

# Cooperative Extension Programs at 1862 Land-grant Institutions (Smith Lever- Special Needs)

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*FY 2016 Capacity Request for Applications*

**APPLICATION DEADLINE: August 31, 2015**



United States  
Department of  
Agriculture

National Institute  
of Food and  
Agriculture

**NATIONAL INSTITUTE OF FOOD AND AGRICULTURE; U.S. DEPARTMENT OF AGRICULTURE**

**COOPERATIVE EXTENSION PROGRAMS AT 1862 LAND-GRANT INSTITUTIONS (SMITH-LEVER SPECIAL NEEDS)**

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

**DATES:** Applications must be received by **5:00 p.m. Eastern Time on August 31, 2015**. Comments regarding this request for applications (RFA) are requested within 6 months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

**STAKEHOLDER INPUT:** The National Institute of Food and Agriculture (NIFA) seeks your comments about this RFA. We will consider the comments when we develop the next RFA for the program, if applicable, and we'll use them 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)). Submit written stakeholder comments by the deadline set forth in the DATES portion of this Notice to: [policy@nifa.usda.gov](mailto:policy@nifa.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 Cooperative Extension Programs at 1862 Land-Gant Institutions (Special Needs) RFA.

**EXECUTIVE SUMMARY:** NIFA requests applications for the Cooperative Extension Programs at 1862 Land Grant Institutions (Special Needs) for fiscal year (FY) 2016 Capacity grants authorized under the Smith-Lever Act for Special Needs (SLSN). These funds are used to support extension activities identified in the eligible institution's approved five-year Plan of Work. Special Needs funds are allocated to a State Cooperative Extension Service to fulfill a purpose not normally a part of the continuing extension program. This RFA is being released prior to the passage of an appropriations act for FY 2016. Enactment of continuing resolutions (CR) or an appropriations act may affect the availability or level of funding for this program. Subject to any 2016 Continuing Resolution, funds will be distributed to the institutions on a quarterly basis and according to the amounts allocated in FY 2015. Adjustments will be made to the allocations for FY 2016 once the FY 2016 appropriations are finalized. The appropriated amount available for support of this program in FY 2015 was **\$1,029,979**. Funds are to be distributed through grants to the institutions on a quarterly basis. The specific distributions are included in Appendix A of this RFA. In FY 2016, subject to the availability of funds and the applicant having met the previous year's reporting requirements, quarterly payments will be issued.

This notice identifies the objectives for Smith Lever Special Needs (SLSN) projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for a Special Needs grant.

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## **PART I—FUNDING OPPORTUNITY DESCRIPTION**

### **A. Legislative Authority and Background**

Sections 3(b)(1) and 8 of the Smith-Lever Act provide the basis of funding special needs agricultural extension programs at 1862 Land-grant institutions.

Funds are allocated under this program to a State Cooperative Extension Service to fulfill a purpose or overcome a condition peculiar to the State, as compared to the country as a whole, or for a purpose not normally a part of the continuing extension program.

### **B. Purpose**

The purpose of this funding is to increase the level of agricultural extension activities and reaching out to new audiences.

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

Subject to any 2016 Continuing Resolution, funds will be distributed to the institutions on a quarterly basis and according to the amounts allocated in FY 2015. Adjustments will be made to the allocations for FY 2016 once the FY 2016 appropriations are finalized. The appropriated amount available for support of this program in FY 2015 was **\$1,029,979**.

Awards issued as a result of this RFA will have designated the Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury's Bureau of the Fiscal Service, as the payment system for funds. For more information see <http://fms.treas.gov/index1.html>.

### **B. Type of Application**

In FY 2016, submit applications to the SLSN Program as a “new” application.

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Applications may only be submitted by the following 1862 Land-grant Institutions: University of Alaska-Fairbanks, University of Arizona, Colorado State University, University of Idaho, Kansas State University, Montana State University, University of Nebraska, University of Nevada-Reno, New Mexico State University, North Dakota State University, Oregon State University, South Dakota State University, Texas A & M University, Utah State University, University of Vermont, and University of Wyoming.

Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project. Failure to meet an eligibility criterion by the time of application deadline may result in the application being excluded from consideration or, even though an application may be reviewed, will preclude NIFA from making an award.

## **B. Cost Sharing or Matching**

1862 Land-Grant Institutions in the 50 States must match 100 percent of the SLSN funds they receive with funds from non-Federal sources such as State or county appropriations. The matching must be in the form of cash. Matching funds may only be used for extension activities approved in the eligible institution's five-year Plan of Work.

The source and amount of costs and/or the value of third-party in-kind contributions proposed by the applicant to meet a matching or cost sharing requirement must be identified in the application. (If applicable, please submit via Attachments Form as a PDF file format. See Part VI, Section 5. of the NIFA Grants.gov Application Guide.) Allowability of costs for cost sharing and matching purposes is determined by the applicable cost principles (2 CFR 200).

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

### **A. Electronic Application Package**

Only electronic applications may be submitted via Grants.gov to NIFA in response to this RFA. We urge you to submit early to the Grants.gov system. For an overview of the Grants.gov application process see <http://www.grants.gov/web/grants/applicants/grant-application-process.html>.

#### **New Users of Grants.gov**

Prior to preparing an application, we recommend that the Project Director/Principal Investigator (PD/PI) first contact an Authorized Representative (AR, also referred to as Authorized Organizational Representative or AOR)<sup>1</sup> (see B.,1.,d. of this Part to determine if the organization is prepared to submit electronic applications through Grants.gov. If not (e.g., the institution/organization is new to the electronic grant application process through Grants.gov), then you must complete the one-time registration process PRIOR to submitting an application. It can take as long as 2 weeks to complete the registration process so it is critical to begin as soon as possible. In such situations, the AR should go to **“Register” in the top right corner of the Grants.gov web page (or go to <http://www.grants.gov/web/grants/register.html>) for information on registering the institution/organization with Grants.gov.** Item 2. below mentions the “NIFA Grants.gov Application Guide.” Part II., 1. of the NIFA Grants.gov Application Guide contains additional explanatory language regarding the registration process.

#### **Steps to Obtain Application Package Materials**

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<sup>1</sup>The Authorized Representative (AR) must have the authority to represent and bind the organization for any agreement (i.e., the individual who is authorized to commit the awardee's time and other resources to the project, to commit the awardee to comply with the terms and conditions of the award instrument including those set out herein, and to otherwise act for or on behalf of the awardee institution or organization).

To receive application materials:

1. You must download and install a version of Adobe Reader compatible with Grants.gov to access, complete, and submit applications. For basic system requirements and download instructions, see <http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html>. Grants.gov has a test package that will help you determine whether your current version of Adobe Reader is compatible.
2. To obtain the application package from Grants.gov, go to <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>. Under Step 1 click on “Download a Grant Application Package,” and enter the funding opportunity number **USDA-NIFA-SLBCD-005295** in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

The application package contains the “NIFA Grants.gov Application Guide.” This guide contains an introduction and general Grants.gov instructions, information about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

**If you require assistance to access the application package** (e.g., downloading or navigating Adobe forms) **or submitting the application**, refer to resources available on the Grants.gov website (<http://www.grants.gov/web/grants/applicants/applicant-resources.html>). Grants.gov assistance is also available at:

Grants.gov customer support  
800-518-4726 toll-free or 606-545-5035  
Business Hours: 24 hours a day, 7 days a week. Closed on [federal holidays](#).  
Email: [support@grants.gov](mailto:support@grants.gov)

Grants.gov iPortal: Top 10 requested help topics (FAQs), searchable knowledge base, self-service ticketing and ticket status, and live web chat (available 7 am - 9 p.m. ET). Get help now!

Have the following information available when contacting Grants.gov:

- Funding opportunity number (FON)
- Name of agency to which you are applying
- Specific area of concern

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

You should prepare electronic applications following Parts V and VI of the NIFA Grants.gov Application Guide. This guide is part of the corresponding application package (see Section A. of this part). The following is **additional information** needed to prepare an application in response to this RFA. **If there is discrepancy between the two documents, the information contained in this RFA is overriding.**

**Note the attachment requirements (e.g., PDF) in Part III, Section 3. of the guide. ANY PROPOSALS THAT ARE NON-COMPLIANT WITH THE REQUIREMENTS (e.g.,**

**content format, PDF file format, file name restrictions, and no password protected files**  
**WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW.** Partial applications will be excluded from NIFA review. We will accept subsequent submissions of an application until the established deadline in the RFA (see Part V, 2.1 of the NIFA Grants.gov Application Guide for further information).

For any questions related to the preparation of an application, review the NIFA Grants.gov Application Guide and the applicable RFA. If assistance is still needed for preparing application forms content, contact:

- a) Email: [electronic@nifa.usda.gov](mailto:electronic@nifa.usda.gov)
- b) Phone: 202-401-5048
- c) Business hours: Monday through Friday, 7 a.m. – 5 p.m. ET, excluding [federal holidays](#).

Each grant application must contain a(n):

- “Application for Federal Assistance,” Form SF-424 R&R Cover Sheet
- Key Contacts Form.
- NIFA Supplemental Information Form.

The following is an optional form:

- Attachment Form

The NIFA Grants.gov Application Guide includes instructions for additional forms that are not needed for an application in response to this RFA. Complete and submit only the forms associated with the funding opportunity package and as instructed below.

### **1. SF 424 R&R Cover Sheet**

Information related to the questions on this form is dealt with in detail in Part V, 2. of the NIFA Grants.gov Application Guide. The following are additional instructions.

- a. **Field 1. Type of Submission** – Check “application.”
- b. **Field 8. Type of Application** – Enter “new.”
- c. **Field 15. Estimated Project Funding** – For item a. enter your institution’s FY 2015 allocation as listed in Appendix A to this announcement.

### **2. Key Contacts Form**

Information related to the questions on this form is dealt with in detail in Part VI, 4. of the NIFA Grants.gov Application Guide.

- a. **Contact 1 Project Role:** Enter the contact information for the State Extension Director.
- b. **Contact 2 Project Role:** Enter the contact information for the State Extension Director’s designee.
- c. **Contact 3 Project Role:** Enter the contact information for the Business Office Manager/Administrator.
- d. **Contact 4 Project Role:** Enter the contact information for the person responsible for drawdowns.

### **3. Supplemental Information Form**

Information related to the questions on this form is dealt with in detail in Part VI, 1. of the NIFA Grants.gov Application Guide. The following are additional instructions.

- a. **Field 2. Program to which you are applying.** Enter the program code name (i.e., enter “Smith-Lever Special Needs Capacity”) and the program code (i.e. enter “SLSN”)
- b. **Field 8. Conflict of Interest List.** Do not attach a conflict of interest list.

#### **4. Attachment Form**

Information related to the questions on this form is dealt with in detail in Part VI, 5. of the NIFA Grants.gov Application Guide. The following are additional instructions.

If matching funds are required as specified under Part III, B. Cost-Sharing or Matching, the matching is an eligibility criteria and you must include the source documentation with the application. We will consider this documentation when ascertaining final matching requirements or in determining if required matching can be waived. NIFA retains the right to make final determinations regarding matching requirements.

For grants that require matching funds as specified under Part III, B., the Budget Narrative is to include written verification of commitments of matching support (including both cash and in-kind contributions) from third parties. Written verification means:

(a) For any third party cash contributions, a separate pledge agreement for each donation, signed by the authorized representatives of the donor organization (and the applicant organization ONLY if provided after submission of the application), must include: (1) The donor’s name, address, and telephone number; (2) the name of the applicant organization; (3) the title of the project; (4) the dollar amount of the cash donation (the budget narrative must describe how the cash donation will be used); (5) a statement that the donor will pay the cash contribution during the grant period; and (6) whether the applicant can designate cash as the applicant deems necessary or the cash contribution has been designated to a particular budget item.

(b) For any third party in-kind contributions, a separate pledge agreement for each contribution, signed by the authorized representatives of the donor organization (and the applicant organization ONLY if provided after submission of the application), must include: (1) The donor’s name, address, and telephone number; (2) the name of the applicant organization; (3) the title of the project; (4) a good faith estimate of the current fair market value of the third party in-kind contribution and a description of how the fair market value was determined; and (5) a statement that the donor will make the contribution during the grant period.

Summarize on a separate page the sources and amount of all matching support from outside the applicant institution and place that information in the proposal as part of the Budget Narrative. You must place all pledge agreements in the proposal immediately following the summary of matching support.

Establish the value of applicant contributions in accordance with applicable cost principles. Refer to 2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”, for further guidance and other requirements relating to matching and allowable costs.

See Part V., Section 4.12 of the NIFA Grants.gov Application Guide (Field 12 on the Form) for instructions regarding Felony and Tax Representation Form located [http://www.csrees.usda.gov/funding/pdfs/felony\\_tax\\_cert.doc](http://www.csrees.usda.gov/funding/pdfs/felony_tax_cert.doc).

### **C. Submission Dates and Times**

**Instructions for submitting an application are included in Part IV, Section 1.9 of the NIFA Grants.gov Application Guide.**

Applications must be received by Grants.gov by **5:00 p.m. Eastern Time on August 31, 2015**. Applications received after this deadline will normally not be considered for funding.

**If you have trouble submitting an application to Grants.gov, you should FIRST contact the Grants.gov Help Desk to resolve any problems. Keep a record of any such correspondence. See Part IV, A. for Grants.gov contact information.**

We send email correspondence to the AR regarding the status of submitted applications. Therefore, we strongly encourage applicants to provide accurate e-mail addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

If the AR has not received correspondence **from NIFA** regarding a submitted application within 30 days of the established deadline, contact the Agency Contact identified in Part VII of the applicable RFA and request the proposal number assigned to the application. **Failure to do so may result in the application not being processed and funding being held. Once the application has been assigned a proposal number, you should cite this number on all future correspondence.**

### **D. Funding Restrictions**

#### **(1) Use of Funds Limitation**

No portion of federal funds allotted under Special Needs grant may be applied, directly or indirectly, to the purchase, erection, preservation, or repair of any building or buildings, or the purchase or rental of land, or in college-course teaching, lectures in college, or any other purpose not specified in the Smith-Lever Act.

#### **(2) Approved NIFA Special Needs Projects**

Special Needs federal funding may only be used on extension activities identified in the institution's approved 5-Year Plan of Work.

#### **(3) Indirect Costs and Tuition Remission**

In accordance with section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. §3319), indirect costs and tuition remission are unallowable as Special Needs capacity grant expenditures.

#### **(4) Matching**

See Part III, B. for additional information

The source and amount of costs and/or the value of third-party in-kind contributions proposed by the applicant to meet a matching or cost sharing requirement must be identified in the application. (If applicable, please submit via Attachments Form as a PDF file format. See Part VI, Section 5. of the NIFA Grants.gov Application Guide.) Allowability of costs for cost sharing and matching

purposes is determined by the applicable cost principles (2 CFR 200).

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

**You should follow the submission requirements noted in Part IV, Section 1.9 of the NIFA Grants.gov Application Guide.**

For information about the **status of a submitted application**, see Part III, Section 6. of the NIFA Grants.gov Application Guide.

**Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)** - each applicant (unless excepted under 2 CFR § 25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR § 25.110(d)) is required to: (i) Be registered in SAM before submitting its application; (ii) provide a valid DUNS number in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency. It also must state that the Federal awarding agency may not make a Federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

## **PART V—APPLICATION REVIEW REQUIREMENTS**

### **A. General**

NIFA will review submitted documents to determine if all program, financial, and administrative requirements have been met and are current.

### **B. Organizational Management Information**

Specific management information relating to an applicant shall be submitted on a one time basis, with updates on an as needed basis. This requirement is 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 NIFA program. We will provide you forms for use in fulfilling these requirements as part of the pre-award process. Although an applicant may be eligible, there are factors that may exclude an applicant from receiving federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

## **PART VI—AWARD ADMINISTRATION**

### **A. General**

Within the limit of funds available for such purpose, the NIFA awarding official shall make grants to those responsible, eligible applicants.

## **B. Award Notice**

The notice of Federal award (Form NIFA-2009) is the authorizing document. The award document contains award provisions and other pertinent information. See <http://nifa.usda.gov/wait-notification> for further details.

## **C. Administrative and National Policy Requirements**

Several federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These may include, but are not limited to the ones listed on the NIFA web page - <http://nifa.usda.gov/federal-regulations>.

NIFA Federal Assistance Policy Guide—a compendium of basic NIFA policies and procedures that apply to all NIFA awards, unless there are statutory, regulatory, or award-specific requirements to the contrary is available at <http://nifa.usda.gov/policy-guide>.

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

The Plan of Work (POW) Update for FYs 2017-2021 and Annual Report of Accomplishments and Results for FY 2015 are due by April 1, 2016 and should be submitted online through the NIFA Reporting Portal at the web address: <http://portal.nifa.usda.gov/portal>. Additional information about the POW is available at: <http://nifa.usda.gov/tool/pow>

The following is a description of project data reporting requirements through the REEport system (located at <http://portal.nifa.usda.gov>) as well as the SF-425 reporting requirements:

Institutions must submit a REEport Project Initiation which includes the Project Description; Project Classification; Assurance Form; and Project Proposal through the REEport System prior to the initiation of each capacity-funded project. The project must undergo a review process and be approved before it is incorporated into the Program of Research.

Each institution shall submit a REEport Progress Report annually for each eligible project. All Progress Reports from institutions are based on the federal fiscal year and shall be submitted by March 1, 2016 for the preceding fiscal year.

A Final Report shall be submitted to NIFA through REEport for each completed or terminated project. Such reports shall be submitted at the same time as are progress reports on active projects and should include a summary of accomplishments for the entire life of the project.

A Financial Report shall be submitted to NIFA through REEport annually for all eligible projects from the preceding fiscal year. A Financial Report is also required for expenditures on all State projects that are to be included in the non-Federal funds and matching funds computation. Reports shall be made on the federal fiscal year basis.

Financial reporting via the SF-425, Federal Financial Report for FY 2015 is due to the Capacity Grants Branch, Awards Management Division, OGF, on April 1, 2016, for the period October 1, 2014, through September 30, 2015, and annually thereafter until the award is closed out.

See <http://nifa.usda.gov/program/smith-lever-act-sections-3b-and-3c-special-needs-capacity-grant> for additional details of annual, final technical and financial reporting requirements. Instructions for using the REEport system are included on the NIFA web site at: <http://nifa.usda.gov/reeport-resources-land-grant-partners>.

## **PART VII—AGENCY CONTACTS**

### **For questions regarding Cooperative Extension Programs at 1862 Land-Grant Institutions (Special Needs) Program:**

Dr. Denis Ebodaghe, National Program Leader, Division of Agricultural Systems, Institute of Food Production and Sustainability, USDA/NIFA, Stop 2240, 1400 Independence Avenue, SW, Washington, DC 20250-2240, Telephone: (202) 401-4385; Fax: (202) 401-1782; Email: [debodaghe@nifa.usda.gov](mailto:debodaghe@nifa.usda.gov).

For questions relating to the completion of the grants.gov forms please contact:  
Brenda Barnett, OGF, NIFA/USDA, Stop 2271, 1400 Independence Avenue, SW, Washington, DC 20250-2271; Telephone: (202) 401-6520; Fax: (202) 401-1804; E-mail: [formulagrants@nifa.usda.gov](mailto:formulagrants@nifa.usda.gov).

For questions relating to REEport forms and submissions, please contact the Planning, Accountability, and Reporting Staff; Telephone: (202) 690-0009; Fax: (202) 690-0634; E-mail: [electronic@nifa.usda.gov](mailto:electronic@nifa.usda.gov) or [reeport@nifa.usda.gov](mailto:reeport@nifa.usda.gov).

For questions relating to the five-year Plan of Work Update for FYs 2017-2021 or the Annual Report of Accomplishments and Results, please contact Katelyn Sellers, Planning, Accountability, and Reporting Staff, NIFA/USDA, Stop 2213, 1400 Independence Avenue, SW, Washington, DC 20250-2213; Telephone: (202) 401-5482; Fax: (202) 720-7714; E-mail: [pow@nifa.usda](mailto:pow@nifa.usda).

## **PART VIII—OTHER INFORMATION**

The USDA NIFA home page for the SLSN is: <http://nifa.usda.gov/program/smith-lever-act-sections-3b-and-3c-special-needs-capacity-grant>.

## Appendix A

### UNITED STATES DEPARTMENT OF AGRICULTURE National Institute of Food and Agriculture

#### FY 2016 Distribution of Funds to Eligible Institutions for Extension Activities Authorized under the Smith-Lever Act and the D.C. Postsecondary Education Re-organization Act (Award # 2016-41200 (Special Needs))

#### Appendix A

<u>Institution</u>	<u>State</u>	<u>Grant Number</u>	<u>FY 2016 Allocation</u>	<u>FY2016 Required Match</u>
University of Alaska-Fairbanks	AK	2016-41200-00200	\$ 41,081	\$ 41,081
University of Arizona	AZ	2016-41200-00300	111,504	111,504
Colorado State University	CO	2016-41200-00600	68,134	68,134
University of Idaho	ID	2016-41200-01200	74,412	74,412
Kansas State University	KS	2016-41200-01600	37,557	37,557
Montana State University	MT	2016-41200-02600	92,179	92,179
University of Nebraska	NE	2016-41200-02700	42,358	42,358
University of Nevada-Reno	NV	2016-41200-02800	84,519	84,519
New Mexico State University	NM	2016-41200-03100	95,522	95,522
North Dakota State University	ND	2016-41200-03400	72,135	72,135
Oregon State University	OR	2016-41200-03700	36,301	36,301
South Dakota State University	SD	2016-41200-04200	34,570	34,570
Texas A&M University	TX	2016-41200-04400	91,221	91,221
Utah State University	UT	2016-41200-04500	93,188	93,188
University of Vermont	VT	2016-41200-04600	11,347	11,347
University of Wyoming	WY	2016-41200-05100	43,951	43,951
Total			<u>\$ 1,029,979</u>	<u>\$ 1,029,979</u>