



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

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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 Superseded previous administrative manuals.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

- 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>

- 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

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

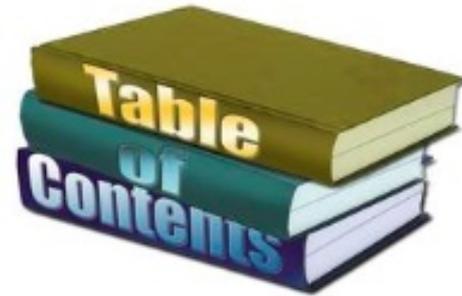
Submit by July 30!

Submit comments to: policyguide@nifa.usda.gov

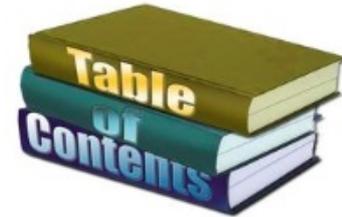
Formatting of Revised Guide

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)
1862 Land-Grant Institution	175	7 CFR 3430.2 , 7 U.S.C. 301 <i>et seq.</i>
1890 Extension Administrator and Research Director	10	
1890 Land-Grant Institution	175	7 U.S.C. 7601(2) and 7 CFR 3430.2
1994 Land-Grant Institution	175	7 CFR 3430.2 and 7 U.S.C. 301
Administrative Technical Representative (ATR)	12	
Agricultural Research	175	7 CFR 3430.2
Agricultural Research, Extension and Education Reform Act of 1998 (AREERA)	176	7 U.S.C. 7626 7613
Approved Budget	176	2 CFR 200.308
Authorized Departmental Officer (ADO).	9 , 176	7 CFR 3430.2
Authorized Representative	9	7 CFR 3430.2
ASAP	49 , 50 , 176	
Award	177	7 CFR 3430.2
Budget	25 , 80 , 176	

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

Pre-Award

Matching/Cost sharing section significantly expanded

- Definition
- Applicability
- Allowability
- Compliance

Streamlining of Continuation Awards

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

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

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

FFATA reporting

Allowable Costs

- Added full discussion on concepts of reasonable, necessary and allocable
- Added section on prior approvals
- Added section on direct and indirect costs
- 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
Indirect costs	Incentives	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; Travel; Salaries

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

Appendices - Definitions

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

Appendices - ALL Awards

- Appendix I - National Public Policy requirements
 - Not all inclusive
- Appendix IV - NIFA Federal Assistance Program Authority References

Submission of Comments

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

Questions?

policyguide@nifa.usda.gov