



National Institute of Food and Agriculture
U.S. DEPARTMENT OF AGRICULTURE



LGU2U Session III
NIFA Funds Cycle
11/17/2021

USDA NIFA

NATIONAL INSTITUTE OF FOOD AND AGRICULTURE



NIFA Funding Opportunities

Funding Opportunity Requirements -Appendix I to Part 200

The format is designed so that similar types of information will appear in the same sections in announcements of different Federal funding opportunities.

- ▶ **Program Description**
- ▶ **Federal Award Information**
- ▶ **Eligibility Information**
- ▶ **Application and Submission Information**
- ▶ **Application Review Information**
- ▶ **Federal Award Administration Information**
- ▶ **Federal Awarding Agency Contacts**



NIFA Grants Process (Capacity)

- ▶ **NIFA-Application package** posted in Grants.gov Request for Application (RFA) and funding opportunity number sent via email from the Awards Management Division (AMD) Capacity Branch to legislatively-determined grantees
- ▶ **Applicant-Complete** registrations at both [Grants.gov\(link is external\)](#) and [ezFedGrants.gov](#) Note the registration process (e.g. DUNS/UEI #, SAM registration) may take 6-8 weeks.
- ▶ **Applicant-View Applicable Funding Opportunity** from AMD Capacity Branch Registered grantees click on links emailed by NIFA to view the application package in [Grants.gov\(link is external\)](#)
- ▶ **Applicant-Application Requirements** Please read the RFA for more information. If you have specific program questions, contact the program contact listed in the RFA. For generic questions, please contact the [Administrative Contact\(link sends e-mail\)](#). Go to Grants.gov for requirements in order to submit applications



NIFA Grants Process (Capacity)-cont.

- ▶ **Applicant-Apply for Grant** -Remember to include all the application content required by the program you are applying to. Once submitted, a confirmation with tracking number will be sent from Grants.gov.
- ▶ **NIFA-Review Applications** -Applications are reviewed to ensure all document requirements are received and met. Agency to notify applicant of any questions.
- ▶ **Applicant-Respond to Agency Questions** -Timely response to agency requests is critical to ensure your award is processed efficiently.
- ▶ **NIFA-Review Process** -Applications are administratively reviewed by NIFA to ensure eligibility of the institution, receipt of all required documents, compliance with reporting requirements, and fulfillment of RFA requirements.



NIFA Grants Process (Capacity)-cont.

- ▶ **NIFA-Process and Approve Award** -AMD Capacity Branch approves the award and stipulates General and applicable Specific Terms and Conditions. Financial Management Division reviews the Notice of Award and approves the funding.
- ▶ **NIFA-Send Award Notification** -Notice of Award is posted in ezFedGrants external portal, which includes the Automated Standard Application for Payments (ASAP) Award Letter with instructions for enrollment if necessary.

Navigating the Notice of Award

United States Department of Agriculture
National Institute of Food and Agriculture
NOTICE OF AWARD

1. FAIN/Award Number [REDACTED]	2. Amendment Number [REDACTED]	3. Period of Performance 10/01/2020 through 09/30/2025	4. Type of Instrument Capacity Grant Agreement			
5. Type of Action New	6. Application Number [REDACTED]	7. CFDA Number 10.512	8. REEport Accession Number [REDACTED]			
9. Authority: 7 U.S.C. 3221						
10. Agency (Name and Address) Awards Management Division National Institute of Food and Agriculture/USDA Washington, DC 20250-2271		11. Recipient Organization [REDACTED]				
12. Administrative and Programmatic Points of Contact: For administrative and programmatic point of contact information, please login to the ezFedGrants Portal (https://nifa.usda.gov/ESS/clientservices/ezFedGrants/index.php).		13. Project Director/Performing Organization [REDACTED]				
14. Funding:		15. Method of Payment: ASAP				
Previous Total + of - Total	Federal [REDACTED]	Non-Federal [REDACTED]	[REDACTED]			
Grand Total	[REDACTED]	[REDACTED]	[REDACTED]			
16. Descriptive Title of Applicant's Project: [REDACTED]						
17. Budget-Party Contributions						
Budget Type						
Total Federal Funds						
Not Specified						
6L Total Direct Charges(Sum of 6a-6h)						
6a Personnel [REDACTED]						
<p>1c. Federal funds carry over</p> <p>1d. Matching funds carry over</p> <p>1g. Total Carry over</p> <p>PROVISIONS</p> <p>This Award incorporates the following: NIFA Capacity Award Terms and Conditions at: https://nifa.usda.gov/terms-and-conditions Administrative Guidance for Multistate Extension and Integrated Activities https://nifa.usda.gov/resource/administrative-guidance-multistate-extension-and-integrated-activities. NIFA Federal Assistance Policy Guide at: https://nifa.usda.gov/policy-guide. Stakeholder Input Regulation (7 CFR 3418). Prohibition against using funds under grants and cooperative agreements with entities that require certain internal confidentiality agreements are referenced at https://nifa.usda.gov/prohibition-confidentiality-agreements. This award will reach the statutory time limitation on 09/30/2025, the end date of this award. No-cost extensions are not possible.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Co-Project Director(s):</p> <p>[REDACTED]</p> <p>FOR THE UNITED STATES DEPARTMENT OF AGRICULTURE This award, subject to the provisions above, shall constitute an obligation of funds on behalf of the Government. Such obligation may be terminated without further causes unless the recipient commences the timely drawdown of funds; such drawdowns may not exceed one year from the issuance date of the award.</p> <table border="1"> <tr> <td>Typed Name LINDA CAMBRON</td> <td>Signature LCAMBRON</td> <td>Date 12/21/2020</td> </tr> </table> <p>NDA</p>				Typed Name LINDA CAMBRON	Signature LCAMBRON	Date 12/21/2020
Typed Name LINDA CAMBRON	Signature LCAMBRON	Date 12/21/2020				

Box 1, Award Number: to use when communicating with NIFA

Box 3, Period of Performance: timeline for when award is active

Total Funds Awarded and Total Non-Federal Funds Required as Match

Box 15, ASAP Account ID: the award funding number in Treasury's Automated Standard Application for Payments (ASAP) system

Standard and Specific Provisions/Conditions - i.e., the rules of the award. This may include important information regarding funds withheld.



Post Award Requirements

▶ Federal Assistance Requirements

▶ Authorizing Legislation

▶ Code of Federal Regulations

▶ 2CFR

▪ Funds Management Requirements

- Accounting System
- Internal Controls
- Personnel Requirements
- Cost Principles

▶ 7CFR

▶ National Policy Requirements

▶ Terms and Conditions <https://nifa.usda.gov/terms-and-conditions>

▶ NIFA Policy Guide <https://nifa.usda.gov/policy-guide>

▶ For additional requirements see <https://nifa.usda.gov/federal-regulations>



Post Award-Cost Allowability

§ 200.403 Factors affecting allowability of costs.

- ▶ Necessary, reasonable and allocable
- ▶ Confirm to limitations & exclusions set in cost principles or Federal award
- ▶ Consistent with Policies and Procedures that apply to Federal financed and other non- federal activities
- ▶ Consistent treatment
- ▶ Determined according to generally accepted accounting principles (GAAP)
- ▶ Not included as cost share or match on any other federal award
- ▶ Adequately documented
- ▶ Cost incurred during the approved budget period-unless prior approval to carry forward unobligated balances to subsequent budget periods



Compliance Review Observations

Time & Effort

- ▶ NIFA is generally unable to conclude that payroll allocations for staff members with split appointments are accurately or inaccurately charged to NIFA grants. If the certifications are occurring infrequently, we look for support documentation or internal controls to validate charges are allocable, and not based on the original budget estimates, but we are not seeing either.
- ▶ The more infrequent the certification, the more support documentation is required. I.e., some type of document/mechanism used by the employee, and reviewed by the certifier, that can assure NIFA that something other than the original budget estimate or an employee's memory is used to allocate payroll charges.

Segregation of capacity funds in the accounting system

- ▶ All Federal and matching funds must be accounted for according to period of performance, through a unique fund, or subfund code. Capacity funds cannot be used as revolving funds. Annual awards are available for the period of performance designated on the award document, and they cannot be used to supplement prior or future awards.

Capacity funds cannot be used for indirect costs

- ▶ Indirect costs are disallowed for capacity funds – federal and state match. Utilities can be charged if billed based on square footage, etc. Some support services (accounting, etc.) can be billed if adequate documentation is provided, and if the services is not part of an indirect cost pool. Time and effort reporting requirements are more stringent for support services if charged to capacity. Campus police, shipping/receiving, administrative services at the University level, etc. are not considered allowable as a direct cost.



Compliance Review Observations (cont.)

Grant related outings versus entertainment

▶ Entertainment costs are unallowable. Some funding (like extension) is generally allowable to support activities like youth camps, but no portion of the funds can be used for entertainment (e.g., roller-skating, water parks). If fees are charged for the entertainment, those fees must cover the full expenses and not be supplemented with grant funds. When considering if a cost will be allowable under the grant, determine whether it is reasonable and necessary to the award. For capacity, it must achieve an objective outlined in the state plan of work.

Equipment Purchases

- ▶ Prior approval is required for
- ▶ General purpose equipment (2 CFR 200.48) costing \$5,000 or more and having a useful life of more than one year; and
- ▶ Special purpose equipment (2 CFR 200.89) costing \$150,000 or more and having a useful life of more than one year. (Prior approval is waived for special purpose equipment costing less than \$150,000.)



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Questions?