

# Joint Cooperative Extension Programs at 1862 Land-Grant Institutions and University of the District of Columbia Public Postsecondary Education Reorganization Act Program

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**MODIFICATIONS: Pages 4 & 15**

***FY 2017 Request for Applications***

**APPLICATION DEADLINE: September 9, 2016**



United States  
Department of  
Agriculture

National Institute  
of Food and  
Agriculture

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

**Joint Cooperative Extension Programs at 1862 Land-Grant Institutions and University of the District of Columbia Public Postsecondary Education Reorganization Act Program**

**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 September 9, 2016**.

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 Joint Cooperative Extension Programs at 1862 Land-Grant Institutions and University of the District of Columbia Public Postsecondary Education Reorganization Act Program RFA.

**EXECUTIVE SUMMARY:** NIFA requests an application for both the Cooperative Extension Programs at 1862 Land-Grant Institutions authorized under the Smith-Lever Act section 3(b) and (c) (SLBC) and the University of the District of Columbia Public Postsecondary Education Reorganization Act Program (DCPPER) for fiscal year (FY) 2017 to be used for the development of practical applications of research knowledge and giving of instruction and practical demonstrations of existing or improved practices or technologies in agriculture, uses of solar energy with respect to agriculture, home economics, and rural energy, and subjects relating thereto to persons not attending or resident in 1862 Land-Grant Institutions, and imparting information on those subjects through demonstrations, publications, and otherwise and for the necessary printing and distribution of information in connection with the subjects. For FY 2017, the RFA for the SLBC and DCPPER will be combined. Only one application per institution is to be submitted.

This RFA is being released prior to the passage of the FY 2017 appropriations bill. Enactment of continuing resolutions (CR) or an appropriations act may affect the availability or level of funding for this program. Subject to any 2017 CR, NIFA will distribute funds to the institutions quarterly and according to the amounts allocated in FY 2016. We will make adjustments to the allocations for FY 2016 once the FY 2017 appropriations are finalized. The amount available for

support of this program in FY 2016 was **\$288,022,464**. Institutions will receive grant funds quarterly. NIFA will issue FY 17 quarterly payments subject to the availability of funds and the applicant having met the previous year's reporting requirements. Appendix A of this RFA includes specific distributions. Part III, B, identifies if matching is a requirement and, if so, you should pay particular attention to the matching instructions included in Part IV, B, 4.

This notice identifies the objectives for SLBC/DCPPERA project/program, the eligibility criteria for projects/program and applicants, and the application forms and associated instructions needed to apply for a SLBC/DCPPERA grant.

## What's new for 2017?

Based in part on stakeholder feedback, the National Institute of Food and Agriculture (NIFA) examined its processes to look for better ways to serve its community. As a result, NIFA has been and is releasing **Request for Applications (RFA)** for most of the FY 2017 Capacity funding programs during late June through mid-July 2016. This will allow NIFA to move funds as soon as they are made available to the agency. Most of the applications for these recently released RFAs will be due during August through September 2016, approximately 30-60 days after NIFA's release of the RFA. Please refer to the specific RFA for the exact deadline.

While NIFA awaits the passage of the FY 2017 budget, NIFA will fund capacity grants at a slightly reduced FY 2016 level. The pending budget affects the availability and/or level of funding for some or all of these programs. Once appropriations for the year are finalized, adjustments will be made to the FY 2017 allocations articulated in the Capacity RFAs based on the full year amount of funds available for each program.

Also, a couple of new changes in the RFAs are highlighted:

- **Felony Convictions or Tax Delinquent Status-** - See Part V, Section 4.12. of the NIFA Grants.gov Application Guide for instructions regarding mandatory Felony Convictions or Tax Delinquent Status. For Capacity programs, this mandatory information must be included in the Attachment Form.
- **ALL SF-425 financial reports** for the awards (not the project financial reports that are submitted in REEport), whether annual or final, will be due Dec. 31 each year. Most programs already have this requirement, but it was decided that all programs will follow this practice. This will take effect for the FY 2017 awards and everyone will notice a reminder around the September 30, 2017 time frame. SF-425 reports for FY 2017 capacity awards will be completed in the ezFedGrants portal instead of being emailed to the NIFA Awards Management Branch as they are currently. Detailed instructions on submitting SF-425s in the ezFedGrants portal will be provided to capacity award recipients as they become available.
- **ezFedGrants** --NIFA will publish RFAs and applicants will apply as we have been doing all along – NIFA will post directly into [Grants.gov](https://www.grants.gov), send the information to applicants, and they will apply.
  - What will be different is how NIFA pulls the applications and processes the awards. NIFA will pull the applications after we go live with ezFedGrants, pulling directly into the new ezFedGrants system. The current expectation is that we will go live in November **but no later than December**. NIFA will be prepared to allocate FY 2017 funds in ezFedGrants come the beginning of the Fiscal Year 2017.
- **Matching Funds**--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 non-federal 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.

- The matching documentation must include the non-federal sources (specify whether the source is 3<sup>rd</sup> party, cash, state or non-state, county or non-tax and the amount for each source) and amount of all matching support including matching from outside the applicant institution and place that information in PDF format (see Part III, Section 3. of the guide for attachment requirements) and include as a separate attachment to the Attachment Form.
  - 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.
- **FY 2016 Appropriations Act Funding under Grants and Cooperative Agreements with Entities Requiring Certain Internal Confidentiality Agreements**—Public Law 114-113 prevents the Federal Government from making grants or cooperative agreements to entities requiring employees or contractors to sign nondisclosure agreements or statements prohibiting them from reporting waste, fraud or abuse to an investigative or law enforcement representative of the Federal Government. Information related to the questions on this and other assurances on the SF 424 R&R Cover Sheet form is dealt with in detail in Part V, 2. of the NIFA Grants.gov Application Guide. See Section 2.18 of the NIFA Application Guide which provides that the applicant’s electronic signature on the SF-424 affirms its agreement with Federal representations and assurances (e.g., Prohibition against FY 16 Appropriations Act Funding under Grants and Cooperative Agreements with Entities Requiring Certain Internal Confidentiality Agreements...)

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

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

**Sections 3(b) and 3(c) of the Smith-Lever Act (program referred to as SLBC) provide funding for agricultural extension programs at 1862 Land-grant universities.**

States are eligible for funds appropriated under this Act according to the following formula: Out of each annual allocation, each State will be entitled to receive a sum of money equal to the sums available from Federal cooperative extension funds for the fiscal year, and subject to the same requirements as to furnishing of equivalent sums by the State, except that amounts heretofore made available to the Secretary for allotment on the basis of special needs shall continue to be available for use on the same basis. Further, the University of Guam and the University of the Virgin Islands will receive \$100,000 each in addition to the sums appropriated for the several States of the United States and Puerto Rico under the provisions of sections 3(b) and 3(c) of the Smith-Lever Act. Of the remainder so appropriated for each fiscal year 20 per cent will be paid to the several States in equal proportions, 40 per cent will be paid to the several States in the proportion that the rural population of each bears to the total rural population of the several States as determined by the census, and the balance will be paid to the several States in the proportion that the farm population of each bears to the total farm population of the several States as determined by the census. Any appropriation made under sections 3(b) and 3(c) of the Smith-Lever Act will be allotted in the first and succeeding years on the basis of the decennial census current at the time the appropriation is first made, and as to any increase, on the basis of decennial census current at the time such increase is first appropriated.

**Sections 208 of the District of Columbia Public Postsecondary Education Reorganization Act provides, in pertinent part, that “[i]n the administration of the Act of May 8, 1914 (7 U.S.C. 341-**

**346, 347a-349) (known as the Smith-Lever Act)... the University [of the District of Columbia] shall be considered to be a university established for the benefit of agriculture and the mechanic arts in accordance with the provisions of the Act of July 2, 1862 (7 U.S.C. 301- 305, 307,308); and... the term “State” as used in such Act of May 8, 1914, shall include the District of Columbia, except that the District of Columbia shall not be eligible to receive any sums appropriated under section 3 of such Act.... In lieu of an authorization of appropriations for the District of Columbia under section 3 of such Act of May 8, 1914, there is authorized to be appropriated such sums as may be necessary to provide cooperative agricultural extension work in the District of Columbia under such Act. Any reference in such Act (other than section 3 thereof) to funds appropriated under such Act shall in the case of the District of Columbia be considered a reference to funds appropriated under this subsection.”**

### **B. Purpose**

The purpose of this funding is to conduct cooperative agricultural extension work.

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

Subject to any 2017 CR, NIFA will distribute funds to the institutions quarterly and according to the amounts allocated in FY 2016. NIFA will make adjustments to the allocations for FY 2017 once the FY 2017 appropriations are finalized. The amount available for support of this program in FY 2016 was **\$288,022,464**.

The Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury's Bureau of the Fiscal Service, will be the payment system for all NIFA grant awards. For more information see

[https://www.fiscal.treasury.gov/fsservices/gov/pmt/asap/asap\\_home.htm](https://www.fiscal.treasury.gov/fsservices/gov/pmt/asap/asap_home.htm).

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

In FY 2017, submit applications to the SLBC and DCPPERA Program as a “new” application.

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

**For the DCPPERA RFA** applications may only be submitted by the University of the District of Columbia.

**For the SLBC RFA** applications may only be submitted by the following 1862 Land-grant Institutions: Auburn University, University of Alaska-Fairbanks, American Samoa Community College, University of Arizona, University of Arkansas, University of California, Colorado State University, University of Connecticut, University of Delaware, University of Florida, University of Georgia, University of Guam, University of Hawaii, University of Idaho, University of Illinois, Purdue University, Iowa State University, Kansas State University, University of Kentucky, Louisiana State University, University of Maine, University of Maryland-College Park, University of Massachusetts, Michigan State University, College of Micronesia, University of Minnesota, Mississippi State University, University of Missouri, Montana State University, University of Nebraska, University of Nevada-Reno, University of New Hampshire, Rutgers University, New Mexico State University, Cornell University, North Carolina State University, North Dakota State University, Northern Marianas College, Ohio State University, Oklahoma State University, Oregon State University, Pennsylvania State University, University of Puerto Rico, University of Rhode Island, Clemson University, South Dakota State University, University of Tennessee, Texas A & M University, Utah State University, University of Vermont, Virginia Polytechnic Institute & State University, University of the Virgin Islands, Washington State University, West Virginia University, University of Wisconsin, and University of Wyoming.

Award recipients may subcontract to organizations not eligible to apply provided the subcontracts 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**

There is no matching requirement for the University of the District of Columbia.

Section 3(e)(1) of the Smith-Lever Act (7 U.S.C. §343(e) (1)) states, with regard to institutions in the 50 states, “no allotment shall be made to a State under subsection (b) or (c), and no payments from the allotment shall be made to a State, in excess of the amount that the State makes available out of non-Federal funds for cooperative extension work.” However, section 3(e)(4) of the Smith-Lever Act (U.S.C. §343(e)(4)) provides that “Effective beginning for fiscal year 2003, in lieu of the matching funds requirement of paragraph (1), the insular areas of [American Samoa,] the Commonwealth of Puerto Rico, Guam, [Micronesia, the Northern Marianas Islands,] and the Virgin Islands of the United States shall provide matching funds from non-Federal

sources in an amount equal to not less than 50 percent of the formula funds distributed by the Secretary to each of the insular areas, respectively, under this section..... The Secretary may waive the matching fund requirement [of 50 percent] for any fiscal year if the Secretary determines that the government of the insular area will be unlikely to meet the matching requirement for the fiscal year.” See Part IV. B.4 for information about how to request a waiver.

Matching is an eligibility criteria and you must include the non-federal 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.

- The matching documentation must include the non-federal sources (specify whether the source is 3<sup>rd</sup> party, cash, state or non-state, county or non-tax) and amount of all matching support including matching from outside the applicant institution. It must be in PDF format (see Part III, Section 3. of the guide for attachment requirements) and included as a separate attachment to the Attachment Form.
- 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.

## PART IV—APPLICATION AND SUBMISSION INFORMATION

### A. Electronic Application Package

Submit only electronic applications via Grants.gov to NIFA in response to this RFA. We urge you to submit early to the Grants.gov system. For information about the pre-award phase of the grant lifecycle, see <http://www.grants.gov/web/grants/learn-grants/grants-101/pre-award-phase.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> 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. The registration process can take as long as two weeks to complete. It is, therefore, critical to begin as soon as possible. To register the AR should select **“Register” in the top right corner of the Grants.gov web page (or go to <http://www.grants.gov/web/grants/register.html>).**

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

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/applicants/adobe-software-compatibility.html>. Grants.gov has a test package that will help you determination whether your version of Adobe Reader is compatible.
2. To obtain the application package from Grants.gov, go to <http://www.grants.gov/web/grants/applications/download-application-package.html> and enter the funding opportunity number **USDA-NIFA-SLBCD-005888-** in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package. A Grant Application Package is tied to a particular funding opportunity. Applications must be submitted ONLY to the particular funding opportunity to which the Grant Application Package is associated. The application package also contains the “NIFA Grants.gov Application Guide.” This guide contains an introduction and general Grants.gov instructions, additional information about the Grants.gov registration process, information about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

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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).

**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.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 (see <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>):  
Top 10 requested help topics (FAQs), searchable knowledge base, self-service ticketing and ticket status, and live web chat (available 7 a.m. - 9 p.m. Eastern Time).

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 **additional information** is needed to prepare an application for 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 you need further assistance, contact:

- Email: [electronic@nifa.usda.gov](mailto:electronic@nifa.usda.gov)
- Phone: (202) 401-5048

- Business hours: Monday - Friday, 7 a.m. – 5 p.m. Eastern Time, excluding [federal holidays](#).

Each grant application must contain the following:

- “Application for Federal Assistance,” Form SF-424 R&R Cover Sheet
- Key Contacts Form
- NIFA Supplemental Information Form
- Attachment Form (**optional**)

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 available in Part V, 2 of the NIFA Grants.gov Application Guide. The following are additional instructions.

- Field 1. Type of Submission** – Check “Application.”
- Field 8. Type of Application** – Enter “new.”
- Field 15. Estimated Project Funding** – For item a, enter your institution’s FY 2017 allocation as listed in Appendix A to this announcement.
- Field 17. Complete Certification** - See Part V, Section 2.18 of the NIFA Grants.gov Application Guide for the required certifications and assurances (e.g., Prohibition Against Entities Requiring Certain Internal Confidentiality Agreements)

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

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

- Contact 1 Project Role:** Enter the contact information for the State Extension Director.
- Contact 2 Project Role:** Enter the contact information for the State Extension Director’s designee.
- Contact 3 Project Role:** Enter the contact information for the Business Office Manager/Administrator.
- 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 (Cooperative Extension Programs at 1862 Institutions) and the program code (SLBC or program name, DC Public Postsecondary Reorganization Act and program code (PPERA).
- 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 available in Part VI, 5 of the NIFA Grants.gov Application Guide. The following are additional instructions.

- a. **Felony Convictions or Tax Delinquent Status** - See Part V, Section 4.12. of the NIFA Grants.gov Application Guide for instructions regarding mandatory Felony Convictions or Tax Delinquent Status. For Capacity programs, this mandatory information must be included in the Attachment Form.
- b. **Matching Funds - 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.**

The matching documentation is to include the non-federal sources (specify whether the source is third party, cash, state or non-state, county or non-tax and the amount for each source) and amount of all matching support including matching from outside the applicant institution and place that information in PDF format (see Part III, Section 3. of the guide for attachment requirements) and include as a separate attachment to the Attachment Form.

#### **For Insular Areas only:**

##### Matching funds Waiver Request (Optional)

If your institution is applying for a matching funds waiver, prepare a request in PDF format (see Part III, Section 3 of the guide for attachment requirements). Include the following elements in the request:

- (a) a request to waive matching requirements under this RFA;
- (b) a statement of the fiscal year for which the waiver is requested;
- (c) a statement of the exact dollar amount of waiver being requested by fiscal year and how the amount was computed (by matching fund category);
- (d) a statement of why the waiver is requested;
- (e) documentation supporting the need for a waiver (i.e., newspaper articles/clippings or State budgets); and
- (f) the university's efforts to meet future matching needs.

The documentation should include the university's approved budget for the program for both the current and previous budget cycles. It may also submit items such as a statement from the State

asserting what portion of the required match amount the State contribution to the institution will cover, a schedule of projected cash flows showing what portion of the matching funds the university will have available or other documents such as letters from State or institution budget personnel or newspaper articles. In requesting the waiver, the institution must consider the availability of all permissible forms of matching in detail.

### **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 September 9, 2016**. Applications received after this deadline will normally not be considered for funding.

**In case of 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.**

NIFA will be pulling applications from Grants.gov and accepting them in the ezFedGrants portal beginning in November 2016. You may check the status of your application anytime in Grants.gov or starting in November in the ezFedGrants portal. NIFA will update statuses starting in November, and instructions for accessing the ezFedGrants portal will be provided to applicants prior to this timeframe. Please note: If you are not able to check the status and validate that NIFA received your application by November 30, 2016, contact the Agency Administrative Contact identified in Part VII of this RFA and request the status of your application by referencing the Grants.gov number. Failure to do so may result in the application not being processed and funding being held. Please cite the Grants.gov number on all future correspondence with NIFA until an award number is assigned.

If you are not able to validate that NIFA received your application by September 30, contact the Agency Administrative Contact identified in Part VII of this RFA and request the application 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 an application number, you should cite this number on all future inquiries until an award number is assigned.**

### **D. Funding Restrictions**

#### **(1) Program and Extension Activities**

Smith-Lever Act sections 3(b) and 3(c) Federal funding may only be used for extension programs and an activity identified in the institution's approved 5-Year Plan of Work.

## **(2) 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 Sections 3(b) and 3(c) of the Smith-Lever Act capacity grant expenditures.

## **(2) Matching**

See Part III, B. for additional information.

No portion of these funds 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 this Act.

## **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.

If you have not complied with all applicable DUNS and SAM requirements you may be considered unqualified to receive an award.

## **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 as needed. 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 the forms to fulfill 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 is the authorizing document. The award document contains award provisions and other pertinent information. See Notice of Award section at <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, those listed at <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**

Section 105 of the Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA) amended the Smith-Lever Act and the Hatch Act to require an approved POW for extension and research activities at 1862 Land-grant Institutions in order to receive Federal funding. As stated in the Preface to the Federal Register Notice at 71 FR 4107 (January 25, 2006), “Although the District of Columbia receives extension funds under the District of Columbia Postsecondary Education Reorganization Act, Public Law 93–471, as opposed to the Smith-Lever Act, NIFA has determined that it should be subject to the POW requirements imposed under these guidelines except where expressly excluded.” Therefore, the University of the District of Columbia must submit both a 5-Year Plan of Work Update for FY 2017-2021 (i.e., submitted as an annual update) and an Annual Report of Accomplishments and Results.

The Plan of Work (POW) Update for FYs 2018-2022 is suspended, however the Annual Report of Accomplishments and Results for FY 2016 are due by April 1, 2017. These reports 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 the SF-425 reporting requirements.

For the SLBC and the DCPPERA programs, **SF-425 financial reports** for the awards whether annual or final, will be due Dec. 31 each year. Most programs already have this requirement, but it was decided that all programs will follow this practice. This will take effect for the FY 2017 awards and everyone will notice a reminder around the September 30, 2017 time frame. SF-425 reports for FY 2017 capacity awards will be completed in the ezFedGrants portal instead of being emailed to the NIFA Awards Management Branch as they are currently. Detailed instructions on submitting SF-425s in the ezFedGrants portal will be provided to capacity award recipients as they become available. See <http://nifa.usda.gov/program/smith-lever-act-capacity-grant> for additional details of annual, final and financial reporting requirements.

## **PART VII—AGENCY CONTACT**

For questions regarding DCPPERA projects/program, please contact:

Dr. Ahlshia Shipley, National Program Leader, Division of Family and Consumer Sciences (DFCS), Institute of Youth, Family, and Community (IYFC), National Institute of Food and Agriculture (NIFA); U.S. Department of Agriculture (USDA), Stop 2215, 1400 Independence Avenue, SW, Washington, DC 20250-2215; Telephone: (202) 401-6854; Fax: (202) 690-2469; and E-mail: [ashipley@nifa.usda.gov](mailto:ashipley@nifa.usda.gov).

For questions regarding SLBC projects/program, please contact:

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

OR

Dr. Mathieu Ngouajio, National Program Leader, Division of Plant Systems – Production, Institute of Food and Production and Sustainability, NIFA/USDA, Stop 2240, 1400 Independence Avenue, SW, Washington, DC 20250-2240; Telephone: (202) 401-4895; Fax: (202) 401-1782; and E-mail: [mngouajio@nifa.usda.gov](mailto:mngouajio@nifa.usda.gov).

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

For questions relating to REEport forms and submissions, please contact: 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 5-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.gov](mailto:pow@nifa.usda.gov).

## **PART VIII—OTHER INFORMATION**

The USDA NIFA home page for the DCPPERA is:

<http://nifa.usda.gov/program/district-columbia-public-postsecondary-education-reorganizationact-program-cooperative>.

The USDA NIFA home page for the SLBC is:

<http://nifa.usda.gov/program/smith-lever-act-capacity-grant>.

Appendix A

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

**FY 2017 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 #2016-41100 (Smith-Lever 3(b) and 3(c)), and 2017-42000 (DCPPER))**

**Appendix A**

<b>Institution</b>	<b>State</b>	<b>Grant Number</b>	<b>FY 2018 Allocation</b>	<b>FY 2018 Required Match</b>
Auburn University	AL	2016-41100-00100	\$ 7,121,034	\$ 7,121,034
University of Alaska-Fairbanks	AK	2016-41100-00200	1,187,120	1,187,120
American Samoa Community College	AS	2016-41100-05500	1,163,205	581,603
University of Arizona	AZ	2016-41100-00300	2,030,204	2,030,204
University of Arkansas	AR	2016-41100-00400	5,976,705	5,976,705
University of California	CA	2016-41100-00500	7,979,466	7,979,466
Colorado State University	CO	2016-41100-00600	3,222,922	3,222,922
University of Connecticut	CT	2016-41100-00700	2,223,043	2,223,043
University of Delaware	DE	2016-41100-00800	1,342,032	1,342,032
University of the District of Columbia	DC	2016-42000-05400	1,188,760	0
University of Florida	FL	2016-41100-00900	4,782,341	4,782,341
University of Georgia	GA	2016-41100-01000	8,117,753	8,117,753
University of Guam	GU	2016-41100-05301	1,223,034	611,517
University of Hawaii	HI	2016-41100-01100	1,384,797	1,384,797
University of Idaho	ID	2016-41100-01200	2,846,963	2,846,963
University of Illinois	IL	2016-41100-01300	9,764,396	9,764,396
Purdue University	IN	2016-41100-01400	9,179,071	9,179,071
Iowa State University	IA	2016-41100-01500	9,603,568	9,603,568
Kansas State University	KS	2016-41100-01600	5,626,230	5,626,230
University of Kentucky	KY	2016-41100-01700	9,367,720	9,367,720
Louisiana State University	LA	2016-41100-01800	5,237,348	5,237,348
University of Maine	ME	2016-41100-01900	2,411,847	2,411,847
University of Maryland at College Park	MD	2016-41100-02000	3,427,839	3,427,839
University of Massachusetts	MA	2016-41100-02100	2,738,175	2,738,175
Michigan State University	MI	2016-41100-02200	9,228,770	9,228,770

College of Micronesia	FM	2016-41100-05600	1,290,134	645,067
University of Minnesota	MN	2016-41100-02300	9,044,879	9,044,879
Mississippi State University	MS	2016-41100-02400	7,034,235	7,034,235
University of Missouri	MO	2016-41100-02500	9,100,006	9,100,006
Montana State University	MT	2016-41100-02600	2,727,503	2,727,503
University of Nebraska	NE	2016-41100-02700	5,104,690	5,104,690
University of Nevada-Reno	NV	2016-41100-02800	1,198,444	1,198,444
University of New Hampshire	NH	2016-41100-02900	1,765,047	1,765,047
Rutgers University	NJ	2016-41100-03000	2,728,570	2,728,570
New Mexico State University	NM	2016-41100-03100	2,132,086	2,132,086
Cornell University	NY	2016-41100-03200	8,489,101	8,489,101
North Carolina State University	NC	2016-41100-03300	11,864,133	11,864,133
North Dakota State University	ND	2016-41100-03400	3,427,609	3,427,609
Northern Marianas College	MP	2016-41100-05700	1,148,094	574,047
Ohio State University	OH	2016-41100-03500	11,262,041	11,262,041
Oklahoma State University	OK	2016-41100-03600	5,784,159	5,784,159
Oregon State University	OR	2016-41100-03700	3,887,542	3,887,542
Pennsylvania State University	PA	2016-41100-03800	10,627,756	10,627,756
University of Puerto Rico	PR	2016-41100-03900	6,557,021	3,278,511
University of Rhode Island	RI	2016-41100-04000	1,133,542	1,133,542
Clemson University	SC	2016-41100-04100	5,835,172	5,835,172
South Dakota State University	SD	2016-41100-04200	3,683,426	3,683,426
University of Tennessee	TN	2016-41100-04300	8,921,886	8,921,886
Texas A&M University	TX	2016-41100-04400	13,255,226	13,255,226
Utah State University	UT	2016-41100-04500	1,749,449	1,749,449
University of Vermont	VT	2016-41100-04600	1,889,752	1,889,752
Virginia Polytechnic Inst. State Univ.	VA	2016-41100-04700	7,409,653	7,409,653
University of the Virgin Islands	VI	2016-41100-05200	1,189,586	594,793
Washington State University	WA	2016-41100-04800	4,395,847	4,395,847
West Virginia University	WV	2016-41100-04900	4,241,218	4,241,218
University of Wisconsin	WI	2016-41100-05000	9,132,516	9,132,516
University of Wyoming	WY	2016-41100-05100	1,637,798	<u>1,637,798</u>
Total			\$ 288,022,464	\$ 280,548,168

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<sup>1</sup> "This Appendix A is based on Fiscal Year 2016 data and calculations and are subject to change per FY 2017 appropriations."