

## **Beginning Farmer and Rancher Development Program (BFRDP) Frequently Asked Questions**

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### **General**

#### **1. What are the legislative authorities guiding this program?**

*Section 7405 of the Farm Security and Rural Investment Act (FSRIA) of 2002, as amended by section 7410 of the Food, Conservation, and Energy Act of 2008 (Pub .L. No. 110-246).*

#### **2. What are the restrictions on lobbying?**

*The following is stated in 7 CFR Part 3018, New Restrictions on Lobbying:*

*(a) No appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.*

*(b) Each person who requests or receives from an agency a Federal contract, grant, loan, or cooperative agreement shall file with that agency a certification, set forth in Appendix A, that the person has not made, and will not make, any payment prohibited by paragraph (a) of this section.*

*Also, as stated in the CSREES Grants.gov Application Guide, the applicant provides the required certification set forth in 7 CFR Part 3018 regarding Lobbying when an application is submitted.*

#### **3. May a grantee build facilities with grant funds?**

*No. Section 740(c)(6) of the Farm Security and Rural Investment Act (FSRIA) of 2002 prohibits the use of funds for the planning, repair, rehabilitation, acquisition, or construction of a building or facility.*

**4. What are allowable and unallowable costs for Beginning Farmer and Rancher Development Program grants?**

*The Office of Management and Budget (OMB) Circular A-21- Cost Principles for Educational Institutions and A-122 Cost Principles for Non-Profit Organizations contains a listing of selected items of costs and provides the principles to be applied in establishing allowability of those items.*

*Section 7405(c) of the Farm Security and Rural Investment Act of 2002 (Pub. L. 107-171) (7 USC 3319F9(c), as amended, also places restrictions on how funds may be used. Award funds may not be used for the planning, repair, rehabilitation, acquisition, or construction of a building or facility. Also, award funds may not be used to buy land, match IDA funds, or for purchasing equipment for starting farm or ranch businesses, or for research activities.*

*The following table represents a sampling of some of the common costs associated with this type of program activity. The list is not exhaustive. Please see the referenced OMB Circulars and the Program Request for Application for more information.*

<u>Allowable</u>	<u>Unallowable</u>
<i>Acquisition of non-fixed equipment for use on the project.</i>	<i>Planning, repair, rehabilitation, acquisition, or construction of a building or facility.</i>
<i>Equipment use charges if it is normal policy to charge as a direct charge.</i>	<i>Equipment use charges if part of Indirect Cost Rate base.</i>
<i>Salaries and Wages for paid internships and/or farm workers for actual work performed on the project.</i>	<i>Capital improvements-the use of Federal funds for renovations or improvements to buildings, land, or equipment is prohibited.</i>
<i>Indirect Cost: For regular program grants, an awardee may charge up to 22% of the Total Federal Funds Awarded or their approved negotiated rate, whichever results in the lower dollar amount in indirect costs.</i>	<i>Any amount in excess of the allowed Indirect Costs.</i>
<i>For cooperative agreement awards for the Curriculum and Training Clearinghouse, an awardee may charge their full indirect cost rate if the award is issued to a for-profit concern. Cooperative agreements issued to non-profit organizations, including educational institutions, are limited to 10% of Total Federal Funds Awarded.</i>	<i>Entertainment costs, memorabilia, incentives, etc.</i>
<i>Costs associated with education, training, outreach, and mentoring beginning farmers and ranchers as long as the costs are normally allowable and reasonable.</i>	<i>Costs associated with research activities.</i>

**5. Can funds be used to pay beginning farmers to participate in the project? Are paid internships allowed and if so, is there a limit on the amount of money that can be provided towards the internship or wages for the farm interns?**

*Funds can be used to pay beginning farmers to participate in the program. Paid internships are allowed. The limitations on the amount of money that could be provided for the project would be limited by the normal practice of the institution or organization and/or the established rate for that type of work.*

- 6. May funds be used to set-up demonstration facilities and if so, is there a limit on how much can be spent on such equipment? Can funds be used to buy high tunnels to demonstrate production practices? Can these tunnels be located on participating farmers' land? Can they remain on the participants' land upon completion of the project?**

*Funds may not be used to setup permanent demonstration facilities; however, moveable equipment which is not affixed to the real estate and can be shifted from place to place without requiring a change in utilities or structural characteristics of the space are allowed. The costs should be reasonable for the project.*

*Because high tunnels are not permanent structures, do not have a foundation or utilities hook up, and are moveable, they would be classified as a piece of equipment, not a building. Therefore, these expenses are allowable.*

- 7. What is the length of time permitted for these awards issued under the Beginning Farmer and Rancher Development Program (BFRDP)?**

**Standard BFRDP Projects:**

*Competitive awards issued to support new and established local and regional training, education, outreach, and technical assistance initiatives under the authority of Section 7405(c) of the FSRIA **are limited to a maximum period of three (3) years from the start date of the award***

**Educational Enhancement Projects:**

*Competitive awards issued to establish beginning farmer and rancher educational enhancement projects that develop curricula and conduct educational programs and workshops for beginning farmers and ranchers **are limited to a maximum of three (3) years from the start date of the award** pursuant to section 1472 of National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3318).*

**Curriculum and Training Clearinghouse (CTC) Projects:**

*Competitive awards issued to establish and maintain an on-line clearinghouse **are limited to a maximum of five (5) years from the start date of the award** pursuant to section 1472 of National Agricultural Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3318).*

*Extensions of time beyond the maximum time limitations noted above will not be permitted.*

**Eligibility**

- 1. Who is eligible to receive a BFRDP grant?**

*The recipient must be a collaborative State, Tribal, local, or a regionally-based network or partnership of public or private entities, which may include: a state cooperative extension*

*service; a Federal, State or tribal agency; a community-based and non-governmental organization; a non-profit organization; a college or university (including an institution awarding an associate's degree) or foundation maintained by a college or university; or any other appropriate partner, as determined by the Secretary.*

**2. Can a Federal Agency (such as ARS) be the lead agency on the project?**

*Yes, if collaborative, a Federal agency other than CSREES may be the lead agency on the project provided that they meet all of the other eligibility requirements.*

**3. Are there priorities for any groups?**

*Priority will be given to projects that are partnerships and collaborations led by or including nongovernmental and community-based organizations with expertise in new agricultural producer training and outreach.*

*In making grants under the Standard Projects subsection, CSREES shall to the maximum extent practicable ensure geographical diversity.*

**4. Are there any funds set aside for a particular group or groups?**

*The legislation requires that not less than 25 percent of funds used to carry out the Standard Projects for a fiscal year shall be used to support programs and services that address the needs of—*

- (A) limited resource beginning farmers or ranchers (as defined by the Secretary);*
- (B) socially disadvantaged beginning farmers or ranchers (as defined in section 355(e) of the Consolidated Farm and Rural Development Act (7 U.S.C. 2003(e)); and*
- (C) farmworkers desiring to become farmers or ranchers.*

**5. What is the Organizational Information and how is it used?**

*Information on the Form CSREES 665 is used to establish a file of basic information on the grantee including contacts with signature authority, and to assist the Funds Management Section in setting up the grantee's account to draw down funds. The financial information requested by this form is used to determine whether the recipient's financial management system meets the required standards.*

**Required Application Documents**

**1. When I create my budget narrative, what information is needed?**

*Please see the "Required Budgetary Details" information document [http://www.csrees.usda.gov/business/awards/budg\\_det\\_grantee\\_09.pdf](http://www.csrees.usda.gov/business/awards/budg_det_grantee_09.pdf) to better explain what the Awards Management Branch requires for the submission of a budget narrative.*

**2. Why do you need resumes or Vitae of senior personnel?**

*To ensure that the Project Directors (Project Director, Co-Project Directors, and Senior Personnel) are qualified to carry out the objectives of the project.*

**3. Why are current and pending support forms needed; how are they used?**

*These forms are required for all Project Directors and Co-Project Directors listed on the grant. They are reviewed to ensure that the Project Director(s) has not overcommitted their time; and that duplicate funding or overlapping of projects does not exist.*

**Matching Funds**

**1. Do we have to have all the required matching resources secured prior to issuing the award?**

*Yes; In order for us to issue the award, the grantee must meet the Program requirement of 25% matching by providing verification they have secured the matching funds. Please note that upon an administrative review of the grant, some matching may be deemed unallowable and therefore additional matching resources may be required.*

**2. How do you confirm matching funds?**

*We review the budget, budget narrative and the Third Party Donor letters or Pledge Agreements confirming their matching funds as required in the Request for Application (RFA).*

**3. Can other Federal funds be used as matching on this project?**

*No, matching contributions must come from non-Federal sources unless funds from Federal sources are specifically authorized by Federal statute to be used as matching*

**4. Can funds provided from a state or local government for another similar project be used as required matching?**

*No. If the funds were provided specifically for another project, they cannot be used as matching for this project regardless of similarities.*

**5. If I anticipate receiving funds from other sources in the future (i.e., weeks, months, year,) may I count them as anticipated matching costs?**

*No. All matching must be secured at the time of award to be considered as a part of the required matching. See Item #1 above.*

**6. What are cash contributions?**

*A cash contribution means the recipient's cash outlay, including the outlay of money contributed to the recipient by non-Federal third-parties. Some examples of cash contributions are:*

*– The salary and fringe benefits of the grantee or third-party employees in proportion to their efforts under a project.*

*–The grantee's cost to purchase items of equipment to be used under a project;*

**7. What are In-Kind Contributions?**

*Third-party in-kind contributions means the value of non-cash contributions of property or services provided by non-Federal third parties, including real property, equipment, supplies, and other expendable property directly benefiting and specifically identifiable to a funded project or program.*

**8. What are the regulations on in-kind costs?**

*Grantees may refer to the CSREES website for 7 CFR 3019, USDA's Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations. This document, under Section 3019.23 – Cost Sharing or Matching, explains the requirements for matching. This information also is referenced in OMB Circular A-110, Subpart C, and Section .23 of 2 CFR 215.*

**9. What information should be included in the pledge agreement letter?**

*The Third Party Pledge Agreement letters should each contain the following information: a) authorized representative's signature of the donor organization and the applicant organization; b) the name, address and telephone number of the donor; c) the title of the project for which the donation is made; d) the dollar amount of the cash or in-kind donation; e) a statement that the donor will make the cash/in-kind contribution during the grant period and f) whether the applicant can designate the cash donation as they deem necessary or whether the cash contribution has been designated to a particular budget item by the contributor.*

**10. If an item is unallowable for Federal funds, may we use it as a matching cost?**

*No. If it is unallowable for Federal funds, it would also be unallowable as matching.*

**11. May we use equipment donated to our organization several years ago?**

*The donation of equipment must be specifically for the grant and provided within the project period. The value of donated equipment must not exceed the fair market value of equipment of the same age and condition at time of donation.*

**12. May we use staff time as a matching contribution towards the project?**

*Yes, you must provide the hourly rate of pay applied and the number of hours spent on the project for each individual and the task to be completed.*

**13. Can a volunteer's time be used as matching and if so, how do we determine what value the time has?**

*Volunteer services furnished by professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as cost share or matching if the service is an integral and necessary part of an approved project or consistent with those paid for similar work in the recipient's organization. In those instances in which the required skills are not found in the recipient organization rates shall be consistent with those paid for similar work in the labor market in which the recipient competes for the kind of services involved. In either case, paid*

*fringe benefits that are reasonable, allowable, and allocable may be included in the valuation.*

*When an employer other than the recipient organization furnishes the services of an employee, these services shall be valued at the employee's regular rate of pay (plus an amount of fringe benefits that are reasonable, allowable, and allocable, but exclusive of overhead costs), provided these services are in the same skill for which the employee is normally paid.*

*If including volunteer time, present the information in the following manner - hourly rate of pay x the number of hours + fringe benefits (if applicable) = the amount to be paid or the value of volunteer time.*

**14. May we include rent under the Federal funds or to help meet our matching requirement?**

*Yes, rent is allowable under both Federal Funds and as matching as long as the facility is not owned by the recipient organization, and the rent is not included as part of the organization's indirect cost pool. If rent is going to be applied as a direct cost item, it must be applied on a pro-rated basis based on project usage.*

**15. Do changes in matching funds such as the expenditures made or the sources of matching funds after the award has been made require approval?**

*Once the grantee's matching funds have been approved, the grantee may make changes to their budget, including matching funds, as long as they continue to meet their required level of matching from non-Federal sources. The matching contributions must be allowable, reasonable, and allocable to the project. Accurate records of the matching must be kept and reported during the period of the award.*

**16. What documentation must be kept for the expenditure of Federal or Matching grant funds?**

*Records that identify adequately the source and application of funds for Federally-sponsored activities. These records shall contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, outlays, income and interest. Retain as much detailed information as possible to explain the expenditures on a grant (e.g., canceled checks, receipts, procurement requests). In the event of an audit, you will be required to produce this supporting documentation.*

**17. We do not have a negotiated indirect cost rate with the US Government but our partner has negotiated rate of 30 percent. Can we submit a proposal with 22% indirect costs (or less) and use the difference between a negotiated rate (e.g. ~30%) and the 22% cap as matching funds requirement?**

*Only the Specialty Crop program allows the grantee to claim the difference between their approved indirect costs and the 22% as matching. For the BFRDP, the grantee may split the 22% indirect costs between Federal and non-federal matching, but cannot claim more than the 22% overall. Page 28 of the RFA explains how this is done.*

*Grantees without approved negotiated indirect cost rates, must submit documentation showing what their organization's rate would be. An applicant will be permitted to take 22% of Federal funds if NIFA determines that the applicants billing rate is 22%.*

18. **Can we use income that we will earn from participants as matching funds? If so, how do you recommend we document this?**

*You will not be able to use the earned income towards the match since **all matching funds must be secured in advance**. The grantee must have a firm commitment of matching funds before any Federal funds are awarded; therefore, an anticipated amount of matching is not allowed.*

19. **Can we use previously approved matching funds in excess of required percentage of matching for another program towards a BFRDP project?**

*It is not allowable to use previously approved matching funds that are in excess of the required percentage of matching for another program towards a BFRDP project. **All matching funds are secured specifically for a project** and therefore cannot be reapplied as matching for another project. Only 25% matching is required.*

20. **We are considering a training program that would culminate in a business plan competition for several dozen program participants. We are considering awarding the top participant a \$5,000 prize to implement the winning business plan. I understand that Federal funding cannot be provided to a beginning producer as a means for them to begin farming (i.e., here's a \$5,000 prize, go start your own farm). Could matching funds be used to fund the prize provided to the winning beginning producer as a means for them to begin farming?**

*In accordance with the Federal regulations and cost principles for this program, what applies to the Federal funds also applies to matching funds. Matching contributions cannot be used to award a prize to participants under this program. The awarding of the prize money is not connected to the award and is not considered part of the stated goals and objectives for this project.*

21. **Do land grants have to provide letters documenting matching? What if land grant is a partner and the application is from a Community Based organization?**

*If the land grant, like any other organization, is the primary applicant, no letter is needed. Their matching commitment would be reflected and documented in the budget narrative. The primary recipient would be responsible for providing the match if there is no evidence of third party involvement. If the applicant is a non-profit and the land grant a partner, the land grant would be required to provide the non-profit letters of commitment for their participation and their matching verification. The land grant would be the third party.*

22. **Can the indirect costs be used as matching funds?**

*BFRDP allows the applicant to claim any combination of percentages on the Federal portion and matching contribution on the budget as long as the combined percentage does not exceed the maximum indirect cost rate of 22 percent or the applicant may elect not to charge indirect costs and instead, use all grant funds for direct costs.*

### **Indirect Cost Rates and Fringe Benefit Rates.**

1. **Is there a percentage limit on fringe benefits?**

*The percentage limit on fringe benefits is determined by an organization's approved negotiated rate agreement. If a negotiated rate agreement is not in place, then Fringe benefits are allowable, provided such benefits are granted in accordance with established written organization policies. Such benefits whether treated as indirect costs or as direct costs, shall be distributed to particular awards and other activities in a manner consistent with the pattern of benefits accruing to the individuals or group of employees whose salaries and wages are chargeable to such awards and other activities. In addition, costs for fringe benefits are allowable, provided:*

- (a) Such policies meet the test of reasonableness;*
- (b) The methods of cost allocation are not discriminatory.*

**2. We currently have a grant with CSREES where they have approved 12% indirect expenses. Can we use the 22% indirect rate for this project?**

*A billing rate is established and is acceptable for the award only and is subject to downward adjustment. A billing rate must be established for each award. NIFA does not approve the billing rate for three years. The applicant would be required to submit documentation in order for NIFA to determine the billing rate and then that rate would apply to the current grant. The applicant would not be able to recover the difference between their approved rate and the program's limitation of 22 percent recovery of indirect costs. If the applicant believes that their indirect cost rate is now higher than their previously negotiated rate, then they may submit documentation to renegotiate their rate and then apply that rate. We would request this information at the time of award if they were a successful applicant.*

**3. Who can assist me with negotiating an indirect cost rate, if I do need one?**

*Cost negotiation cognizance is assigned to the Department of Health and Human Services (DHHS) or the Department of Defense's Office of the Naval Research (DOD) depending on which of the two agencies has provided more funds to the educational institution for the most recent three years. If neither has provided federal funding to the educational institution, then the cognizant agency shall default to DHHS. If both have provided federal funding to the educational institution, then cognizance is decided based upon mutual agreement between DHHS and DOD. An organization's office of sponsored research or business office can assist the applicant in applying the correct rate. If an organization does not already have a DHHS-negotiated indirect cost rate, please contact CSREES' [Office of Extramural Programs](#) at 202-720-9181.*

**4. How to establish negotiated indirect rates, the process involved, and the rules on how indirect costs in certain instances can be used as part of the match?**

*If your organization is an educational institution, indirect cost negotiation cognizance is assigned to the Department of Health and Human Services (HHS) or the Department of Defense's (DOD) Office of the Naval Research depending on which of the two agencies has provided more funds to the educational institution for the most recent 3 years. If neither has provided federal funding to the educational institution, then the cognizant agency shall default to HHS. If both have provided federal funding to the educational institution, then cognizance is decided based upon mutual agreement between HHS and DOD. An organization's office of sponsored research or business office can assist the applicant in applying the correct rate.*

*If indirect costs are requested under a proposal, include a copy of your current negotiated rate agreement with a cognizant Federal audit agency. Your Authorized Representative should be able to*

*provide you with the documentation needed. The process of negotiating a rate can be lengthy and time-consuming and you may not have enough time go through the process of negotiating a rate before this year's application deadline. See the following paragraph for information on how to establish a "billing rate" if indirect costs are requested where no rate has been negotiated.*

*If your organization is a community-based non-profit institution, and does not have a Federally Approved Indirect Cost Rate Agreement, please contact NIFA's Awards Management Branch at 202-401-4986 to obtain the guide to assist you in preparing an indirect cost proposal to establish a billing rate for your project. If your application is selected for funding your proposed indirect cost proposal will be reviewed during the administrative review process to ensure that it has been calculated correctly and that all costs are allowable, allocable and reasonable. If there are any issues with your proposed billing rate that need to be addressed, you will be contacted by the Grants and Agreements Specialist assigned to process your proposal. The Federal agency providing your organization with the majority of Federal funds would be the cognizant agency responsible for finalizing the negotiated rate.*

*The Awards Management Branch will also review the financial statements that will be submitted with your organization's Management Information for new awardees in order to assure that proposed indirect cost proposal is accurate.*

*As stated in the Request for Applications (RFA) and the applicable Research Terms and Conditions for this award the lesser of the institution's indirect cost or the equivalent of 22 percent of Total Federal Funds Awarded (TFFA) will be used if that rate results in the lesser indirect costs dollars that can be charged under an award.*

*Your organization would be able to claim the maximum allowed indirect costs as a matching contribution if it is not being claimed under the Federal portion of the award; however, the amount to be claimed will be based upon the approved billing rate for the proposal or the maximum allowable rate permitted by the Program. For example, if your approved billing rate is 50 percent of Total Direct Costs, and that results in an indirect cost amount which is greater than the 22 percent of TFFA, then you would be able to claim indirect costs of 22 percent of TFFA as matching since that is the maximum allowable amount and results in an amount less than the established billing rate. However, if your approved billing rate results in the lower dollar amount of indirect costs, then your organization would be limited to the recovery of that percentage since that rate would result in the lesser indirect cost dollars.*

## **Review of Application and Award**

### **1. When will I be notified of the status after I submit the application?**

*Within a month of submitting your application, you will be notified by CSREES if your application has been accepted for peer review in the competitive grants process. If you do not receive a response in 30 days, please contact the listed National Program Leaders by email, including your name, title of project and the grants.gov number assigned to your application. The peer review process should be completed within 90 days of submitting your application. If you do not receive a response on the status of your application within 90 days after proposal submission, please contact the listed National Program Leaders by email, including your name, title of project and the grants.gov number assigned to your application.*

**2. What is the process for making an award once the selection process is completed?**

*The Competitive Program Staff will request submission of Current Research Information System (CRIS) forms and any needed revisions to goals, objectives or budgets. After receipt of this information, the proposal will then be forwarded to our Awards Management Branch (AMB).*

*An AMB Grants and Agreements Specialist will review the proposal for administrative sufficiency to determine if all required information and forms such as the Current and Pending Support, Resumes or Vitae of Key Personnel, Conflict of Interest, etc., have been provided. The Grants and Agreements Specialist will review the budget, budget narrative, and matching documentation to determine if the costs are reasonable, allowable, and allocable to the project. The grantee may be requested to submit additional budget or matching information if any information is unclear or is insufficient. The Grants and Agreements Specialist may also request organizational management information to include financial information from the grantee. This administrative review may take up to 30 days.*

**3. What are some sources of information on how to administer grant funds?**

*You may refer to 7 CFR Part 3430, USDA's "Competitive and Non-Competitive Non-Formula Federal Assistance Programs – Specific Administrative Provisions." These documents, along with other information may be found through the CSREES website at <http://www.csrees.usda.gov/business/business.html>*

**Payment**

**1. Describe the funds management process from when the award is completed until the funds are made available?**

*The BFRDP funds will be paid through the Department of Treasury's Automated Standard Application for Payments (ASAP) system. When the FMS is notified by the AMB of an award, a new recipient letter will be mailed to the grantee by the FMS to explain the procedures for setting up the payment account within the ASAP system. This letter will be mailed to the recipient's point of contact as identified on the Application Form SF-424 R&R.*

*When the account has been established, the recipient will receive an electronic message from the ASAP system notifying the recipient their account and funds are available. This message will provide information regarding the account and the amount of funds available.*

**2. Who do we call when we can't access our funds?**

*If your Award Face Sheet, Form CSREES 2009, does not indicate that funds are being withheld pending receipt of additional information, and you are having trouble accessing your funds or you have administrative issues, you should contact the Administrative Point of Contact listed on Block 12. on your Award Face Sheet, Form CSREES-2009. For programmatic issues, please contact the Program Point of Contact listed on Block 12. on your Award Face Sheet, Form CSREES-2009.*

**3. What does it mean to have funds withheld? How can I get them released?**

*All or part of the Federal funds may not be available for use until specific criteria are met as stated on the Award Face Sheet, Form CSREES 2009. Some examples could be required forms were missing and/or the clarification of incomplete and unclear budget information.*

*A provision will be included on the Award Face Sheet, Form CSREES-2009, notifying the grantee that funds were withheld and what information is needed to have them released. This information should be provided to the Administrative Point of Contact as noted on Block 12. of the Award Face Sheet, Form CSREES-2009 and should be submitted under the signature of the grantee organization's Authorized Representative.*

*If the information is found to be acceptable and is approved, the funds are released for payment. You will receive a letter notifying you that the funds have been released.*

**4. Is there any penalty for having funds withheld?**

*No, there is not a penalty but funds will remain unavailable until the required information is received and accepted by the Awards Management Branch. The project may proceed even though funds have been withheld.*

**5. What Financial Reporting is required ASAP?**

*You may refer to CSREES Agency-Specific Terms and Conditions Article 10. Financial Reporting for details on these requirements.*

**6. What are the reporting requirements to CSREES?**

*You may refer to CSREES Agency-Specific Terms and Conditions. Article 9. Technical Reporting and Article 10. Financial Reporting provides details on these requirements.*

**Changes to Award**

**1. What if our key personnel change?**

*In the event that there is a change in the Project Director (PD) or Co-PD, your organization would need to request from AMB approval for the new PD. You would be required to submit a letter, signed by the new PD and your organization's Authorized Representative requesting the change, the new PD's current and pending support information, and resume or vitae.*

**4. What if our Authorized Representative changes?**

*If a change occurs with those originally listed on the Organizational Information, Form CSREES-666 and Assurance of Compliance, Form CSREES-665, updated forms should be submitted to the Awards Management Branch (AMB), so that we may update our records.*

**Changes to Budget**

**1. What happens if we have budget changes?**

*The institution's Authorized Representative (AR) may approve changes to the budget providing*

*the costs are normally allowable under the Program. For those changes, your institutional procedures should be followed. There are some changes that do require prior approval by the Awards Management Branch. Those changes are as follows:*

- a. If a change in the budget brings the total of subcontracts to more than 50 percent of the total dollars of the award;*
- b. Any subcontract awarded to a Federal agency;*
- c. Budget revisions that change the scope of objectives of the approved project.*

*For budget changes that require prior approval under the Program's Request for Application or the Terms and Conditions of the award, the grantee should submit a letter requesting approval for the change to the Administrative Point of Contact as noted on Block 12. of the Award Face Sheet, Form CSREES-2009. This letter should include the signature of the organization's AR, and should provide enough detail to explain the changes and providing the details or additional documentation (subcontractor statements of work, budgets, budget narratives), if applicable.*

**2. How much flexibility do grantees have on the line items proposed in our budget submissions?**

*Prior to the final awarding of the grant, the grantee may work with the Grants and Agreements Specialist assigned to their proposal to negotiate changes in their budget. However, after the award has been made, please refer to the answer given in Question # 1 above.*