Background


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
- CAPACITY

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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   B. Supersession and Applicability  ALL AWARDS ........... 2
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       2. Applicability .................................................. 3
   C. Sources of Requirements in Policy Guide  ALL AWARDS . 3
   D. Effect and Order of Precedence  ALL AWARDS .......... 3
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   2. Equipment CAPACITY AWARDS
   3. Carryover of Unobligated Balances COMPETITIVE AWARDS
   4. Transfer to a different Grantee Organization COMPETITIVE AWARDS
   5. Change In Grantee Organization Status COMPETITIVE AWARDS
   6. Salaries ALL AWARDS
   7. Deviation from the Award Terms and Conditions ALL AWARDS
   8. Requesting NIFA Prior Approval ALL AWARDS
F. Direct and Indirect Costs ALL AWARDS
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   2. Support and documentation for specific items of cost ALL AWARDS
      a. Capacity grant limitation on retirement contribution CAPACITY AWARDS
      b. Food/Meals as part of conferences/meetings ALL AWARDS
      c. Travel ALL AWARDS
      d. Salaries/Time and Effort Reporting ALL AWARDS
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.

<table>
<thead>
<tr>
<th>Term</th>
<th>Page Number</th>
<th>Citation and hyperlink (if available)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1862 Land-Grant Institution</td>
<td>175</td>
<td>7 CFR 3430.2, 7 U.S.C. 301 et seq.</td>
</tr>
<tr>
<td>1890 Extension Administrator and Research Director</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>1890 Land-Grant Institution</td>
<td>175</td>
<td>7 U.S.C. 7601(2) and 7 CFR 3430.2</td>
</tr>
<tr>
<td>1994 Land-Grant Institution</td>
<td>175</td>
<td>7 CFR 3430.2 and 7 U.S.C. 301</td>
</tr>
<tr>
<td>Administrative Technical Representative (ATR)</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Agricultural Research</td>
<td>175</td>
<td>7 CFR 3430.2</td>
</tr>
<tr>
<td>Agricultural Research, Extension and Education Reform Act of 1998 (AREERA)</td>
<td>176</td>
<td>7 U.S.C. 7626 7613</td>
</tr>
<tr>
<td>Approved Budget</td>
<td>176</td>
<td>2 CFR 200.308</td>
</tr>
<tr>
<td>Authorized Department Officer (ADO)</td>
<td>9, 176</td>
<td>7 CFR 3430.2</td>
</tr>
<tr>
<td>Authorized Representative</td>
<td>9</td>
<td>7 CFR 3430.2</td>
</tr>
<tr>
<td>ASAP</td>
<td>49, 50, 176</td>
<td></td>
</tr>
<tr>
<td>Award</td>
<td>177</td>
<td>7 CFR 3430.2</td>
</tr>
<tr>
<td>Budget</td>
<td>25, 80, 176</td>
<td></td>
</tr>
</tbody>
</table>
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
<table>
<thead>
<tr>
<th><strong>CAPACITY PROGRAMS MATRIX: FORMULA, USE OF FUNDS; LIMITATIONS; REPORTING REQUIREMENTS; MATCH; CARRY-OVER</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cooperative Extension at 1862 Institutions [Smith-Lever 3(b) &amp; (c)] AREERA program</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Formula</strong></th>
<th>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. The remainder is distributed as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>• 20 percent will be paid to the States in equal proportion</strong></td>
<td><strong>• 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,</strong></td>
</tr>
<tr>
<td><strong>• 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)).</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Use of Funds</strong></th>
<th><strong>• 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.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>• 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.</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Limitations</strong></th>
<th><strong>• 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.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>• Funds cannot be used for indirect costs or tuition remission.</strong></td>
<td><strong>• 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.</strong></td>
</tr>
<tr>
<td><strong>• 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.</strong></td>
<td><strong>• The period of performance may NOT be extended.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Reporting Requirements</strong></th>
<th><strong>• Eligible institutions must have an approved Plan of Work (POW) on file with NIFA.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>• Annual Report of Accomplishments and Results (March 1)</strong></td>
<td><strong>• Annual and final SF-425 financial report</strong></td>
</tr>
<tr>
<td><strong>Matching Requirement</strong></td>
<td>Final accomplishment reports.</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td><strong>Carryover</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Research Results</th>
<th>Sharing of Research</th>
<th>Patents and Inventions</th>
<th>Royalties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rights in Data</td>
<td>Publications</td>
<td>Plant Variety Protection</td>
<td>Licenses</td>
</tr>
<tr>
<td>Access to research</td>
<td>Invention Reporting</td>
<td>i-Edison</td>
<td>Transfer of Rights</td>
</tr>
</tbody>
</table>
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
<table>
<thead>
<tr>
<th>Uniforms/Safety Equipment/T-shirts/Clothes</th>
<th>Entertainment</th>
<th>Equipment</th>
<th>Construction/Renovation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security and other benefits</td>
<td>Employer Contributions to Retirement</td>
<td>Travel/Foreign Travel</td>
<td>Meals/Food</td>
</tr>
<tr>
<td>Memberships</td>
<td>Promotional items</td>
<td>Salaries</td>
<td>Tuition Remission</td>
</tr>
</tbody>
</table>
### Allowable Costs Matrix

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

   A = Allowable  U = Unallowable  AC = Allowable with conditions

<table>
<thead>
<tr>
<th>Item of Cost</th>
<th>Description</th>
<th>Competitive</th>
<th>Capacity</th>
<th>Facilities</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals/Food*</td>
<td>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</td>
<td>AC</td>
<td>AC</td>
<td>U</td>
<td>See supporting documentation section below.</td>
</tr>
</tbody>
</table>
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
• We encourage you to aggregate comments within existing organizations
Questions?

policyguide@nifa.usda.gov