

Fixed Amount Subaward Financial Management

Feed the Future Innovation Lab for Livestock Systems

Terry E. Moore, MBA, CRA

Director of Research Administration, UF/IFAS

Director, Gator Business Administrator Services (GBAS), University of Florida



OBJECTIVE:

Orient subrecipient organizations in the administrative and financial requirements (in implementation and reporting) of LSIL-funded projects. Orientation will focus on USAID, UF, and LSIL specific requirements.

AUDIENCE:

- PIs
- Finance and operations staff
- Other project team members specifically working on management/coordination



AGENDA

- How Fixed Amount subawards differ from Cost Reimbursable
- Applicable Rules & Regulations
- Understanding your Subaward Agreement
- Milestone Verification & Getting Paid

WORKFLOW



Offices involved:

LSIL Administration
DSP Subawards Team
USAID
Subrecipient (YOU)
Contracts & Grants
Treasury Management



FIXED AMOUNT VS. COST REIMBURSABLE

FIXED AMOUNT SUBAWARDS

PROS

- Pay-for-results
- Reduce administrative burden and record keeping
- Less regulation
- Focus on work instead of administration

CONS

- Require more work up front
- Not suitable for advances
- Less flexibility



APPLICABLE RULES & REGULATIONS

FEDERAL REGULATIONS

Unlike cost reimbursable awards, for fixed amount awards, the cost principles in 2 CFR 200 Subpart E (Federal Cost Principles) are used in determining the overall budget. This means that the budget should be based on a realistic estimate of allowable, reasonable, and allocable costs.

Adequate cost, historical, or unit pricing data must be used in the development of milestone payments and documented when establishing a fixed amount award.

SPONSOR TERMS & CONDITIONS

USAID

The Automated Directives System (ADS) contains the organization and functions of USAID, along with the policies and procedures that guide the Agency's programs and operations.

Example: **ADS 303mat**-Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations

UNIVERSITY OF FLORIDA & STATE OF FLORIDA TERMS & CONDITIONS



FEED THE FUTURE

The U.S. Government's Global Hunger & Food Security Initiative

UNDERSTANDING YOUR SUBAWARD AGREEMENT

FACE PAGE

FIXED AMOUNT RESEARCH SUBAWARD	
Federal Awarding Agency: USAID	
Pass Through Entity (PTE): UNIVERSITY OF FLORIDA BOARD OF TRUSTEES	Subrecipient: AGRICULTURAL AND FORESTRY UNIVERSITY
PTE Principal Investigator (PI): Jeffrey Dahl	Subrecipient Principal Investigator (PI): Ujjal Tiwari
PTE Federal Award No.: AID-OAA-L-15-00003	Subaward No.: SUB00004280
PTE Federal Award Issue Date: 10/01/2015	CFDA Number: 98.001
FAIN: AID-OAA-L-15-00003	CFDA Title: USAID Foreign Assistance for Programs Overseas
Project Title: Feed the Future Innovation Lab for Livestock Systems	
Subaward Budget Period: April 1, 2024 through August 31, 2025	Amount Funded this Action (USD): \$87,590
Estimated Period of Performance: April 1, 2024 through August 31, 2025	Incrementally Estimated Total (USD): \$87,590

ATTACHMENT I

STATEMENT OF WORK AND MILESTONE PAYMENT SCHEDULE

Payment Milestones

Milestones	Value	Milestone Description	Verification of milestone
Milestone 1	\$10,483	Agreement signed and returned to the University of Florida	Signed agreement
Milestone 2	\$6,775	National Livestock Research-Industry-Policy Platform launch completed	Report that includes list of participants, platform goals and objectives, and operational plan
Milestone 3	\$14,663	Six graduate students received Gender and Youth student awards	Copies of all six student award certificates
Milestone 4	\$8,454	National and district-level multistakeholder meetings held	Summary report that includes agenda, participant list, and brief description of meeting sessions

ATTACHMENT 2

PRIOR APPROVALS, INVOICING & REPORTING REQUIREMENTS



Changes to the Subaward Agreement:

- Time extension
- Subawards from your award to another entity
- Changes in key personnel

INTERNATIONAL TRAVEL

All International Travel — travel between a place in the United States and a place outside thereof **OR** between two places, both of which are outside the United States — requires prior approval through *Piestar*.*

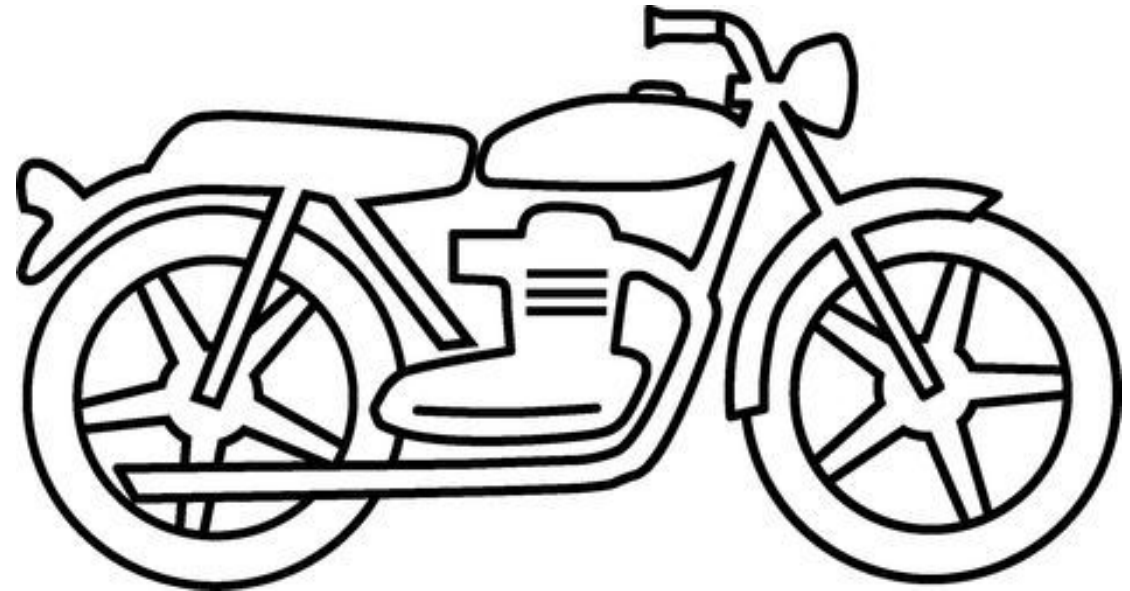
In addition, the recipient must use U.S. Flag Air Carriers for all international air transportation (including personal effects) funded by this award pursuant to the Fly America Act.



* Accessing Piestar: <http://livestock.piestar.com>

PURCHASE OF EQUIPMENT NOT INCLUDED IN THE BUDGET

The purchase of any **equipment** (tangible, nonexpendable, personal property, including information technology systems) having a useful life of more than one year and an acquisition cost of \$5,000 USD or more per unit) that was not approved in the original budget requires prior approval through *Piestar*.



RESTRICTED COMMODITIES

Prior approval must be requested through *Piestar* when procuring any of the following commodities:

- Agricultural commodities
- Motor vehicles
- Pharmaceuticals
- Pesticides
- Used equipment
- U.S. Government-owned excess property
- Fertilizer

RESTRICTED COMMODITIES

The Subrecipient must not, under any circumstances, procure any of the following:

- Military equipment
- Surveillance equipment
- Commodities and services for support of police or other law enforcement activities
- Abortion equipment and services
- Luxury goods and gambling equipment
- Weather modification equipment



PURCHASING INFORMATION

Geographic Code

Authorized geographic code is 935.

If you are purchasing outside of recipient country or United States, please reach out to us first. Prior approval is required.

Send requests to lsilmanagement@research.ufl.edu.

COMMUNICATION PRODUCTS & REPORTING

Communication Products

Subrecipient must submit any communications and program materials (Communication Products) PRIOR to publication, for approval in Piestar.

Technical Reports

Annual & Final Property Reports

An Annual Property Report of all Equipment acquired during the period October 1 through September 30 must be emailed to the PTE Financial Contact by October 15.

Subrecipient shall submit the Final Property Report to the PTE Financial Contact no later than forty-five (45) days after the Subaward Budget Period end date.

ATTACHMENTS 3A & 3B

PASS-THROUGH ENTITY (PTE) AND SUBRECIPIENT CONTACTS

PTE Contacts

Central Email:	UFSubawards@ufl.edu	
Principal Investigator Name:	Geoffrey Dahl	
Email:	gdahl@ufl.edu	Telephone Number: (352) 294-6980
Administrative Contact Name:	Kellie T. Crawford	
Email:	UFSubawards@ufl.edu	Telephone Number: (352) 392-0239
COI Contact email (if different to above):	coi@research.ufl.edu	
Financial Contact Name:	LSIL Management	
Email:	lsilmanagement@research.ufl.edu	Telephone Number:
Email invoices?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Invoice email (if different): lsilmanagement@research.ufl.edu
Authorized Official Name:	Stephanie Gray	
Email:	UFSubawards@ufl.edu	Telephone Number: (352) 392-0239

**ATTACHMENT 4A, 4B, 4C, 4D, 4E
TERMS AND CONDITIONS
STANDARD PROVISIONS FOR FIXED AMOUNT AWARDS TO
NONGOVERNMENTAL ORGANIZATIONS
STANDARD PROVISIONS FROM THE PRIME AWARD
BRANDING STRATEGY AND MARKETING PLAN
INITIAL ENVIRONMENTAL EXAMINATION**

These are required Terms & Conditions that flow down from our sponsor.



MILESTONE VERIFICATION & GETTING PAID

MILESTONE VERIFICATION

Payment Milestones

Milestones	Value	Milestone Description	Verification of milestone
Milestone 1	\$10,483	Agreement signed and returned to the University of Florida	Signed agreement
Milestone 2	\$6,775	National Livestock Research-Industry-Policy Platform launch completed	Report that includes list of participants, platform goals and objectives, and operational plan
Milestone 3	\$14,663	Six graduate students received Gender and Youth student awards	Copies of all six student award certificates
Milestone 4	\$8,454	National and district-level multistakeholder meetings held	Summary report that includes agenda, participant list, and brief description of meeting sessions

PAYMENT REQUESTS

- Submit a Milestone Payment Request complete with required information and milestone verification to PTE Financial Contact for approval and payment processing.
- All milestones must be completed within thirty (30) days of the budget period end date.
- All payments will be in U.S. Dollars (USD\$).
- Questions should be directed to the PTE Financial Contact.

Subrecipient Milestone Payment Request

UF Subaward Number: _____

Subrecipient Name: _____

Subaward PI Name: _____

Report Number: _____

Report Date: _____

Milestone Number	Milestone Description	Milestone Verification	Milestone Value
Total Amount			

Check if final [invoice](#)

Submit payment request and questions regarding the payment of invoices to LSIL Management at subcontract-manager@admin.ufl.edu and copy to lsilmanagement@research.ufl.edu. All payments will be in U.S. Dollars (USD\$).

"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise." (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."

Subrecipient Authorized Representative Name and Title _____ E-mail Address _____

Subrecipient Authorized Representative Signature _____ Date _____

Disclaimer

This work was funded in whole or part by the United States Agency for International Development (USAID) Bureau for Food Security under Agreement # AID-OAA-L-15-00003 as part of Feed the Future Innovation Lab for Livestock Systems. Any opinions, findings, conclusions, or recommendations expressed here are those of the authors alone.

Feed the Future Innovation Lab for Livestock Systems
Department of Animal Sciences | University of Florida | P.O. Box 110910 | Gainesville, FL 32611
livestock-lab@ufl.edu | <http://livestocklab.ifas.ufl.edu/>



FEED THE FUTURE

The U.S. Government's Global Hunger & Food Security Initiative

www.feedthefuture.gov

