

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

MODIFICATIONS: 10/25/2023 – This RFA has been modified from the original announcement. Edits are indicated using track changes and red font so the public/potential applicants can identify the changes within the solicitation.

Edits appear on pages(s): 1, 2, 16 and 17

Fiscal Year 2024 Request for Applications

APPLICATION DEADLINE: ~~October 30, 2023~~ **November 6, 2023**



United States
Department of
Agriculture

National Institute
of Food and
Agriculture

**INITIAL ANNOUNCEMENT
NATIONAL INSTITUTE OF FOOD AND AGRICULTURE
U.S. DEPARTMENT OF AGRICULTURE**

Cooperative Extension Programs at 1862 Land-Grant Institutions

Assistance Listing Number: This program is listed in the Assistance Listings under 10.511.

Dates: Applications must be received by **5:00 p.m. Eastern Time on ~~October 30, 2023~~ November 6, 2023**. 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): The National Institute of Food and Agriculture (NIFA) recognizes 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: NIFA seeks your comments on all RFAs. NIFA considers comments to the extent possible when developing RFAs and uses 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 by the deadline set forth in the Dates portion of this notice to Policy@usda.gov. This email address is intended only for receiving comments regarding this RFA and not for requesting information or forms. Please use the following subject line: Smith-Lever Special Needs RFA.

Executive Summary

NIFA requests applications for the Cooperative Extension Programs at 1862 Land-grant Institutions authorized under Smith-Lever Special Needs (SLSN) for fiscal year (FY) 2024 to support extension activities identified in the eligible institution's approved pre-existing five-year plan of work (POW). 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 enactment of a FY 2024 Appropriations Act. Subject to any FY 2024 Continuing Resolution, NIFA will distribute funds to the institutions according to the amounts allocated in FY 2023. NIFA will adjust the allocations for FY 2024 once appropriations are finalized. The amount available for support of this program in FY 2023 was \$1,029,979. [Appendix A](#) of this RFA includes specific FY 2023 distributions. NIFA will issue FY 2024 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 the SLSN projects/programs, the eligibility criteria for projects/programs and applicants, and the application forms and associated instructions.

The USDA NIFA home page for SLSN is: <https://www.nifa.usda.gov/grants/programs/smith-lever-act-sections-3b-3c-special-needs-capacity-grant>

2024 Updates

1. 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](#). The requirements within the Project/Performance Site Location (s) and Project Abstract forms, OMB Number 4040-0010, have been updated to provide clarity on information needed for data integrity. Additional information regarding this Act can be found at [Data Act Resources for Web](#).
2. Felony Convictions or Tax Delinquent Status - this mandatory information must be appropriately answered within the “Representations and Certifications” section of the SAM.gov registration. Signed PDF forms are no longer acceptable.

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PART I – FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

Section 3 (b) (1) of the Smith-Lever Act ([7 U.S.C. 341-349](#)) provides the basis of funding for special needs agricultural extension programs at 1862 Land-grant institutions.

Per [7 U.S.C. 347a](#), the Congress finds there exists special circumstances in certain agricultural areas which cause such areas to be at a disadvantage insofar as agricultural development is concerned, which circumstances include the following: (1) There is concentration of farm families on farms either too small or too unproductive or both; (2) such farm operators because of limited productivity are unable to make adjustments and investments required to establish profitable operations; (3) the productive capacity of the existing farm unit does not permit profitable employment of available labor; and (4) because of limited resources, many of these farm families are not able to make full use of current extension programs designed for families operating economic units nor are extension facilities adequate to provide the assistance needed to produce desirable results.

In determining that the area has such special need, the Secretary shall find that it has a substantial number of disadvantaged farms or farm families for one or more of the reasons heretofore enumerated. The Secretary shall make provisions for the assistance to be extended to include one or more of the following: (1) Intensive on-the-farm educational assistance to the farm family in appraising and resolving its problems; (2) assistance and counseling to local groups in appraising resources for capability of improvement in agriculture or introduction of industry designed to supplement farm income; (3) cooperation with other agencies and groups in furnishing all possible information as to existing employment opportunities, particularly to farm families having under-employed workers; and (4) in cases where the farm family, after analysis of its opportunities and existing resources, finds it advisable to seek a new farming venture, the providing of information, advice, and counsel in connection with making such change.

Funds are allocated under this program to a State Cooperative Extension Service to fulfill a purpose or overcome a condition particular to the State, for a purpose not normally a part of the continuing extension program.

B. Purpose

The purpose of the program is to increase the level of agricultural extension activities and reach out to limited resource farm families 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 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 are 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.

SLSN aligns 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>

Strategic Goal 1: Combat Climate Change to Support America's Working Lands, Natural Resources and Communities

Strategic Goal 3: Foster an Equitable and Competitive Marketplace for All Agricultural Producers

Strategic Goal 5: Expand Opportunities for Economic Development and Improve Quality of Life in Rural and Tribal Communities

PART II—AWARD INFORMATION

A. Available Funding

This RFA is being released prior to the enactment of a FY 2024 Appropriations Act. Subject to any FY 2024 Continuing Resolution, NIFA will distribute funds to the institutions according to the amounts allocated in FY 2023. NIFA will adjust the allocations for FY 2024 once appropriations are finalized. The amount available for support of this program in FY 2023 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. Questions or concerns regarding the ASAP system and its functionality or use should be sent to ASAPCustomerService@usda.gov for the quickest resolution.

B. Type of Application

Applications for FY 2024 are limited to “new” applications.

C. Responsible and Ethical Conduct of Research

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

PART III—ELIGIBILITY INFORMATION

A. Eligible Applicants

The following list of 1862 Land-grant Institutions are eligible for the SLSN program. 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 Grants & Contracts
2. University of Arizona
3. Colorado State University
4. Regents of the University of Idaho
5. Kansas State University
6. Montana State University, Inc
7. Board of Regents of the University of Nebraska
8. University of Nevada, Reno
9. New Mexico State University
10. North Dakota State University
11. Oregon State University
12. South Dakota State University
13. Texas A&M AgriLife Extension Service
14. Utah State University
15. University of Vermont
16. University of Wyoming

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. See ([2 CFR 200.306 \(b\)](#)) for more information about matching fund requirements.. Matching funds may only be used for extension activities approved in the eligible institution’s Five-Year Plan of Work.

Section 3(e)(1) of the Smith-Lever Act codified at [7 U.S.C. 343\(e\)\(1\)](#) states, with regard to institutions in the 50 states, “no allotment shall be made to a State under subsection (b) or (c), and no payments from the allotment shall be made to a State, in excess of the amount that the State makes available out of non-federal funds for cooperative extension work.” However, section 3(e)(4) of the Smith-Lever Act codified at [7 U.S.C. 343\(e\)\(4\)\(A\)](#) provides that effective beginning for fiscal year 2003, in lieu of the matching funds requirement of paragraph (1), the insular areas of [American Samoa] the Commonwealth of Puerto Rico, Guam, [Micronesia, the Northern Marianas Islands,] and the Virgin Islands of the United States shall provide matching funds from non-federal sources in an amount equal to not less than 50 percent of the formula funds distributed by the Secretary to each of the insular areas, respectively, under this section..... The Secretary may waive the matching fund requirement [of 50 percent] for any fiscal year if the Secretary determines that the government of the insular area will be unlikely to meet the matching requirement for the fiscal year.

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 3419.1](#) defines “matching funds” as “funds from non-federal sources, including those made available by the State to the eligible institutions for programs or activities that fall within the purposes of agricultural research and cooperative extension under Sections 1444 and 1445 of NARETPA; the Hatch Act of 1887; and the Smith-Lever Act.” [7 CFR 3419.1](#) defines “non-federal sources” as “funds made available by the State to the eligible institution either through direct appropriation or under any authority (other than authority to charge tuition and fees paid by students) provided by a State to an eligible institution to raise revenue, such as gift acceptance authority or user fees.”

[7 CFR 3419.6](#) states, “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.” Projects funded by non-federal funds intended to be utilized as match are subject to the provision found in [2 CFR Part 200](#) – Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards, and the NIFA Policy Guide, and the NIFA Capacity Specific Terms and Conditions.

[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](#) of this RFA for additional instructions about how to request a waiver. Until a matching waiver is approved by NIFA, the amount of the required matching funds identified in the application as well as matching documentation must be the same as listed in Appendix A. Documentation of any other amount will cause the application to be returned and corrected resubmission will be required.

PART IV—APPLICATION AND SUBMISSION INFORMATION

A. Method of Application

Applicants must apply to this RFA electronically; no other method or response is accepted. The electronic application for this RFA and additional resources are available on [Grants.gov](https://www.grants.gov) and [Grants 101](#). The tables below provide instructions on how to obtain an electronic application.

The [NIFA Grants Application Guide](#) contains necessary, detailed information to prepare and submit Grant applications to NIFA through Grants.gov and is contained within the specific funding opportunity package. When applying for a NIFA award, it is important to reference the version of the guide that is included in the specific funding opportunity application package.

Table 1. Steps to Obtain Application Materials

Steps	Action
Step One: Register	<i>New Users</i> to Grants.gov must register early with Grants.gov prior to submitting an application (Register Here).
Step Two: Download Adobe	Download and Install Adobe Reader (see Adobe Software Compatibility for basic system requirements).
Step Three: Find Application	Using this funding opportunity number USDA-NIFA-10511-SLSNXXXX-24-0001 , search for application here: Opportunity Package .
Step Four: Assess Readiness	Contact an AR prior to starting an application to assess the organization’s readiness to submit an electronic application.

Table 2: Help and Resources

Grants.gov Support	NIFA Support
Grants.gov Online Support Telephone support: 800-518-4726 Toll-Free or 606-545-5035 Email support: support@grants.gov Self-service customer-based support: Grants.gov iPortal Key Information: Customer service business Hours 24/7, except federal holidays .	Email: grantapplicationquestions@usda.gov Key Information: Business hours: Monday thru Friday, 7a.m. – 5p.m. ET, except federal holidays

B. Content and Form of Application Submission

The [NIFA Grants Application Guide](#) is part of the corresponding application package for this RFA. The RFA overrides the [NIFA Grants Application Guide](#) if there is a discrepancy between the two documents. Applicants that do not meet the application requirements, to include partial applications, risk being excluded from NIFA’s review. Applicants must refer to the Grants.gov application number when corresponding with NIFA.

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 (include attachment in PDF)

4. Key Contacts Forms
5. NIFA Supplemental Information Form
6. Attachment Form (include attachments in PDF)

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.

Table 3: Key Application Instructions

Instruction	References (All references are to the NIFA Grants Application Guide)
Attachments must be in a portable document format (PDF) format.	Part IV
Check the manifest of submitted files to verify attachments are in the correct format.	Part IV
Conduct an administrative review of the application before submission.	Part IV
Follow the submission instructions.	Part IV
Provide an accurate email address, where designated, on the SF-424 R&R.	Part V
Contact the Grants.gov helpdesk for technical support and keep a record of the correspondence.	N/A
Contact NIFA if applicant does not receive correspondence from NIFA regarding an application within 30 days of the application deadline.	N/A

1. **SF 424 R&R Cover Sheet**

Information related to the fields within this form are available in Part V of the [NIFA Grants Application Guide](#). The following are additional instructions. The information included in Appendix A is based on FY 2023 applications received for this program. If your organization intends to apply using information other than what appears in Appendix A, please contact capacitygrantquestions@usda.gov prior to submitting.

- a. **Field 11. Descriptive Title of Applicant’s Project** – Limit title to 200 characters including spaces. Do not use acronyms or special characters.
- b. **Field 15. Estimated Project Funding** – For items a and b, enter your institution’s FY 2023 allocation and matching as listed in [Appendix A](#) of this RFA.
- c. **Field 19. Authorized Representative** – Signature of Authorized Representative in this box shall match information completed within this section. **If the signature is a designee**

or other party, a letter on institution letterhead designating the signature authority shall be included with the submission as part of the attachments within the Attachment Form. This application may be returned if this document is missing.

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](#).

3. Project Abstract Form

The Project Abstract information is important to Data Act requirements for tracking federal spending more effectively with agency programs. The abstract submitted should follow these requirements:

- a. Should be one continuous paragraph (no hard returns and no bullet points)
- b. Should be 4,000 characters or less (including spaces, dashes, etc.)
- c. Only the following characters should be used within the abstract if necessary:

, ! @ # \$ % ^ & * ; < > : - = + [] { } ' ^ \ _
- d. Abstract information should include the following items to describe the work:
 - i. A plain language description of the purpose of the federal award.
 - ii. Activities to be performed with the funds from the award.
 - iii. Deliverables and expected outcomes from the activities.
 - iv. Intended beneficiaries of the activities.
 - v. Any subrecipient activities if known/specified at the time of the award.
- e. **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 requirements of this form is available in Part V of the [NIFA Grants Application Guide](#). The Project Role field of the Key Contact form must contain the exact roles indicated below for each contact listed. Enter the Contact’s official job title in the “title” field of the form. Do not enter an official job title in the Project Role field. Missing forms may result in delayed processing of the application.

- a. **Contact 1 Project Role “State Extension Director”**: Enter the contact information for the representative assigned as the State Extension Director, or his/her designee.
- b. **Contact 2 Project Role “State Extension Director Designee”**: Enter the contact information for the representative assigned as the State Extension Director’s designee if one is appointed.
- c. **Contact 3 Project Role “Business Office Manager/Administrator”**: Enter the contact information for the representative assigned as the Business Office Manager/Administrator.
- d. **Contact 4 Project Role “ASAP Draw Administrator”**: Enter the contact information for the representative assigned to process the ASAP grant award withdrawals.

5. **Supplemental Information Form**

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

- a. **Field 1. Funding Opportunity Name** – enter in this field “Cooperative Extension Programs at 1862 Land-Grant Institutions (Smith-Lever Special Needs).”
- b. **Field 2. Program to which you are applying** – enter this information into the fields within this section:
 - i. Program Code Name – Smith-Lever Special Needs
 - ii. Program Code – SLSN
- 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. **Matching Requirement** - If matching funds are required as specified under [Part III, B](#) of this RFA, then matching is an eligibility criterion, and applicants must include the non-federal source documentation with the application. NIFA 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 shall include:

- i. the non-federal sources (e.g., the type as third party or cash; the source as state or non-state, county, or non-tax) and the amount from each source;
- ii. the program name;
- iii. the fiscal year; and
- iv. signed by the authorized representative of this institution.

The match information must be in PDF (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

- b. **Matching Funds Waiver Request (Optional)** - If your institution is applying for a matching funds waiver, prepare a request in PDF for inclusion within your submission and identify on the Attachment Form (see Part IV. of the [NIFA Grants 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 submission:

- 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](#);
- 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. Institution's change in State Appropriation documentation such as communications and/or final budget information from the State and any other communications regarding changes in other non-federal funding resulting in the need for the waiver; and
- vii. a statement regarding the Institution's efforts to meet future matching needs.

Other information you may submit includes but is not limited to a statement from the State asserting what portion of the required match amount the State contribution will be; a schedule of projected cash flows showing what portion of the matching funds the Institution will have available; letters from the State or Institution budget personnel; and/or newspaper articles providing supporting information. Newspaper articles may be provided as supporting documentation but will not be considered as primary documentation. In requesting the waiver, the Institution must consider the availability of all permissible forms of matching in detail. Approval of your waiver will not be determined at the time of the application.

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 **5:00 p.m. Eastern Time** on ~~October 30, 2023~~ **November 6, 2023**. 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.

You may check the status of your application in the <https://www.ocfo.usda.gov/ezFedGrantsezFedGrants Portal> or by looking in [Grants.gov](#).

If you are not able to validate that NIFA received your application by **November 13 20, 2023**, 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 the funds allocated under this 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 program legislation.

2. Approved NIFA Special Needs Projects

SLSN funding may only be used to support extension activities identified in the institution's approved Five-Year POW.

3. Indirect Costs and Tuition Remission

In accordance with section 1473 of the NARETPA ([7 U.S.C. 3319](#)), indirect costs and tuition remission are unallowable as SLSN formula 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.

4. Carryover of Funds

SLSN extension funds are expected to be fully expended in the fiscal year of appropriation; however, up to 100 percent of funds may be carried over for up to four years after the end of the year for which they were appropriated. No prior approval is required.

5. Retirement Contributions

Employer contributions to land-grant college retirement systems are limited to 5 percent of the 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 of the [NIFA Federal Assistance Policy Guide](#) for additional information.

E. Other Submission Requirements

Unique Entity Identifier (UEI) 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:

1. be registered in SAM before submitting an application;
2. provide a valid UEI number in its application; and
3. continue to always maintain an active SAM registration with current information at all times during which the applicant has an active federal award, 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 ineligible 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.

NIFA will provide 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 or discovered 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 eligible applicants.

B. Award Notice

The notice of federal award is the authorizing document. The award document will provide pertinent instructions and information as described in [2 CFR 200.211](#) (see [NIFA's Terms and Conditions](#)). Awardees should ensure a copy of the Notice of Award, as well as all future amendments, are retained within their institutional systems.

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](#). Unless specifically noted by statute or award-specific requirements, [NIFA Federal Assistance Policy Guide](#) applies to all NIFA awards.

D. Expected Program Outputs and Reporting Requirements

Institutions receiving SLSN funding from the NIFA, are required to submit the following reports:

1. FY 2025 POW update;
2. FY 2023 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; and
6. Federal Financial Report (SF-425)

The FY 2025 POW update is due June 1, 2024, and the FY 2023 Annual Report are due by April 1, 2024. 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>.

In FY 2022, Institutions initiated Extension programs in NRS via this link: <https://nifa.usda.gov/tool/pow-nifa-reporting-system>. Institutions must continue submitting Program Initiations in the NRS, which includes the Program Description, Classifications, and identification of Integrated and Multi-State activities prior to initiation of each capacity-funded program. The program will undergo a review by NIFA and be approved, deferred, or declined.

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 for

information on additional SF-425s 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 [Smith-Lever Act Sections 3\(b\) and 3\(c\) Special Needs Capacity Grant](#) for additional Smith-Lever Special Needs reporting requirement details.

PART VII—AGENCY CONTACTS

For questions regarding SLSN Program projects/program, please contact:

Ashley Mueller, National Program Leader
Institute of Food Production and Sustainability
National Institute of Food and Agriculture
U.S. Department of Agriculture
Telephone: 402-405-3122
E-mail: ashley.mueller@usda.gov

For general administrative application questions contact us
at Grantapplicationquestions@usda.gov.

For questions relating to NRS forms and submissions, please contact the Planning,
Accountability, and Reporting State; email nrs@usda.gov.

For questions relating to the 5-Year POW Update or the Annual Report of Accomplishments and
Results, contact Planning, Accountability and Reporting Staff; Email: nrs@usda.gov

APPENDIX A

UNITED STATES DEPARTMENT OF AGRICULTURE
National Institute of Food and Agriculture
FY 2023 Distribution of Funds to Eligible Institutions for Extension Activities
Authorized under the Smith-Lever Act and D.C. Postsecondary Education Re-organization Act
Smith-Lever Special Needs
Appendix A – Final

Recipient Name	UEI Number	State	Allocation	Required Match
UNIVERSITY OF ALASKA FAIRBANKS GRANTS & CONTRACTS	FDLEQSJ8FF63	AK	\$ 41,081	\$ 41,081
UNIVERSITY OF ARIZONA	FYVHW7FANDT3	AZ	111,504	111,504
COLORADO STATE UNIVERSITY PRESIDENT'S OFFICE AT COLORADO STATE UNIVERSITY	GFHUZQ7HRGZ7	CO	68,134	68,134
REGENTS OF THE UNIVERSITY OF IDAHO UNIVERSITY OF IDAHO	QWYKRJH5NNJ3	ID	74,412	74,412
KANSAS STATE UNIVERSITY PRE- AWARDS SERVICES	CFMMM5JM7HJ9	KS	37,557	37,557
MONTANA STATE UNIVERSITY, INC MONT ST UNIV/GRANTS & CONTRACT	EJ3UF7TK8RT5	MT	92,179	92,179
NORTH DAKOTA STATE UNIVERSITY	EZ4WPGRE1RD5	ND	72,135	72,135
BOARD OF REGENTS OF THE UNIVERSITY OF NEBRASKA UNIVERSITY OF NEBRASKA	HTQ6K6NJFHA6	NE	42,358	42,358
NEW MEXICO STATE UNIVERSITY OFFICE OF SPONSORED PROGRAMS	J3M5GZAT8N85	NM	95,522	95,522
NEVADA SYSTEM OF HIGHER EDUCATION UNIVERSITY OF NEVADA, RENO	WLDGTNCFJZ3	NV	84,519	84,519
OREGON STATE UNIVERSITY	MZ4DYXE1SL98	OR	36,301	36,301
SOUTH DAKOTA STATE UNIVERSITY	DNZNC466DGR7	SD	34,570	34,570
TEXAS A&M AGRILIFE EXTENSION SERVICE	DM2CDWR8LAG3	TX	91,221	91,221
UTAH STATE UNIVERSITY USU	SPE2YDWHDYU4	UT	93,188	93,188
UNIVERSITY OF VERMONT & STATE AGRICULTURAL COLLEGE UNIVERSITY OF VERMONT	Z94KLERAG5V9	VT	11,347	11,347
UNIVERSITY OF WYOMING SPONSORED PROGRAMS	FDR5YF2K32X5	WY	43,951	43,951
Total Payment to States			\$1,029,979	\$1,029,979