Date: March 12, 2018

To: All Federal Agencies

From: Felicia Harmon-Darby
Director of Financial Operations Division, OGFM

Subj: Reimbursable Agreements with Other Federal Agencies and USDA

All reimbursable agreements must be accepted by the Office of Grants and Financial Management (OGFM)/ Financial Management Division (FMD) according to the following schedule:

**All new/competitive agreements by April 10, 2018**

**All non-competitive agreements ( continuations) by or before May 15, 2018**

Please check with your NIFA point of contact as soon as possible to determine whether your project(s) will be competitive or non-competitive for FY 18.

If agency appropriations are not received by the specified dates, NIFA will work with the agency on a case by case basis. However, there are no guarantees that the agreement packet will be accepted by NIFA after the dates specified.

Memos requesting preparation of these agreements should be addressed to NPL and/or Program, Operation staff at ReimbursableAgreements@nifa.usda.gov with the following information.

- A brief description of the purpose of the agreement or scope of work for non-competitive projects; OR a detailed description of the scope of work for competitive projects including overall goal of project, relevant background and context, and desired deliverables.
- The name, address, and telephone number of a contact in the agency participating in the agreement;
- The ALC (Agency Location Code) and TAS (Treasury Account Symbol);
- The amount of funding support;
- The proper accounting code chargeable and Requisition Number if the National Institute of Food and Agriculture (NIFA) and paying for services; and
- If NIFA is receiving money from another Federal agency, please indicate the type of obligation document the funds will be used to support (grant, cooperative agreement, etc.) as this information is needed to correctly assign accounting data.

National Program Leaders (NPLs) should work with the OGFM staff to ensure that proposals for performing/servicing agreements and other materials have been submitted in a timely manner so that the award process is not delayed.

In addition, we are reaffirming the Fiscal Year 2018, Indirect Program Support Cost (IPSC) – overhead – assessed on performing reimbursable agreements of **10 percent.**
Agencies are responsible for recovering all direct and indirect costs incurred for work performed on reimbursable agreements. We will annually assess the cost of providing services under reimbursable agreements and will adjust the IPSC rate if necessary. If, in rare cases, it is felt that NIFA needs to consider a waiver of the IPSC rate, or a special IPSC rate, a written request must be submitted to the Director of NIFA. IPSC will not be assessed on the following:

1. Agreements with other Research, Education, and Economics agencies (ARS, ERS, and NASS).

2. Agreements in support of the direct operating costs of the Current Research Information System (CRIS).

3. Agreements in support of the Small Business Innovation Research (SBIR) Program.

4. Agreements in support of the Biotechnology Risk Assessment Program.

Please contact Felicia Harmon-Darby – Felicia.hamon-darby@nifa.usda.gov at 202-401-4089 if you have questions.

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