Frequently Asked Questions
CYFAR SCP Grants

Division of Youth & 4-H, Institute of Youth Family and Community, National Institute of Food and Agriculture

Definitions

AOR: Authorized Organizational Representative – this is the person in the grants office that submitted the grant and was listed on the forms as the signatory authority.

Administrative POC: Administrative Point of Contact – listed on the AWARD FACE SHEET. This is your NIFA Awards Management Division contact.

Program POC: Program Point of Contact – listed on the AWARD FACE SHEET. This is the National Program Leader in the Division of Youth and 4-H.

PI: Primary Investigator

Award Face Sheet: The document sent to your AOR awarding your project. A copy can be requested via cyfar@nifa.usda.gov .
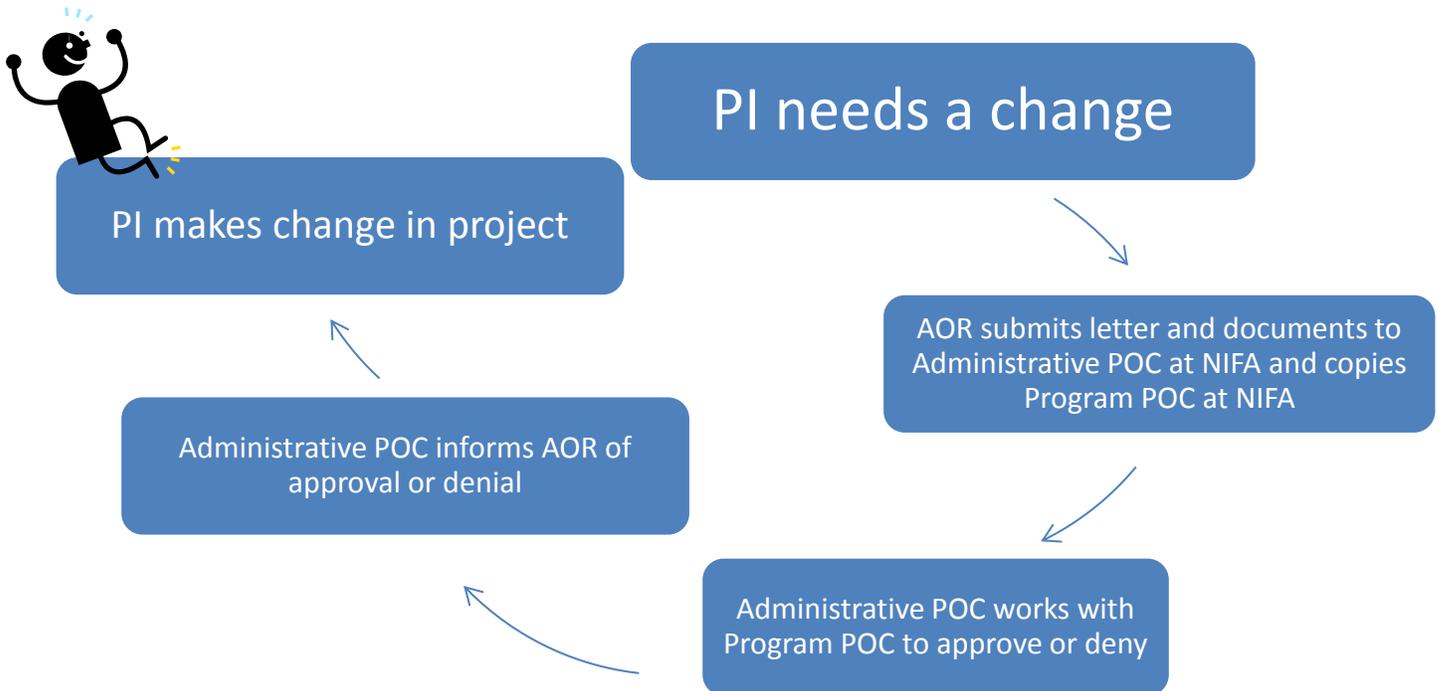
Contact for Help

If I need help, who do I ask?

Question?	CYFAR Liaison	Administrative Point of Contact listed on your FACE AWARD SHEET	Program Contact at 4-H National Headquarters, USDA-NIFA	REEPORT Point of Contact at Institution or USDA	CYFERnet Team
Trouble with the REEPORT System				X	
Programmatic Difficulties	X				CYFERnet Program OR CYFERnet Technology
End Dates, Requirements for Close Out, No-Cost Extensions		X	X		
Evaluation	X				CYFERnet Evaluation

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What do I need approval for?

Item	Approval Necessary	Approval Unnecessary	What to send for approval
Change in Scope of Work of Project	X		Change in scope, justification for change, Letter from AOR
Change in Key Personnel, i.e. PI, Co-PI	X		Curriculum Vitae, Current and Pending Form, Letter from AOR, Letter from PI
Spending 90 days or less before funding awarded		X	
Budget changes that don't affect the Scope of Work		X	

Who an approval comes from and who it goes to:

PI needs a change

AOR submits letter and documents to Administrative POC at NIFA and copies Program POC at NIFA

Administrative POC works with Program POC to approve or deny

Administrative POC informs AOR of approval or denial

PI makes change in project

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Grant Management

Is IRB approval needed for these projects?

- No, these are not considered by the USDA as research, only evaluation.
  (Detailed information can be found at http://www.csrees.usda.gov/business/awards/assurance.html under section C.)
- Your institution might require IRB approval, but the USDA does not.

What do I need to submit to add a consultant?

- A letter of commitment from the consultant with signature.
- Curriculum Vitae.
- Consultants cannot have indirect costs.
- Consultants cannot make more than $598 per day.
- Budget and budget narrative.
- Statement of work.

What do I need to submit to change a subaward?

- A letter of commitment from AOR with signature.
- Budget and budget narrative.
- Statement of work.

Continuation Awards

How does the continuation happen?

- An RFA is emailed to your PI
- A proposal is submitted in response to the RFA on grants.gov
- The proposal is reviewed by the program office and grants office
- You submit your REEPORT report between 90 and 45 days before your award ends
- You're awarded funds for the next year
- Is it competitive? No

What goes in a continuation narrative?

- NOT the original narrative with all five years. Please include a summary of work completed to date and the plans for the coming year only.

When is my REEPORT report due?

- The annual REEPORT report will be available 90 days before the end of your grant. It needs to be completed 45 days before the end of your grant period to give time to the awards branch to give you funds by your anniversary date.
- A final REEPORT report will be due at the end of your five year grant.

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I got a notice that my grant is ending in 45 days, but we still have multiple years left in our five year award. What's happening?

- Unfortunately, our grants office sends these notices, even to continuation awards. Your current FY grant is ending and you'll need to submit your continuation proposal for the coming fiscal year. Your five years of funding is still in place.

Budget Information

Can I change my budget after it has been approved for this year's grant period?

- Yes you can. The rule of thumb **use to be** 10% of each category, but that is not longer the case. You can change your budget however is best to serve your project.
- CAUTION: If changing your budget changes your scope of work it needs prior approval. Your AOR sends a letter to the Administrative POC.
- DEFINITION: Scope of Work – What you're accomplishing with your CYFAR grant and the way you're going about it.

How do I show we are spending 10% of our total grant budget on evaluation? What can that 10% consist of?

- Provide a budget breakout at the end of your budget narrative as to how you will meet the 10% evaluation requirement. The items listed in this 10% are still listed within your regular state and community budgets. The grant reviewers need to see what you consider as evaluation costs.
- The 10% of the total project budget can be allotted for evaluation staff, travel of evaluation staff, and material costs of the SCP evaluation.

What do I do if I have money left over at the end of the year?

- If you anticipate you will not spend your full funding by the end of your grant year, please inform your Program POC.
- Determine your funding needs for the coming grant year, (no more than $140,000), then reduce the amount requested by the amount you will not spend from the current grant year.
- The unspent funds *plus* your funds request for the coming grant year can equal up to $140,000.

What if my university won't let me spend funds from one fiscal year in the next fiscal year?

- You will have to follow your university's policy. The Administrative POC or Program POC can help explain to the AOR or other officials that these grants are 5 year continuations, but we do not have the authority to override your university's policy. When you are awarded a continuation, the grant period is extended another year and you are able to spend funds from any fiscal year from the beginning of the grant.

I have incurred expenses before my grant was awarded. Is that okay?

- You can incur expenses for this project up to 90 days before the award date without prior approval. If you've incurred expenses more than 90 days before the award date, you will need approval. Your AOR sends a letter of explanation to the Administrative POC.

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What costs are unallowable?

The following is a list of selected items of costs which are usually unallowable. This list is not all inclusive. For more information on whether costs are allowable, please refer to Section J. General Provisions for Selected Items of Cost in the Office of Management and Budget Circular A-21 http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html .

- Meals during meetings and conferences without justification explaining why the meal has to be provided
- Breakfast before a meeting starts
- Alcoholic beverages
- Entertainment costs – banquets, award ceremonies, and meals for persons not in a travel status, tickets to shows or sporting events, and alcoholic beverages are never permitted.
- Promotional/Marketing give away items such as tote bags, coffee mugs, t-shirts, etc.
- Incentives such as gift certificates, cash, etc. given to entice participation in meetings, surveys, and other events.
- Rent for grantee owned facilities
- Receptions
- Proposal writing costs
- General Purpose Equipment – that which does not have a particular scientific, technical, or programmatic purpose. Includes passenger carrying vehicles, typewriters, furniture (tables, chairs, file cabinets, book cases, etc.), copy machines, fax machines, etc.
- Awards and Certificates of Achievement
- Capital Improvements
- Tuition remission
- Indirect costs
- Any expense not directly related to the program/project.

Can we buy a membership with these grant funds (i.e. Costco, Sam's Club)?

- No

If our project earns money, what can we do with those funds?

- The funds must go back into the program. This can be in the form of supplies, paying staff, travel, etc. If youth and/or families are doing an entrepreneurship project they can keep the money they earn while doing their CYFAR project.

Reports

When is my REEPORT report due?

- Your REEPORT report will be available 90 days before the end of your grant. It needs to be completed 45 days before the end of your grant period.

When is my CYFAR Year End report due?

- Typically the announcement is sent to the PI when the CYFAR Year End Reporting System is open and when it will be closed. An example: Oct. 1st to November 1st. The report tutorial and information can be found at: http://cyfarreporting.cyfernet.org/Help/cyfartutorial.pdf .

All questions should go to: cyfar@nifa.usda.gov .

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