

**INTERAGENCY AGREEMENT REFERENCE TABLE
NEW & AMENDMENT/MODIFICATION ACTIONS**

INCOMING IA	ARIS Action (generally the PSA)	Agreement Number (Auto-generate)	Accounting Code (SBFO)	FMMI (SBFO)	Performance Period	Funding Period
<p style="text-align: center;">SINGLE YEAR APPROPRIATION</p> <p>Funding period that will terminate no later than the end of the funding agency's Fiscal Year.</p> <p style="text-align: center;">New</p>	-New 425 record (same requirements as for any other incoming agreement) -Start/end dates match performance period (may be different than funding period).	New agreement #	Create new a/c and WBS Element (see FMMI online help procedures).	-Create new Sales Order #. (Insert the funding agency PO# if they are a FMMI user. Add pertinent info in text field (i.e. their agree #, point of contact, etc)	Is determined thru negotiation between Agencies but may extend past the end of the funding period.	-All funds must be obligated by the end of the FY of the funding agency. -Any funds not obligated by the Funding Agency's FY end OR the appropriation's expiration must be returned to the funding agency.
Amends/Modifications:						
+/- funding level (with same appropriation year as initial agreement action <i>and year-end date is same as ARS</i>)	Yes – 425 amended under same conditions as for any incoming agreement (add 416 if over \$25K) NOTE: If there is an overlapping of appropriations you may need a new agreement – consult with ADO and SBFO.	No Change	-Normally no change -If the amendment occurs in a future year but uses the Funding Agency's prior year funds then change the FY indicator of a/c	-Use same SO# and +/-funds as appropriate in FMMI. Normally same PO#, however if new PO# is provided then create NEW A/C. -WBS Element same unless we receive a new PO# and then a new WBS Element is created	No Change	Normally no change**
+/- funding level (Same appropriation year as initial agreement <i>but the year-end date is different than ARS</i>)	Yes – 425 amended under same conditions as for any incoming agreement (add 416 if over \$25K)	No Change	-Normally no change -If the amendment occurs in a future year but uses the Funding Agency's prior year funds, then change the FY indicator of a/c	-Use same SO# and +/-funds as appropriate in FMMI. Normally same PO #, however if new PO# is provided then create NEW A/C. -WBS Element same unless we receive a new PO# and then a new WBS Element is created	No Change*	Normally no change**
+ funding level from different appropriation (same agreement, next FY of recurring work)	Yes – 425 amended under same conditions as for any agreement (add 416 if over \$25K)	No Change	Same account as original IA but change FY indicator	-Use same SO#; add another line with a new PO# -WBS Element same with a new budget period.	May or may not change – negotiated with funding agency	Will change based on work requirement and new funding appropriation.
change the performance period to complete the work outlined in the IA	Yes – 425 amended under same conditions as for any agreement (add 416 if over \$25K)	No Change	No Change	Change the TERM date on the SO#.	New ending date	May or may not change
change the scope of the work, or other non-monetary terms and conditions	Yes – 425 amended under same conditions as for any agreement (add 416 if over \$25K)	No Change	No Change	No Change	No Change	No Change

*If it is necessary to mix appropriations within an agreement the most restrictive appropriations time period will apply to all sources of funds.

**It is possible for the funding source to start with an funding end date before the end of the FY, so funds could be added and change the funding date as well.

Glossary:
A/C – (or a/c) Accounting Code FY – Fiscal Year PSA – Program Support Assistant TERM – Termination SO – Sales Order 425 – ARIS Incoming Agreement record
PO – Purchase Order IA – Interagency Agreement SBFO – Servicing Budget & Fiscal Office WBS Element – Work Breakdown Structure Element FMMI – Financial Management Modernization Initiative

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INCOMING IA	ARIS Action (generally the PSA)	Agreement Number (Auto-generate)	Accounting Code (SBFO)	FMMI (SBFO)	Performance Period	Funding Period
<p style="text-align: center;">MULTI YEAR APPROPRIATION</p> <p>Funding period that will terminate no later than the end of the fiscal year associated with the funding appropriation.</p> <p style="text-align: center;">New</p>	-New 425 record (same requirements as any incoming agreement). -Start/end dates match performance period (may be different than funding period).	New agree #	Create new a/c and WBS Element (see FMMI online help procedures).	Create new Sales Order #. (Insert the funding agency PO# if they are a FMMI user.) Add pertinent info in text field (i.e. their agree #, point of contact, etc.)	Is determined thru negotiation between Agencies but may extend past the end of the funding period.	-All funds must be obligated by the end of the funding period or the end of the FY associated with the funding appropriation. -Any funds not obligated by the end of the funding period OR the appropriation's expiration will be returned to the funding agency.
Amends/Modifications:						
+/- funding level if same appropriation year funds	Yes – 425 amended under same conditions as for any incoming agreement (add 416 if over \$25K)	No Change	-Normally no change -If the amendment occurs in a future year but uses the funding agency's prior year funds, then change the FY indicator of a/c.	Use same SO# and +/-funds as appropriate in FMMI. Normally same PO#, however if new PO# is provided then create NEW A/C. -WBS same unless we receive a new PO# and then a new WBS is created.	No Change	Normally no change**
+ funding level from different appropriation	-New 425 (same requirements as any incoming agreement). -Add 416 if over \$25K -Start/end dates match performance period (may be different than funding period).	New agree #	Create NEW A/C and WBS Element (see FMMI online help procedures).	-Create new SO#. (Insert the funding agency PO# if they are a FMMI user.) -Add pertinent info in text field (i.e. their agree #, point of contact, etc.)	Is determined thru negotiation between Agencies but may extend past the end of the funding period.	-All funds must be obligated by the end of the FY of the funding agency -Any funds not obligated by the funding agency's FY end OR the appropriation's expiration must be returned to the funding agency
+/- funding level for NIFA Grant	Yes – 425 amended under same conditions as for any incoming agreement (add 416 if over \$25K).	No Change	Create NEW A/C and WBS Element (see FMMI online help procedures).	Use same SO#, adding a new line with the NEW A/C, and the new PO# provided by the funding agency.	Is determined thru negotiation between Agencies but may extend past the end of the funding period.	-All funds must be obligated by the end of the FY of the funding agency -Any funds not obligated by the Funding Agency's FY end OR the appropriation's expiration must be returned to the funding agency.
change the performance period to complete the work outlined in the IA	Yes – 425 amended under same conditions as for any incoming agreement.	No Change	No Change	Change the TERM date on the SO#	New ending date	May or may not change
change the scope of the work, or other non-monetary terms and conditions	Yes – 425 amended under same conditions as for any incoming agreement.	No Change	No Change	No Change	No Change	No Change

*If it is necessary to mix appropriations within an agreement the most restrictive appropriations time period will apply to all sources of funds.

**It is possible for the funding source to start with an funding end date before the end of the FY, so funds could be added and change the funding date as well.

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NEW & AMENDMENT/MODIFICATION ACTIONS**

INCOMING IA	ARIS Action (generally the PSA)	Agreement Number (Auto-generate)	Accounting Code (SBFO)	FMMI (SBFO)	Performance Period	Funding Period
<p style="text-align: center;">NO YEAR APPROPRIATION</p> <p>Funding period that will terminate no later than the end of the Fiscal Year associated with the funding appropriation.</p> <p style="text-align: center;">New:</p>	-New 425 record (same requirements as any incoming agreement). -Start/end dates match performance period (may be different than funding period).	New	Create NEW A/C and WBS Element (see FMMI online help procedures).	Create new Sales Order #. (Insert the funding agency PO# if they are a FMMI user.) Add pertinent info in text field (i.e. their agree #, point of contact, etc.).	-There is no limit for the period of performance other than ARS limit of 5 years per project and the negotiated time with funding Agency -If the negotiated time exceeds 5 years you will have to create a new 425 at the end of the 5 year period and roll the funds and agreement to the new 425. NOTE: This will cause new agreement # to be generated.	-Will normally terminate at a date that matches the end of the Performance Period. -All funds must be obligated by the end of the performance period or funding period indicated on the IA. -Any funds not obligated by the end of the funding period OR the performance period will be returned to the funding agency.
Amends/Modifications:						
+/- funding level from same appropriation (NOTE: A different appropriation cannot be added to an existing no year appropriation. A new agreement is required.)	Yes – 425 amended under same conditions as for any incoming agreement	No Change	-Normally no change -Same account as original IA but change FY indicator if amendment is in a new FY.	Use same SO# and +/-funds as appropriate in FMMI. Normally same PO#, however if new PO# is provided then create NEW A/C. -WBS Element same unless we receive a new PO# and then a new WBS Element is created.	May or may not change – negotiated with funding Agency.	Normally the funding period will match the Performance Period.
+/- funding level for NIFA Grant	Yes – 425 amended under same conditions as for any incoming agreement	No Change	Create NEW A/C and WBS Element (see FMMI online help procedures).	Use same SO# adding a new line with the NEW A/C and the new PO# provided by the funding agency	Is determined thru negotiation between agencies.	Normally no change
Any other increase in funds would have to be dealt with on a case-by-case basis						
change the performance period to complete the work outlined in the IA	Yes – 425 amended under same conditions as for any incoming agreement	No Change	No Change	Change the TERM date on the SO#	New ending date	May or may not change
change the scope of the work, or other non-monetary terms and conditions	Yes – 425 amended under same conditions as for any incoming agreement	No Change	No Change	No Change	No Change	No Change

NOTE: If it is necessary to mix appropriations within an agreement the most restrictive appropriations time period will apply to all sources of funds.

INTERAGENCY AGREEMENT REFERENCE TABLE

OUTGOING IA	ARIS Action (generally the PSA)	Agreement Number (Auto-generate)	Accounting Code (SBFO)	FMMI (SBFO)	Performance Period	Funding Period
New:						
	-Outgoing Agreement created (same requirements as any for any other outgoing agreement) -Start/end dates match performance period (may be different than funding period).	New agreement #	Enter existing a/c(s) that are providing funding	Create new Purchase Order and enter PO# on AD-672 (insert our agreement # in both 'Our Reference' and 'Your Reference' fields on PO# in FMMI.)	Is determined thru negotiation between Agencies but may extend past the end of the funding period.	-All funds must be obligated by <ul style="list-style-type: none"> • ARS' FY-end (September 30), or • the appropriation's expiration, or • the soft funds expiration date. -Any funds not obligated under one of the 3 scenarios above must be returned to ARS
Amends/Modifications:						
+/- funding level	Yes – Outgoing agreement record amended under same conditions as for any outgoing agreement	No Change	Will be specific to the source providing the funds for the amendment	Modify the PO# to add or subtract the funds	No Change	No Change (If funds are from soft funds the dates could change based on the soft fund dates)
change the performance period to complete the work outlined in the IA	Yes – outgoing agreement record amended under same conditions as for any outgoing agreement	No Change	No Change	Change the TERM date on the PO#.	New ending date	May or may not change
change the scope of the work, or other non-monetary terms and conditions	Yes – outgoing agreement record amended under same conditions as for any outgoing agreement	No Change	No Change	No Change	No Change	No Change

NOTES:

1. When additional funds are planned to be added to an existing outgoing IA, and they are soft funds from a different source, it is important that the ADO and AO first consult with the SBFO. A new agreement may be required.
2. When it is necessary to mix appropriations within an outgoing agreement the most restrictive appropriations time period will apply to all sources of funds.

Glossary:
 A/C - (or a/c) Accounting Code FY - Fiscal Year PSA - Program Support Assistant TERM - Termination SO - Sales Order 425 - ARIS Incoming Agreement record
 PO - Purchase Order IA - Interagency Agreement SBFO - Servicing Budget & Fiscal Office WBS Element - Work Breakdown Structure Element FMMI - Financial Management Modernization Initiative