



# **2008 CSREES Administrative Officers' Conference Savannah, Georgia**

**Formula Funds Update  
Breakout Sessions #5 and #24  
Mon., 5/5/08 (1:00-2:15 pm) and  
Tues., 5/6/08 (10:15 -11:30 am)**

**Edward Nwaba  
Leader, Oversight Section  
Office of Extramural Programs  
CSREES-USDA**



# Drivers for the Formula Programs in FY 2008

- **Need for clear and updated Formula Fund policies and procedures**
  - **Customer Service**
  - **Minimize Disallowed Costs**
  - **Critical to Staff Training**
    - Turnover
    - Impending retirements over next 5 years
- **Need for more electronic business processes**
- **Accountability and transparency**



# Formula Funds Policies and Procedures

- Refer to Formula Funds as Formula Grants
  - Correctly identify the type of award
  - Changed references on website in March 2008
  - Identify Formula Awards as Formula Grants in all documents (e.g., FGOs, Draft Formula Grant Policies and Procedures)



# Formula Funds Policies and Procedures

- **Develop a timeline for drafting and implementing Formula Fund Policies and Procedures**
- **Vet draft policies and procedures with Partnership (i.e., comment periods)**
- **Provide opportunities for communication with Partnership**
  - **Nationwide Formula Grants Teleconferences**
  - **CSREES Administrative Officers' Conference**
  - **Regional and other meetings**



# Electronic Business Processes for Formula Grants

- More efficient
  - Release of Funds
  - Oversight/Monitoring
- Information is centrally stored and easily retrieved
- No paper
  - Via Grants.gov on the web
  - Email or Fax



# Partnership Memo on Formula Grant Policies and Procedures

- **Use of SF-424M and Grants.gov**
- **Clarifies**
  - Delegated authorities do not change
  - How funds are managed at your institution does not change
  - Indirect costs – still not allowable
  - Matching waiver authority – Insular 1862s and 1890s – still exists
- **April 9, 2008 Memo**
  - Long version (more detailed information)
  - Short version (audience – other university officials)



# Formula Grant Topics

- FY 2008 Allocation Letters
- FY 2008 FGOs
- Letters of Authorization
- Forms
- Communications/Questions
- SF-269, Financial Status Reports



# Formula Grant Topics

- Specific Formula Grant Issues
- Draft Policies and Procedures
- Upcoming OEP/CSREES  
Organizational Changes



# FY 2008 Allocation Letters

- Pending allocation letters
  - EFNEP (within 30 days)
  - CSRS (when all data is rec'd – June 2008)
  - FERS (when all data is rec'd – June 2008)
  - PSEP (when funds are received from EPA)



## Formula Grant Opportunities (FGOs) and FY 2008 Formula Grant Funds

- FY 2008 Allocation Letters will continue to be issued and posted to the website
- First through third quarters will not be impacted by the submission of the SF-424M application package
- Application package should be accepted and approved for fourth quarter funding\*



# Why Formula Grant Opportunities (FGOs) and Grants.gov?

- All funding applications through one portal
- Facilitation of a more efficient release of funds and timely electronic notifications
- Elimination of paper processes (e.g., forms mailed, faxed, and emailed)
- Continuity of Operations Plan



## **Why Now?**

- Reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA)**
  - Data on Federal Financial Assistance**
  - Public Searchable Database**
  - January 1, 2008 (FY 2007 and thereafter)**
  - January 1, 2009 (subaward data)**
- January 1, 2009: Need budget info form to determine subaward data.**



## **Formula Grant Opportunity (FGO)**

- Does not change delegated authorities of Extension Director/Administrator and Research Director**
- Does not change how funds are managed at institutions**
- Does not change indirect cost and tuition remission limitations**
- Does not change matching waiver authority of CSREES for Insular 1862 and 1890 research and extension formula funds**



## **SF-424 Mandatory Package**

- SF-424M Application Form (Cover Page)
- Supplemental Form
- Key Contacts Form
- Budget Info (Overarching Budget)
- Budget Narrative (as a PDF attachment)
- Attachments Form (as PDF attachments)
  - **Matching Waiver Request**



# **SF-424M Mandatory Package**

**The use of SF-424 Mandatory Forms Package  
unrelated to the budget term “mandatory”**



# Grants.gov Implementation for Formula Grants

- Need to contact Authorized Representative (AR)
- Similar process as the McIntire-Stennis pilot conducted in FY 2007
- Forms will be submitted using Adobe versus Pure-Edge
  - Need Adobe version 8.1.1 or 8.2
  - Most technical information available via Grants.gov
  - File can be saved and modified for later use



# Formula Grant Opportunities (FGOs)

- **FAQs will be developed**
- **Let us know if there is any info we can provide your institution to understand the process better**
- **Comments may be sent to:**  
[formulagrantsquestions@csrees.usda.gov](mailto:formulagrantsquestions@csrees.usda.gov)



## Status of FGOs

- Released:
  - 1890 Research (USDA-CSREES-EA1445-001487) – Due: 05/21/08
  - 1890 Extension (USDA-CSREES-LG1444-001488) – Due: 5/21/08
  - RREA (USDA-CSREES-OP-001546) – Due: 5/28/08
  - McIntire-Stennis (USDA-CSREES-MSCFR-001547) – Due:5/28/08



## Status of FGOs

- Released:
  - Smith-Lever Act 3b&c(USDA-CSREES-SLCBD-001589) – Due: 6/18/08
  - Smith-Lever Special Needs (USDA-CSREES-SLBCD-001585) – Due: 6/18/08
  - Smith-Lever Act 3d – IPM (USDA-CSREES-SLBCD-001586) – Due: 6/18/08
  - Smith-Lever Act 3d - CPM (USDA-CSREES-SLBCD-001588) – Due: 6/18/08
  - DC Public Postsecondary Education Reorganization Act (USDA-SLBCD-001587) – Due: 6/18/08



## Status of FGOs

- To Be Released (May 20, 2008):
  - Hatch Act (Due: 6/24/08)
  - Hatch MRF (Due: 6/24/08)
  - Animal Health and Disease Research (Due: 6/24/08)
  - EFNEP (Due: 6/24/08)



# Impact of FGOs and SF-424M

- Elimination of Smith-Lever Act and NARETPA Section 1444 Budget Forms
- Elimination of Attachment As
- Elimination of Certification of Offset and Other Forms



## FY 2009 FGOs

- FGO released during 4<sup>th</sup> quarter of FY 2008
- Referred to as “initial”
  - Replaces the Certification of Offset Form, etc.
  - Due September 15, 2008
  - Usually based on prior FY allocations
- Final allocations available
  - FGO solicits SF-424M-Update



# Letters of Authorization

- Continue to be released as allocations are determined and specific requirements are met (e.g., SF-269s, initial certifications)
- POC – Arnita Cross at (202) 401-8982 [across@csrees.usda.gov](mailto:across@csrees.usda.gov)
- POC – Jillian Worthen at (202) 401-4248 [jworthen@csrees.usda.gov](mailto:jworthen@csrees.usda.gov)



# Forms

- All required forms will be submitted through Grants.gov (except for SF-272s and SF-269s)
- SF-272s via DHHS-PMS
- SF-269s submitted to electronically to [formulagrantsforms@csrees.usda.gov](mailto:formulagrantsforms@csrees.usda.gov) or fax (202) 690-3002
- Excludes POW and CRIS Reporting Requirements



# Communications

**Policy questions may be addressed to**  
[formulagrantquestions@csrees.usda.gov](mailto:formulagrantquestions@csrees.usda.gov)

- **Goal one week turnaround**
- **If needed earlier, please identify as urgent**

**Ongoing Nationwide Formula Grant  
Teleconferences**

- **Agenda and Powerpoint – Prior to the  
Conference Call**



# SF-269, Financial Status Reports

- Funding will not be released unless reports are filed
- POC – Arnita Cross at (202) 401-8982 [across@csrees.usda.gov](mailto:across@csrees.usda.gov)
- POC – Jillian Worthen at (202) 401-4248 [jworthen@csrees.usda.gov](mailto:jworthen@csrees.usda.gov)



## Specific Formula Issues

- CSRS (FY 2007) and FERS (FY 2008) being phased out over a 10-year period.
- PSEP funds are available for 2 years per IAG with EPA (i.e., FY 2008 funds through 9/30/09)



# Draft Formula Grant Policies and Procedures

- Administrative Guidance (6/30/08)
- T&C for the Extension Formula Grants (7/31/08)
- Administrative Manual for the Extension Formula Grants (7/31/08)
- Administrative Manual for the McIntire-Stennis Program (7/31/2008)



# Formula Staff Organizational Change

- Formula and Funds Management Staffs will transfer to a new branch – Financial Operations Branch within the next 60 days
  - Formula Staff
    - **Barry Sims**
    - **Brenda Barnett**
    - **Arnita Cross**
    - **Jillian Worthen**