

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

## **Fiscal Year (FY) 2022 Request for Applications**

Application Deadline: September 30, 2021



United States  
Department of  
Agriculture

National Institute  
of Food and  
Agriculture

**NATIONAL INSTITUTE OF FOOD AND AGRICULTURE; U.S. DEPARTMENT OF AGRICULTURE**

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

**INITIAL ANNOUNCEMENT**

**Assistance Listing [formerly known as the Catalog of Federal Domestic Assistance (CFDA)]:** 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, 2021**. Comments regarding this request for applications (RFA) are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

**Stakeholder Input:** The National Institute of Food and Agriculture (NIFA) seeks your comments about this RFA. We will consider all comments when we develop the next RFA for the program, if applicable, and we will use the input to meet the requirements of [Section 103\(c\)\(2\) of the Agricultural Research, Extension, and Education Reform Act of 1998 \(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) This email address is intended only for receiving comments regarding this RFA and not for requesting information or forms. In your comments, state that you are responding to the Cooperative Extension Programs at 1862 Land-Grant Institutions (Smith-Lever Special Needs) RFA.

**Executive Summary:** NIFA requests applications for the Cooperative Extension Programs at 1862 Land-Grant Institutions (Smith-Lever Special Needs) for fiscal year (FY) 2022 to support extension activities identified in the eligible institution's approved pre-existing five-year plan of work (POW). Smith-Lever Special Needs (SLSN) funds are allocated to a State Cooperative Extension Service to fulfill a purpose not normally a part of the continuing extension program.

The amount available for support of this program in FY 2021 was \$1,029,979. Appendix A of this RFA includes specific FY 2021 distributions. NIFA will issue FY 2022 payments subject to the availability of funds and the applicant having met the previous year's reporting requirements. Part III, B, identifies if matching is a requirement and, if so, you should pay particular attention to the matching instructions included in Part IV, B, 4.

This notice identifies the objectives for the SLSN projects/program, the eligibility criteria for projects/program and applicants, and the application forms and associated instructions you need to apply for a SLSN grant.

## 2022 Updates

1. In FY20 and FY21, NIFA implemented a high-level budget submission process as a pilot program. After extensive review and participant feedback, NIFA will discontinue this pilot program effective immediately. Budgets and the SF424a will not be part of the FY22 application process. The SF424a has been removed from the application guide and the application packet in grants.gov. NIFA will continue to explore budgetary and performance elements that can be collected to meet agency needs. Additional information will be provided once available.
2. FY22 reporting requirements will begin the transition from REEport to the NIFA Reporting System (NRS) for some programs. Please consult your program RFA for specific transition reporting requirements.

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

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

Section 3 (b) (1) of the Smith-Lever Act codified at [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-c](#), the Congress finds that 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; (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

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

### **B. Purpose**

The purpose of this capacity grants program is to increase the level of agricultural extension activities and reach out to limited resource farm families that are at a disadvantage as far as agricultural development that are too small, have low productivity, or are unable to make adjustments to establish profitable operations or profitable employment. The purpose of the 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.

The SLSN aligns with the [USDA Strategic Goals # 4](#): Facilitate Rural Prosperity and Economic Development.

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

Subject to any FY 2022 Continuing Resolution, NIFA will distribute funds to the institutions according to the amounts allocated in FY2021. NIFA will adjust the allocations for FY 2022 once appropriations are finalized. The amount available for support of this program in FY 2021 was \$1,029,979.

USDA is not committed to fund any particular application or to make a specific number of awards. The [Automated Standard Applications for Payment System \(ASAP\)](#), is operated by the Department of Treasury's Bureau of the Fiscal Service, will be the payment system for all NIFA grant awards.

Workers' Compensation Payments on Behalf of Former Schedule A CES Agents at 1862 Institutions: With the exception of disability claims filed with OWCP prior to May 13, 2002, payments to Department of Labor's (DOL) Federal Office of Workers' Compensation Programs (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](mailto:capacitygrantquestions@usda.gov).

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

Applications for FY 2022 are limited to "new" applications.

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Applications may only be submitted by the following 1862 Land-grant Institutions:

1. University of Alaska-Fairbanks
2. University of Arizona
3. Colorado State University
4. University of Idaho
5. Kansas State University
6. Montana State University
7. 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 University
14. Utah State University
15. University of Vermont
16. University of Wyoming

Award recipients may subcontract to organizations not eligible to apply provided the subcontracts are necessary for the conduct of the project. Failure to meet an eligibility criterion by the time of application deadline may result in the application being excluded from consideration, or, even though an application may have been reviewed, will preclude NIFA from making an award.

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

1862 Land-Grant Institutions in the 50 States must match 100 percent of the SLSN funds they receive with funds from non-Federal sources such as State or county appropriations. The matching must be in the form of cash. Matching funds may only be used for extension activities approved in the eligible institution's Five-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 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."

The 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](#) 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 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 amount of all matching support including matching from outside the applicant institution. It must be in PDF format (see Part III, Section 3. of the guide for attachment requirements) and included as a separate attachment to the Attachment Form.

NIFA may consider and approve matching waiver requests under this RFA above the 50 percent level for insular areas. The regulations at [7 CFR § 3419.3](#) and [7 CFR § 3419.4](#) 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. 4. 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 to NIFA in response to this RFA. We urge you to submit early to the [Grants.gov](https://www.grants.gov) system. For information about the pre-award phase of the grant lifecycle, see [Pre-Award phase Grants 101](#)

#### **New Users of Grants.gov**

Prior to preparing an application, we recommend that the project director/principal investigator (PD/PI) first contact an authorized representative (AR, also referred to as Authorized Organizational Representative or AOR)<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 [Register at Grants.gov](#)).

#### **Steps to Obtain Application Package Materials**

To receive application materials:

1. You must download and install a version of [Adobe Reader](#) compatible with [Grants.gov](#) to access, complete, and submit applications. For basic system requirements and download instructions, see 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 Opportunity Package](#) and enter the funding opportunity number:

Funding Opportunity Number: USDA-NIFA-10511-SLSNXXXX-22-0002

in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package. A Grant Application Package is tied to a particular funding opportunity. Applications must be submitted ONLY to the funding opportunity to which the Grant Application Package is associated. The application package also contains the “[NIFA Grants.gov Application Guide](#).” This guide contains an

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<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).

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 website.

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 agency to which you are applying
3. Specific area of concern

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

You should prepare electronic applications following Parts V and VI of the NIFA Grants.gov Application Guide. This guide is part of the corresponding application package (see Section A of this part). The following additional information is needed to prepare an application for this RFA. If there is a discrepancy between the two documents, the information contained in this RFA is overriding.

Note the attachment requirements (e.g., PDF) in Part III, Section 3 of the guide. Any proposals that are non-compliant with the requirements (e.g., content format, PDF file format, file name restrictions, and no password protected files) will be at risk of being excluded from NIFA review. Partial applications will be excluded from NIFA review. We will accept subsequent submissions of an application until the established deadline in the RFA (see Part V, 2.1 of the [NIFA Grants.gov Application Guide](#) for further information).

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

- a. Email: [capacitygrantquestions@usda.gov](mailto:capacitygrantquestions@usda.gov)
- b. 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. Key Contacts Forms
3. NIFA Supplemental Information Form
4. Attachment Form (including attachments in PDF format)

The [NIFA Grants.gov Application Guide](#) includes instructions for additional forms that are not

needed for an application in response to this RFA. Complete and submit only the forms associated with the funding opportunity package and as instructed below.

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

Information related to the questions on this form is available in Part V, 2 of the [NIFA Grants.gov Application Guide](#). The following are additional instructions. Please note new instructions are included below for Field 5. The Organizational Information NIFA has included in Appendix A is based on FY2021 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 Applicant as registered in the System for Awards Management which appears in the first column of Appendix A to this RFA.
  - ii. Enter Organizational DUNS as it appears in the second column of Appendix A to this RFA.
  - iii. Enter Department Name of Eligible Recipient, if applicable.
- c. **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 special characters.
- f. **Field 15. Estimated Project Funding** – For item a, enter your institution’s FY 2021 allocation as listed in Appendix A to this RFA.
- g. **Field 17. Complete Certification** - See Part V, Section 2.18 of the [NIFA Grants.gov Application Guide](#) for the required certifications and assurances (e.g., Prohibition Against Entities Requiring Certain Internal Confidentiality Agreements).

### **2. Key Contacts Form**

Information related to the questions on this form is available in Part VI, 5 of the [NIFA Grants.gov Application Guide](#).

- a. Contact 1 Project Role: Enter the contact information for the State Extension Director
- b. Contact 2 Project Role: Enter the contact information for the State Extension Director’s designee.
- c. Contact 3 Project Role: Enter the contact information for the Business Office Manager/Administrator
- d. Contact 4 Project Role: Enter the contact information for the person responsible for drawdowns.

### **3. Supplemental Information Form**

Information related to the questions on this form is available in Part VI, 1 of the [NIFA Grants.gov Application Guide](#). The following are additional instructions.

- a. **Field 2. Program to which you are applying.** Enter the program code name (i.e., enter “Smith-Lever Special Needs Capacity”) and the program code (i.e., enter “SLSN”).
- b. **Field 8. Conflict of Interest List.** Do not attach a conflict of interest list.

### **4. Attachment Form**

Information related to the questions on this form is available in Part VI, 6 of the [NIFA Grants.gov Application Guide](#). The following are additional instructions.

- a. **Felony Convictions or Tax Delinquent Status -**  
See Part V § 4.12. of the [NIFA Grants.gov Application Guide](#) for instructions regarding mandatory Felony Convictions or Tax Delinquent Status. For Capacity programs, this mandatory information must be 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. Cost-Sharing or Matching, the matching is an eligibility criterion and you must include a PDF document identifying the non-federal source of match documentation with the application. We will consider this documentation when ascertaining final matching requirements or in determining if required matching can be waived. NIFA retains the right to make final determinations regarding matching requirements.

The matching documentation is to include the non-federal sources (specify 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 including support from outside the applicant institution. The match information should be in PDF format (see Part III, Section 3. of the guide for attachment requirements) and included as a separate attachment identified on the Attachment Form.

Establish the value of applicant contributions in accordance with applicable cost principles. Refer to [2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”](#), for further guidance and other requirements relating to matching and allowable costs

- c. **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 identify on the Attachment Form (see Part III, Section 3. of the guide for attachment requirements). The revised Final Rule 3419, published May 11, 2018, ([7 CFR §3419](#)) contained information on applications for waivers for both 1890 land-

grant institutions and 1862 land-grant institutions in insular areas. Include the following elements in the request:

1. 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. 1890 research, 1890 extension, Hatch, Smith-Lever);
2. a statement of the fiscal year(s) for which the waiver is requested;
3. a statement of the exact dollar amount of waiver being requested by fiscal year and how the amount was computed (by matching fund category);
4. a statement of why the waiver is requested that 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;
5. documentation supporting the need for a waiver. Documentation must be current, within the past two years from the date of the letter requesting the waiver; and
6. the university's efforts to meet future matching needs.

The documentation must include the university's approved budget for the program for both the current and previous budget cycles. It may also submit items 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.gov Application Guide](#).

Applications must be received by Grants.gov by **5 p.m. Eastern Time on September 30, 2021**. Applications received after this deadline will normally not be considered for funding.

In case of trouble submitting an application to Grants.gov, you should **FIRST** contact the [Grants.gov Help Desk](#) to resolve any problems. Keep a record of any such correspondence. See Part IV, A for Grants.gov contact information.

Once NIFA accepts your application, you may check the status of your application in the [ezFedGrants portal](#) or by looking in [Grants.gov](#). Please refer to the [training tab](#) on the ezFedGrants page to learn how to access [ezFedGrants](#).

If you are not able to validate that NIFA received your application 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](https://www.grants.gov) tracking number on all inquiries until an award number is assigned.

#### **D. Funding Restrictions**

1. Use of Funds Limitation:

No portion of federal funds allotted under Special Needs grant may be applied, directly or indirectly, to the purchase, erection, preservation, or repair of any building or buildings, or the purchase or rental of land, or in college-course teaching, lectures in college, or any other purpose not specified in the Smith-Lever Act.

2. Approved NIFA Special Needs Projects:

Special Needs federal funding may only be used on extension activities identified in the institution's approved Five-Year Plan of Work.

3. Indirect Costs and Tuition Remission:

In accordance with section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 ([7 U.S.C. §3319](https://www.uscourts.gov/uscourts/7/7-usc-section-3319)), indirect costs and tuition remission are unallowable as Smith-Lever Special Needs capacity grant expenditures.

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](https://www.uscourts.gov/uscourts/7/7-usc-section-3331)) and are subject to the other conditions in [7 U.S.C. §331](https://www.uscourts.gov/uscourts/7/7-usc-section-3331). 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 Policy Guide](#) for additional information.

5. Matching:

See Part III, B. for additional information.

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

You should follow the submission requirements noted in Part III of the [NIFA Grants.gov Application Guide](https://www.nifa.gov/grants/application-guide).

For information about the status of a submitted application, see Part III, Section 6 of the [NIFA Grants.gov Application Guide](https://www.nifa.gov/grants/application-guide).

**Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)** – each applicant (unless excepted under [2 CFR § 25.110\(b\) or \(c\)](https://www.ecfr.gov/current/title-2/chapter-I/subchapter-B/part-25/subpart-110/section-25.110(b))), or has an exception approved by the federal awarding agency under [2 CFR § 25.110\(d\)](https://www.ecfr.gov/current/title-2/chapter-I/subchapter-B/part-25/subpart-110/section-25.110(d))) is required to:

1. be registered in SAM before submitting its application;
2. provide a valid DUNS 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 DUNS and SAM requirements you may be considered unqualified to receive an award.

Your SAM registration information determines your organization's ID in the [ezFedGrants](#) system, and the information must match your ASAP recipient DUNS and EIN.

## **PART V—APPLICATION REVIEW REQUIREMENTS**

### **A. General**

NIFA will review submitted documents to determine if all program, financial, and administrative requirements 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 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 section at [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 [USDA/NIFA Policy Guide](#).

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

Organizations receiving Smith-Lever Special Needs funding from National Institute of Food and Agriculture (NIFA), are required to submit the following reports:

1. Fiscal Year (FY) 2023 Plan of Work (POW) update;
2. FY 2021 Annual Report of Accomplishments and Results; and
3. Federal Financial Report (SF-425).

The FY 2023 Plan of Work (POW) update and the FY 2021 Annual Report of Accomplishments and Results will be due by April 1, 2021. NIFA is building a new integrated reporting portal for research and extension affecting how the 2021 Annual Report of Accomplishments and Results will be submitted to NIFA. Updated instructions for submitting the 2021 Annual Report to NIFA will be provided at [NRS webpage](#). The FY 2023 Plan of Work should be submitted online through the Institutional Profile in REEPort unless instructed otherwise on the NRS webpage.

In FY 2022, Institutions will initiate Extension programs in NRS via this link: <https://nifa.usda.gov/tool/pow-nifa-reporting-system>. Institutions must submit a Program Initiation 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.

Institutions will submit annual progress reports in the NRS based on the federal fiscal year. Reports are due March 1 for the preceding fiscal year. Progress reports will form the basis for the newly formatted Annual Report of Accomplishments and Results.

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

additional required SF-425's throughout the life of the award. Information on how to access the ezFedGrants portal can be found under Training on the [ezFedGrants \(eFG\) Grants and Agreements System](#).

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 Cooperative Extension Programs at 1862 Land-Grant Institutions (Smith-Lever Special Needs) (SLSN) Program projects/program, please contact:

Denis Ebodaghe, National Program Leader  
Institute of Food Production and Sustainability  
National Institute of Food and Agriculture  
U.S. Department of Agriculture  
805 Pennsylvania Avenue,  
Mail Stop 10000 (ten thousand)  
Kansas City, MO 64105  
Phone: 202-445-5460  
E-mail: [denis.ebodaghe@usda.gov](mailto:denis.ebodaghe@usda.gov)

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

Linda Cambron  
OGFM/National Institute of Food and Agriculture  
U.S. Department of Agriculture  
805 Pennsylvania Avenue  
Mail Stop 10000 (ten thousand)  
Kansas City, MO 64105  
Telephone: 816-820-4039  
Email: [linda.cambron@usda.gov](mailto:linda.cambron@usda.gov)

For questions relating to the Five-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 Smith-Lever Act Sections 3(b) and 3(c) Special Needs Capacity Grants: <https://nifa.usda.gov/program/smith-lever-act-sections-3b-and-3c-special-needs-capacity-grant>

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

**FY 2021 Distribution of Funds to Eligible Institutions for Extension Activities  
Authorized under the Smith-Lever Act and the D.C. Postsecondary Education Re-organization Act**

**Appendix A - Final**

<b>Recipient Name</b>	<b>DUNS Number</b>	<b>State</b>	<b>Allocation</b>	<b>Required Match</b>
UNIVERSITY OF ALASKA FAIRBANKS GRANTS & CONTRACTS	615245164	AK	\$ 41,081	\$ 41,081
UNIVERSITY OF ARIZONA	961605172	AZ	111,504	111,504
COLORADO STATE UNIVERSITY PRESIDENT'S OFFICE AT COLORADO STATE UNIVERSITY	829068126	CO	68,134	68,134
REGENTS OF THE UNIVERSITY OF IDAHO UNIVERSITY OF IDAHO	075746271	ID	74,412	74,412
KANSAS STATE UNIVERSITY PRE-AWARDS SERVICES	929773554	KS	37,557	37,557
MONTANA STATE UNIVERSITY, INC MONT ST UNIV/GRANTS & CONTRACT	625447982	MT	92,179	92,179
NORTH DAKOTA STATE UNIVERSITY	803882299	ND	72,135	72,135
BOARD OF REGENTS OF THE UNIVERSITY OF NEBRASKA UNIVERSITY OF NEBRASKA	555456995	NE	42,358	42,358
NEW MEXICO STATE UNIVERSITY OFFICE OF SPONSORED PROGRAMS	173851965	NM	95,522	95,522
NEVADA SYSTEM OF HIGHER EDUCATION UNIVERSITY OF NEVADA, RENO	146515460	NV	84,519	84,519
OREGON STATE UNIVERSITY	053599908	OR	36,301	36,301
SOUTH DAKOTA STATE UNIVERSITY	929929743	SD	34,570	34,570
TEXAS A&M AGRILIFE EXTENSION SERVICE	781568837	TX	91,221	91,221
UTAH STATE UNIVERSITY USU	072983455	UT	93,188	93,188
UNIVERSITY OF VERMONT & STATE AGRICULTURAL COLLEGE UNIVERSITY OF VERMONT	066811191	VT	11,347	11,347
UNIVERSITY OF WYOMING SPONSORED PROGRAMS	069690956	WY	43,951	43,951
<b>Total Payment to States</b>			<b>\$ 1,029,979</b>	<b>\$ 1,029,979</b>