

# **The Hatch Act of 1887 (Regular Research)**

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## ***FY 2017 Request for Applications***

**APPLICATION DEADLINE: August 16, 2016**



United States  
Department of  
Agriculture

National Institute  
of Food and  
Agriculture

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

**The Hatch Act of 1887 (Regular Research)**

**INITIAL ANNOUNCEMENT**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE:** This program is listed in the Catalog of Federal Domestic Assistance under 10.203.

**DATES:** Applications must be received by **5:00 p.m. Eastern Time** on August 16, 2016. 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 National Institute of Food and Agriculture (NIFA) seeks your comments about this RFA. We will consider all comments when we develop the next RFA for the program, if applicable, and we will use the input to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA) (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 email address is intended only for receiving comments regarding this RFA and not for requesting information or forms. In your comments, state that you are responding to the **Hatch Act of 1887 (Regular Research)** RFA.

**EXECUTIVE SUMMARY:** NIFA requests applications for the Hatch Act of 1887 – Regular Research (HFP) for fiscal year (FY) 2017 authorized under the Hatch Act of 1887 (Act March 2, 1887, Ch. 314, 24 Stat.440, as amended; 7 U.S. C. 361a to 361i; Public Law 105-185, §3(b), June 23, 1998, 112 Stat. 526 enacting §§361a to 361i. Funds are distributed according to the legislative formula (7 U.S. C. 361c) and intent of 7 U.S. C. 361b to promote the efficient production, marketing, distribution, and utilization of farm products essential to the health and welfare of the people of the United States to promote a sound and prosperous agriculture and rural life, and to facilitate the maintenance of maximum employment and national prosperity and security. The State Agricultural Experiment stations will use these funds to conduct research that will directly influence a permanent and effective agricultural industry in the United States. This includes research basic to the problems of agriculture in its broadest aspects leading to the development and improvement of the rural home and rural life, so that agriculture can benefit the welfare of the consumer, as may be deemed advisable, and is appropriate to the specific needs of each of the states.

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 2017 once the FY 2017 appropriations are finalized. The amount available for

support of this program in FY 2016 was \$ **172,423,744**. Institutions will receive grant funds quarterly. Appendix A of this RFA includes specific distributions. NIFA will issue FY 17 quarterly payments subject to the availability of funds and the applicant having met the previous year's reporting requirements. 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 (HFP) project/program, the eligibility criteria for projects/program and applicants, and the application forms and associated instructions you need to apply for a HFP 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 FY 2017 are finalized, adjustments will be made to the FY 2016 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 Federal 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 FFR's reports for FY 2017 Capacity awards will be completed in the ezFedGrants portal instead of being emailed to the NIFA Awards Management Division 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](http://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 no later than December 2016. NIFA will be prepared to allocate FY 2017 funds in ezFedGrants the beginning of FY 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 16 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**

The Hatch Act of 1887, commonly known as the “Hatch Act of 1887,” The Act of March 2, 1887, ch. 314, 24 Stat. 440, as amended; 7 U.S. C. 361a to 361i provides the basis for Federal funding for agricultural research activities at the State Agricultural Experiment Stations in the 50 States, the District of Columbia, and the Insular Areas. Amendments of the Agricultural Research, Education and Extension Reform Act (AREERA), Public Law 105-185, title II, June 23, 1998 reformed certain existing agricultural research, extension, and education authorities, including sections of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 related to reporting and matching requirements.

State Agricultural Experiment Stations are eligible for funds appropriated under this Act according to the following formula: The previous year’s base plus the current year increase as follows: three percent for Federal Administration, 20 percent equally, 26 percent in an amount which bears the same ratio to the total amount to be allotted as the rural population of the State bears to the total rural population of all the States as determined by the last preceding decennial census; 26 percent in an amount which bears the same ratio to the total amount to be allotted as the farm population of the State bears to the total farm population of all the States as determined by the last preceding decennial census; and 25 percent for the Hatch Multistate Research Fund (which is allocated under a separate formula).

### **B. Purpose**

The purpose of this funding is to conduct agricultural research programs at State Agricultural Experiment Stations in the 50 States, the District of Columbia, and the Insular Areas.

Hatch activities are broad and includes research on all aspects of agriculture, including soil and water conservation and use; plant and animal production, protection, and health; processing, distribution, safety, marketing, and utilization of food and agricultural products; forestry, including range management and range products; multiple use of forest rangelands, and urban forestry; aquaculture; home economics and family life; human nutrition; rural and community development; sustainable agriculture; molecular biology; and biotechnology. Research may be conducted on problems of local, State, regional, or national concern.

## **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 2016 once the FY 2017 appropriations are finalized. The amount available for support of this program in FY 2016 was \$ **172,423,744**.

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 HFP Program as a “new” application.

### **C. Responsible and Ethical Conduct of Research**

In accordance with sections 2, 3, and 8 of 2 CFR Part 422, institutions that conduct USDA-funded extramural research must foster an atmosphere conducive to research integrity, bear primary responsibility for prevention and detection of research misconduct, and maintain and effectively communicate and train their staff regarding policies and procedures. In the event an application to NIFA results in an award, the Authorized Representative (AR) assures, through acceptance of the award that the institution will comply with the above requirements. Award recipients shall, upon request, make available to NIFA the policies, procedures, and documentation to support the conduct of the training. See <http://nifa.usda.gov/responsible-and-ethical-conduct-research> for more information.

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Only authorized representatives on behalf of the State Agricultural Experiment Stations located in the 50 States, the District of Columbia and the Insular Areas in accordance with the Hatch Act of 1887 (7 U.S. C. 361a) may submit applications. 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 have been reviewed, will preclude NIFA from making an award.

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

Section 3(d) (1) of the Hatch Act of 1887 (7 U.S.C. 361 (c ) (d)(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 agricultural research and for the establishment and maintenance of facilities for the performance of the research.” However, section 3(d)(4) of the Hatch Act of 1887 (7 U.S.C. 361c(d)(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, Northern Mariana Islands, and the Virgin Islands of the United States and the District of Columbia 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 instructions about how to request a waiver.

## 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), 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 the process 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 determine 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/applicants/download-application-package.html> and enter the funding opportunity number:

#### **Funding Opportunity Number: USDA-NIFA-HATCH-005885**

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

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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).

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.

**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. ET, 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

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.

- 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 2016 allocation as listed in Appendix A to this announcement
- d. 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.

- a. Contact 1 Project Role:** Enter the contact information for the Director.
- b. Contact 2 Project Role:** Enter the contact information for the Director’s designee, if applicable.
- c. Contact 3 Project Role:** Enter the contact information for the Business Office Manager/Administrator for this program.
- 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 available 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 “Hatch Formula Program”) and the program code (i.e., enter “**HFP**”).
- 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 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.

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.

#### **c. 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(s) 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 and 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 p.m. Eastern Time** on August 16, 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.**

Once NIFA accepts your application, you may check the status of your application in the ezFedGrants portal or by looking in Grants.gov. NIFA will provide information on how to access ezFedGrants at a later date.

If 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 inquires until an award number is assigned.**

#### **D. Funding Restrictions**

##### **(1) Approved NIFA Hatch Projects**

Hatch federal funding must be used on approved Hatch projects including Hatch Multistate Research Funds (HMRF) projects and other allowed activities.

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

In accordance with section 1473 of NARETPA (7 U.S.C. 3319), indirect costs and tuition remission are unallowable on Hatch Capacity grant expenditures.

##### **(3) Matching**

“The source and amount of costs 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 §§ 200.29, 200.306; and 200.400).”

See Part III, B. for additional information.

##### **(4) Carryover of Funds**

Hatch funds are expected to be fully expended in the fiscal year of appropriation; however, funds may be carried over for up to one year after the end of the year for which they were appropriated. No prior approval is required to carry over funds for one additional year; however, no additional carryover requests may be considered or approved, as no legislative authority to do so is provided.

## **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:

- 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>.

### **Responsible and Ethical Conduct of Research**

Refer to Part II, C for more information.

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

The Plan of Work (POW) Update for FYs 2018-2022 is suspended, however the Annual Report of Accomplishments and Results for FY 2016 is 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 project data reporting requirements through the REEport system (<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 must submit a REEport Progress Report annually for each eligible project. All Progress Reports are based on the federal fiscal year and must be submitted by March 1, 2017, for the preceding fiscal year.

- A Final Report must be submitted to NIFA through REEport for each completed or terminated project. Such reports must 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 Project Financial Report must be submitted to NIFA through REEport annually for all eligible projects from the preceding fiscal year. A Project 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 2017 is due to the ezFedGrants portal, on Dec. 31, 2017, for the period Oct.1, 2016, through September 30, 2017, and annually thereafter until the award is closed out. Information on how to access the ezFedGrants portal will be provided directly to the grant recipient prior to the due date.

See <http://nifa.usda.gov/program/hatch-act-1887> 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 CONTACT**

For questions regarding **Hatch Act of 1887 (Regular Research)** projects/program, please contact: Dr. Steven I. Smith, National Program Leader, Division of Animal Systems, NIFA/USDA, Stop 2240, 1400 Independence Avenue, SW, Washington, DC 20250-2240; Telephone: (202) 401-6134; E-mail: [sismith@nifa.usda.gov](mailto:sismith@nifa.usda.gov) or

Dr. Ann Lichens-Park, National Program Leader, Division of Plant Systems-Protection, Institute of Food Production and Sustainability, NIFA/USDA, Stop 2240, 1400 Independence Avenue, SW, Washington, DC 20250-2240; Telephone: (202) 401 - 6460; E-mail: [apark@nifa.usda.gov](mailto:apark@nifa.usda.gov) or

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; Email [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; email [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 or the Annual Report of Accomplishments and Results, 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; Email [pow@nifa.usda.gov](mailto:pow@nifa.usda.gov).

## **PART VIII—OTHER INFORMATION**

The USDA NIFA home page for the **HPT** is:

<https://nifa.usda.gov/program/hatch-act-1887>

**APPENDIX A**

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

**FY 2017 - Distribution of Funds to the State Agricultural Experiment Stations**  
**Authorized under the Hatch Act, as amended August 11, 1955**  
**(Award #2017-31100 (Regular))**

**Appendix A**

<b>Institution</b>	<b>State</b>	<b>Grant Number</b>	<b>FY 2017 Allocation</b>	<b>FY 2017 Required Match</b>
Auburn University	AL	2017-31100-06001	3,890,428	3,890,428
University of Alaska	AK	2017-31100-06002	1,069,454	1,069,454
American Samoa Community College	AS	2017-31100-06003	1,181,658	590,829
University of Arizona	AZ	2017-31100-06004	1,508,272	1,508,272
University of Arkansas	AR	2017-31100-06005	3,311,087	3,311,087
University of California	CA	2017-31100-06006	4,660,867	4,660,867
Colorado State University	CO	2017-31100-06008	2,123,892	2,123,892
University of Connecticut-New Haven	CT	2017-31100-07609	795,177	795,177
University of Connecticut-Storrs	CT	2017-31100-06009	795,177	795,177
University of Delaware	DE	2017-31100-06010	1,135,332	1,135,332
University of the District of Columbia	DC	2017-31100-06011	755,733	755,733
University of Florida	FL	2017-31100-06012	2,995,215	2,995,215
University of Georgia	GA	2017-31100-06013	4,420,179	4,420,179
University of Guam	GU	2017-31100-06057	1,220,424	610,212
University of Hawaii	HI	2017-31100-06015	1,118,971	1,118,971
University of Idaho	ID	2017-31100-06016	1,929,279	1,929,279
University of Illinois	IL	2017-31100-06017	5,457,311	5,457,311
Purdue University	IN	2017-31100-06018	5,220,854	5,220,854
Iowa State University	IA	2017-31100-06019	5,415,643	5,415,643
Kansas State University	KS	2017-31100-06020	3,311,394	3,311,394
University of Kentucky	KY	2017-31100-06021	5,183,051	5,183,051
Louisiana State University	LA	2017-31100-06022	2,989,349	2,989,349
University of Maine	ME	2017-31100-06023	1,697,816	1,697,816
University of Maryland	MD	2017-31100-06024	2,220,692	2,220,692
University of Massachusetts	MA	2017-31100-06025	1,860,183	1,860,183
Michigan State University	MI	2017-31100-06026	5,241,882	5,241,882
College of Micronesia	FM	2017-31100-06007	1,257,796	628,898
University of Minnesota	MN	2017-31100-06027	5,130,888	5,130,888
Mississippi State University	MS	2017-31100-06028	3,783,034	3,783,034
University of Missouri	MO	2017-31100-06029	5,085,221	5,085,221
Montana State University	MT	2017-31100-06030	1,862,871	1,862,871

University of Nebraska	NE	2017-31100-06031	3,058,816	3,058,816
University of Nevada	NV	2017-31100-06032	1,064,546	1,064,546
University of New Hampshire	NH	2017-31100-06033	1,368,767	1,368,767
Rutgers University	NJ	2017-31100-06034	1,854,168	1,854,168
New Mexico State University	NM	2017-31100-06035	1,538,724	1,538,724
Cornell University	NY	2017-31100-06036	4,371,759	4,371,759
Cornell University-Geneva	NY	2017-31100-03619	485,751	485,751
North Carolina State University	NC	2017-31100-06037	6,383,035	6,383,035
North Dakota State University	ND	2017-31100-06038	2,169,110	2,169,110
Northern Marianas College	MP	2017-31100-06095	1,172,828	586,414
Ohio State University	OH	2017-31100-06039	6,307,686	6,307,686
Oklahoma State University	OK	2017-31100-06040	3,283,215	3,283,215
Oregon State University	OR	2017-31100-06041	2,511,732	2,511,732
Pennsylvania State University	PA	2017-31100-06042	5,974,806	5,974,806
University of Puerto Rico	PR	2017-31100-06093	3,703,902	1,851,951
University of Rhode Island	RI	2017-31100-06044	1,028,342	1,028,342
Clemson University	SC	2017-31100-06045	3,325,667	3,325,667
South Dakota State University	SD	2017-31100-06046	2,327,446	2,327,446
University of Tennessee	TN	2017-31100-06047	4,911,103	4,911,103
Texas A&M University	TX	2017-31100-06048	7,041,173	7,041,173
Utah State University	UT	2017-31100-06049	1,339,598	1,339,598
University of Vermont	VT	2017-31100-06050	1,420,304	1,420,304
University of the Virgin Islands	VI	2017-31100-06058	1,196,237	598,119
Virginia Polytechnic Inst. & State U.	VA	2017-31100-06051	4,178,355	4,178,355
Washington State University	WA	2017-31100-06053	2,743,313	2,743,313
West Virginia University	WV	2017-31100-06054	2,563,362	2,563,362
University of Wisconsin	WI	2017-31100-06055	5,186,476	5,186,476
University of Wyoming	WY	2017-31100-06056	1,284,393	1,284,393
Total Payment to States			\$ 172,423,744	\$ 167,557,322
Federal Administration			5,537,891	
Small Business Admin			5,191,855	
Biotech Risk Assessment			638,096	
			<u>\$ 183,791,586</u>	

This Appendix A is based on Fiscal Year 2016 data and calculations and are subject to change per FY 2017 appropriations.