National Institute of Food and Agriculture
U.S. DEPARTMENT OF AGRICULTURE

BIOENERGY, CLIMATE, AND ENVIRONMENT

FOOD PRODUCTION AND SUSTAINABILITY

YOUTH, FAMILY, AND COMMUNITY
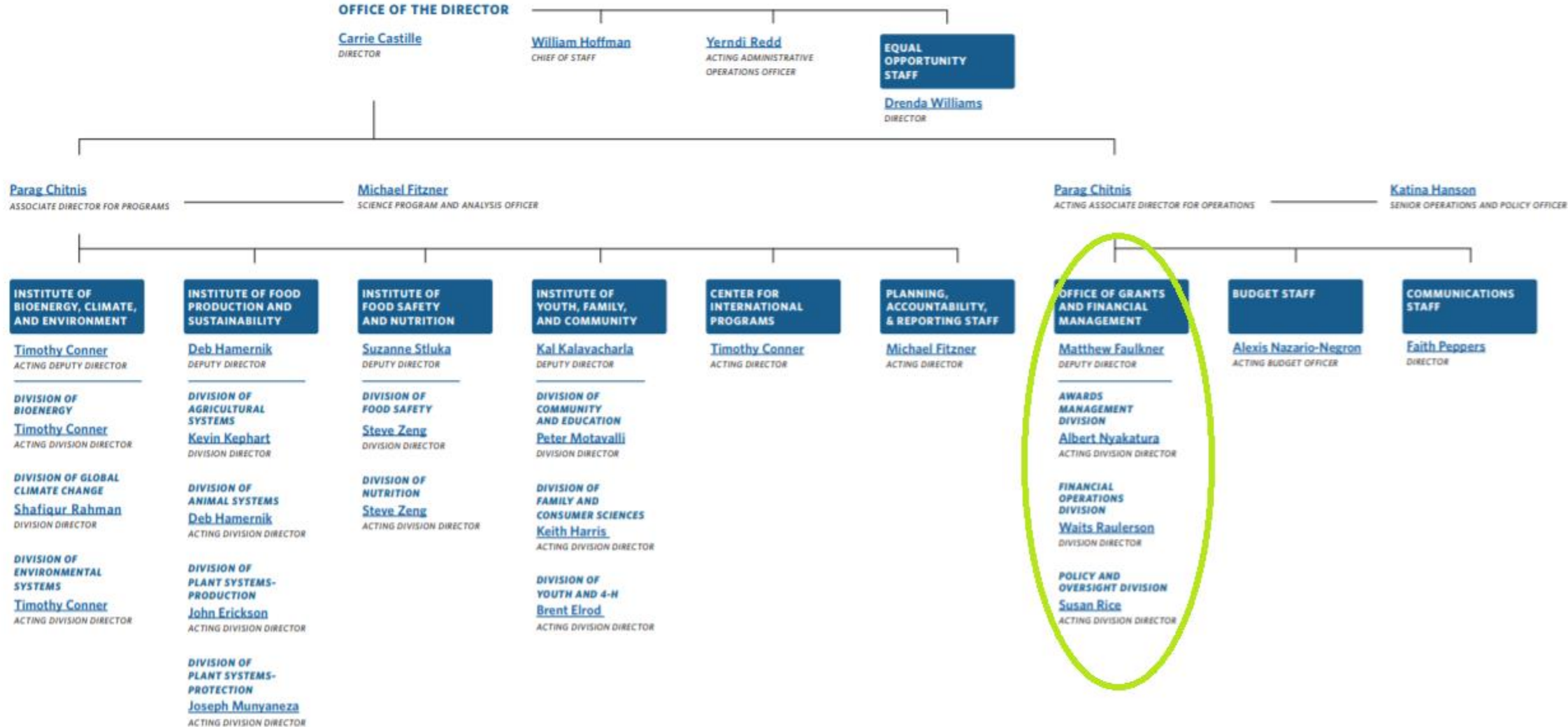
FOOD SAFETY AND NUTRITION

INTERNATIONAL PROGRAMS

Office of Grants and Financial Management

FDP 09/20/2021

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U.S. DEPARTMENT OF AGRICULTURE

The Organization of **USDA'S NATIONAL INSTITUTE OF FOOD AND AGRICULTURE** — *Revised 08.24.2021*

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Branch Chief, OB
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Acting Branch Chief, PB
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Awards Management Division (AMD) Functions

Manages all elements of the grant life cycle for NIFA's Federal financial assistance awards by

- Ensuring that NIFA develops enhanced business practices for management and processing of grants and agreements across the agency
- Staying abreast of programmatic, statutory and regulatory requirements
- Determining financial stability and management capability of prospective grantees
- Understanding requirements of NIFA programs
- Researching laws and appropriation language to ensure stewardship of Federal financial assistance
- Developing and maintaining effective relationships with client institutions
- Performing site and/or desk reviews
- Coaching stakeholders on NIFA grant policies procedures

Financial Management Division (FMD) Functions

The focal point for the agency's financial accounting data and fiscal operations related to Federal assistance programs.

Accounting Operations Branch
- Record all obligations, deobligations, and other accounting transactions related to NIFA's Federal Assistance programs, including IAAs
- Authorize all associated payments in Treasury's ASAP system
- Provide analysis and internal/external customer support for those functions

Financial Analysis Branch
- Record all cash transactions related to NIFA's Federal Assistance programs
- Monitor the agency's cash position and trial balance for all Treasury Appropriation/Fund Symbols
- Performs OCFO mandated reporting on the agency's unliquidated obligations, close out of expired awards, and improper payments

Policy and Oversight Division (POD) Functions

Develops and evaluates efficacy of Department-wide and NIFA policies for the administration of NIFA's Federal Assistance awards

Policy Branch
- Request for Applications (RFA)
- Regulations, Analysis and Directives
- Business Process and Customer System Interactions

Oversight Branch
- Compliance
- Internal Controls
- Audits Coordination
- Indirect Costs

NIFA Meeting the Challenge

- Efficient and effective teams teleworking

- Expect all FY21 competitive grants to be awarded by end of FY

- All FY21 capacity grants awarded

- In response to the new needs of our customers, implemented and awarded 5 additional funding opportunities and other programming to address the challenges related to COVID 19

- Continued to implement OMB flexibilities in response to COVID-19

Other OGFM Updates

- Filled ~80 of our ~130 FTEs.

- Implemented new programming authorized in the FY21 Consolidated Appropriations Act.

- Completed first year pilot of the Schedule for Program Implementation from RFA to Award (SPIRA).

- Continued projected RFA publication schedule on NIFA's website at https://nifa.usda.gov/upcoming-rfa-calendar.

- Development of Dashboards to track real time progress of program implementation and funds obligation.

Other OGFM Updates (cont.)

- Policy Guide updated for 2 CFR 200 alignment to OMB for clearance and shared with partners; additional Policy Guide partner input received for inclusion in annual update early next year.

- In response to stakeholder feedback, NIFA is reviewing Request for Application structure and content for possible revisions.

- As a general reminder, NIFA temporarily suspends ASAP access for Recipient Organizations the last four working days of each month. For this month, that means ASAP will close for drawdowns on Friday, September 24 at 4pm Central.

OGFM Resources

- Awards@USDA.gov (competitive grants),
- CapacityGrantQuestions@USDA.gov (capacity grants),
- 1890@USDA.gov (1890 Institution mailbox),
- ASAPCustomerService@USDA.gov (ASAP help), and
- IndirectCostInquiries@USDA.gov (indirect costs).

NIFA Resources

- [Competitive Grants](#)
- [Capacity Grants](#)
- [Coronavirus FAQs](#)
- [Coronavirus Website](#)
- [NIFA Weekly Updates](#)