

**Joint Cooperative Extension Programs at 1862
Land-grant Institutions and University of the
District of Columbia Public Postsecondary
Education Reorganization Act Program**

**Fiscal Year 2025 Request for Applications
Application Deadline: September 30, 2024**

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

Joint Cooperative Extension Programs at 1862 Land-grant Institutions and University of the District of Columbia Public Postsecondary Education Reorganization Act Program

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 September 30, 2024**. 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 comments on all Request for Applications (RFA) 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 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 to Policy@usda.gov. Please use the following subject line: Cooperative Extension Programs RFA.

Executive Summary

NIFA requests applications for both the Cooperative Extension Programs at 1862 Land-Grant Institutions authorized under the Smith-Lever Act section 3(b) and (c) (SLBC) and the University of the District of Columbia Public Postsecondary Education Reorganization Act Program (DCPPERA) for fiscal year (FY) 2025 to develop practical applications of research knowledge; instructions and practical demonstrations of existing or improved practices or technologies in agriculture; uses of solar energy with respect to agriculture, home economics, and rural energy; subjects relating to persons not attending or resident in 1862 Land-grant Institutions; imparting information on those subjects through demonstrations, publications, and otherwise; and for the necessary printing and distribution of information in connection with the subjects.

This RFA is being released prior to the enactment of a FY 2025 Appropriations Act. Subject to any FY 2025 Continuing Resolution, NIFA will distribute funds to the institutions according to the amounts allocated in FY 2024. NIFA will adjust the allocations for FY 2025 once appropriations are finalized. The amount available for support of this program in FY 2024 was \$314,249,777. Allocations for specific institutions can be found on the program's [FY 2024 Distribution Schedule](#)¹. NIFA will issue FY 2025 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, applicants should pay particular attention to the matching instructions included in [Part IV, B, 6](#) of this RFA.

This notice identifies the objectives for SLBC and the DCPPERA projects/programs, the eligibility criteria for projects/programs and applicants, and the application forms and associated instructions.

The USDA NIFA web page for the SLBC is: <https://nifa.usda.gov/program/smith-lever-act-capacity-grant>.

The USDA NIFA web page for the DCPPERA is: <https://nifa.usda.gov/program/district-columbia-public-postsecondary-education-reorganization-act-program-cooperative>.

¹ The prior year Cooperative Extension Programs Distribution Schedule was previously included as Appendix A of this document and is now located on the NIFA website at: <https://www.nifa.usda.gov/capacity-program-distribution-schedules>.

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PART I—FUNDING OPPORTUNITY DESCRIPTION

A. Legislative Authority and Background

Sections 3(b) and 3(c) of the Smith-Lever Act (SLBC), codified at [7 U.S.C. 341-349](#), provides funding for agricultural extension programs at 1862 Land-grant Universities according to the following formula:

1. Out of each annual allocation, each State will be entitled to receive a sum of money equal to the sums available from federal Cooperative Extension funds for the fiscal year 1962, and subject to the same requirements as to furnishing of equivalent sums by the State, except that amount heretofore made available to the Secretary for allotment on the basis of special needs shall continue to be available for use on the same basis.
2. Further, the University of Guam and the University of the Virgin Islands will receive \$100,000 each in addition to the sums appropriated for the several States of the United States and Puerto Rico under the provisions of SLBC.
3. Of the remainder so appropriated for each fiscal year 20 percent will be paid to the several states in equal proportions, 40 percent will be paid to the several states in the proportion the rural population of each bears to the total rural population of the several states as determined by the census, and the balance will be paid to the several states in the proportion the farm population of each bears to the total farm population of the several states as determined by the census.
4. Any appropriation made under SLBC will be allotted in the first and succeeding years based on the decennial census current at the time the appropriation is first made, and as to any increase, on the basis of decennial census current at the time such increase is first appropriated.

[Section 208 of the District of Columbia Public Postsecondary Education Reorganization Act](#) provides, in pertinent part, that “[i]n the administration of the Act of May 8, 1914 ([7 U.S.C. 341-346, 347a-349](#)) (known as the Smith-Lever Act)... the University [of the District of Columbia] shall be considered to be a university established for the benefit of agriculture and the mechanic arts in accordance with the provisions of the Act of July 2, 1862 ([7 U.S.C. 301-305, 307, 308](#)); and... the term “State” as used in such Act of May 8, 1914, shall include the District of Columbia, except that the District of Columbia shall not be eligible to receive any sums appropriated under section 3 of such Act... In lieu of an authorization of appropriations for the District of Columbia under section 3 of such Act of May 8, 1914, there is authorized to be appropriated such sums as may be necessary to provide cooperative agricultural extension work in the District of Columbia under such Act. Any reference in such Act (other than section 3 thereof) to funds appropriated under such Act shall in the case of the District of Columbia be considered a reference to funds appropriated under this subsection.”

[Section 7220 of Public Law number 107-171, Farm Security and Rural Investment Act of 2002, dated May 13, 2002](#), terminated the Schedule A appointment authority of USDA under the Smith-Lever Act, which provided dual State-Federal appointments and certain Federal benefits to Cooperative Extension Service (CES) agents, including the CSRS (Civil Servant Retirement System) and FERS (Federal Employees Retirement System) Retirement Programs and Federal Employees' Compensation Act (FECA) benefits under the Workers' Compensation Program. As a result, payments to Department of Labor's (DOL) Federal Office of Workers' Compensation

Programs (OWCP) on behalf of former Schedule A CES agents were discontinued, with the exception of disability claims filed with OWCP prior to May 13, 2002. Beginning in FY 2005, the separate allocation of funds for the retirement programs was phased out over a 10-year period. The amount available for these programs was reduced each year by \$1,473,658 and the same amount was added to the funds available for distribution under the Smith-Lever Section 3(b) and (c) statutory formula. In addition to retirement funding, funds allocated to the retirement programs were used to pay the 1862 Land-grant Institutions' share of Workers' Compensation claims directly to OWCP. The final year for separate CSRS allocations was 2015 and the final year for FERS allocations was 2016.

Prior to the termination of the CSRS and FERS Retirement Programs, NIFA paid Workers' Compensation claims on behalf of the 1862 institution and charged the institution by reducing its annual retirement allocation by the amount remitted to OWCP. If the amount of OWCP claims exceeded the 1862 institution's annual retirement allocation, NIFA billed the institution for the difference. NIFA is no longer providing a separate allocation of funds for the retirement of former Schedule A employees and, therefore, will not have a mechanism for deducting OWCP charges from CSRS allocations.

Beginning in FY 2018, NIFA pays the Workers' Compensation benefits of the former Schedule A employees directly to DOL and charges the 1862 institution by reducing its annual allocation under the Smith-Lever section (b) and (c) statutory formula.

B. Purpose

The purpose of this program is to conduct cooperative agricultural extension activities at Land-grant Institutions.

SLBC and DCPPERA both align with the following:

[USDA Strategic Plan FY 2022-2026](#) goals:

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

[USDA Science and Research Strategy 2023-2026](#) priorities:

1. **Priority 1:** Accelerating Innovative Technologies & Practices
2. **Priority 2:** Driving Climate-Smart Solutions
3. **Priority 3:** Bolstering Nutrition Security & Health
4. **Priority 4:** Cultivating Resilient Ecosystems
5. **Priority 5:** Translating Research Into Action

PART II—AWARD INFORMATION

A. Available Funding

This RFA is being released prior to the enactment of a FY 2025 Appropriations Act. Subject to any FY 2025 Continuing Resolution, NIFA will allocate and distribute funds to the institutions according to the [amounts distributed in FY 2024](#). NIFA will adjust the allocations for FY 2025 once appropriations are finalized. The amount available for support of this program in FY 2024 was \$314,249,777.

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.

Workers' Compensation Payments on Behalf of Former Schedule A CES Agents at 1862 Institutions

Except for disability claims filed with the Office of Workers' Compensation Programs (OWCP) prior to May 13, 2002, payments to US Department of Labor (DOL) OWCP on behalf of former Schedule A CES agents are not authorized. NIFA no longer provides a separate allocation of funds for the retirement of former Schedule A employees and, therefore, does not have a mechanism for deducting OWCP charges from CSRS and FERS allocations. NIFA now pays the workers' compensation benefits of the former Schedule A employees directly to OWCP and will charge the 1862 institution by reducing its annual allocation under the Smith-Lever section (b) and (c) statutory formula. Questions regarding OWCP charges and deductions associated with these charges should be directed to capacitygrantquestions@usda.gov.

B. Type of Application

Applications for FY 2025 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

For the DCPPERA program, applications may only be submitted by the University of the District of Columbia.

The following list of 1862 Land-grant Institutions are eligible for the SLBC program. 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. American Samoa Community College
2. Auburn University
3. Clemson University
4. College of Micronesia
5. Colorado State University
6. Cornell University
7. Iowa State University
8. Kansas State University
9. Louisiana State University Agricultural Center
10. Michigan State University
11. Mississippi State University
12. Montana State University, ~~the~~
13. Nevada System of Higher Education
14. New Mexico State University
15. North Carolina State University
16. North Dakota State University
17. Northern Marianas College
18. Ohio State University
19. Oklahoma State University
20. Oregon State University
21. Pennsylvania State University
22. Puerto Rico Agricultural Extension
23. Purdue University
24. Rutgers, The State University of New Jersey
25. South Dakota State University
26. Texas A&M
27. University of Alaska Fairbanks
28. University of Arizona
29. University of Arkansas
30. University of California
31. University of Connecticut
32. University of Delaware
33. University of Florida
34. University of Georgia
35. University of Guam
36. University of Hawaii

37. University of Idaho
38. University of Illinois
39. University of Kentucky
40. University of Maine
41. University of Maryland
42. University of Massachusetts
43. University of Minnesota
44. University of Missouri
45. University of Nebraska
46. University of Rhode Island
47. University System of New Hampshire
48. University of Tennessee
49. University of the Virgin Islands
50. University of Vermont
51. University of Wisconsin System
52. University of Wyoming
53. University System of New Hampshire
54. Utah State University
55. Virginia Polytechnic Institute and State University
56. Washington State University
57. West Virginia University

Award recipients may subcontract to organizations not eligible to apply provided the subcontracts are necessary for the conduct of the project.

B. Cost Sharing or Matching

1862 Land-grant Institutions in the 50 States must match 100 percent of the SLBC 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\(e\)\(4\)](#)) provides that effective beginning of 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 the government of the insular area will be unlikely to meet the matching requirement for the fiscal year.

The University of the District of Columbia must match 100 percent of the District of Columbia Public Postsecondary Education Reorganization Act funds they receive with funds from non-Federal sources. Section 7508 of the Agriculture Improvement Act of 2018 (Public Law 115-334) reinstated a matching requirement for federal funds used in extension work at the University of the District of Columbia by stating: Section 209(c) of the District of Columbia Public Postsecondary Education Reorganization Act (Public Law 93-471; sec. 38-1202.09(c), D.C. Official Code) is amended by inserting after the first sentence the following: “Such sums may be used to pay not more than 1/2 of the total cost of providing such extension work.”

The Matching Funds Requirements for Agricultural Research and Extension Capacity Funds at the 1890 Land-Grant Institutions, including Central State University, Tuskegee University, and West Virginia State University, and at the 1862 Land-grant Institutions in Insular Areas are published at [7 CFR 3419](#).

Per [7 CFR 3419.1](#) “matching funds” are defined 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 National Agricultural Research, Extension, and Teaching Policy Act of 1977; the Hatch Act of 1887; and the Smith-Lever Act.” 7 CFR 3419 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 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 Federal Assistance Policy Guide](#), and the [NIFA Capacity Award Terms and Conditions](#).

Match Waivers:

[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](#) 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 the [FY 2024 Distribution Schedule](#). 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. Part III of the [NIFA Grants Application Guide](#) contains detailed information regarding the [Grants.gov](#) registration process. [The NIFA Grants Application Guide](#) is contained in the specific funding opportunity package or a sample of the guide can be found [here](#). 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

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-SLBCDXXX-25-0001 , 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 feral holidays

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. NIFA will assign a proposal number to all applications that meet the requirements of this RFA. Applicants must refer to the proposal number when corresponding with NIFA.

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 Form
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 this funding opportunity package and as instructed below.

Table 3: Key Application Instructions

Instruction	References (All references are to the <u>NIFA Grants Application Guide</u>)
Attachments must be in a portable document format (PDF).	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 NIFA has included in the [FY 2024 Distribution Schedule](#) is based on FY 2024 applications received for this program. If your organization intends to apply using information other than what appears in the FY 2024 Distribution Schedule, please contact capacitygrantquestions@usda.gov prior to submitting.

- a. **Field 7. Type of Applicant** – Enter the Institution type as registered in SAM.gov
- b. **Field 11. Descriptive Title of Applicant’s Project** – Limit title to 200 characters including spaces. Do not use acronyms or special characters.
- c. **Field 15. Estimated Project Funding** – For items a and b, enter your institution’s FY 2024 allocation and matching as listed in the [FY 2024 Distribution Schedule](#)².
- d. **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 must be included with the submission as part of the attachments within the Attachment Form. The 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](#). The following are additional instructions.

- a. County – If work is performed in multiple counties and not the entire state, enter “Multiple County” into this field. Insular areas enter “All” into this field.
- b. Zip/Postal Code – Enter the nine-digit postal code of the primary performance location. If work is performed in more than one postal code within a city, enter “city-wide” into this field.
- c. Project/Performance Site Congressional District – Specific entries are required for the following states/territories:
 - i. 000 – Alaska, Delaware, North Dakota, South Dakota, Vermont, Wyoming
 - ii. 098 – Washington, DC, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, US Virgin Islands
 - iii. 099 – Micronesia, Marshall Islands, Palau, US Minor Outlying Islands

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. One continuous paragraph (no hard returns and no bullet points)
- b. 4,000 characters or less (including spaces, dashes, etc.)
- c. Only the following special characters should be used within the abstract, if necessary:
 “” , ! @ # \$ % ^ & * ; < > : - = + [] { } 0 ' \ _
- 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. Information provided in this abstract will be displayed to the public via the [USA Spending](#) website. Do not include any proprietary or confidential information.

² The prior year Cooperative Extension Programs Distribution Schedule was previously included as Appendix A of this document and is now located on the NIFA website at: <https://www.nifa.usda.gov/capacity-program-distribution-schedules>.

4. Key Contacts 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. The Project Role field must contain the exact roles indicated below for each contact listed. A separate Key Contacts Form must be completed for each of the four project roles listed below. 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.

- 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. A designee letter on institution letterhead must be included with this submission as part of the attachments within the Attachment Form. Enter N/A on this Key Contact form if there is no designee.
- 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. This contact may not be the Authorized Representative.

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 "Joint Cooperative Extension Programs at 1862 Land-Grant Institutions" OR "University of the District of Columbia Public Postsecondary Education Reorganization Act Program."
- b. **Field 2. Program to which you are applying** – Enter this information into the fields within this section:
 - i. Program Code Name - Cooperative Extension Programs at 1862 Institutions, Smith-Lever 3(b) and 3(c) Formula OR District of Columbia Public Postsecondary, DC Public Postsecondary Reorganization Act
 - ii. Program Code – SLBC OR PPERA
- c. **Field 3. Type of Applicant** - Enter the Institution type as registered in SAM.gov. This field must match the entry in Field 7 of the SF 424 R&R.
- d. **Field 6. ASAP Recipient Information** – Check "Yes" and enter in the ASAP Recipient ID that corresponds 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 the 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). [7 CFR 3419](#) details the requirements for matching funds for agricultural research and extension capacity funds at 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 [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 submitted may include 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 September 30, 2024**. 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 helpdesk](#) 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 [ezFedGrants](#) portal or by looking in [Grants.gov](#).

If you are not able to validate NIFA received your application by **October 14, 2024**, 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 will 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 Smith-Lever 3b and 3c Extension Projects

SLBC funding may only be used to support extension activities identified in the institution's approved Five-Year Plan of Work (POW).

3. Indirect Costs and Tuition Remission

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

SLBC 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 five 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 five 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) 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 SLBC funding from NIFA, are required to submit the following reports:

1. FY 2026 Plan of Work (POW) update;
2. FY2024 Annual Report of Accomplishments and Results;
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 Reports (SF-425)

The FY 2026 POW update is due June 1, 2025, and the FY 2024 Annual Report is due by April 1, 2025. 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 required 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 Grants and Agreements System Overview](#) page.

See [Smith-Lever Act Capacity Grant](#) for additional Smith-Lever reporting requirement details.

See [District of Columbia Public Postsecondary Education Reorganization Act Program \(Cooperative Extension Programs\)](#) for additional Postsecondary Education Reorganization Act reporting requirement details.

PART VII—AGENCY CONTACTS

For questions regarding DCPPERA projects/program, please contact:

Bonita Williams, National Program Leader
National Institute of Food and Agriculture
U.S. Department of Agriculture
Phone: 816-908-3323
E-mail: bonita.williams@usda.gov

For questions regarding SLBC projects/program, please contact:

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

For general administrative application questions contact us at .

For questions relating to NRS forms and submissions, please contact the Planning, Accountability and Reporting Staff; 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.