



CFP Application Process Webinar 10.25.2017

Application Process Notes

Q.16 on SF 424: NO

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C. Regulatory Information

For the reasons set forth in the final Rule related Notice to 2 CFR Part 415, Subpart C, this program is **excluded** from the scope of the Executive Order 12372, which requires intergovernmental consultation with state and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. Chapter 35), the collection of information requirements contained in this notice have been approved under OMB Document No. 0524-0039.

Project Start Date: September 30, 2018

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PART VI—AWARD ADMINISTRATION

A. General

Within the limit of funds available for such purpose, the NIFA awarding official shall make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. [The date specified by the NIFA awarding official as the effective date of the grant shall be no later than September 30 of the federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. The project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period.](#) All funds granted by NIFA under this RFA may be used only for the purpose for which they are granted in accordance with the approved application and budget, regulations, terms and conditions of the award, applicable federal cost principles, USDA assistance regulations, and NIFA General Awards Administration Provisions at 7 CFR part 3430, subparts A through E.

Budget Justification: Only need to attach ONE DOCUMENT. One document should cover all period of the grant.

Budget justification page(s): The budget justification should explain every budget line item, and break down large categories into specific expenditures. This is also the place to explain any unusual expenditures—particularly if they are relatively large and not clearly detailed in the narrative section.



The budget justification should be neat and avoid redundancy. Splitting out costs for each year of the project is clearer, but it is not necessary to repeat lengthy information for each of those years—just the items that change, such as new supplies and equipment, salary increases, and the like.

The matching funds justification should be a separate document from the Federal funds justification but the two should be combined into one PDF document and attached as Budget Justification in the application. As stated on page 49 of the NIFA Grants.gov Application Guide, “The budget justification detail should follow the same order as the budget. While you should provide information for each item of the budget, you must justify the following budget categories, where applicable: salaries (justification is to include the Base Annual Salary for each key person), equipment, travel, participant/trainee support and other direct cost categories. Only one file may be attached.”

Current and Pending and Conflict of Interest: Find templates using link below

REQUIRED FOR CFP!! But not highlighted!!

Application Support Templates:

<https://nifa.usda.gov/resource/application-support-templates>

Workspace Tutorial Videos from Grants.gov:

<https://www.grants.gov/web/grants/applicants/workspace-overview/workspace-process.html>