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Equipment prior approval for Capacity grantees

The submission process

Agenda

- Prior approval requirements
- Review of Definitions
- Prior approval requests
 - Information Required
 - Submission Methods
- Web resources
- Template and Submission Checklist Overview
- Example
- Q&A





Purpose for today's webinar

- To review the prior approval requirements for capacity grantees
- Outline how to submit a prior approval request
 - What information is required
 - Where to send
 - Templates available
- Review of web resources now available



Reminder: Applicable Audience: Capacity grantees

- ✓ Hatch Act Formula Grants
- ✓ 1890 Extension
- ✓ McIntire-Stennis
Cooperative Forestry
Research Program
- ✓ Animal Health and
Disease Research
Program
- ✓ Evans-Allen 1890
Research Formula Grants
- ✓ Expanded Food and
Nutrition Education
Program
- ✓ Renewable Resources
Extension Act
- ✓ Smith-Lever: 1862
Cooperative Extension
- ✗ **DOES NOT INCLUDE
COMPETITIVE CBGs**
- ✗ **DOES NOT INCLUDE
COMPETITIVE SMITH-LEVEL
SPECIAL NEEDS**



Prior Approval Requirement

- Prior approval required for **General Purpose equipment** costing \$5000 or more
- Prior approval waived for **Special Purpose equipment** for equipment costing less than \$150,000

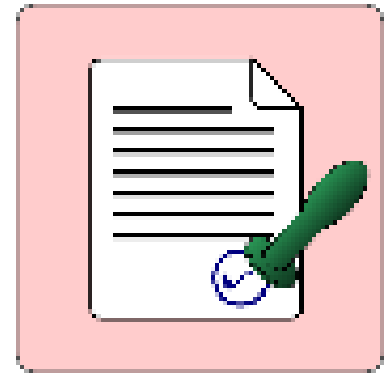


Special Purpose Equipment requirements

- For **special purpose equipment** with a per unit cost of \$150,000 or more, prior approval **IS REQUIRED**
 - \$150,000 is the simplified acquisition threshold – the point at which a full competition must be conducted under UG.
- NIFA will exercise its authority to approve high-cost special purpose equipment to ensure allowability without slowing down research

Prior approval is:

- Requested in advance of expenditure
- Requested in writing
- Specific to an individual grant
- Required if items meets the definition of equipment, regardless of whether it is being purchased by multiple sources of funds





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Effective dates

- Prior approval required for equipment purchased with FY 2017 funds
- Included in new capacity grants terms and conditions



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Definitions

Equipment
Supplies



Regulatory Definition of Equipment

2 CFR 200.33

Equipment

- Tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.

See also



§ § 200.12 Capital Assets, 200.20 Computing Devices, 200.48 General Purpose Equipment, 200.58 Information Technology Systems, 200.89 Special Purpose Equipment, and 200.94 Supplies.



Equipment Types

- Two types:
 - General Purpose [200.48](#)
 - Special Purpose [200.89](#)





General Purpose Equipment

Not limited to
technical
activities



- Information technology systems
- Vehicles
- Office and laboratory furnishings (not scientific laboratory equipment)
- Reproduction and printing equipment
- Audio-visual equipment
- And more...



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Special Purpose Equipment:

Used for
research,
medical,
scientific, or
other technical
activities.



- Research equipment
- Laboratory equipment

Supplies

2 CFR 200.94

In contrast to Equipment ...

- Supplies are defined as all tangible personal property other than equipment
- Computer devices



- Examples: In addition to things like paper and pens, many office items fall below \$5000 threshold, including most computers given that their per unit cost is less than \$5000.



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Requesting prior approval



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Submission Method

Email to:



capacityequipment@nifa.usda.gov



Submission methods cont'd

- Additional methods in development but **NOT** yet ready
 - With [grants.gov/EZ](https://www.grants.gov/EZ) Fed Grants application
 - With REEport submissions





FY 17 Grants.gov submissions

- If you have submitted with your FY 17 grants.gov application, NIFA has not been able to access it.
- The transition to EZFedGrants and the Continuing Resolution have delayed the ability to access files and make awards.
- Please **RESUBMIT** requests via email:
capacityequipment@nifa.usda.gov

Information Required

For each piece of equipment, request must include:

- Name
- Approximate Cost
- Purpose
 - Including Cost Allocation
- Any additional info that may be helpful in assessing the necessity, reasonableness, or allocability of the cost



Timeframe



- 30 day turnaround from receipt of complete information
- NIFA may request follow up information from grantees after initial submission.
 - 30 days starts at receipt of complete information



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Review of Website



New Capacity Grantee resource page

- Contains:
 - NIFA communications
 - FAQs
 - Prior approval for equipment requirement information
 - Templates
 - Fact Sheet
 - FAQs
 - Archived webinars



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Web address:

Capacity Grants Page:

<https://nifa.usda.gov/program/capacity-grants>

Capacity Grantees resources page:

<https://nifa.usda.gov/program/capacity-grantee-resources>



Demonstration

File Edit View Favorites Tools Help

7 USC 324 Time, manner, e...

Find: disclosure st Previous Next Options

Renewable Resources Extension Act Capacity Grant

Smith-Lever Act Capacity Grant

Smith-Lever Act Sections 3(b) and 3(c) Special Needs Capacity Grant

The Hatch Act of 1887

The Hatch Act of 1887 (Multistate Research Fund)

Tribal College Endowment Program

PRIOR APPROVAL FOR EQUIPMENT

Prior approval from NIFA is required before expenditures are incurred for:

- General purpose equipment costing \$5,000 or more and having a useful life of more than one year; and
- Special purpose equipment costing \$150,000 or more and having a useful life of more than one year. (Prior approval is waived for special purpose equipment costing less than \$150,000.)

WHAT IS PRIOR APPROVAL?

- Requested in advance of expenditure
- Requested and approved in writing
- Includes item name, description/purpose, estimated or actual cost, and estimated useful life
- Specific to an individual grant
- Required if item meets the definition of equipment, regardless of whether it is being purchased by multiple funding sources

SUBMITTING PRIOR APPROVAL REQUESTS

Grantees can submit prior approval requests via:

1. Email to capacitvequipment@nifa.usda.gov
2. Attachment to grants.gov application using Attachment Forms option

Requests will be reviewed and responded to within 30 days from receipt of complete information. Approvals will be sent via email to the Authorized Representative submitting the request. Expedited review may be requested.

DEFINITIONS

This page contains definitions of equipment, general purpose equipment, and special purpose equipment.

RESOURCES

- [Frequently Asked Questions](#)
- [Equipment Request Template](#)
- [Equipment Request Review checklist](#)



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Review of Template



Request Template

Request for prior approval for equipment

Grantee Organization:	FAIN/Award Number:	Date:
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1. Grantee Organization

- Insert name of entity who received grant

2. FAIN/Award Number

- FAIN/Award number for which equipment is being purchased and charged
- You must submit different requests/templates for different grants. There can only be one FAIN per request

3. Date: Date request submitted to NIFA



Request Template

Item Number	Item Name
1.	

4. Item number

- Prefilled
- Purpose is to assign a number to each equipment item to allow ease of cross reference.

5. Item Name

- List the name of the item of equipment



Request template cont'd

- Estimated or Actual Cost
 - Based on market research, submitted quotes, bids, or other document
- Estimated Useful Life
 - How long the piece of equipment is expected to function

Estimated or Actual Cost	Estimated useful life (in years)



Request template cont'd

Description/Purpose (include how it aligns to approved plan of work)

- Purpose
 - Describe the piece of equipment,
 - What it is used for
 - How it supports the grant goals/benefits,
 - How it aligns to the approved Plan of Work.
 - Any allocation of cost



Request template cont'd

Comments

- **Comments**
 - Use this space to provide any additional information about the request, including any time sensitivity.



Supply? Y/N	Linked to Item #

- **Supplies**

- indicate YES if this would normally be a supply but is included in the request because it is required to make another listed equipment item function and is therefore part of the per unit cost of acquiring the piece of equipment.

- **Linked to Item #**

- If you indicated YES in the supplies column, please list the Item Number to which this item is linked.



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Request template cont'd

Authorized Representative Signature _____ Date _____

Contact Name: _____ Phone Number _____ Email _____

- **Authorized Representative Signature**
 - Have the individual authorized to make decisions on behalf of the grant sign the request.
- **Contact Information**



Other resources

- [Frequently Asked Questions](#)
- [Equipment Request Review checklist](#)
- [Equipment Request Sample](#)
- [Equipment Prior Approval Information Sheet](#)



Request Submission Checklist

Item	Actions	Check Off
<i>Grantee Organization</i>	Listed the name of your organization as it appears on your Notice of Award	<input type="checkbox"/>
<i>FAIN/Award Number</i>	Included the FAIN/Award number contained on the Notice of Award for the grant for which the equipment is being purchased. Included only ONE FAIN/Award number per request.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Item Number</i>	Used or inserted a new bulleted number to associate with item name	<input type="checkbox"/>
<i>Item name</i>	Included the name of the item	<input type="checkbox"/>
<i>Estimated or Actual Cost</i>	Included the estimated or actual cost of the piece of equipment	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Estimated cost is greater than \$5,000 for General Purpose Equipment 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Estimated cost is greater than \$150,000 for Special Purpose Equipment 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Estimated cost came from market research 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Estimated cost came from informal quote 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • Estimated cost came from formal quote, response to RFQ, or RFP (bid) • Other 	<input type="checkbox"/> <input type="checkbox"/>
<i>Estimated Useful life</i>	Included the estimated useful life of the piece of equipment. This may be based on manufacturer specifications, University schedules, etc.	<input type="checkbox"/>
<i>Description/Purpose</i>	Described the piece of equipment, what it is used for, how it supports grant goals/benefits the grant, and where it aligns in the Plan of Work. Addressed the following questions:	<input type="checkbox"/>
	<ul style="list-style-type: none"> • What does the equipment do? 	<input type="checkbox"/>
	<ul style="list-style-type: none"> • What function will it perform under the grant? 	<input type="checkbox"/>

Checklist purpose



- To help you ensure that requests contain the required information
- To provide the questions NIFA staff use when reviewing requests
- Can be used for all requests, not just with template

Identifying Information

Ensure the following identifying information present:

- Grantee organization
- FAIN/Award number
- Item Number
- Item name

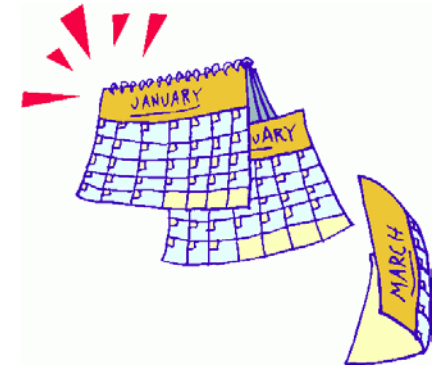




Estimated or Actual Cost



- Estimated cost
 - Greater than \$5000 for General Purpose Equipment
 - Greater than \$150,000 for Special Purpose Equipment
 - Where estimate came come
 - For grantee records, not required to be submitted to NIFA



Useful life

- Looking to ensure it is more than one year
- Helps NIFA in terms of understanding life of equipment
- Basis of estimate is for grantee records only

Description/Purpose

- This is the heart of the request
- NIFA reviews to ensure the request adequately describes:
 - the piece of equipment
 - what it is used for
 - How it supports the grant
 - Where it aligns with Plan of Work
 - Cost allocation of the equipment



Comments

- Any additional pertinent information
- Any time sensitivity



Supplies

- If included, ensures that they are linked to the piece of equipment they are supporting
- Linked to item numbers provides NIFA with the clear relationship between supply and equipment





Additional Resources on Website

Background information:

- [August 26, 2016 webinar](#)
- [Dr. Sonny Ramaswamy video message – August 25, 2016](#)
- [June 18, 2016 Memorandum from Cynthia Montgomery](#)



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External Resources

- [2 CFR 200 \(link is external\)](#)
- [COFAR website](#)





Example Request



- Available on NIFA website
- Not to be used as an authoritative source
- Informational only – designed to assist grantees in understanding information to include in request



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Contact Information

General questions and equipment prior approval requests:

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