. 31-40  d. 41-50
e. 51-60  f. 61-70  g. Over 70

8. What is your race or ethnic background (optional)?

a. White, not Hispanic  b. Hispanic
c. Black  d. American Indian
e. Asian or Pacific Islander  f. Other

9. How many years of education have you completed?

a. Less than high school  b. High school graduate (GED)
c. Some college or technical school  d. College graduate or more

10. What AgrAbility information or education do you want to learn next?

THANK YOU for helping us help you put research-based knowledge to work. Please mail your completed form to: Randolph R. Weigel, Department of Family and Consumer Sciences & Agricultural & Applied Economics. University of Wyoming. Laramie, Wyoming 82071-3354. This material is based upon work supported by the USDA Cooperative State Research, Education, & Extension Service under special project number 98-EDFA-1-0267. (AAHUHY l&2, Rev.12.201)
CHAPTER FIVE
SUMMARY

Farmers, ranchers and agricultural workers with disabilities are a vital part of the agricultural workforce and rural America. The high occupational injury rate among agricultural workers, the lack of disability expertise and the lack of services necessary to accommodate disabilities are depriving many individuals from continuing productive lives in agriculture. There are currently no programs in Wyoming to meet the specific needs of the disabled population in agriculture production. Based on this need, it is recommended that a grant proposal for the AgrAbility project be submitted for the state of Wyoming. The agricultural community in Wyoming could significantly benefit from a project such as AgrAbility to provide services that promote independence in agriculture production and rural living. This program should be designed to increase the likelihood that individuals with disabilities and their families engaged in productive agriculture become more successful in performing their daily roles and responsibilities.

It is also recommended that a registered Occupational Therapist provide assessments and be responsible for identifying solutions to increase accessibility, increase task performance and increase independent living skills in order to fulfill unmet needs. Occupational Therapists are skilled health care workers trained in rehabilitative care, assistive technology and task modification. A skilled therapist with an agricultural background would be beneficial to the AgrAbility program demonstrating the ability to meet program goals and provide high quality care to consumers.

A team of AgrAbility professionals would provide a way to meet the un-met needs and unique challenges of the Wyoming agriculturalists and to provide needed services for disability
accommodation. It would also provide a vehicle for the development of appropriate hazard awareness training for agriculture workers that might help to prevent future deaths and injuries in the agricultural industry sector. Requesting funds to develop an AgrAbility program in Wyoming would be one way to effectively and efficiently address the lack of disability services for agriculturalists.
REFERENCES


FY 2004 Request for Applications

APPLICATION DEADLINE: MARCH 25, 2004
COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE;
U.S. DEPARTMENT OF AGRICULTURE

ASSISTIVE TECHNOLOGY PROGRAM FOR FARMERS WITH DISABILITIES:
NATIONAL AGRABILITY PROJECT

INITIAL ANNOUNCEMENT

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

DATES: National applications must be received by close of business on March 25, 2004 (5:00 p.m. Eastern Time). Applications received after the 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 RFAs for competitive programs. Comments should be submitted by the deadline in the DATES portion of this Notice.

Written stakeholder comments should be submitted by mail to: Policy and Program Liaison Staff; Office of Extramural Programs; USDA-CSREES; STOP 2299; 1400 Independence Avenue, S.W.; Washington, D.C. 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 Assistive Technology Program for Farmers with Disabilities: National AgrAbility Project RFA.

EXECUTIVE SUMMARY: CSREES requests applications for the Assistive Technology Program for Farmers with Disabilities (AgrAbility) – National AgrAbility Project for fiscal year (FY) 2004 to increase the likelihood that farmers, ranchers, farm workers, or farm family members with disabilities and their farms experience success. CSREES anticipates approximately $4.0 million will be available for support of AgrAbility in FY 2004. Of this amount, CSREES anticipates approximately $450,000 will be available to fund a single new National AgrAbility Project (NAP), and the remainder will be awarded to state and regional AgrAbility projects (SRAPs) eligible for continuation.

This notice identifies the objectives for AgrAbility, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for an
AgrAbility Project 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


B. Purpose and Priorities

AgrAbility increases the likelihood that individuals with disabilities and their families engaged in production agriculture (AgrAbility’s customers) become more successful. The program supports cooperative projects in which State Cooperative Extension Services (CES) based at either 1862 or 1890 Land-Grant Universities subcontract to private, non-profit disability organizations. Measures of success may include improvements in customers’ financial stability or access to life activities and in the capacity of states and regions to deliver services this population requires in a timely and satisfying manner.

To address the specialized needs of AgrAbility’s customers, the program builds service capacity on national, regional, state, and local levels through education and networking. In the absence of capacity, projects provide assistance to customers. Projects use marketing to direct the public to initiatives in these three priority areas, elucidated below:

1. Education

Education comprises AgrAbility’s long-term investment strategy. The program has particular interest in funding educational activities with the following elements:

(a) Within the context of production agriculture, learning objectives focus on accommodating disabilities and avoiding secondary injuries in persons with disabilities;

(b) Audience includes health, farm, and government service providers;

(c) Delivery formats include authoring or adapting printable resources, live presentations taught in-person or remotely, and recorded presentations that may encourage audience interaction; and

(d) Means to appraise instructive efficacy.
2. Networking

Networking depends on education; but networking will eventually make AgrAbility sustainable. The program has particular interest in funding networking activities with the following elements:

(a) Objectives encourage the sharing of information among, and the provision of services, value, or funds from, individuals or organizations not employed by AgrAbility;

(b) Partners include customers, peer supporters, volunteer groups, university student groups, stakeholders and public and private funding organizations;

(c) Delivery formats include the donation of goods and services of direct benefit to AgrAbility customers; and

(d) Means to appraise economic value of services rendered to AgrAbility and its customers.

3. Assistance

Assistance satisfies customers’ immediate needs that are inadequately addressed by health, farm, and government service providers. This program has particular interest in funding assistance activities with the following elements:

(a) Objectives focus on individualized consultative services that increase the likelihood that AgrAbility Project customers and their farm operations experience success;

(b) Audience includes AgrAbility customers and others working at the same farms;

(c) Delivery formats include product selection advice, accessibility and ergonomic recommendations, life activities and farm operations planning guidance, and advocacy to obtain service and financial aid. Assistance can occur in person or from a distance; and

(d) Means to appraise successes experienced following intervention.

Marketing does not address education, networking, or assistance objectives but may make key audiences aware of AgrAbility and its initiatives. Appropriate marketing activities have the following elements:

(a) Objectives concentrate on program or project awareness to the exclusion of information required to provide education, assistance, or facilitate networking;

(b) Audience includes everyone;

(c) Delivery formats include public appearances with displays and the production or distribution of program awareness materials, press releases, public service
announcements, print advertisements, Web pages with awareness content, newsletters, or electronic notices; and

(d) Means to link these activities with registration, information and consultation requests, and networking successes.
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. In FY 2004, CSREES anticipates approximately $4.0 million will be available for support of AgrAbility. Of this amount, CSREES anticipates approximately $450,000 will be available to fund a single new NAP, and the remainder will be awarded to SRAPs eligible for continuation. CSREES anticipates the availability of approximately $450,000 to support the NAP during each subsequent year of its multi-year award.

B. Type of Application

In FY 2004, only new applications for NAPs are being solicited. These are project applications that have not been previously submitted to AgrAbility. All new applications will be reviewed competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

C. Project Types

AgrAbility supports two project types, SRAPs and NAPs. In FY 2004, CSREES is not soliciting applications for new SRAPs, but plans to fund SRAPs eligible for continuation and a single new NAP. However, since CSREES plans to issue an RFA soliciting new SRAP applications in FY 2005, both project types are explained below.

1. State and Regional AgrAbility Projects (SRAPs)

SRAPs operate within a geographic area defined on the basis of counties, states, or both. SRAPs may function independently of each other. States with insufficient potential clientele to merit individual AgrAbility projects may submit regional multi-state proposals. At a minimum, the CES primary applicant must subcontract to one private, non-profit disability organization. Applicants proposing to serve large or diverse potential customer populations may wish to form partnerships that include one or more land-grant institutions, non-land-grant institutions, Hispanic-serving institutions, or additional, private, non-profit disability organizations to effectively serve the entire qualifying population. For these proposals to succeed, one eligible institution must assume the lead role.

SRAPs receive support from, and submit documentation and reports to, the NAP. CSREES views the relationship between the SRAPs and the NAP as critical to the success of AgrAbility. Prior to applying, applicants should contact the current NAP for detailed information concerning standard operating procedures, best field practices, and access to the NAP’s library of AgrAbility-related instructional materials.

2. National AgrAbility Projects (NAPs)
The NAP has a dual mission. The NAP provides limited, on-demand SRAP-type services in geographic areas without SRAPs. But more significant to the success of the program, the NAP helps SRAPs become more successful at meeting their objectives. The NAP typically produces or recommends the education materials or forums, networking tactics, assistance protocols, and marketing products SRAPs adopt for their own use. The NAP connects all SRAPs by moderating information sharing forums; identifying, promoting, and addressing opportunities and challenges for AgrAbility; recognizing and capitalizing on economies of scale; and evaluating the program's impacts annually.

At a minimum, the CES primary applicant must subcontract to one private, non-profit disability organization. Applicants should consider forming partnerships between one or more land-grant institutions, non-land-grant Institutions, Hispanic-serving institutions, or additional, private, non-profit disability organizations in order to more effectively reach service providers and AgrAbility customers. For example, applicants may wish to subcontract to or sign memorandums of understanding with SRAPs to accomplish aspects of their work plans. For these proposals to succeed, one eligible institution must assume the lead role. Each partner's roles and responsibilities and their relevance to the proposed project must be clearly indicated.

NAP applicants may propose projects with a maximum duration of four years. The project period should begin approximately August 1, 2004. FY 2004 appropriations will fund the awarded project's first-year budget. Each project should submit a request for a maximum of $450,000 per year. Funding levels may be adjusted based on technical review of the projects. Multi-year funding will depend on the availability of funds and the demonstration of satisfactory progress. Thus, all proposals must include specific, measurable accomplishments for each project year.

NAP commitments include conducting annual, three-day, national training workshops and quarterly all-staff teleconferences; maintaining and moderating information sharing forums; and submitting annual and final reports to CSREES (see Part VI, E.). Applicants may request funds to pay for these commitments.

The national training workshop educates project personnel in addition to the standard education audience. The workshop may serve several roles, including new staff orientation, staff development, forums for discussing pressing issues and project progress, successes and failures, and presentation of reports of interest to the entire program.
PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

Only extension directors of 1862 and 1890 Land-Grant Institutions are eligible to submit applications and receive AgrAbility awards. Any land-grant institution employee with an extension appointment may serve as Project Director. Award recipients must partner with and subcontract to at least one private, nonprofit disability organization. Award recipients may subcontract to other organizations provided such organizations are necessary for the conduct of the project.

B. Cost Sharing or Matching

There is no matching requirement for the NAP and matching resources will not be factored into the review process as evaluation criteria.

SRAPs must demonstrate a cash or in-kind match of 50 percent for the portion of the funds requested to support all CES components of each project. A match for that portion of the funds requested to support the cooperating non-profit organization component of the program will not be required. Cost sharing funds must be non-Federal in origin and may come from state, local, or private sources.
PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

Program application materials are available at the following CSREES web site: http://www.reeusda.gov/1700/funding/ourfund.htm. If you do not have access to the web page or have trouble downloading material and you would like hard copies, 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 AgrAbility. 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. State that you want a copy of the RFA and the associated application forms for AgrAbility.

B. Content and Form of Application Submission

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). Justify text to the left.

(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 eight (8) copies of the application (nine (9) total) must be submitted in one package, along with four (4) additional copies of the "Project Summary," Form CSREES-2004, as a separate attachment.

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

(e) Assemble the contents in the following order:
   - Proposal Cover Page (Form CSREES-2002)
   - Table of Contents
   - Project Summary (Form CSREES-2004)
   - Project Description
   - References
   - Appendices to Project Description
- Key Personnel
- Collaborative Arrangements (including Letters of Support)
- Conflict-of-Interest List (Form CSREES-2007)
- Budget (Form CSREES-2004)
- Budget Narrative
- Current and Pending Support (Form CSREES-2005)
- Assurance Statement(s) (Form CSREES-2008)
- Compliance with the National Environmental Policy Act (NEPA) (Form CSREES-2006)
- 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 PDs 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-PDs for an application, please list additional co-PDs 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 (Block 6.a. and 6.b.). For Block 6.a., 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 6.b., 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 “AgrAbility”.

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(d) Proposed Start Date (Block 12.). Enter “08/01/2004”.

(e) Type of Request (Block 14.). Check the block for “New”.

(f) Project Director (PD) (Blocks 16.-19.). Blocks 16.-18. are used to identify the PD and Block 19. to identify co-PDs. If needed, additional co-PDs 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-PDs, beyond those required for genuine collaboration, is discouraged.

(g) Project Assurances (Block 20.). Mark “yes” and complete Form CSREES-2008.

(h) 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 agency contact (see Part VII) 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-2004)
The application must contain a “Project Summary,” Form CSREES-2004. 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 PDs and co-PDs 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 AgrAbility. The importance of a concise, informative Project Summary cannot be overemphasized. If there are more than three co-PDs for an application,
please list additional co-PDs on a separate sheet of paper (with appropriate information) and attach to the Project Summary (Form CSREES-2004).

5. Project Description

PLEASE NOTE: Written text for the Project Description shall not exceed thirty (30) pages. Project Descriptions may contain up to five (5) additional pages for figures and tables. This maximum (thirty-five (35) pages) has been established to ensure fair and equitable competition. Project Descriptions must include the following, as applicable:

(a) Project Justification
Justify the need for the project clearly and concisely by describing its magnitude and scope in national terms. Provide current baseline data including incidence of injuries and disease in the farming population. For all estimates included, explain and substantiate any assumptions made. Review current related programs concentrating on limitations this application intends to address. Justify the applicants’ ability to provide these services by detailing the applicants’ accomplishments from similar projects. Describe the stakeholders’ role in defining the application’s scope and their future role in project planning.

(b) Work Plan
Objectives must address each of the priority areas listed in Part I, B. within the context of the NAP vision enumerated in Part II, C., 2. Use an outline format for this section with objectives as primary headings. Demote activities required to achieve each objective. Group these activities by the targeted accomplishment year. Organize the objectives and their activities in a logical sequence, the sum of which must comprise an attainable project within the four-year maximum duration. For example, achievement targets for number of on-farm assessments or educational activities may increase each year. An educational module may be developed in year one, pilot-tested in year two, and presented in year three. Under each activity, list expected outcomes and describe the proposed means of evaluating the activity’s efficacy and any outcomes’ value to stakeholders. The plan should allow evaluation results to refine and adjust objectives and activities while informing future plans. Use a summary table at the end of this section to show the relationships between objectives (and the activities designed to attain the objectives), indicators of objective achievement, and the data sources which will inform evaluations. Thus, this table should have a minimum of three rows, at least one for each objective, and three columns.

(c) Division of Labor
CES and non-profit disability organization components may jointly or individually provide leadership for different objectives. Therefore, define the responsibilities of the respective organizations under each objective. For each activity, include time frames, personnel, and their roles. Applicants may consult with SRAPs, the current NAP, or consumer advisory type groups in developing their cooperators’ role assignments.

(d) Project Reporting Requirements
For reporting requirements, see Part VI, E., 2.

(e) Project Schedule
Provide time lines or Gantt charts to demonstrate the duration and the sequence of project activities. Use varied hatching for different cooperators. Chart against a quarterly scale, so that a schedule should depict no more than 16 quarters.

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. Appendices to Project Description

Appendices to the Project Description are allowed if they are directly germane to the proposed project. The addition of appendices should not be used to circumvent the text and/or figures and tables page limitations.

8. Key Personnel

Applications should include the following, 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, senior associate, and other professional personnel. This section should include vitae of all key persons who are expected to work on the project, whether or not CSREES funds are sought for their support. The vitae should be limited to two (2) pages each in length, excluding publications listings. The vitae should include a presentation of academic and research credentials, as applicable, e.g., earned degrees, teaching experience, employment history, professional activities, honors and awards, and grants received. A chronological list of all publications in refereed journals during the past four (4) years, including those in press, must be provided for each project member for whom a curriculum vitae is provided. Also list only those non-refereed technical publications that have relevance to the proposed project. All authors should be listed in the same order as they appear on each paper cited, along with the title and complete reference as these usually appear in journals.

9. Collaborative Arrangements

Formal consulting or collaborative arrangements with others should be fully explained and justified. If the consultant(s) or collaborator(s) are known at the time of application, 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.

10. 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 8.(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 agency contact (see Part VII) must be informed of any additional conflicts of interest that arise after the application is submitted.

11. Budget

(a) 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 partner and for each year of requested support and another summing the requested support over all requested years. In addition, a cumulative budget is required detailing the requested total support for the overall project period and for all partners. Applicants may request funds for commitments described in Part II, C. 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. Applicants also must include a budget narrative to justify their budget requests (see section (b) below.)

The amount requested for the private, non-profit disability organization, and all other subcontractors must be identified on line J., "All Other Direct Costs" on the applicant institution's Budget Form CSREES-2004. If costs other than those directly associated with subcontractual agreements are being included on line J., individually identify and explain these costs in the budget narrative. Separate budgets, Form CSREES-2004, and budget narratives must be submitted detailing the amount requested for private, nonprofit disability organizations.

(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 they appear in the
budget and justified on a separate sheet of paper. The budget narrative should be placed immediately behind the Budget form.

12. 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 key personnel 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.

13. 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. Since AgrAbility projects involve human subjects, 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 at risk 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.

14. 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.

15. 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 Dates and Times

National application must be received by close of business on March 25, 2004 (5:00 p.m. Eastern Time). Applications received after the deadline will not be considered for funding.

D. Funding Restrictions

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

1. Entertainment Costs not permitted include banquets, award ceremonies, meals for persons not traveling on behalf of the project except when provided to maintain the continuity of a meeting, tickets to shows or sporting events, and alcoholic beverages.

2. Awards and Certificates of Achievement are disallowed by OMB Circular, A-21 -- Cost Principles for Educational Institutions and OMB Circular A-122 -- Cost Principles for Non-Profit Organizations.

3. Facility Costs not permitted include the renovation or refurbishment of research, education, or extension space; the purchase or installation of fixed equipment in such space; or the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.


5. Any expense not directly related to the program or project is considered unallowable. Examples include child-care services, kitchen help hired to prepare refreshments, and promotional or appreciation gifts such as clothing, coffee mugs, or bags.

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) projects, and no funds will be approved for this purpose. Further, costs that are a part of an institution’s indirect cost pool (e.g., administrative or clerical salaries) may not be reclassified as direct costs for the purpose of making them allowable.

E. Other Submission Requirements

1. What to Submit

The original and eight (8) copies (nine (9) total) of the application must be submitted. In addition, submit four (4) copies of the application’s Project Summary. All copies of the application and the Project Summary must be submitted in one package.
2. Where to Submit

Applicants are strongly encouraged to submit completed 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:

AgrAbility 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:

AgrAbility 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 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 agency contact (see Part VII). 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 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 amount of relevant formal technical education, extension experience, or experience dispensing disability services accrued by the individual, as well as the extent to which an individual remains engaged in these activities; (b) the need to include as reviewers experts from various areas of specialization within relevant education, extension, or disability service fields; (c) the need to include as reviewers other experts (e.g., producers, occupational therapists, rehabilitation engineers, 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 affirm the potential usefulness of proposals recommended for award to producers and the general public.

B. Evaluation Criteria

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

1. Project scope adequately addresses program priorities in education, networking, and assistance as each has relevance for the state or region (listed in Part I, B.) (15%);

2. Included baseline data on potential AgrAbility customers and audiences seem current and accurate; description of current programs available in the state or region adequately conveys a lack of capacity (10%);

4. Work Plan objectives succinctly and sequentially summarize key milestones necessary to achieve project goals (10%);

5. Work Plan objectives seem clear, suitable, and feasible with respect to the following (35%):
   
   (a) Techniques, procedures, and methodologies;

   (b) Data collection, analysis, and means of interpretation;

   (c) Expected results or outcomes; and

   (d) Procedures for evaluating project efficacy, including fixed performance indices with probabilities for obtaining them;
6. Project personnel have distinctly defined roles and demonstrate sufficient expertise, competence, and access to adequate facilities to complete project, while the PD appears sufficiently familiar with IRB processes and has adequately considered human subject safeguards (10%);

7. Selection of additional subcontractors and entities with whom the project intends to cooperate, including the SRAPs as appropriate, and the division of responsibilities assigned to each partner collectively position project for success (5%);

8. Project Schedule systematically organizes tasks, illustrates successor task dependence, and allocates sufficient time for each task (5%); and

9. Budget apportions funds appropriately given scope of project; budget forms comply with instructions; amounts are allocated and tallied correctly; narrative provides adequate justification in each budget category used (10%).

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, VA 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 grant award document shall include, at a minimum, the following:

1. Legal name and address of performing organization or institution to whom the Administrator has awarded a grant 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 grant 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. Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award; and

10. 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 15, subpart A--USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.


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 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

1. Outputs

Grantees must make every effort to ensure that the project participants with disabilities can access the materials and services offered to them and their families. It is recommended that materials be in accessible formats, delivery of education and services be in accessible locations, World Wide Web materials comply with criteria in Section 508 of the Rehabilitation Act (29 U.S.C. 794(d)), and the CES or private, non-profit disability organization be accessible via Telephone Device for the Deaf. In accordance with CSREES General Terms and Conditions – A, Item No. 16, “Sharing of Findings, Data, and Other Project Products,” the grantee will submit half of the required copies of articles, educational publications, and audio-visual productions to the Program Specialist at CSREES and half to the NAP. Audio-visual includes software and database applications. Grantees need not submit confidential materials, but should endeavor to eliminate the confidential aspects of such materials where appropriate to allow sharing.

2. Reporting

The grantee must prepare an annual report to CSREES that details all significant activities that support the project’s goals and objectives. Supply served population demographics and aggregated feedback. Organize annual reports by objectives and deliverables identified in the proposal. Provide tables to facilitate comparing targeted results with actual results. Include successes stories. The Program Specialist at CSREES must receive reports within 60 days of each project year’s end.

At the end of the grantee’s final year, the grantee must prepare a final report to CSREES that summarizes all significant activities that supported the project’s goals and objectives, while providing final served population demographics, aggregated feedback, and trends. The final report will compare the state of services available to AgrAbility customers before and after the project. Organize final reports by objectives and deliverables identified in the proposal. Provide tables to facilitate comparing targeted results with actual results, aggregated for the entire project. List all educational materials produced by the project. Include success stories. Provide suggestions for improving the administration of AgrAbility or recommendations to guide other professionals initiating an AgrAbility Project. Reports must be received by the CSREES Program Specialist within 90 days of the final project year’s end.
PART VII—AGENCY CONTACT

Applicants and other interested parties are encouraged to contact Ivan Graff; Program Specialist; Plant and Animal Systems Unit; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; STOP 2220; 1400 Independence Avenue, S.W., Washington, D.C. 20250-2220; Telephone: (202) 401-6825; Fax: (202) 401-5179; E-mail: igraff@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 agency 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 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 or ADO means the Secretary or any employee of the Department who has the authority to issue or modify grant instruments on behalf of the Secretary.

Authorized organizational representative or AOR means the president, 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.
Disability means a physical or mental impairment which substantially limits one or more major life activity (examples include but are not limited to: vision, hearing, speech, communications, mobility, education, work, daily living tasks).

Education activity means formal classroom instruction, laboratory instruction, and practicum experience in the food and agricultural sciences and other related matters such as faculty development, student recruitment and services, curriculum development, instructional materials and equipment, and innovative teaching methodologies.

Extension activity means an act or process that delivers science-based knowledge and informal educational programs to people, enabling them to make practical decisions.

Grant means the award by the Secretary of funds to an eligible organization or individual to assist in meeting the costs of conducting, for the benefit of the public, an identified project which is intended and designed to accomplish the purpose of the program as identified in these guidelines.

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

Institutional Review Board refers to an administrative body charged with protecting the rights and welfare of human subjects involved in activities conducted by the affiliated institution. It approves, requires modifications in, or disapproves all activities within its jurisdiction.

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

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

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

Private, Non-profit Disability Organization means an organization with a 501 (c)(3) designation under the Internal Revenue Code, involved in providing community-based direct services to individuals with disabilities.

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

Project director means the single individual designated in the grant application and approved by the Secretary who is responsible for the direction and management of the project.

Project period means the period, as stated in the award document, during which Federal sponsorship begins and ends.
*Secretary* means the Secretary of Agriculture and any other officer or employee of the Department to whom the authority involved is delegated.