



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

**Policies and Procedures for the Extension  
Formula Grants**

**Breakout Session #21**

**Tues., 5/6/08 (8:30-9:45 am)**

**Ellen Danus**

**Chief, Policy, Oversight, and Funds  
Management Branch**

**Office of Extramural Programs  
CSREES-USDA**



## **Policies and Procedures for Extension Formula Grants**

- Draft Administrative Manual for Extension Formula Grants
- Terms and Conditions for Extension Formula Grants
- Administrative Guidance for Multistate Extension Activities and Integrated Research and Extension Activities



# Policies and Procedures for Extension Formula Grants

- Applies to Extension Formula Grants
  - **Smith-Lever Act (section 3b&c)**
    - Regular allocation
    - Special needs allocation
    - FERS
    - CSRS
  - **Smith-Lever Act (section 3(d))**
    - EFNEP
    - IPM
    - CPM



# **Policies and Procedures for Extension Formula Grants**

- **Applies to Extension Formula Grants**
  - **1890 Extension Formula Grants  
(NARTPA section 1444)**
  - **Renewable Resources Extension  
Act**
  - **Pesticide Safety Education Program**



## Policies and Procedures for Extension Formula Grants

- Applies to:
  - 1862 Land-grant Institutions
  - 1890 Land-grant Institutions



## Draft Administrative Manual

- Does not incorporate any proposed legislation or regulations
- May need to be revised at a later date to incorporate newly enacted legislation or promulgated regulations



# Comments

- **Comments due by July 31, 2008**
- **Issues can be added to the agendas for the Nationwide Formula Grants Teleconferences**
- **Written comments may be hand-carried, mailed, faxed, or emailed to [formulagrantsquestions@csrees.usda.gov](mailto:formulagrantsquestions@csrees.usda.gov)**
- **Comments are needed**
- **All comments will be considered and addressed**



# Draft Administrative Manual for Extension Formula Grants

- It is a draft.
- It is a “strawman.”
- Any policy or procedure can be revised within the constraints of the applicable laws and regulations.



# Draft Administrative Manual for Extension Formula Grants

- Table of Contents
  - Part I Introduction
  - Part II Scope and Authority
  - Part III Definitions
  - Part IV Responsibilities
  - Part V Funding Purpose
  - Part VI Forms and Reports



# Draft Administrative Manual for Extension Formula Grants

- Table of Contents
  - Part VII **Costs Chargeable to  
Extension Formula Grants**
  - Part VIII **Formula Grant  
Accountability Issues**
  - Part IX **Operations**
  - Part X **Operations**
  - Appendix A **Matching Requirement Matrix**
  - Appendix B **Carryover Period Matrix**



# Part I - Introduction

- Description of the Cooperative Extension System from the Final Report Joint from the Task Force on Managing a Changing Portfolio, January 2006
- Need Comments on Part I
  - **Sets the tone for the Administrative Manual**
  - **Defines and explains the Cooperative Extension System (CES)**



## **Part II – Scope and Authority**

- **Identifies what programs the Administrative Manual applies to:**
  - **Extension Formula Grants**
    - **Smith-Lever Act**
    - **NARETPA Section 1444**
    - **Renewable Resources Extension Act**
    - **D.C. Public Postsecondary Education Reorganization Act**
    - **Pesticide Safety Education Program**



## Part III - Definitions

- **Very important section as it provides a set of definitions for the Administrative Manual**
  - **State Extension Director**
  - **1890 Administrator**
  
  - **Program Income**
  - **User Fees**
  - **Tuition Remission**
  
  - **Cooperative Extension Service**
  - **State Extension Service**
    - **State Cooperative Extension Service and**
    - **1890 State Extension Service**



## Part IV - Responsibilities

- USDA
- States
- State Extension Director or 1890 Administrator
  - **Develop and implement a POW with USDA**
  - **Final authorizing official for expenditure of funds**
    - **Subject to the policies of State/University**



## Part IV - Eligibility

- Identifies which land-grant institutions (i.e., 1862 and 1890) are eligible for what programs



# Part V – Funding Purpose

- A) Smith-Lever Act
  - Sections 3b&c allocations
    - Regular
    - Special needs
    - CSRS
    - FERS
  - Section 3d
    - EFNEP
    - IPM
    - CPM



## Part V – Funding Purpose

- B) Pesticide Safety Education Program
- C) Renewable Resources Extension Act
- D) DC Public Postsecondary Education Reorganization Act
- E) NARETPA Section 1444



## Part V – Funding Purpose

- Each section:
  - Background
  - Purpose
  - Allowable Costs
  - Reporting



## Part V – Funding Purpose

- Reporting (administrative)
  - SF-424M Application Package
    - Initial
      - Due September 15 each FY
        - » Application Form (Cover Page)
        - » CSREES Supplemental Information Form
        - » Key Contacts Form
        - » Other Attachments Form (e.g., waiver requests)



# Part V – Funding Purpose

- Reporting (administrative)
  - **SF-424M Application Package**
    - Update
      - Due 30-60 Days After Allocation Memo
        - » Application Form (Cover Page)
        - » CSREES Supplemental Information Form
        - » Key Contacts Form
        - » Budget Form
        - » Budget Narrative
        - » Other Attachments Form (e.g., waiver requests)



## **Part V – Funding Purpose**

- **Reporting (programmatic/technical)**
  - **5-Year AREERA Plan of Work**
  - **CRIS**
  - **Pest Mgmt Reporting**
  - **EFNEP Reporting**



## Part V – Funding Purpose

- Reporting (financial)
  - SF-272, Federal Cash Transactions Report via DHHS' Payment Management System
  - SF-269, Financial Status Report submitted electronically via email to [formulagrants@csrees.usda.gov](mailto:formulagrants@csrees.usda.gov) or via fax to (202) 690-3002



## Part VI – Forms and Reports

- Provides more details on the form and reporting requirements
  - SF-424M Application Package
  - Financial Reports
    - **-SF-272**
    - **-SF-269**
      - Detailed instructions
      - Common errors



## Part VII – Costs Chargeable to Federal Extension Grants

- Applies 2 CFR Part 220 – “Cost Principles for Educational Institutions”
- Costs must be
  - Reasonable
  - Allocable
  - Consistent with GAAP
  - Conforms to any limitation or exclusion set forth for the cost principles or enabling legislation



## Part VII – Costs Chargeable to the Federal Extension Grants

- Selected cost categories
  - Foreign travel approval is delegated to the State Extension Director and 1890 Administrator
- Unallowable expenditures



## Part VIII – Formula Fiscal Accountability Issues

- A) Carryover
- B) Cost Sharing and Matching Funds
  - Requirements
  - Waivers
  - Reapportionment
- C) User Fees
- D) Interest on Federal Grant Funds



## Part IX - Operations

- **A) Standards for Financial Management**
- **B) Audits**
  - A-133 Audits
  - USDA Office of Inspector General (OIG)
- **C) Site Visits**
  - IPIA Reviews
  - Other Site Visits
- **D) Continuance of Operations**
  - Importance of Key Contacts Form Information
- **E) Use of CSREES Logo**



## **PART X - Payments**

- Information related to the use of the U.S. Department of Health and Human Services' Payment Management System (DHHS-PMS)



# Draft Terms and Conditions for Extension Formula Grants

- **Notice of Award will refer to:**
  - Terms and Conditions posted to the CSREES web site
- **Notice of Award**
  - All payments
  - All requirements met for an award
  - Waiver approvals and other award actions
  - Close out an award (FY)



# Draft Terms and Conditions for Extension Formula Grants

- 90-day comment period
- Due 7/31/2008
- Directly related to the Policies and Procedures in the Administrative Manual for Extension Formula Grants



## **Draft Administrative Guidance for Multistate Extension and Integrated Activities**

- Provides policies and procedures for implementing AREERA sections 105 and 204 for the multistate and integrated requirements
- Applies to 1862s in the 50 States (and DC for Hatch Integrated)



# Draft Administrative Guidance for Multistate Extension and Integrated Activities

- 60-day comment period; ends 6/30/08
- Will be discussed in future Nationwide Formula Grants Teleconferences
- Written comments may be hand-carried, mailed, faxed, or emailed to:  
[formulagrantsquestions@csrees.usda.gov](mailto:formulagrantsquestions@csrees.usda.gov)
- Responds to the AREERA audit recommendations



# Draft Administrative Guidance for Multistate Extension and Integrated Activities

- Time Line
  - Comment Period (5/1/08 – 6/30/08)
  - Release Date (7/15/08)
  - Due Dates for Reconfirmation/Reset  
Target Percentages (9/15/08)
  - Implementation Date (10/1/08)



# Draft Administrative Guidance for Multistate Extension and Integrated Activities

- Significant Changes
  - Reset Target Percentages for 1862s selecting Options C or D in FY 2000
  - Use Form CSREES-TARG (rev. 04/08) and Form CSREES-BASE (2/00) for resetting targets
  - Reconfirm Target Percentages for 1862s selecting Options A or B in FY 2000
    - Via memo to Formula Grants Section



# Draft Administrative Guidance for Multistate Extension and Integrated Activities

- Significant Changes
  - Submit Form CSREES-PLAN (2/00) and Form CSREES-REPT (Rev. 09/04) with Annual Report of Accomplishments and Results
  - Allocations considered:
    - Integrated (Hatch)
      - Regular Hatch allocation and Hatch MRF (use required MRF matching requirement)
    - Multistate Extension and Integrated
      - Regular 3b&c allocation



# Draft Administrative Guidance for Multistate Extension and Integrated Activities

- Waiver request process clearly identified
  - Institutions must submit a formal request to the CSREES Administrator and signed by the appropriate university official (i.e., dean or director)



# Draft Administrative Guidance for Multistate Extension and Integrated Activities

- **Waiver request must include the following:**
  - (a) A request for a waiver by grant (i.e., Hatch or SL);
  - (b) A statement of the FY for which the waiver is requested;
  - (c) A statement of the amount of the waiver being requested by FY and how the amount was computed;
  - (d) A statement of why the waiver is required;
  - (e) Documentation supporting the need for a waiver; and
  - (f) The university's efforts to meet the AREERA 105 and 204 requirements in the future.



# Draft Administrative Guidance for Multistate Extension and Integrated Activities

- CSREES will approve or disapprove waiver requests within 30 days of receipt
- Waiver requests will be considered for:
  - **Hardship;**
  - **Infeasibility; or**
  - **Other circumstances beyond the control of the States.**



## In Summary

- Next year at this time – Proposed Regulation for Extension Formula Grants
- We need your input and comments
  - Written comments
  - Discussions during teleconferences
  - We can add topics to the policy documents if needed