



United States  
Department of  
Agriculture

National Institute  
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# Federal Demonstration Partnership National Institute of Food and Agriculture

September 2018

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Office of Grants and Financial Management





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# Updates

- NIFA Relocation
- 2018 NIFA Policy Guide
- Annual and Final Reports
- Capacity Budgets
- Compliance Review Schedule



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# NIFA Relocation

- Most NIFA and ERS employees to relocate out of National Capital Region by end of 2019
- Federal Register Notice of Request for Expression of Interest for Potential Sites (83 FR 40499), August 15-September 14, 2018



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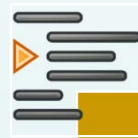
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# 2018 Policy Guide Update



## Timing

- NIFA began process to update Policy Guide in 2017
- Solicited stakeholder feedback June - July 2018
- Final guide anticipated in September 2018



## Format

- Format changes
- Improved Navigability
- Upfront Glossary



## Content

- Content updates
- New additions
- Enhanced capacity grants sections



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# Improved Navigability

- Table of Contents
  - Increased detail - down 3 levels
  - Labeled as applicable to all vs. competitive vs. capacity programs
  - Hyperlinked so key word takes you to the relevant section in document
- Glossary
  - Jumps to pages within document
  - Hyperlinked to applicable regulations



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# Overview of key changes

Uniform Guidance  
citations and  
changes

New statutory and  
regulatory  
changes

Enhanced  
Capacity grants  
matrix - info from  
old manuals

Updated NIFA  
processes

Consistent  
Definitions

Added Allowable  
costs section

Enhanced Roles and Responsibilities section



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# Enhanced Post-Award Section

- ✓ 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 & financial reporting section



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# Draft Guide

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

# Questions?

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





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## NIFA Programs in ezFedGrants (eFG)

- Evans-Allen (Section 1445)
- McIntire-Stennis Cooperative Forestry Research Program
- The Hatch Act of 1887 (Regular Research)
- The Hatch Act of 1887 (Multistate Research Fund)
- Expanded Food and Nutrition Education Program (EFNEP)
- Extension at 1890 Land-grant Colleges (Section 1444)
- Joint Cooperative Extension Programs at 1862 Land-Grant Institutions and University of the District of Columbia
- Cooperative Extension Service at 1862 Land-grant Institutions (Smith-Lever Special Needs)
- Renewable Resources Extension Act Program



# SF-425 Key Dates

<b>What</b>	<b>When</b>
Annual & Final templates available in eFG	Oct. 1, 2018
SF-425 Reports due	Dec. 29, 2018
ASAP accounts suspended for end of month reconciliation	Dec. 26, 2018
ASAP accounts locked for expired agreements	Dec. 29, 2018



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# Annual and Final Reports

- The untimely submission of technical and financial reports remains an issue
- Administrative actions will be taken (e.g., adversely affect future funding)
- Refer to applicable award terms for reporting requirements; adhere to these requirements



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# Why implement budgets for capacity grants in FY 2020?

Currently: NIFA does not require overarching budgets from applicants for its' capacity grant programs (with exception of EFNEP)

Reasoning: Uniform Guidance, GONE Act and DATA Act require NIFA to enhance its monitoring, oversight of all grants, including capacity

Benefit: By requiring budgets as part of capacity applications, NIFA will be able to access data on spending to report, respond to inquiries



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# When will budgets be required, for which programs?

- Budgets will be required as part of FY 2020 capacity applications
  - Due September 2019
- All of NIFA's capacity grant programs will require budgets in FY 2020
  - EFNEP will continue with currently required budgeting process and forms





# What form will NIFA be requiring for capacity budgets?

- Standard Form 424a (Non-construction Programs)

**BUDGET INFORMATION - Non-Construction Programs**

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Leave Blank	Leave Blank	\$	\$	\$	\$	\$ 0.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00



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# Will budget justifications be required?

- Yes. Describe the categories of planned expenditures
- Justifications will be at the aggregate level for award budget categories, not at the project level



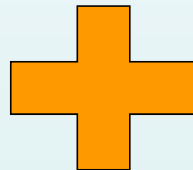
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# What guidance will there be to assist applicants in completing budgets?

FY 2019 RFA  
Instructions



**NIFA  
GRANTS.GOV  
APPLICATION  
GUIDE**





# How will NIFA gather stakeholder input on this?

## Webinars

Overview webinars to learn about implementation

- 4 regional webinars for Admin/Business contacts
- APLU, ECOP, ESCOP, 1890 & Insular Area meetings/calls & ATR meeting for McIntire-Stennis program

## Review Draft Guidance

Will be available in October at [Capacity Grant Webpage](#)

- Form 424a, sample completed form, FAQs
- Draft FY19 NIFA Grants.gov & RFA instructions

## Prepare feedback

Written or as part of dialogue on implementation

- General or related to specific program(s)
- Can be consolidated as part of region's feedback or specific to institution

## Submit by Dec 15!

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



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# Timeline

**Aug - Oct 2018** Conduct webinars, discuss implementation plans

**Oct - Dec 15, 2018** Stakeholders review guidance; prepare & submit comments

- 2 months to review
- Comments due December 15, 2018

**Dec 15 - Jan 2019** OGFM edits guidance based on feedback

**Feb 2019** Revised guidance published

**Apr - May 2019** NERAOC Denver, additional outreach & pilot testing

**Jul - Aug 2019** FY2020 Capacity RFAs posted w/ new budgets, instructions

**Aug - Sept 2019** Deadlines for submission, FY2020 Capacity applications



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# How do I submit written comments on NIFA budget proposal?

- **Due by 5:00 p.m. Dec. 15, 2018**
- **Send via email to: [Policyguide@nifa.usda.gov](mailto:Policyguide@nifa.usda.gov)**

A yellow starburst graphic with a black outline, containing the text "Stay Tuned!".

**Stay  
Tuned!**



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# Compliance Review Schedule

- September 2018 University of Texas Rio Grande
- October 2018 West Virginia State University
- November 2018 New Mexico State University and University of Missouri
- March 2019 Tuskegee University
- May 2019 Oregon State University and California State University, San Bernardino
- June 2019 Cornell University



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# Questions?