

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

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Fiscal Year (FY) 2017 Capacity Request for Applications

APPLICATION DEADLINE: August 31, 2016



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)

INITIAL ANNOUNCEMENT

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

DATES: Applications must be received by **5:00 p.m. Eastern Time on August 31, 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. 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 Cooperative Extension Programs at 1862 Land-Grant Institutions (Smith-Lever Special Needs) RFA.

EXECUTIVE SUMMARY: NIFA requests applications for the Cooperative Extension Programs at 1862 Land Grant Institutions (Smith-Lever Special Needs) for fiscal year (FY) 2017 to support extension activities identified in the eligible institution's approved pre-existing Five (5) Year Plan of Work (POW). 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 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 \$1,029,979. Appendix A of this RFA includes specific distributions. NIFA will issue FY 2017 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 the Smith-Lever Special Needs (SLSN) program, the eligibility criteria for the program and applicants, and the application forms and associated instructions you need to apply for a SLSN 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 a **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 Standard Form (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 December 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 receive 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 Division (AMD) 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, 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 3rd party, cash, state or non-state, county or non-tax) 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 2016 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)(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 and Priorities

The purpose of this capacity grant program is to increase the level of agricultural extension activities and reach out to new audiences. There has been an increase in the number and severity of disaster type critical incidents, including but not limited to, earthquakes, tornadoes, wildfires, floods, hurricanes, drought, contagious diseases, invasive mosquito-borne diseases (i.e. Zika virus), and terrorist events. Climate change and variability are contributing factors to extreme weather patterns resulting in natural disasters. The purpose of the SLSN is to support innovative, education-based approaches to addressing emergency preparedness and specific responses related to natural and human-made disasters. The SLSN supports quality of life in communities across the United States by addressing disaster preparedness, response, and recovery in the context of food, agriculture, natural resources and human sciences. The SLSN provides information and tools to USDA, stakeholders, and collaborators to improve decision making in handling natural and human-made disasters.

Priorities of the SLSN are initiatives that promote innovative, education-based approaches that address emergency preparedness and responses to natural and human made disasters. The Cooperative Extension Service (CES) has a major role in reducing the impact of disasters through extension education. Capacity funds will support extension education initiatives that address risks, hazards and disasters. The SLSN sponsors targeted projects that enable CES to assist in preparing for, providing an educational response to, and recovering from disasters. Education programming funded by this program will help communities, families and individuals become more self-sustaining by strengthening and increasing their resiliency to disaster. Some types of hazards and disaster related events funded in previous years include uncertainties caused by losses of economic infrastructure, severe weather or other natural disasters, security breaches, human disease, or high consequence animal diseases and plant pests. The SLSN increases awareness and capacity building of urban/rural communities' response to natural and/or human-made disasters by increasing individual, family, farms, small business and community disaster preparedness through extension education, as well as collaboration with other agencies and volunteer organizations.

The SLSN aligns with the following:

- USDA Strategic Plan for FY 2014-2018, *Goal 1 (Assist Rural Communities to Create Prosperity so They are Self-Sustaining, Repopulating, and Economically Thriving;*

Objective 1.1 *Enhance rural prosperity, including leveraging capital markets to increase government's investing in rural America through supporting human and social capital*);

- The SLSN specifically addresses the following [2014 USDA REE Action Plan](#) goals:
 - *Goal 2 - Responding to Climate and Energy Needs; and*
 - *Goal 7 - Rural Prosperity/Rural-Urban Interdependence.*
- [NIFA Strategic Plan for 2014-2018](#), *Goal 1 (Catalyze Exemplary and Relevant Research, Education and Extension Programs (Sub-goal 1.7: Ensure the development of human capital, communities, and a diverse workforce through research, education, extension and engagement programs in food and agricultural sciences to support a sustainable agriculture system)*; and
- NIFA's Institute of Food Production and Sustainability's portfolio priorities in the areas of enhancing productive and sustainable agricultural systems as well protecting the nation's farms, ranches, forests, and living environments from pests and diseases.
- NIFA's Institute of Family and Consumer Sciences' portfolio priorities in the areas of community vitality and family well-being.

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. While NIFA awaits the passage of the FY 2017 budget, NIFA will fund capacity grants at a slightly reduced FY 2016 level. 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 \$1,029,979.

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

B. Type of Application

In FY 2017, submit applications to the SLSN Program as “new” applications.

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

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 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

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 (5) year Plan of Work.

The matching documentation must include the non-federal sources (specify whether the source is 3rd 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)¹ 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.

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: **USDA-NIFA-SLBCD-005864** 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.

¹The 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

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
- 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 (mandatory)

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 available in Part VI, 1 of the NIFA Grants.gov Application Guide. The following are additional instructions.

- 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”).
- 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.

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.

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 is to include the non-federal sources (specify whether the third party, cash, source is 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. 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.

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 31, 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, 2016, 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) 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.

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>.

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 costs may be incurred against it.
- 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 (FY).

- 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 or within 90 days of the termination date, whichever comes first, 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 (FY) basis.
- Financial reporting via the SF-425, Federal Financial Report for FY 2017 is due to the ezFedGrants portal, on December 31, 2017, for the period October 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 <https://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/reepport-resources-land-grant-partners>.

PART VII—AGENCY CONTACTS

For questions regarding **Cooperative Extension Programs at 1862 Land-Grant Institutions (Smith-Lever Special Needs) (SLSN) Program**, please contact:

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

For administrative questions relating to the completion of the grants.gov forms please contact Brenda Barnett or Allison Owens, Capacity Branch, Awards Management Division; Office of Grants and Financial Management; NIFA/USDA; Stop 2271; 1400 Independence Avenue, SW, Washington, DC 20250-2271; Telephone: (202) 401-6520; Fax: (202) 401-1804; Email: formulagrantsquestions@nifa.usda.gov.

For questions relating to REEport forms and submissions, please contact the Planning, Accountability, and Reporting Staff; NIFA/USDA; Telephone: (202) 690-0009; Fax: (202) 690-0634; Email: electronic@nifa.usda.gov or reeport@nifa.usda.gov.

For questions relating to the Five (5) -Year Plan of Work Update or the Annual Report of Accomplishments and Results, contact Katelyn Sellers, Planning, Accountability, and Reporting Staff; NIFA/USDA; NIFA/USDA, Stop 2213, 1400 Independence Avenue, SW, Washington, DC 20250-2213; Telephone: (202) 401-5482; Fax: (202) 720-7714; Email: 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 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 # 2017-41200 (Special Needs))**

Appendix A

Institution	State	Grant Number	FY 2017 Allocation	FY2017 Required Match
University of Alaska-Fairbanks	AK	2017-41200-00200	\$ 41,081	\$ 41,081
University of Arizona	AZ	2017-41200-00300	111,504	111,504
Colorado State University	CO	2017-41200-00600	68,134	68,134
University of Idaho	ID	2017-41200-01200	74,412	74,412
Kansas State University	KS	2017-41200-01600	37,557	37,557
Montana State University	MT	2017-41200-02600	92,179	92,179
University of Nebraska	NE	2017-41200-02700	42,358	42,358
University of Nevada-Reno	NV	2017-41200-02800	84,519	84,519
New Mexico State University	NM	2017-41200-03100	95,522	95,522
North Dakota State University	ND	2017-41200-03400	72,135	72,135
Oregon State University	OR	2017-41200-03700	36,301	36,301
South Dakota State University	SD	2017-41200-04200	34,570	34,570
Texas A&M University	TX	2017-41200-04400	91,221	91,221
Utah State University	UT	2017-41200-04500	93,188	93,188
University of Vermont	VT	2017-41200-04600	11,347	11,347
University of Wyoming	WY	2017-41200-05100	43,951	43,951
Total			\$ 1,029,979	\$ 1,029,979