

Part 401 – Agreements

Subpart I – NRCS National Headquarters Grants and Agreements Review and Approval Process

401.80 Purpose

This NRCS policy establishes guidance regarding the submission of State's grants and agreements to National Headquarters (NHQ) for review and approval.

401.81 Background

NRCS State offices have authority to enter into agreements with cooperators to carry out their mission. State offices are required to submit specific grants and agreements to the Acquisitions Division's Grants and Agreements Team for review and approval where delegation of authority is required (see Title 130, General Manual, Part 400, Subpart B).

401.82 Implementation

NRCS State offices must ensure that the required grants and agreements are submitted to NHQ for approval prior to executing the agreement.

401.83 Procedures

A. NRCS State offices will submit the following unsigned grants and agreements with a signed and dated decision template (per National Instruction-120-322) to the Acquisitions Division's Grants and Agreements Team for NHQ review and approval prior to execution:

- (1) All interagency agreements
- (2) All reimbursable agreements
- (3) All grants and cooperative and contribution agreements of \$100,000 and over
- (4) Amendments that increase the agreement over the \$100,000 threshold

B. The following are exceptions:

- (1) Emergency Watershed Program or any agreement entered into under the Authority of Public Law 83-566
- (2) American Recovery and Reinvestment Act (ARRA) agreements
- (3) Office space where NRCS is not the lead agency
- (4) Reimbursable work authorizations with the General Services Administration
- (5) Cooperative Ecosystem Studies Unit agreements up to \$250,000, unless they require the Deputy Chief for Management's approval
- (6) Grants and agreements previously approved by the Deputy Chief for Management
- (7) Reimbursable FSA-875 office space agreements that are submitted for approval through the Leasing Reimbursable Agreement Tracking (LRAT) system.

C. NHQ grants and agreements specialists will ensure that all required documentation is received and that a clear and valid agreement is forwarded for approval by the Deputy Chief for Management.

Title 120 – General Manual

D. In the event adjustments or cited corrections are necessary to obtain a clear and valid agreement, required changes will be communicated to the State's grants/contract specialist. These changes will be required prior to forwarding the agreement for delegation of authority approval.

E. Upon approval of the agreement, a signed letter of delegation will be addressed to the respective State Conservationist granting authority to sign and administer the agreement through the life of the agreement. No further approval will be required.

F. For the purpose of oversight and evaluation, States will submit a copy of the approved fully executed agreement to the Grants and Agreements Team.