

**§ 3015.202**

report from the consultant, the information must be shown in a memorandum or other document prepared by the recipient or contractor for its files, or noted in handwriting on the consultant's invoice by the recipient or contractor. The memorandum, other document, or handwritten notation must be signed by an official of the recipient or contractor and show:

- (i) The name of the consultant;
- (ii) The nature of the services provided (such as statistical analysis of data, participation on project advisory committee, or specified medical services to eligible beneficiaries);
- (iii) The relevance of the services to the project or program, if not apparent from the nature of the services; and
- (iv) Whichever of the following is applicable:
  - (A) (If the fee was based on a rate per day or hours worked) the rate and the dates and/or hours worked;
  - (B) (If the fee was based on a rate per unit of service provided, such as the number of patients examined by a physician) the rate, the number of units of service provided, and the beginning and ending dates of the overall period of service; or
  - (C) (If the fee was determined on some other basis) the basis for determining the fee and the beginning and ending dates of the period in which services were provided.

**§ 3015.202 Limits on total payments to the recipient.**

- (a) This section summarizes the four most widely applicable limits on the total amount of money the recipient is entitled to receive from USDA as a result of a grant. It is permissible for the terms of a grant to provide one or more additional limits.
- (b) For each grant, the lowest of the applicable limits is the one that governs the final settlement upon expiration or termination of the grant.
- (c) The following two limits apply to every grant:
  - (1) The amount of Federal funds authorized.
  - (2) The Federal share of the allowable costs incurred by the recipient.
- (d) Grants that require a specified percentage of cost-sharing or matching

**7 CFR Ch. XXX (1-1-05 Edition)**

are subject to the limit described in Subpart G.

(e) For each budget period of an incrementally funded discretionary grant, the Federal share of that period's approved budget is a limit.

**§ 3015.203 [Reserved]**

**§ 3015.204 Federal Register publications.**

(a) *Program regulations.* Most grant programs have program-specific regulations, which are published in the FEDERAL REGISTER and codified in the *Code of Federal Regulations*. In some cases the program-specific regulations are promulgated in the form of agency directives or manuals which may be obtained from the awarding agency.

(b) *Program announcements.* For each program, the awarding agency may publish in the FEDERAL REGISTER one or more program announcements. Program announcements invite applications for one or more stated program objectives. They include at least the following information:

- (1) An estimate of how much money will be available for competing awards, and the expected size of the awards, broken down by subprogram or priority area when appropriate;
- (2) Who is eligible;
- (3) How to obtain application kits;
- (4) Where to submit applications; and
- (5) The deadline for submitting applications.

(c) *Cooperative agreements.* If any or all of the awards are likely to be cooperative agreements rather than grants, the program announcement so states. In that case, if feasible, the program announcement also describes the anticipated substantial Federal involvement in performance. (This paragraph does not prevent the award of cooperative agreements under a program announcement that mentioned only grants. Nor does it prevent the award of grants under a program announcement that mentioned only cooperative agreements.)

(d) *Evaluation criteria.* The awarding agency publishes its criteria for evaluating grant applications either in the program regulations or the program announcement. If the criteria are not all equal in importance, their relative