

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

[Modification: Page 13, Application Instructions \(8/8/2017\)](#)

Fiscal Year (FY) 2018 Capacity Request for Applications

APPLICATION DEADLINE: September 15, 2017



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 will be listed in the Catalog of Federal Domestic Assistance (CFDA) under **10.500**. NIFA is in the process of submitting requests to break out individual programs contained in CFDA 10.500 (CES) into separate new CFDA numbers. These awards will be made under CFDA 10.500 unless otherwise noted in the Notice of Award for fiscal year (FY) 2018 new awards. (For reference, new numbers will be: 10.511– Smith Lever; 10.512 – 1890 Extension; 10.514 – EFNEP; and/or 10.515 – RREA).

DATES: Applications must be received by **5:00 p.m. Eastern Time on September 15, 2017**. 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).

EXECUTIVE SUMMARY: NIFA requests applications for the Cooperative Extension Programs at 1862 Land-grant Institutions (Smith-Lever Special Needs) (FY) 2018 to support extension activities identified in the eligible institution's approved pre-existing Five (5) Year Plan of Work. **Smith-Lever** Special Needs (SLSN) 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 2018 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 2018 CR, NIFA will distribute funds to the institutions quarterly and according to the amounts allocated in FY 2017. We will make adjustments to the allocations for FY 2018 once the FY 2018 appropriations are finalized. The amount available for support of this program in FY 2017 was \$1,029,979. Appendix A of this RFA includes specific distributions. NIFA will issue FY 2018 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 SLSN project/program, the eligibility criteria for projects/program and applicants, and the application forms and associated instructions you need to apply for a SLSN grant.

What's new for 2018?

- NIFA's Office of Grants and Financial Management, Office of Information Technology, and Data Governance Working Group are working on a pilot initiative to better identify and track institutions and associated departments that receive capacity awards. As part of this pilot, NIFA is providing guidance in the form of additional columns in the capacity RFA appendices to specify information we require each applicant to enter into the Legal Name, Organizational DUNS, and Department Name fields of the SF-424. The information provided is based on applications received in FY 2017 and is intended to streamline award processing through our ezFedGrants system. If changes have occurred to this information, please contact NIFA as soon as possible to discuss options to minimize potential issues and delays.
- **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 Dec. 31st each year. Most programs already have this requirement, but it was decided that all programs will follow this practice. This change took effect for the FY 2017 awards. Grantees will receive a reminder notice each year at the end of September for any awards processed in ezFedGrants. SF-425 Federal Financial reports for FY 2018 capacity awards will be completed in the ezFedGrants portal instead of being emailed to the NIFA Awards Management Division. Detailed instructions on the submission of SF-425s in the ezFedGrants portal can be found under the training on the ezFedGrants page <https://www.nfc.usda.gov/ezFedGrants>.
- **ezFedGrants** - NIFA will post RFAs on [Grants.gov](https://www.grants.gov), send the information to applicants, and they will apply, the same as in previous years. However, there are differences in how NIFA processes awards after they have been submitted.
- **Matching Funds** - If matching funds are required as specified under Part III, B. Cost-Sharing or Matching, the matching is an eligibility criteria and grantees must include and attach a PDF document identifying the non-federal source of match 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, in-kind, 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

Section 3 (b) (1) and 8 of the Smith-Lever Act provides the basis of funding for 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 grants program is to increase the level of agricultural extension activities and reach out to limited resource farm families that are at a disadvantage as far as agricultural development that are too small, have low productivity, or are unable to make adjustments to establish profitable operations or profitable employment. The purpose of the Smith-Lever Special Needs (SLSN) is to support innovative, education-based approaches to addressing extension education and services to these limited resource farm families to help them achieve desirable results. Methods may include, but not limited to, collaboration with other organizations, appraising resources for capability of improvement in agriculture or introduction of industry designed to supplement farm income, other new farming ventures or new technologies.

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](https://nifa.usda.gov/resource/ree-action-plan)

<https://nifa.usda.gov/resource/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](https://nifa.usda.gov/strategic-plan), <https://nifa.usda.gov/strategic-plan> *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 FY 2018 CR, NIFA will distribute funds to the institutions quarterly and according to the amounts allocated in FY 2017. NIFA will make adjustments to the allocations for FY 2018 once the FY 2018 appropriations are finalized. The amount available for support of this program in FY 2017 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 2018, submit applications to the SLSN 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 further 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-10500-SLSNXXXX-18-0001. In the appropriate box 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 (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. Please note new instructions are included below for **Field 5**. Information NIFA has included in Appendix A is based on FY17 applications received for this program. If your organization intends to submit an application using information other than what appears in Appendix A, please contact us at formulagrantsquestions@nifa.usda.gov or (202) 401-6520 prior to submitting your application.

- a. **Field 1. Type of Submission** – Check “Application”
- b. **Field 5. Applicant Information**
 - Enter Legal Name of the Applicant as registered in the System for Awards Management which appears in the first column of Appendix A to this RFA
 - Enter Organizational DUNS as it appears in the third column of Appendix A to this RFA
 - Enter Department Name of Eligible Recipient as it appears in the second column of Appendix A to this RFA
- c. **Field 8. Type of Application** – Enter “new”
- d. **Field 15. Estimated Project Funding** – For item a, enter your institution’s FY 2017 allocation as listed in Appendix A to this announcement
- e. **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 State Extension Director**
- b. **Contact 2 Project Role: Enter the contact information for the State Extension Director’s designee.**
- c. **Contact 3 Project Role: Enter the contact information for the Business Office Manager/Administrator**
- d. **Contact 4 Project Role: Enter the contact information for the person responsible for drawdowns.**

3. Supplemental Information Form

Information related to the questions on this form is 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 “Smith-Lever Special Needs Capacity”) and the program code (i.e., enter “SLSN”).
- b. **Field 8. Conflict of Interest List.** Do not attach a conflict of interest list.

4. Attachment Form

Information related to the questions on this form is 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.

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 a pdf document identifying the non-federal source of match 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 September 15, 2017**. 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. Please refer to the training tab on the ezFedGrants page to learn how to access ezFedGrants: <https://www.nfc.usda.gov/ezFedGrants>.

If you are not able to validate that NIFA received your application by **October 13, 2017**, contact the Agency Administrative Contact identified in Part VII of this RFA. Failure to do so may result in the application not being processed and funding being held. You should cite your Grants.gov tracking number on all 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 Smith-Lever 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 exempted 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.

Your SAM registration information determines your organization ID in the ezFedGrants system and the information must match your ASAP recipient DUNS and EIN.

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 2017 is due by April 1, 2018. 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 Federal Financial 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, 2018, 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.
- Federal financial reporting via the SF-425, Federal Financial Report for FY 2018 is due to the ezFedGrants portal, on Dec. 31, 2018, for the period Oct.1, 2017, through September 30, 2018, and annually thereafter until the award is closed out. Information on how to access the ezFedGrants portal can be found under the training on the ezFedGrants page <https://www.nfc.usda.gov/ezFedGrants>.

See <http://nifa.usda.gov/program/smith-lever-act-sections-3b-and-3c-special-needs-capacity-grant> for additional details of annual, final technical, and financial reporting requirements. Instructions for using the REEport system are included on the NIFA web site at <http://nifa.usda.gov/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, OGF, 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; Telephone: (202) 690-0009; Fax: (202) 690-0634; email electronic@nifa.usda.gov or reeport@nifa.usda.gov.

For questions relating to the 5-Year Plan of Work Update or the Annual Report of Accomplishments and Results, contact Adam Preuter, Planning, Accountability, and Reporting Staff, NIFA/USDA, Stop 2213, 1400 Independence Avenue, SW, Washington, DC 20250-2213; Telephone: (202) 401-690-0124; Fax: (202) 720-7714; Email pow@nifa.usda.

PART VIII—OTHER INFORMATION

The USDA NIFA webpage for the SLSN program is located at:

<http://nifa.usda.gov/program/smith-lever-act-sections-3b-and-3c-special-needs-capacity-grant>.

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

**FY 2018 Distribution of Funds to Eligible Institutions for Extension Activities
Authorized under the Smith-Lever Act and the D.C. Postsecondary Education
Re-organization Act**

Appendix A

Legal Name (From SAM)	Department (Eligible Institution or Department)	DUNS Number	State	Allocation	Required Match
UNIVERSITY OF ALASKA FAIRBANKS	University of Alaska Fairbanks	615245164	AK	\$41,081	\$41,081
UNIVERSITY OF ARIZONA	College of Agriculture	961605172	AZ	\$111,504	\$111,504
COLORADO STATE UNIVERSITY	Colorado State University	829068126	CO	\$68,134	\$68,134
REGENTS OF THE UNIVERSITY OF IDAHO	University of Idaho	075746271	ID	\$74,412	\$74,412
KANSAS STATE UNIVERSITY	Kansas State University	929773554	KS	\$37,557	\$37,557
MONTANA STATE UNIVERSITY, INC	Montana State University	625447982	MT	\$92,179	\$92,179
BOARD OF REGENTS OF THE UNIVERSITY OF NEBRASKA	University of Nebraska Lincoln	555456995	NE	\$42,358	\$42,358
UNIVERSITY OF NEVADA, RENO	University of Nevada-Reno	146515460	NV	\$84,519	\$84,519
NEW MEXICO STATE UNIVERSITY	New Mexico State University	173851965	NM	\$95,522	\$95,522
NORTH DAKOTA STATE UNIVERSITY	North Dakota State University	803882299	ND	\$72,135	\$72,135
OREGON STATE UNIVERSITY	Oregon State University	053599908	OR	\$36,301	\$36,301
SOUTH DAKOTA STATE UNIVERSITY	South Dakota State University	929929743	SD	\$34,570	\$34,570
TEXAS A&M AGRILIFE EXTENSION SERVICE	AgriLife Extension Service	781568837	TX	\$91,221	\$91,221
UTAH STATE UNIVERSITY	Utah State University	072983455	UT	\$93,188	\$93,188
UNIVERSITY OF VERMONT & STATE AGRICULTURAL COLLEGE	University of Vermont	066811191	VT	\$11,347	\$11,347
UNIVERSITY OF WYOMING	University of Wyoming	069690956	WY	\$43,951	\$43,951
Total				\$1,029,979	\$1,029,979