

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

## **Fiscal Year (FY) 2023 Request for Applications**

**APPLICATION DEADLINE: October 31, 2022**



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

**Assistance Listing:** formerly known as the Catalog of Federal Domestic Assistance (CFDA): This program is listed in the Assistance Listings under 10.203.

**Dates:** Applications must be received by **5:00 p.m. Eastern Time on October 31, 2022**. 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.

**Advancing Diversity, Equity, Inclusion, and Accessibility (DEIA).** NIFA recognizes that research, education, and extension efforts will have the greatest impacts when programs are grounded in DEIA. NIFA is committed to enhancing diversity, equity, inclusion, and accessibility of programs and encourages individuals, institutions, and organizations from underserved communities to apply to funding opportunities as lead, co-lead, or subaward recipient(s), and to engage as leaders in the peer panel review process to support the development of strong networks and collaborations. NIFA encourages applications that engage diverse communities and have broad impacts through research, education, extension, and integrated activities to address current and future challenges.

**Stakeholder Input:** The National Institute of Food and Agriculture (NIFA) seeks comments on all request for applications (RFAs) so it can deliver programs efficiently, effectively, with integrity, and with a focus on customer service. NIFA considers comments, to the extent possible when developing RFAs and use comments to help meet the requirements of [Section 103\(c\)\(2\) of the Agricultural Research, Extension, and Education Reform Act of 1998 \(7 U.S.C. 7613\(c\)\(2\)\)](#). Applicants may submit written comments to [Policy@usda.gov](mailto:Policy@usda.gov) (email is for comments only). Please use the following subject line: The Hatch Act of 1887 (Regular Research) RFA.

## EXECUTIVE SUMMARY

NIFA requests applications for the Hatch Act of 1887 Regular Research (HFP) program for fiscal year (FY) 2023 to assist State Agricultural Experiment Stations, the District of Columbia, and the U.S. Insular areas in conducting agricultural research programs. These activities are broad and include 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.

This RFA is being released prior to the enactment of an FY2023 Appropriations Act..Subject to any FY 2023 Continuing Resolution, NIFA will distribute funds to the institutions according to the amounts allocated in FY 2022. NIFA will adjust the allocations for FY 2023 once appropriations are finalized. The amount available for support of this program in FY 2022 was \$184,064,762. [Appendix A](#) of this RFA includes specific FY 2022 distributions. NIFA will issue FY 2023 payments subject to the availability of funds and the applicant having met the previous year's reporting requirements. [Part III, B](#) of this RFA identifies if matching is a requirement and, if so, you should pay particular attention to the matching instructions included in [Part IV, B, 6](#).

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 Hatch Act Regular grant.

The USDA NIFA home page for HFP is: <https://www.nifa.usda.gov/grants/programs/hatch-act-1887>.

## 2023 Updates

1. FY23 reporting requirements have been transitioned from REEport to the NIFA Reporting System (NRS) for Capacity programs. Information regarding NRS and reporting due dates is available at <https://www.nifa.usda.gov/data/nifa-reporting-system>.
2. The [Digital Accountability and Transparency Act of 2014, P.L. 113-101](#) (DATA Act) was signed into law May 9, 2014. The Act requires federal award information be made available for public view on <USAspending.gov>. To fulfill these requirements, there are two additional forms included within the RFA package. The Project/Performance Site Location(s) and Project Abstract forms, OMB Number 4040-0010. The Project/Performance Site Location(s) form will provide more accurate identification of where the federal assistance funding is being utilized. The Project Abstract form will provide more detailed information regarding what the funding is being used for. Any additional information regarding this Act can be found at [Data Act Resources for Web](#).

## TABLE OF CONTENTS

EXECUTIVE SUMMARY .....	3
PART I – FUNDING OPPORTUNITY DESCRIPTION.....	6
A. Legislative Authority and Background .....	6
B. Purpose.....	6
PART II – AWARD INFORMATION.....	8
A. Available Funding.....	8
B. Type of Application .....	8
C. Responsible and Ethical Conduct of Research.....	8
PART III – ELIGIBILITY INFORMATION .....	9
A. Eligible Applicants.....	9
B. Cost Sharing or Matching.....	10
PART IV – APPLICATION AND SUBMISSION INFORMATION.....	12
A. Electronic Application Package .....	12
B. Content and Form of Application Submission .....	13
C. Submission Dates and Times .....	17
D. Funding Restrictions .....	18
E. Other Submission Requirements .....	18
PART V – APPLICATION REVIEW REQUIREMENTS .....	20
A. General .....	20
B. Organizational Management Information .....	20
PART VI – AWARD ADMINISTRATION.....	21
A. General .....	21
B. Award Notice .....	21
C. Administrative and National Policy Requirements .....	21
D. Responsible and Ethical Conduct of Research .....	21
E. Expected Program Outputs and Reporting Requirements .....	21
PART VII – AGENCY CONTACTS .....	23
PART VIII – OTHER INFORMATION.....	23
APPENDIX A.....	24

## **PART I – FUNDING OPPORTUNITY DESCRIPTION**

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

The Hatch Act of 1887 (Public Law 105-185, June 23, 1998; 24 Stat.440, chapter 314) is codified at [7 U.S.C. 361 § a-i](#) and 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. This enabling legislation has been amended several times, most recently and significantly with the Agricultural Research, Education and Extension Reorganization Act of 1998 (AREERA), which imposed some specific reporting requirements (see Part VI § E.).

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 include 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; human nutrition; rural and community development as it relates to agriculture; sustainable agriculture; and molecular biology and biotechnology inasmuch as work can contribute to agricultural advancements. Please note, additional documents may be required for construction projects. Research may be conducted on issues of local, state, regional, or national concern.

The Hatch Act is aligned with the following:  
USDA Strategic Plan FY 2022-2026 found at

(<https://www.usda.gov/sites/default/files/documents/usda-fy-2022-2026-strategic-plan.pdf>)

1. **Strategic Goal 1:** Combat Climate Change to Support America's Working Lands, Natural Resources and Communities
2. **Strategic Goal 2:** Ensure America's Agricultural System is Equitable, Resilient, and Prosperous
3. **Strategic Goal 3:** Foster an Equitable and Competitive Marketplace for All Agricultural Producers
4. **Strategic Goal 4:** Provide All Americans Safe, Nutritious Food

5. **Strategic Goal 5:** Expand Opportunities for Economic Development and Improve Quality of Life in Rural and Tribal Communities
6. **Strategic Goal 6:** Attract, Inspire, and Retain an Engaged and Motivated Workforce that's Proud to Represent USDA

## **PART II – AWARD INFORMATION**

### **A. Available Funding**

Subject to any FY 2023 Continuing Resolution, NIFA will distribute funds to the institutions according to the amounts allocated in FY 2022. NIFA will adjust the allocations for FY 2023 once appropriations are finalized. The amount available for support of this program in FY 2022 was \$184,064,762.

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.

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

Applications for FY 2023 are limited to “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 [Responsible and Ethical Conduct of Research](#) for further information.

## **PART III – ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

The following list of schools are eligible 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-i](#)). 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.

1. University of Alaska Fairbanks,
2. Auburn University,
3. University of Arkansas,
4. American Samoa,
5. University of Arizona,
6. Regents of the University of California,
7. Colorado State University,
8. University of Connecticut,
9. Connecticut Agricultural Experiment Station,
10. University of the District of Columbia,
11. University of Delaware,
12. University of Florida,
13. University of Georgia,
14. University of Guam,
15. University of Hawaii,
16. Iowa State University,
17. Regents of the University of Idaho,
18. University of Illinois,
19. Purdue University,
20. Kansas State University,
21. University of Kentucky,
22. Louisiana State University,
23. University of Massachusetts,
24. University of Maryland,
25. University of Maine,
26. Michigan State University,
27. Regents of the University of Minnesota,
28. University of Missouri,
29. Northern Marianas College,
30. Mississippi State University,
31. Montana State University,
32. North Carolina State University,
33. North Dakota State University,

34. University of Nebraska,
35. University System of New Hampshire,
36. Rutgers, The State University of New Jersey,
37. New Mexico State University,
38. Nevada Agricultural Experiment Station,
39. Cornell University – Ithaca,
40. Cornell University – Geneva,
41. Ohio State University,
42. Oklahoma State University,
43. Oregon State University,
44. Pennsylvania State University,
45. College of Micronesia,
46. University of Puerto Rico,
47. University of Rhode Island,
48. Clemson University,
49. South Dakota State University,
50. University of Tennessee,
51. Texas A&M Agrilife Research,
52. Utah State University,
53. Virginia Polytechnic,
54. University of the Virgin Islands,
55. University of Vermont,
56. Washington State University,
57. University of Wisconsin,
58. West Virginia University, and
59. University of Wyoming.

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

Section 3(d)(1) of the Hatch Act of 1887 (7 U.S.C. 361c(d)(1)) requires with regard to institutions, that no allotment shall be made to a State under subsection (b) or (c) of the regulation, and no payments from the allotment provided, shall be made to a State in excess of the amount the State makes available out of non-federal funds for agricultural research and 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 the following: the insular areas of the Commonwealth of Puerto Rico, Guam, 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 ([7 U.S.C. 3103\(12\)](#)), respectively, and the District of Columbia under this section. The Secretary may waive the matching fund requirement of subparagraph (A) for any fiscal year if the Secretary determines the government of the insular area or the District of Columbia will be unlikely to meet the matching requirement for the fiscal year.

Matching Funds Requirements for Agricultural Research and Extension Capacity Funds at 1890 Land-Grant Institutions, including Central State University, Tuskegee University and West Virginia State University, and at 1862 Land-grant Institutions in Insular Areas are published at

[7 CFR 3419.](#)

[7 CFR 3419.6](#) states that “The required matching funds for the capacity programs must be used by an eligible institution for the same purpose as Federal award dollars: Agricultural research and extension activities that have been approved in the plan of work required under sections 1445(c) and 1444(d) of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, section 7 of the Hatch Act of 1887, and section 4 of the Smith-Lever Act. For all programs, tuition dollars and student fees may not be used as matching funds.”

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 the amount of all matching support. It must also include the program name, the fiscal year and be signed by the authorized representative. It must be in PDF format (see Part IV of the [NIFA Grants Application Guide](#) for attachment requirements) and included as a separate attachment to the Attachment Form.

NIFA may consider and approve matching waiver requests of the 50 percent match applicable under this RFA to insular areas and the District of Columbia. [7 CFR 3419.3](#), Limited Waiver Authority, and [7 CFR 3419.4](#), applications for waivers for both 1890 land-grant institutions and 1862 land-grant institutions in insular areas, address the criteria an institution must meet to be granted a waiver as well as the process and supporting documentation required for submitting a waiver. See [Part IV § B.6.c.](#) for additional instructions about how to request a waiver.

## PART IV – APPLICATION AND SUBMISSION INFORMATION

### A. Electronic Application Package

Submit only electronic applications via [Grants.gov](https://www.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 [Grants.gov Pre-Award Phase](#).

### New Users of Grants.gov

Prior to preparing an application, we recommend 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 Grants.gov Register).*

### 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, 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 [Search for Opportunity Package](#) and enter the funding opportunity number:

**Funding Opportunity Number: USDA-NIFA-10203-HFPXXXXX-23-0001**

in the appropriate box. From the search results click on the funding opportunity number to open the funding opportunity package. Select the Related Documents Tab and Package Tap to reference all elements required and the [NIFA Grants Application Guide](#) associated with your funding opportunity. 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 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.

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.

<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).

Grants.gov assistance is also available at:

Grants.gov customer support

(800) 518-4726 toll-free or (606) 545-5035

Business Hours: 24 hours a day, 7 days a week. Closed on [federal holidays](#).

Email: [support@grants.gov](mailto:support@grants.gov)

[Grants.gov iPortal](#): Top 10 requested help topics (FAQs), searchable knowledge base, self-service ticketing and ticket status, and live web chat (available 7 a.m. - 9 p.m. Eastern Time).

Have the following information available when contacting [Grants.gov](#):

1. Funding opportunity number (FON)
2. Name of the agency to which you are applying
3. Specific area of concern

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

Applicants must prepare electronic applications following Parts III and IV of the [NIFA Grants 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 IV of the [NIFA Grants Application Guide](#). Any proposals non-compliant with the requirements (e.g., content format, PDF file format, file name restrictions, or 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 IV of the [NIFA Grants Application Guide](#) for further information).

**For any questions related to the preparation of an application**, review the [NIFA Grants Application Guide](#) and the applicable RFA. If you need further assistance, contact:

1. Email: [capacitygrantquestions@usda.gov](mailto:capacitygrantquestions@usda.gov)
2. Business hours: Monday - Friday, 7 a.m. - 5 p.m. ET, excluding [federal holidays](#).

**Each grant application must contain the following:**

1. Application for Federal Assistance, Form SF-424 R&R Cover Sheet
2. Project/Performance Site Location(s) Form
3. Project Abstract Form (including attachment in PDF format)
4. Key Contacts Form
5. NIFA Supplemental Information Form
6. Attachment Form (including attachments in PDF format)

The [NIFA Grants Application Guide](#) includes instructions for additional forms 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 requirements on this form is available in Part V of the [NIFA Grants Application Guide](#). The following are additional instructions. Please note new instructions are included below for Field 5. The Organizational Information NIFA has included in Appendix A is based on FY2022 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 [capacitygrantquestions@usda.gov](mailto:capacitygrantquestions@usda.gov) prior to submitting your application.

- a. **Field 1.** Type of Submission – Check “Application.”
- b. **Field 5.** Applicant Information
  - i. Enter Legal Name of the Institution as registered in the System for Awards Management (SAM) which appears in the first column of [Appendix A](#) of this RFA
  - ii. Enter the Institutions Unique Entity Identifier (UEI) as it appears in SAM
  - iii. Enter Department Name of Eligible Recipient, if applicable
- c. **Field 7.** Type of Applicant – Enter the Institution type as registered in SAM.gov
- d. **Field 8.** Type of Application – Enter “new”
- e. **Field 11.** Descriptive Title of Applicant’s Project – Enter a short descriptive title (no more than 200 characters including spaces) of the project(s) being paid for with this grant. Do not use acronyms or any special characters
- f. **Field 13.** Congressional District of Applicant – Enter the Congressional District for the Institution’s location provided in Section 5. Applicant Information
- g. **Field 15.** Estimated Project Funding – For item a and b, enter your institution’s FY 2022 allocation and matching as listed in [Appendix A](#) of this RFA
- h. **Field 17.** Complete Certification - See Part V of the [NIFA Grants Application Guide](#) for the required certifications and assurances (e.g., Prohibition Against Entities Requiring Certain Internal Confidentiality Agreements), then check box
- i. **Field 19.** Authorized Representative – Signature of Authorized Representative in this box shall match information completed within this section. If signature is a designee or other party, a letter on university letterhead designating this signature authority shall be included with the submission as part of the attachments within the Attachment Form

## 2. **Project/Performance Site Location(s) Form**

Information related to the requirements on this form is available in Part V of the [NIFA Grants Application Guide](#). The following are additional instructions.

Note: The Primary Place of Performance Site Location is the principal location where the majority of work is being performed, such as a manufacturing plant where items are produced or a hospital where research is being conducted. In many instances, a project’s Primary Place of Performance Site Location will not be the same as the recipient’s legal business address.

- a. **Complete only** the “Project/Performance Site Primary Location” section of the form
- b. **Organization Name** - Indicate the organization name of the primary site where the work will be performed
- c. **Street1** - Enter first line of the street address for the primary performance site location

- d. **Street2** - Enter second line of the street address for the primary performance site location, if needed
- e. **City** - Enter the City for the address of the primary performance site location
- f. **County** - Enter the County of the performance site location
- g. **State** – From the drop-down menu, select the state code (e.g., NY for New York, CA for California) where the primary performance site location is located. For the following territories, use the following state codes. These codes are at the end of the drop-down menu except D.C.
  - i. Washington DC = DC
  - ii. American Samoa = AS
  - iii. Guam = GU
  - iv. Marshall Islands=MH
  - v. Micronesia= FM
  - vi. Northern Mariana Islands = MP
  - vii. Puerto Rico=PR
  - viii. US Virgin Islands=VI
- h. **Country** – This field should default to USA. Please select the proper country if applicable.
- i. **Zip/Postal Code** - Enter the nine-digit Postal Code (e.g., ZIP code) of the primary performance site location.
- j. **Project/Performance Site Congressional District** - Enter the two-digit Congressional District of the primary performance site location (e.g., 01, 02, 03...). For the following unique areas, the Congressional Districts are:
  - i. Alaska, Delaware, Montana, North Dakota, South Dakota, Vermont, Wyoming - 00 is the Congressional District code
  - ii. Washington DC, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, US Virgin Islands - 98 is the Congressional District code
  - iii. Micronesia, Marshall Islands, Palau, US Minor Outlying Islands - 99 is the Congressional District code

### 3. **Project Abstract Form**

Information in this form is important to DATA Act requirements for reporting to the public via [USA Spending](#). The abstract submitted should not be more than 18,000 characters (including spaces, dashes, etc.) and should be “a plain language description of the Federal award purpose; activities to be performed; deliverables and expected outcomes; intended beneficiary(ies); and subrecipient activities if known/specified at the time of award.” This information may be a copy of a section of the Institutions FY 2023 plan of work, as long as these areas are included. Remember, whatever information is provided in this abstract will be displayed to the public via the [USA Spending](#) website. Therefore, do not include any proprietary or confidential information.

### 4. **Key Contacts Form**

Information related to the questions on this form is available in Part V of the [NIFA Grants Application Guide](#). These documents must be completed and submitted in PDF format. The Project Role field of the Key Contact form should contain the exact roles indicated below for each contact required. A person’s job title should be entered in the Title field of the Key Contact form

and not in the Project Role field. Missing forms may result in delayed processing of the application

- 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.

#### 5. **Supplemental Information Form**

Information related to the questions on this form is available in Part V of the [NIFA Grants Application Guide](#). The following are additional instructions.

- a. **Field 1.** Funding Opportunity Name – The Hatch Act of 1887 (Regular Research)
- b. **Field 2.** Program to which you are applying
  - i. Program Code Name - Hatch Formula Program
  - ii. Program code - HFP
- c. **Field 3.** Type of Applicant - Enter the Institution type as registered in SAM.gov
- d. **Field 6.** ASAP Recipient Information – Check “Yes” and enter in the Institution ASAP Recipient ID corresponding with the Institution receiving the award
- e. **Field 8.** Conflict of Interest List -Do not attach a conflict-of-interest list, leave this section blank.

#### 6. **Attachment Form**

Information related to the requirements on this form is available in Part V of the [NIFA Grants Application Guide](#). The following are additional instructions.

- a. **Felony Convictions or Tax Delinquent Status** - See Part V of the [NIFA Grants Application Guide](#) for instructions regarding mandatory Felony Convictions or Tax Delinquent Status. For Capacity programs, this mandatory information must be either included as an attached PDF and identified on the Attachment Form or appropriately answered within the “Reps and Certs” section of your SAM.gov registration.
- b. **Matching Requirement-** If matching funds are required as specified under [Part III, B](#) of this RFA. Cost-Sharing or Matching, the matching is an eligibility criterion, 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 source document must be signed by someone with authorized representative authority for the institution.

The matching documentation shall include the non-federal sources (specify the type of match as third party or cash; the source of match, state or non-state, county or non-tax; and the amount of match for each source) and the amount of all match support. The matching documentation must include the program name, the fiscal year and be signed by

the authorized representative. The match information should be in PDF format (see Part IV of the [NIFA Grants Application Guide](#) for attachment requirements) and included as a separate attachment identified on the Attachment Form.

To 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 for inclusion within your submission and identified on the Attachment Form (see Part IV of the [NIFA Application Guide](#) for attachment requirements). The revised Final Rule 3419, published May 11, 2018, contains information on applications for waivers for both 1890 land-grant institutions and 1862 land-grant institutions in insular areas.

The following information shall be included with your request submitted:

- i. a request to waive matching requirements under this RFA including the name of the eligible institution and the type of Federal capacity funds (i.e., research, extension, Hatch, Smith-Lever);
- ii. a statement of the fiscal year(s) for which the waiver is requested;
- iii. a statement of the exact dollar amount of waiver being requested by fiscal year and how the amount was computed (by matching fund category);
- iv. a statement of why the waiver is requested using criteria listed in the revised Final Rule [7 CFR §3419.3](#): impacts from natural disaster, flood, fire, tornado, hurricane, or drought; state and/or institution facing financial crisis; or lack of matching funds after demonstration of good faith efforts to obtain funds;
- v. documentation supporting the need for the waiver (documentation must be current, within the past two years from the date of the letter requesting the waiver);
- vi. the university’s approved budget for the program for both the current and previous budget cycles; and
- vii. a statement regarding the university’s efforts to meet future matching needs.

Other information you may also submit includes but is not limited to documentation 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. Newspaper articles may be provided as supporting documentation but will not be considered as primary supporting documentation. 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 of the [NIFA Grants Application Guide](#).

Applications must be received by Grants.gov by **5 p.m. Eastern Time on October 31, 2022**. 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](#) of this RFA 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](#).

If you are not able to validate that NIFA received your application by October 12, 2022, 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. Approved NIFA Hatch Projects**

Hatch federal funding must be used on approved Hatch projects including Hatch Multistate Research Funds (HMRF) projects (if funding from the HMFP award has been expended) and other allowed activities.

##### **2. Indirect Costs and Tuition Remission**

In accordance with section 1473 of the [National Agricultural Research, Extension, and Teaching Policy Act of 1977 \(7 U.S.C. §3319\)](#), indirect costs and tuition remission are unallowable as HFP capacity grant expenditures. Further, costs that are a part of an institution's indirect cost pool (e.g., administrative or clerical salaries) may not be reclassified as direct costs for the purpose of making them allowable.

##### **3. 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.

##### **4. Retirement Contributions**

Employer contributions to land-grant college retirement systems are limited to 5 percent of that portion of the salaries paid, under this award, to employees who participate in the system ([7 U.S.C. 331](#)) and are subject to the other conditions in [7 U.S.C. 331](#). Note the 5 percent limitation does NOT apply to any state or individual contribution. Contributions of funds under this award may not exceed the contributions from non-Federal sources made by or on behalf of the individual concerned. See Section VI.H.1 of the [NIFA Federal Assistance Policy Guide](#) for additional information.

##### **5. Matching**

See [Part III, B](#) of this RFA for additional information.

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

You should follow the submission requirements noted in Part V of the [NIFA Grants Application Guide](#).

For information about the status of a submitted application, see Part VI of the [NIFA Grants Application Guide](#).

**Unique Entity Identifier (UEI) 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:

1. be registered in SAM before submitting its application;
2. provide a valid UEI number in its application; and
3. 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 UEI 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 UEI and EIN.

## **PART V – APPLICATION REVIEW REQUIREMENTS**

### **A. General**

NIFA will review submitted documents to determine if all program, financial, and administrative requirements are met and are current. Missing or incomplete information within an application may require additional submittals and deletion of application(s) already submitted.

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

Specific applicant organizational management information shall be submitted on a one-time basis, with updates submitted as needed. If this information has not been submitted under this or another NIFA program, it is the responsibility of the organization to do so for determination of eligibility prior to the award of a grant identified under this RFA.

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 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](#) 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 [USDA/NIFA Federal Regulations](#).

[NIFA Federal Assistance Policy Guide](#)—a compendium of basic NIFA policies and procedures applying to all NIFA awards, unless there are statutory, regulatory, or award-specific requirements to the contrary, is available at the [NIFA Federal Assistance Policy Guide](#).

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

Refer to Part V of the [NIFA Grants Application Guide](#) for more information.

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

Organizations receiving Hatch Regular funding from NIFA are required to submit the following reports:

1. Fiscal Year (FY) 2024 Plan of Work (POW) update;
2. FY 2022 Annual Report of Accomplishments and Results (Annual Report);
3. Program/Project Initiation in the NIFA Reporting System (NRS);
4. Program/Project progress reports;
5. Project Financial Report;
6. OGFN Supplemental; and
7. Federal Financial Report (SF-425)

The FY 2024 Plan of Work (POW) update and the FY 2022 Annual Report are due by April 1, 2023. Program/Project Initiations and Progress Reports are to be completed by any institution who has been granted authority to use capacity dollars. NIFA is building an integrated reporting portal for research and extension grants. Information regarding requirements for submittals of reporting through the NRS are available at the NRS web page <https://nifa.usda.gov/tool/pow-nifa-reporting-system>.

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

Federal Financial Report (SF-425) – Federal Financial reporting via the SF-425, is due within the ezFedGrants portal, at minimum on an annual basis. Please see your Notice of Award (NOA) for information on additional SF-425's that may be required throughout the life of the award. Information on how to access the ezFedGrants portal can be found on the [ezFedGrants \(eFG\) Grants and Agreements System Overview](#) page.

See [The Hatch Act of 1887](#) for additional details of reporting requirements.

## **PART VII – AGENCY CONTACTS**

For questions regarding HFP projects/program, please contact:

Dr. Vijay Nandula, National Program Leader  
Division of Plant Systems-Protection  
Institute of Food Production and Sustainability  
National Institute of Food and Agriculture  
U.S. Department of Agriculture  
Telephone: 816-894-7229  
E-mail: [vijay.nandula@usda.gov](mailto:vijay.nandula@usda.gov)

For administrative questions relating to the completion of the grants.gov forms please contact:

Bridget Zeller, Senior Grants Management Specialist  
OGFM/National Institute of Food and Agriculture  
U.S. Department of Agriculture  
Telephone: 816-401-8219  
Email: [capacitygrantquestions@usda.gov](mailto:capacitygrantquestions@usda.gov)

For questions relating to NRS forms and submissions, please contact the Planning, Accountability and Reporting Staff; Email: [electronic@usda.gov](mailto:electronic@usda.gov).

For questions relating to the 5-Year Plan of Work Update or the Annual Report of Accomplishments and Results, contact Planning, Accountability and Reporting Staff; Email: [pow@usda.gov](mailto:pow@usda.gov).

## **PART VIII – OTHER INFORMATION**

The USDA NIFA home page for the Hatch Act Regular Program (HFP) is:  
<https://nifa.usda.gov/program/hatch-act-1887>.

**APPENDIX A**

UNITED STATES DEPARTMENT OF AGRICULTURE  
 National Institute of Food and Agriculture  
 FY 2022 Distribution of Funds to the State Agricultural Experiment Stations  
 Authorized under the Hatch Act, as amended August 11, 1955  
 Appendix A – Final

Recipient Name	DUNS Number	State	Allocation	Required Match
UNIVERSITY OF ALASKA FAIRBANKS GRANTS & CONTRACTS	615245164	AK	\$1,121,486	\$1,121,486
AUBURN UNIVERSITY	066470972	AL	4,066,771	4,066,771
UNIVERSITY OF ARKANSAS SYSTEM ARKANSAS AGRICULTURAL EXPERIMENT STATION	140031639	AR	3,459,578	3,459,578
AMERICAN SAMOA COMMUNITY COLLEGE	854990793	AS	1,821,464	910,732
UNIVERSITY OF ARIZONA	961605172	AZ	1,584,014	1,584,014
REGENTS OF THE UNIVERSITY OF CALIFORNIA, THE DIVISION OF AGRICULTURE AND NATURAL RESOURCES	080668243	CA	4,903,262	4,903,262
COLORADO STATE UNIVERSITY AGRICULTURAL EXPERIMENT STATION	149546160	CO	2,241,221	2,241,221
UNIVERSITY OF CONNECTICUT OFFICE SPONSORED PROGRAMS	614209054	CT	827,992	827,992
CONNECTICUT AGRICULTURAL EXPERIMENT STATION, THE	877902333	CT	827,992	827,992
UNIVERSITY OF THE DISTRICT OF COLUMBIA U D C	137460275	DC	794,920	397,460
UNIVERSITY OF DELAWARE	059007500	DE	1,185,770	1,185,770
UNIVERSITY OF FLORIDA DIVISION OF SPONSORED RESEARCH	969663814	FL	3,153,443	3,153,443
UNIVERSITY OF GEORGIA SPONSORED PROJECTS ADMINISTRATION	619003127	GA	4,622,738	4,622,738
UNIVERSITY OF GUAM	779908151	GU	1,861,358	930,679
UNIVERSITY OF HAWAII SYSTEMS COLLEGE OF TROPICAL AGRICULTURE & HUMAN RESOURCES	930124792	HI	1,170,012	1,170,012
IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY IOWA STATE UNIVERSITY	005309844	IA	5,656,634	5,656,634
REGENTS OF THE UNIVERSITY OF IDAHO UNIVERSITY OF IDAHO	075746271	ID	2,024,968	2,024,968
UNIVERSITY OF ILLINOIS BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS, THE	041544081	IL	5,683,111	5,683,111
PURDUE UNIVERSITY	072051394	IN	5,480,323	5,480,323
KANSAS STATE UNIVERSITY PRE-AWARDS SERVICES	929773554	KS	3,467,492	3,467,492
UNIVERSITY OF KENTUCKY	007400724	KY	5,413,273	5,413,273

Recipient Name	DUNS Number	State	Allocation	Required Match
LOUISIANA STATE UNIVERSITY LSU AGRICULTURAL CENTER	783201833	LA	3,109,638	3,109,638
UNIVERSITY OF MASSACHUSETTS OFFICE OF GRANT & CONTRACT ADMINISTRATION	153926712	MA	1,933,099	1,933,099
UNIVERSITY OF MARYLAND COLLEGE OF AGRICULTURE AND NATURAL RESOURCES	837696475	MD	2,322,200	2,322,200
UNIVERSITY OF MAINE SYSTEM RESEARCH & SPONSORED PROGRAM	186875787	ME	1,787,991	1,787,991
MICHIGAN STATE UNIVERSITY	193247145	MI	5,501,654	5,501,654
REGENTS OF THE UNIVERSITY OF MINNESOTA OFFICE SPONSORED PROJECTS ADMINISTRATION	555917996	MN	5,372,281	5,372,281
UNIVERSITY OF MISSOURI SYSTEM CURATORS OF THE UNIVERSITY OF MISSOURI	153890272	MO	5,356,905	5,356,905
NORTHERN MARIANAS COLLEGE	854851201	MP	1,813,317	906,659
MISSISSIPPI STATE UNIVERSITY	075461814	MS	3,926,182	3,926,182
MONTANA STATE UNIVERSITY, INC MONT ST UNIV/GRANTS & CONTRACT	625447982	MT	1,963,786	1,963,786
NORTH CAROLINA STATE UNIVERSITY	042092122	NC	6,643,798	6,643,798
NORTH DAKOTA STATE UNIVERSITY	803882299	ND	2,259,341	2,259,341
BOARD OF REGENTS OF THE UNIVERSITY OF NEBRASKA UNIVERSITY OF NEBRASKA	555456995	NE	3,196,307	3,196,307
UNIVERSITY SYSTEM OF NEW HAMPSHIRE AGRICULTURE EXPERIMENT STATION	781484048	NH	1,439,462	1,439,462
RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY	030501568	NJ	1,931,302	1,931,302
NEW MEXICO STATE UNIVERSITY OFFICE OF SPONSORED PROGRAMS	173851965	NM	1,612,889	1,612,889
NEVADA SYSTEM OF HIGHER EDUCATION NEVADA AGRICULTURAL EXPERIMENT STATION	962894411	NV	1,116,244	1,116,244
CORNELL UNIVERSITY OFFICE OF SPONSORED PROGRAMS-ITHACA	872612445	NY	4,574,681	4,574,681
CORNELL UNIVERSITY OFFICE OF SPONSORED PROGRAMS-GENEVA	872612445	NY	508,298	508,298
OHIO STATE UNIVERSITY, THE OHIO AGRICULTURE RESEARCH & DEVELOPMENT CENTER	171605848	OH	6,635,654	6,635,654
OKLAHOMA STATE UNIVERSITY	049987720	OK	3,468,091	3,468,091
OREGON STATE UNIVERSITY	053599908	OR	2,652,283	2,652,283
PENNSYLVANIA STATE UNIVERSITY, THE PENN STATE	003403953	PA	6,251,947	6,251,947
COLLEGE OF MICRONESIA LAND GRANT PR	854812422	PNI	1,905,759	952,880
UNIVERSITY OF PUERTO RICO ESTACION EXPERIMENTAL AGRICOLA	785565735	PR	4,359,425	2,179,713
UNIVERSITY OF RHODE ISLAND CONTROLLERS OFFICE	144017188	RI	1,072,820	1,072,820
CLEMSON UNIVERSITY	042629816	SC	3,464,195	3,464,195

Recipient Name	DUNS Number	State	Allocation	Required Match
SOUTH DAKOTA STATE UNIVERSITY	929929743	SD	2,435,469	2,435,469
UNIVERSITY OF TENNESSEE TENNESSEE AGRICULTURE EXPERIEN	133891015	TN	5,146,539	5,146,539
TEXAS A M AGRILIFE RESEARCH	847205713	TX	7,472,299	7,472,299
UTAH STATE UNIVERSITY USU	072983455	UT	1,405,273	1,405,273
VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY	003137015	VA	4,371,442	4,371,442
UNIVERSITY OF THE VIRGIN ISLANDS	090003765	VI	1,835,768	917,884
UNIVERSITY OF VERMONT & STATE AGRICULTURAL COLLEGE UNIVERSITY OF VERMONT	066811191	VT	1,490,952	1,490,952
WASHINGTON STATE UNIVERSITY WSU EXTENSION AND CAHNRS	959235664	WA	2,884,173	2,884,173
UNIVERSITY OF WISCONSIN SYSTEM RESEARCH AND SPONSORED PROGRAMS	161202122	WI	5,446,301	5,446,301
WEST VIRGINIA UNIVERSITY	929332658	WV	2,675,302	2,675,302
UNIVERSITY OF WYOMING SPONSORED PROGRAMS	069690956	WY	1,353,873	1,353,873
Total Payment to State			\$184,064,762	\$176,868,758
Federal Administration			5,748,936	
Small-Business Set-Aside			6,084,786	
Total Appropriation			\$195,898,484	