



United States
Department of
Agriculture

National Institute
of Food
and Agriculture

1890 Capacity Building Grants Program

Project Director Conference

Post –Award Management

September 16, 2012

Hosted by: Alabama A&M University



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Post award Overview

- No-Cost Extensions
- Project Director and Key Personnel Changes
- Reporting
- Drawing Down Funds
- Budget Changes



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All Post-Award Actions Require:

- A letter signed by the Authorized Representative (AR) and the Project Director
- Justification of the action(s) articulated in letter
- Include the Award Number



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NO-Cost Extension - 1st Request

- **Grantee has authority to extend** the award under Research & Related Terms and Conditions
- **NIFA must be notified at least 10 days** before the award expires by the recipient
- Notification letter must be **signed by AR and PD**

NO-Cost Extension - 1st Request

- Recently started requesting **SF 425 Financial Report**
- NIFA will update expiration date in our systems, if appropriate
- PD and AR will not receive confirmation from NIFA

No-Cost Extension 2ND REQUEST

- A written request must be received no later than **30 days prior to the expiration date** and include:
 - The length of additional time needed and a justification
 - Summary of progress to date
 - Estimate of funds remaining unobligated
 - Time table to complete the portion that prompted the extension
 - Signature of PD and the AR



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PD/Co-PD Change

- Letter indicating change
- New PD's Resume
- New PD's Current and Pending Support Form including this project
- **New PD's signature** to concur their willingness to work on the project
- **Signature of AR**



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Send Post-Award Actions To:

- **E-mail a PDF File to the NIFA Administrative Point of Contact on the award document**
- **Send a written request to:**
 - **USDA/NIFA/OEP/AMB**
800 9TH Street, SW –STOP 2270
Washington, DC 20024
- **FAX: 202-401-6271, 202-401-3237 or 202-401-1804**



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Draw Down Information

- Draw down funds regularly
- Monitor budget closely to ensure funds are expended by the project expiration date



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Reports

- **Annual report** is due 90 days after the anniversary date
- CRIS office will notify grantee by e-mail when a **final technical** report is due (within 90 days of expiration)
- Metrics are important – **Appendix in 2013 RFA**



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Final Reports

Important to submit on time

- Could result in funds withheld on other active NIFA projects
- New awards not grant until report submitted



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Budget Revisions

- The AR may make **allowable** budget changes without prior approval from NIFA, except those which:
 - Change scope or objectives of the award,
 - Change key personnel, or
 - Specifically prohibited by the terms and conditions of the award.



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Allowable Project Costs Definition

- Costs that are reasonable, necessary, and allocable to the project. These costs are generally permitted under the applicable Federal cost principles, NIFA's terms & conditions, and **have been approved to be charged based on the approved budget submitted** to carry out the purpose of the grant award.



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Federal Cost Principles

- Allowable project costs are determined based on the authorizing statute, the purpose of the grant award, and the **Federal cost principle 2 CFR 220 (formerly A-21) -- Cost Principles for Institutions of Higher Education.**



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Program Income

General program income refers to gross income earned by the grantee for activities supported under the award. **General program income earned or accruing to the grantee during the project period, except proceeds from the sale of real property, may be retained and added to the total project funds and used to accomplished approved goals of the grant project.** However, this income *may not* be used to incur additional costs, beyond those already approved, or to expand the scope of an approved project.



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Program Income (cont.)

The grantee shall have **no obligation to NIFA or USDA regarding program income earned after the expiration date of the award** unless otherwise specified in the terms and conditions. Disposition of program income earned by contractors may be determined in accordance with the grantee's own policies, provided that these policies are consistent with the provisions of this statement.

Helpful Web-sites

- Terms and Conditions:

<http://www.csrees.usda.gov/business/awards/awardterms.html>

- **Appropriate Acknowledgment of Your NIFA Award**

http://nifa.usda.gov/funding/afri/afri_approp_acknowledgement.html



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