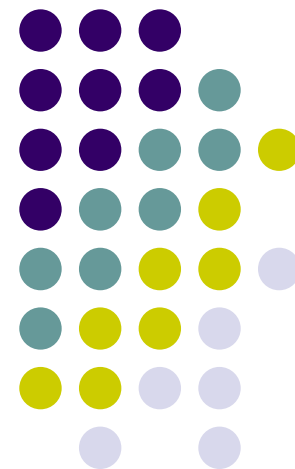


The New Annual Reporting System

Tekila H. King

Program Analyst
Office of Planning and
Accountability

May 2008

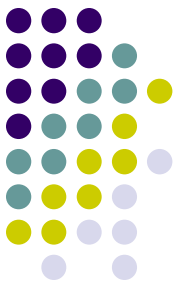


Plan of Work Reporting System



- More efficient & timely plan reviews by our NPLs
- Annual Reports will Provide supporting documentation for Portfolio reviews, PART, budget submission, other external requirements
- More efficient and accurate linkages to CSREES planning by linking Knowledge Areas to portfolios





Annual Report Data Use

- How will CSREES use the information from the Annual Report for planning and accountability?
 - State Plan of Work Accountability
 - Portfolio Reviews
 - OMB PART process
 - Budget Performance Integration
 - GAO and OIG inquiries
 - Answer Congressional & Departmental inquiries
- Brings greater visibility of successes of Formula Grants Programs

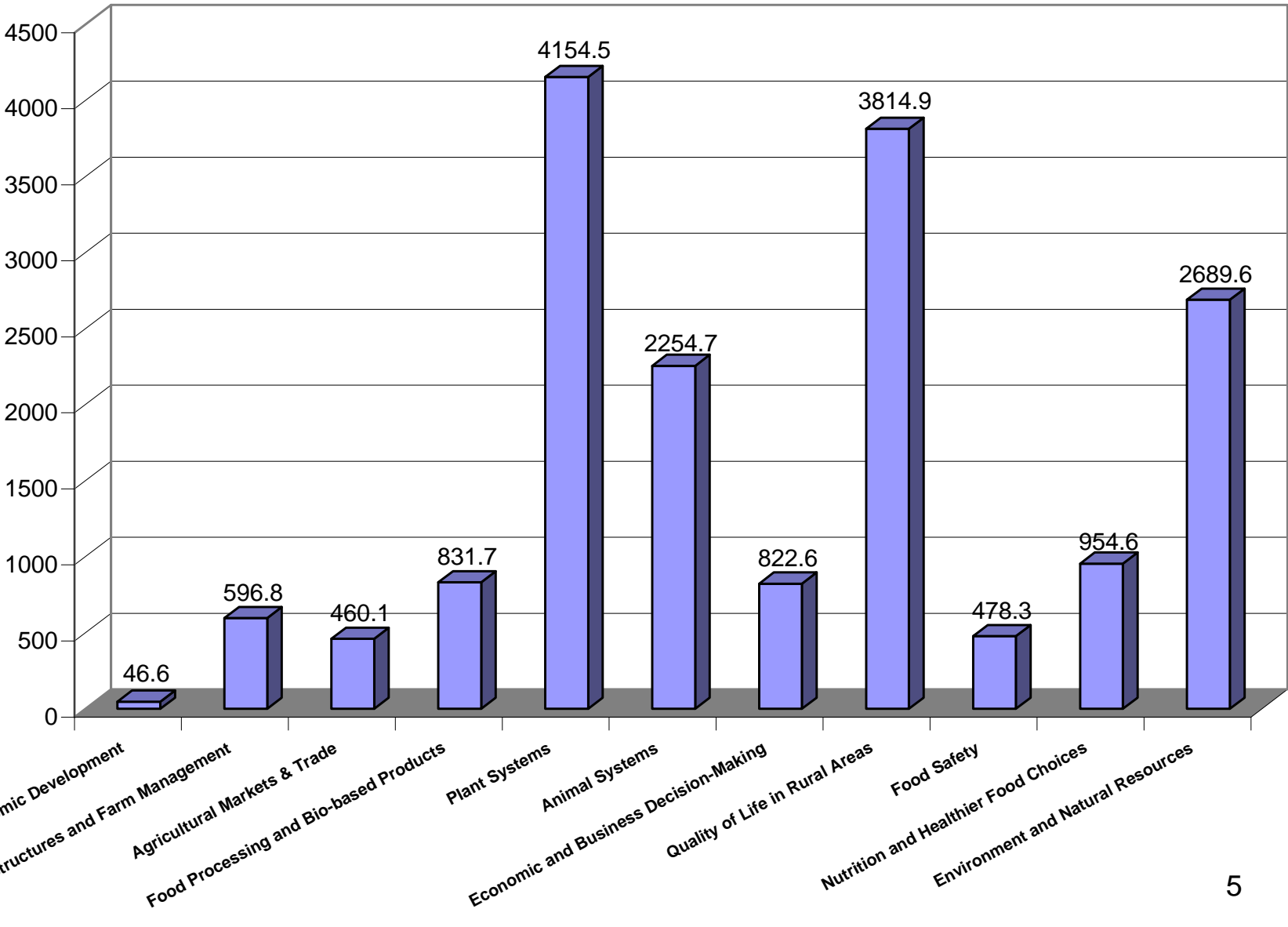


FTEs by Knowledge Area

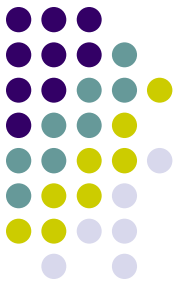
Top 10

806	Youth Development	9.9%
205	Plant Management Systems	5.4%
802	Human Development and Family Well-Being	3.8%
703	Nutrition Education and Behavior	3.3%
212	Pathogens and Nematodes Affecting Plants	3.2%
216	Integrated Pest Management Systems	3.1%
307	Animal Management Systems	3.0%
102	Soil, Plant, Water, Nutrient Relationships	2.8%
801	Individual and Family Resource Management	2.6%
601	Economics of Agricultural Production and Farm Management	2.5%

Total FTEs All Formula Funds Portfolio From 2008 Plan of Work Data



Top 10 Most Common Outcome Measures



1. Number of producer, growers, home gardeners, home owners or commercial applicators, school facilities implementing or adopting IPM practices reducing reliance on pesticides: 22
2. Number or percentage of youth participating in 4H club, community, in-school and afterschool education increasing their level of science, agricultural and environmental literacy of various topics (protect/enhance water resources, natural resources management and/or biodiversity knowledge, protect/enhance natural resources and/or enhance biodiversity: 10
3. Research and educational programs and public awareness campaign increased adoption of IPM: 9
4. Number of youth volunteers learning by conducting or participating in community affairs, service programs or activities: 9



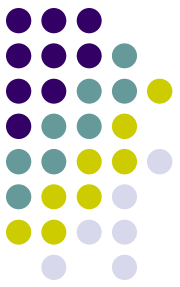
Top 10 Most Common Outcome Measures



5. Increase the percentage of individuals participating in food safety education adopting safe food handling and preparation, and food preservation techniques: 8
6. Increase number of producers implementing improved management, grazing systems and beef production systems resulting in improved sustainability: 8
7. Number of farmers adopting, implementing, improved or making a change to their nutrient management plans: 7
8. Number of participants in youth agriculture initiatives and/or number who improved their skill level: 6
9. Number of youth that demonstrate financial literacy and abilities relating to financial management: 6
10. Increased consumption of fruits and vegetables: 6

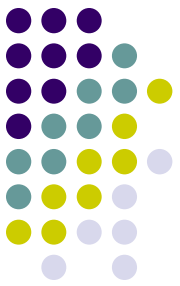


Email Comment from 1st NPL to Finish a Review



- “I completed my reviews ... I just wanted to say that changing to electronic submission was a fantastic improvement. It was very easy to review and complete the report. The reports last year were very hard to read, incomplete, etc. Because there was a fixed format, I could spend more time on the content and less time on what is there and what was missing. Good job.”



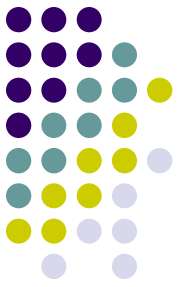


Plan of Work – What’s Next?

- Annual Report Software
 - 2010 - 2014 POW Update due by April 1, 2009
 - 2008 Annual Report due by April 1, 2009
- Standard Reports Generation
- Integration into One Solution



Things to Be Done This Summer



- Changing Print Preview Software
- Changing Text Box Software
- Add a checkbox to Outcomes for those that are not being measured for Annual Report Year



Reporting Web Conference Series



- Bi-monthly Web conference will cover two, 1-hour topics, usually 1 hour on software or report formats and 1 hour on content quality guidance.
- Topics for the series include:
 - Agricultural Research, Extension and Education Reform Act (AREERA)
 - Plans of Work (POW)
 - Annual Reports
 - One Solution
 - Outcome Reporting
- For information on future conferences and how to join, please visit www.csrees.usda.gov/rwc



Reporting Web Conference

Q & As



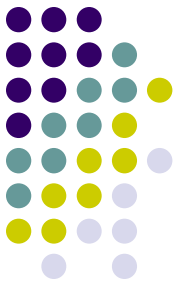
- **Question:** Coming from a small state, our outcomes may be for relatively smaller numbers like 20 farmers, or youth, etc., are those outcomes still of value to you?

Response: Outcomes are always relative. Smaller states tend to have smaller numbers. And that is OK. All outcomes are important to us. Occasionally we get outcome requests from Congress or our Budget Office for outcomes for specific states.



Reporting Web Conference

Q & As



- **Question:** Must states have an 'audit trail' for all information and data submitted in the Annual Report, with particular reference to 'Stakeholder Input', fiscal data, and program accomplishments?

Response: It is always a good idea to be able to prove what you entered in your Plan of Work or Annual Report. We may be audited again in the future and we don't know what the auditors may require when they do an audit.



Reporting Web Conference

Q & As



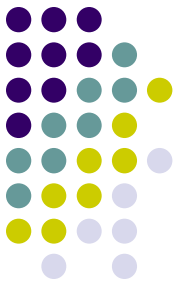
- **Question:** Is there a place in the on-line Annual Reporting, reporting system where we can make overall/general comments?

Response: The place in the reporting system for overall/general comments is in the Overview text section of the Annual Report. When explaining sections such as outputs, you can note this in the section where you explain external factors that affected outcomes.



Reporting Web Conference

Q & As



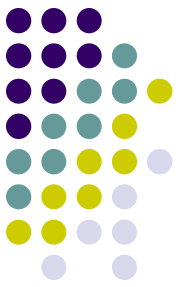
- **Question:** Do you have any suggestions on reporting indirect contact numbers for planned programs under outputs? How are you going to use this information?

Response: These can be valuable numbers for a state when showing how many contacts are made a year on these indirect activities. These are not to be used to show how many individuals are participating in a program. Admittedly, CSREES finds it difficult to use this data since it is open to misinterpretation. However, when CSREES set up the Plan of Work and Annual Report software we were asked by states to include the option to include indirect contacts data as it is very important for many states to get credit for massive media campaigns.



Reporting Web Conference

Q & As



- **Question:** Your reference to an ability in the future to "enter outcomes after a grant is completed" implies that the outcomes reported in a single annual report may not be directly linked to accomplishments reported in the same year. Is that the case?

Response: Yes, that is the case. However, we really have a need to know if formula grant dollars spent in the past have had an impact even if the impact does come to fruition until many years from termination. When research has a great impact, it is usually not until many years have past since the research grant was terminated. Impacts from this research can have a great affect on future budget requests, and is thus important.





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