One Agency, Two Locations

• NIFA Operations located at 805 Pennsylvania Ave, Kansas City, MO
• Small Washington, DC staff located at the USDA Whitten Building
The Organization of USDA'S NATIONAL INSTITUTE OF FOOD AND AGRICULTURE — 03.05.2021

OFFICE OF THE DIRECTOR
Carrie Castille
DIRECTOR

Kimberly Whittet
ACTING CHIEF OF STAFF

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CONGRESSIONAL AND STAKEHOLDER AFFAIRS OFFICER

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SCIENCE PROGRAM AND ANALYSIS OFFICER

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EQUAL OPPORTUNITY STAFF
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Timothy Corner
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INSTITUTE OF FOOD PRODUCTION AND SUSTAINABILITY
Deb Hamann
DEPUTY DIRECTOR

DIVISION OF AGRICULTURAL SYSTEMS
Kevin Kpacik
DIVISION DIRECTOR

DIVISION OF ANIMAL SYSTEMS
Deb Hamann
ACTING DIVISION DIRECTOR

DIVISION OF PLANT SYSTEMS-PRODUCTION
John Erickson
ACTING DIVISION DIRECTOR

DIVISION OF PLANT SYSTEMS-PROTECTION
Ann Luchtel-Park
ACTING DIVISION DIRECTOR

INSTITUTE OF FOOD SAFETY AND NUTRITION
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ACTING DIVISION DIRECTOR

DIVISION OF FOOD SAFETY
Mark Carter
DIVISION DIRECTOR

DIVISION OF NUTRITION
Mark Carter
ACTING DIVISION DIRECTOR

INSTITUTE OF YOUTH, FAMILY, AND COMMUNITY
Sarah Sarveswaran
ACTING DIRECTOR

CENTER FOR INTERNATIONAL PROGRAMS
Timothy Corner
ACTING DIRECTOR

OFICE OF GRANTS AND FINANCIAL MANAGEMENT
Matthew Faulkner
DIVISION DIRECTOR

BUDGET STAFF
Paula Geiger
DIRECTOR

COMMUNICATIONS STAFF
Faith Peppers
DIRECTOR

PLANNING, ACCOUNTABILITY, & REPORTING STAFF
Michael Fitzner
ACTING DIRECTOR

AWARDS MANAGEMENT DIVISION
Carissa Mitchell
DIVISION DIRECTOR

FINANCIAL OPERATIONS DIVISION
Wanda Readarson
DIVISION DIRECTOR

POLICY AND OVERSIGHT DIVISION
Katina Hanson
DIVISION DIRECTOR
Policy and Oversight Division Functions

Develops and evaluates efficacy of Department-wide and NIFA policies for the administration of 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
Awards Management Division 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 Functions

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
Grants Process

The grants process provides an overview of the life cycle for competitive, non-competitive, and capacity grants. Understanding the life cycle of the award process can help you determine actions you may be responsible for within each step and can be a useful planning tool in preparing for Pre-Award, Award, and Post-Award activities.

CHOOSE A GRANT TYPE BELOW TO SEE DETAILS OF THE PROCESS CYCLE

COMPETITIVE GRANTS PROCESS CYCLE

CAPACITY AND NON-COMPETITIVE GRANT PROCESS CYCLE
# Grant Administration Inquiry Resources

<table>
<thead>
<tr>
<th>Contact</th>
<th>Inquiry</th>
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</thead>
<tbody>
<tr>
<td><strong><a href="mailto:Awards@usda.gov">Awards@usda.gov</a></strong></td>
<td>Inquiries relating to cost allowability, budget revisions, no-cost extensions, Program Director transfer request, withheld funds questions, and actions required for funds release</td>
</tr>
<tr>
<td><strong><a href="mailto:CapacityGrantQuestions@usda.gov">CapacityGrantQuestions@usda.gov</a></strong></td>
<td>Inquires relating to cost allowability, cost sharing and matching, in-kind contributions, Program Director transfer request</td>
</tr>
<tr>
<td><strong><a href="mailto:ASAPCustomerService@usda.gov">ASAPCustomerService@usda.gov</a></strong></td>
<td>Inquires relating difficulties accessing funding from grantee accounts after award issuance by NIFA</td>
</tr>
<tr>
<td><strong><a href="mailto:Policy@usda.gov">Policy@usda.gov</a></strong></td>
<td>Inquires relating to statutory requirements and limitations, timeframes for postings for new Request for Applications</td>
</tr>
<tr>
<td><strong><a href="mailto:IndirectCostInquiries@usda.gov">IndirectCostInquiries@usda.gov</a></strong></td>
<td>Inquires relating to expired Indirect Cost Rate Agreements, how to correctly apply indirect cost, what indirect cost rate should be applied</td>
</tr>
<tr>
<td><strong><a href="mailto:CapacityEquipment@usda.gov">CapacityEquipment@usda.gov</a></strong></td>
<td>Requests for prior approvals for equipment purchases, construction, and renovations</td>
</tr>
<tr>
<td><strong><a href="mailto:Formulagrantforms@usda.gov">Formulagrantforms@usda.gov</a></strong></td>
<td>Capacity program forms such as SF-425 and other closeout related forms</td>
</tr>
<tr>
<td><strong><a href="mailto:SM.NIFA.Facilities@usda.gov">SM.NIFA.Facilities@usda.gov</a></strong></td>
<td>Inquires relating to 1890 Facilities awards</td>
</tr>
</tbody>
</table>
New NIFA

Transformed to serve you better