



United States
Department of
Agriculture

research



education



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CSREES



Cooperative State **Research, Education, and Extension** Service

www.csrees.usda.gov



2008 CSREES Administrative Officers' Conference

Session #14, May 5, 2008, 2:45 pm-4:00 pm
Savannah, Georgia

Formula Grants: Cradle to Grave
By Mary Hoffman, Director of
Budget and Business Operations, WSU Extension
and Barry Sims, Staff Accountant, Oversight Section, Office of
Extramural Programs, CSREES-USDA

Authorizing Legislation

- Each Farm Bill (passed about every 4-5 years) authorizes programs for a specific period of time and up to a specific level of funding.
 - 1977: National Agricultural Research, Extension, and Teaching Policy Act
 - 1998 Agricultural Research, Extension, and Education Reform Act
 - 2002: Farm Security and Rural Investment Act

October 1-CSREES Actions

- New Federal Fiscal Year begins
- If an Appropriations Act has not been passed by Congress and signed by the President, they usually will enact a continuing resolution.
 - “Legislation that may be enacted to provide budget authority for federal agencies and/or specific activities to continue in operation when the Congress and the President have not completed action on appropriations by the beginning of the fiscal year. Until regular appropriations are enacted, continuing [resolutions] may take their place.” (GAO)



Continuing Resolution-Spending Restrictions

- “A continuing resolution usually specifies a maximum rate at which the obligations may be incurred based on levels specified in the resolution. The resolution may state that obligations may not exceed the current rate or must be the lower of the amounts provided in the appropriations bills passed in the House or Senate.” (GAO)
- **May ultimately be less than any of these.**



Continuing Resolution-Drawing Funds

- Funds are obligated and distributed based upon the best information CSREES has available.
- Hatch, Smith-Lever 3(b) and 3(c), Section 1444, and Evans-Allen laws require quarterly distributions; other programs are not required to be distributed on a quarterly basis. Depends on CR.
- States must still meet all administrative and financial requirements before current year funds are released.



SF-424M Package-CSREES Processing

- SF-424M Application: Replaces Certification of Available Matching Funds (formerly Certification of Offset) and Certification Regarding Lobbying.
 - Used to determine whether the school will be able to meet its match for the year.
 - Used to determine that it has provided the required assurances.
 - Used to meet FFATA requirements.



SF-424M Package-CSREES Processing

- SF-424M CSREES Supplemental Information
 - Used to meet FFATA classification requirements and to update internal recordkeeping



SF-424M Package-CSREES Processing

- SF-424M Key Contacts Form
 - Replaces the Primary Contact Person form
 - Very Important!! Used to contact recipient personnel with questions or e-mail announcements
 - Needs to be kept current



SF-424M Package-CSREES Processing

- SF-424A Budget Information for Non-Construction Programs
 - Replaces the former Smith-Lever and Section 1444 budgets.
 - Used to provide us with subaward data needed to comply with FFATA.
 - Reviewed in light of SF-424M Application.



SF-424M Package-CSREES Processing

- Budget Narrative
 - Provides context to the amounts reported
 - Reviewed for reasonableness and allowability of costs.



SF-424M Package-CSREES Processing

- Other Attachments
 - Matching Waiver Requests will be reviewed and routed to SERD Deputy Administrator.
 - All other attachments will be routed to appropriate NPL.



Letters of Authorization

- Issued when funds are released at DHHS-PMS
- Contain grantee name, DHHS-PMS account number, DHHS-PMS sub-account number, grant period, and amount
- May call Oversight Section for missing letters



When the Budget is Enacted

- Update Budget Control Tables to actual amounts
- Compute annual allocations and issue allocation letters and 1088s (no longer use Attachment A)
- Obligate remaining funds at actual amounts (through current quarter)



SF-269, Financial Status Report

- Financial Status Reports: Details program-related outlays/obligations from recipient funds and Federal funds, as well as program income received and used.
- Reviewed by the Oversight Section to determine that:
 - Basic information is correct
 - Match is correct
 - Amounts listed agree with DHHS-PMS and actual award
 - Performance Period
 - Carryover limitations
- May call you with questions



Other Reports

- Current Research Information System: AD-416, AD-417, AD-419, AD-421, and CSREES-2008 (Submit to CRIS Office)
- Plan of Work: 5-Year Plan of Work Update and Annual Report of Accomplishments and Results (Submit to Office of Planning and Accountability)
- RREA Program of Research: Submit to CRIS
- EFNEP Letter of Intent/Annual Report: Submit to EFNEP
- CSREES-REPT: Submit to Brenda Barnett in Oversight Section





CSREES' mission is to advance knowledge
for **agriculture**, the **environment**,
human health and **well-being**, and **communities**.

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