



United States  
Department of  
Agriculture

National Institute  
of Food  
and Agriculture

# The 2018 NIFA Policy Guide Update - Overview of key changes and new structure Capacity Grantee webinar

June 28, 2018

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USDA **NIFA**

NATIONAL INSTITUTE OF FOOD AND AGRICULTURE

# Background

NIFA Federal Assistance Policy Guide - Published in July 2014. Superseded previous administrative manuals.

Describes the statutory and regulatory responsibilities of NIFA federal-fund recipients.

Allows grantees to have access to a single document for information formerly provided by a variety of grantee manuals

# 2018 Policy Guide Update Overview



## Timing

- NIFA began process to update Policy Guide in 2017
- Final guide anticipated in September 2018



## Format

- Format changes
- Improved Navigability
- Upfront Glossary



## Content

- Content updates
- New additions
- Enhanced capacity grants sections



# Stakeholder Feedback Timeline

## June - Webinars

Overview webinars to learn about changes

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- June 26 Competitive: Recorded presentation available at: <https://nifa.usda.gov/policy-guide>
- June 28 Capacity: Recorded presentation available at: <https://nifa.usda.gov/policy-guide>

## Review Draft Guide

Available at <https://nifa.usda.gov/policy-guide>

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- Stakeholders Review Guide and Submit comments. [Direct Link to Policy Guide](#)
- Guide is 217 pages
- Recommend multiple reviewers - breaking up document into chunks

## Prepare feedback

Request compiled feedback by existing groups

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- e.g. Regional Associations, 1890 associations, etc.

## Submit by July 30!

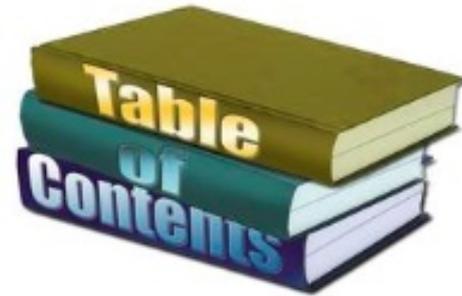
Submit comments to: [policyguide@nifa.usda.gov](mailto:policyguide@nifa.usda.gov)

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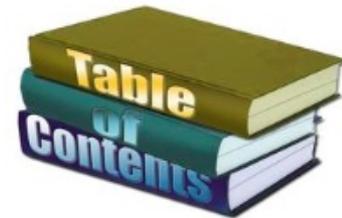
# Formatting of Revised Guide

# New Policy Guide Order

- I. Purpose
- II. Pre-award
- III. Application Evaluation
- IV. Award Issuance
- V. Post Award Federal Requirements
- VI. Allowable Costs
- VII. Audit Requirements
- VIII. Other NIFA Assistance Programs



# New Policy Guide Format - Appendices



- Appendix I – Public Policy Requirements
- Appendix II – Definitions
- Appendix III – NIFA Capacity Program Guide
- Appendix IV – NIFA Federal Assistance Programs: Authority References

# Award Type Labels

Each Section is labeled with what type of award it applies to:

ALL AWARDS

COMPETITIVE

CAPACTY

Check sub  
sections

Labeled at:  
A, 1, a, i  
levels

# Improved Navigability

- Table of Contents
  - Increased detail - down 3 levels
  - Labeled for applicability
  - Click on Name and bring you to that section in document
- Glossary
  - Jumps to pages within document
  - Hyperlinks to applicable regulations



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## GLOSSARY

- Page numbers are bookmarks and bring you to exact place in document
- Citations that are blue are hyperlinks to websites

### Glossary of Frequently Used Terms

This glossary is intended as a navigation aid to the definitions or explanations of common terms and subjects within the Policy Guide. This is not an index. Below is a list of common terms; click on the page number to be taken to the applicable place within the Policy Guide where the definition or role is located. Where applicable, the statutory or regulatory citation is also included with a hyperlink to the statute or regulation.

Term	Page Number	Citation and hyperlink (if available)
<b>1862 Land-Grant Institution</b>	<a href="#">175</a>	<a href="#">7 CFR 3430.2</a> , <a href="#">7 U.S.C. 301</a> <i>et seq.</i>
<b>1890 Extension Administrator and Research Director</b>	<a href="#">10</a>	
<b>1890 Land-Grant Institution</b>	<a href="#">175</a>	<a href="#">7 U.S.C. 7601(2)</a> and <a href="#">7 CFR 3430.2</a>
<b>1994 Land-Grant Institution</b>	<a href="#">175</a>	<a href="#">7 CFR 3430.2</a> and <a href="#">7 U.S.C. 301</a>
<b>Administrative Technical Representative (ATR)</b>	<a href="#">12</a>	
<b>Agricultural Research</b>	<a href="#">175</a>	<a href="#">7 CFR 3430.2</a>
<b>Agricultural Research, Extension and Education Reform Act of 1998 (AREERA)</b>	<a href="#">176</a>	<a href="#">7 U.S.C. 7626</a> <a href="#">7613</a>
<b>Approved Budget</b>	<a href="#">176</a>	<a href="#">2 CFR 200.308</a>
<b>Authorized Departmental Officer (ADO).</b>	<a href="#">9</a> , <a href="#">176</a>	<a href="#">7 CFR 3430.2</a>
<b>Authorized Representative</b>	<a href="#">9</a>	<a href="#">7 CFR 3430.2</a>
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<b>Budget</b>	<a href="#">25</a> , <a href="#">80</a> , <a href="#">176</a>	

# Content Updates and Additions

# Overview

Uniform  
Guidance  
citations and  
changes

New statutory  
and regulatory  
changes

Capacity and  
Research  
terms and  
conditions

Updated NIFA  
processes

Consistent  
Definitions

Discussion of  
Allowable  
costs

Roles and Responsibilities

## Purpose Updates

Institute and NIFA Office Descriptions

NIFA Roles and responsibilities

Recipient Roles and Responsibilities

## Pre-Award

RFA format and updated types of applications

Added ezFedGrants.gov info

Felony & Tax Certification

Updated Matching section

Application documents and key contacts

Updated Applicant eligibility and citizenship

## Application Evaluation

Capacity award section

Enhanced Pre-award review and risk assessment

Added FAPIIS

# Purpose Update - Roles and Responsibilities

Authorized Representative

1890 Extension Administrator

1890 Research Director

Custodian of Funds

Cooperative Extension Director

AES Director

Administrative Technical Representative

EFNEP Coordinator

Insular Area Extension Administrator

Insular Area Experiment Station Director

Project Director

Authorized Departmental Officer (NIFA)

# Award Issuance

Using Notice of Award Terminology

Updated NOA based on req's

Updated capacity award notification per ezFedGrants

Updated payments ASAP

# Award Issuance

Updated Terms and Conditions

Project Period/POP/budget period

Use of NIFA identifier requirements and language

# Award Issuance

Significantly enhanced Capacity Grant Matrix

Formula  
Use of Funds  
Limitations  
Reporting requirements  
Matching requirements  
Carryover

**CAPACITY PROGRAMS MATRIX: FORMULA, USE OF FUNDS; LIMITATIONS; REPORTING REQUIREMENTS; MATCH; CARRY-OVER**

**Cooperative Extension at 1862 Institutions [Smith-Lever 3(b) & (c)]  
AREERA program**

<p><b>Formula</b></p>	<p>Smith-Lever 3(b) &amp; (c) funds are allocated to eligible institutions based on a legislatively determined formula. Each state receives a base amount at the 1962 funding level. The University of Guam and University of the Virgin Islands will each receive \$100,000 in addition to the sums appropriated to the several States.<sup>9</sup> The remainder is distributed as follows:</p> <ul style="list-style-type: none"> <li>• 20 percent will be paid to the States in equal proportion</li> <li>• 40 percent will be paid to the several states in the proportion that the rural population of each bears to the total rural population of the several states as determined by the census; and,</li> <li>• The balance will be paid to the several states in the proportion that the farm population of each bears to the total farm population of the several states as determined by the census (7 U.S.C. 343(c)).</li> </ul>
<p><b>Use of Funds</b></p>	<ul style="list-style-type: none"> <li>• Smith-Lever Act sections 3(b) and 3(c) federal funding may only be used for extension programs and an activity identified in the institutions approved 5-year Plan of Work.</li> <li>• Starting in FY 2018, because of the phase out of CSRS and FERS Retirement contribution programs, NIFA will continue to pay the Workers' Compensation benefits of the former Schedule A employees directly to DOL and will charge the 1862 institution by reducing its annual allocation under the Smith-Lever section (b) and (c) statutory formula.</li> </ul>
<p><b>Limitations</b></p>	<ul style="list-style-type: none"> <li>• Funds cannot be used, directly or indirectly, for the purchase, construction, preservation, or repair of any building or buildings, 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.</li> <li>• Funds cannot be used for indirect costs or tuition remission.</li> <li>• 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) and are subject to the other conditions in 7 U.S.C. 331. Note that 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 this guide for additional information.</li> <li>• If any funds are diminished, lost, or misapplied, the State must replace the funds and no additional funds will be awarded to that State until the funds are replaced.</li> <li>• The period of performance may NOT be extended.</li> </ul>
<p><b>Reporting Requirements</b></p>	<ul style="list-style-type: none"> <li>• Eligible institutions must have an approved Plan of Work (POW) on file with NIFA.</li> <li>• Annual Report of Accomplishments and Results (March 1)</li> <li>• Annual and final SF-425 financial report</li> </ul>

**CAPACITY PROGRAMS MATRIX: FORMULA, USE OF FUNDS; LIMITATIONS; REPORTING REQUIREMENTS; MATCH; CARRY-OVER****Cooperative Extension at 1862 Institutions [Smith-Lever 3(b) & (c)]  
AREERA program**

- Final accomplishment reports.

**Matching Requirement**

- 100% of total funds available (50% for insular areas). Waiver for up to 100% of required match for insular areas

**Carryover**

Sections 3(b) and (c) of the Smith-Lever Act funds are expected to be fully expended in the fiscal year of appropriation; however, any obligated balance of funds which remains at the end of any year, except the final year of the award, will be carried over to the next year, and may be used to defray costs of any year of the project. Since the carryover of unobligated balances is automatic, no separate or specific awarding agency prior approval is required to authorize use of funds. Any unused funds at the end of the period of performance must be returned to the US Treasury.

# Post-Award

- ✓ Added missing UG sections:
  - Financial Management systems
  - Internal controls,
  - Revision of budget and program plans (competitive),
  - Property standards,
  - Procurement,
  - Subrecipient monitoring and oversight
  
- ✓ Significantly updated performance and financial reporting section
  - PARS provided input and review

# Property Standards - Equipment

- Definitions
  - General Purpose
  - Special Purpose
- Prior approval
- Title
- Use
- Management Requirements
- Sale and Disposition
- Supplies and other expendable property



# Intangible Property

Research  
Results

Sharing of  
Research

Patents and  
Inventions

Royalties

Rights in  
Data

Publications

Plant  
Variety  
Protection

Licenses

Access to  
research

Invention  
Reporting

i-Edison

Transfer of  
Rights

# Performance and Financial Reporting

## Program Performance Reporting updated

- Project Initiation
- Annual Progress
- Final Report

## SF-425 and REEport Financial Report updated

- Added overview of new, streamlined process for submitting and processing continuation awards

## Summary Chart of Due dates

## Plan of Work reporting

## FFATA

# Allowable Costs

- Added Full discussion on concepts of reasonable, necessary and allocable
- Full list of requirement prior approvals
- Added a new allowable costs matrix
- Detailed description of common questioned/disallowed costs and what requirements are associated with these costs



# Prior Written Approval

Definition

Terms and  
Conditions

Salaries

Requesting  
approval

Carryover of  
unobligated balances

Change in Organization status

Transfer to a different organization

# Direct and Indirect Costs

Definitions

Indirect cost limitations

Indirect Cost Rates

# Allowable Costs Matrix Items

Uniforms/Safety Equipment/T- shirts/Clothes	Entertainment	Equipment	Construction/ Renovation
Social Security and other benefits	Employer Contributions to Retirement	Travel/ Foreign Travel	Meals/Food
Memberships	Promotional items	Salaries	Tuition Remission

# Allowable Costs Matrix

## 1. Allowable/Unallowable costs matrix **ALL AWARDS**

A = Allowable U = Unallowable AC= Allowable with conditions

Item of Cost	Description	Competitive	Capacity	Facilities	Notes
Meals/Food*	Business meals may not be charged as project costs when individuals decide to go to breakfast, lunch, or dinner together when no need exists for continuity of a meeting. Such activity is considered to be an entertainment cost. On the other hand, meals that are part of the costs of meetings and conferences, the primary purpose of which is the dissemination of technical information, are allowable as are costs of transportation, rental of facilities, speakers' fees, and other items incidental to	AC	AC	U	See supporting documentation section below.

# Support and Documentation for Specific Items of Cost

Detailed information about what NIFA looks for

Applicable citations

Broken down by competitive and capacity

Food/Meals/Conference; Limitation on Retirement Contributions; Travel; Salaries (time and effort)

# Audit Requirements and Other Programs

- ✓ Updates consistent with UG
  - Auditee and NIFA responsibilities
  - Audit Cognizant Agency
  - Avoiding fraud, waste, and abuse of NIFA grant funds
- ✓ Updates to programs/audiences per changes in authority or NIFA process
  - Tribal, 4H, HASCU, VLRMP

# Definitions

- Reviewed and updated definitions against:
  - 2 CFR 200 (Uniform Guidance)
  - 7 CFR 3430
  - 7 CFR 3419
  - Terms and Conditions
- Goal = consistency

# Appendices

- Appendix I - National Public Policy requirements - ALL AWARDS
  - Not all inclusive
- Appendix III - Capacity Program Guide
- Appendix IV - NIFA Federal Assistance Program Authority References - ALL AWARDS

# Submission of Comments

- **Due by 5:00 p.m. ET on July 30, 2018**
- **Send via email to:**  
**[policyguide@nifa.usda.gov](mailto:policyguide@nifa.usda.gov)**
- **We encourage you to aggregate comments within existing organizations**

# Questions?

[policyguide@nifa.usda.gov](mailto:policyguide@nifa.usda.gov)