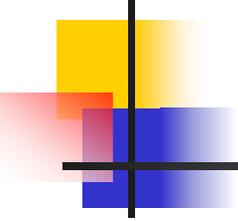
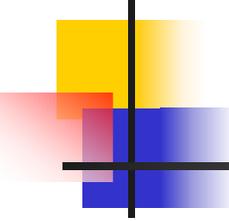


# Overview of the Plan of Work (POW) Review Guidelines

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Prepared for  
Administrative Officers Conference  
Kansas City, Missouri  
April 8- 10, 2002

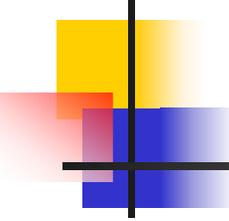
- 
- 
- Congressional expectations for accountability in the expenditure of formula funds for agricultural research and extension were specified in the Plan of Work to be developed by land-grant institutions.
  - (P.L. 05-185).
    - Hatch; Smith Lever 3 (b) and (c); Evans-Allen (Section 1445 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977); and 1890 Extension (Section 1444, NAREPTA of 1977).



# Plan of Work (POW)

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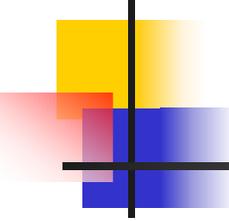
- Guidelines for the Plan of Work (POW) cover the period from October 1, 1999, through September 30, 2004 (fixed 5-year time frame)
- The POW was due on July 15, 1999
- The review of the POW was to be completed by CSREES in 90 days from receipt (continuing expectation)



# Sections 105 of AREERA

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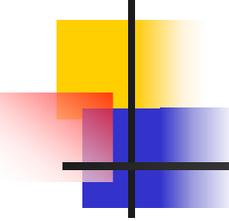
- Amended Smith-Lever Act to require that a specified amount of agricultural extension funds be expended on multistate extension activities (25% or 2 times the 1997 base). Regional Research Fund renamed the multistate research fund (Hatch Funds) – satisfies the intent of the match.



## Section 204 of AREERA

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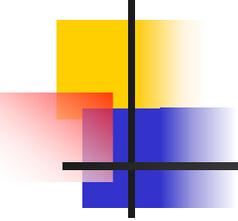
- Amended the Hatch Act and Smith-Lever Act to require that a specified amount of agricultural research and extension formula funds be expended on integrated research and extension activities.

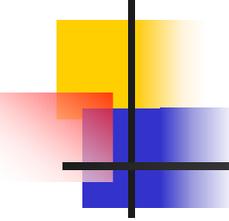


# Section 105 & 204 Exemptions

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- American Samoa, Guam, Micronesia, Northern Marianas, Puerto Rico and the Virgin Islands.
- Extension funds received by the District of Columbia, except to the extent it voluntarily complies.

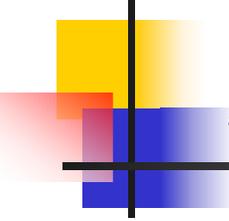
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- The multistate extension activities and integrated research and extension activities plans were due from the states on July 1, 2000.



# CSREES-REPT (02/00) Form

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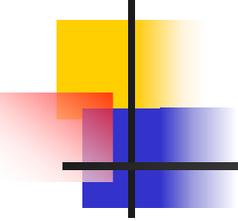
- Multistate Extension Activities
- Integrated Research and Extension Activities
- And/or CSREES-WAIVER (2/00)

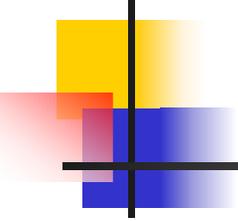


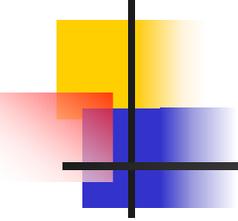
# Annual POW Reports

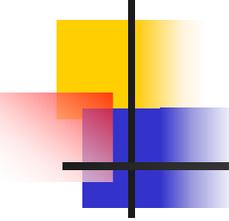
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- POW, Originally due December 31, 2000 for the previous fiscal year ending September 30. In consultation with the system, CSREES published a Federal Register notice changing the due date from December 31 to March 1 (adequate time to prepare the report). Did not receive a report in 1999. First report submitted March 2001 for FY 2000.

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- 
- POW Reports of Accomplishments and Results will be used to evaluate the success of multistate, multi-institutional and multidisciplinary activities, and joint research and extension activities in addressing critical agricultural issues identified in the 5-year POW.

- 
- 
- FY 2000 reviews completed by NPL's and letters submitted to each university by CSREES.
  - POW audit initiated by the Office of the Inspector General (March 2002).
  - Based on FY 2000 experiences, additional guidance was published in December 2001 for reports due on March 1, 2002 (FY 2001).

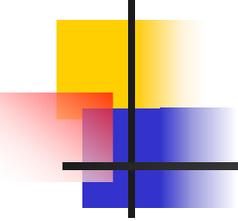
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- Relevant information on the POW process is published on the CSREES Web Page.
  - <http://www.reeusda.gov/part/areera/>

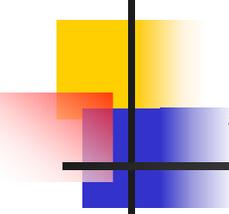


# Role of CSREES in POW Process

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- Oversight responsibility for Federal formula funds.
- POW Annual Accomplishments report (based on POW) is principle source of documentation for accountability of funding decisions for states and territories. Demonstrates willingness to conduct programs consistent with congressional intent and system-wide commitments (Statements of Impact).

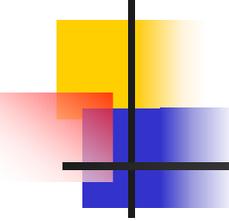
- 
- 
- NPL reviews of the POW Accomplishments reports is the essential first step for providing statistics and attention-grabbing narratives about the Nation's cooperative extension and research system (budget explanatory notes and annual impact reports).
  - Forms the basis for approving the allocation of approximately \$450 million in formula funds to the land-grant university partners (Relevance and excellence).



# Annual Report of Accomplishments and Results

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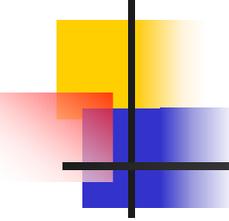
- Arranged around the Five GPRA Goals
- Each Goal has an Executive summary
- Key Themes identified for each accomplishment under the Goals and aggregated to assist in reporting (not a POW requirement)
- Stakeholder Input Process Section
- Program Review Process Section
- Evaluation of the Success of Multi and Joint Activities Section
- Multistate Extension Activities form



# Accomplishments under the Goals

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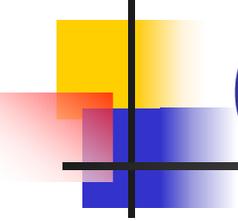
- Are reports related to the Five Goals?
- Were appropriate key themes identified?
- Brief description of the activity
- Short impact/accomplishment statement
- Source of funding (expanded)
- Scope of Impact reported (Selected)



# Stakeholder Input Process

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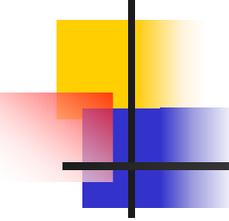
- Actions taken to seek stakeholder input that encourages their participation
- A brief statement of the process used by the recipient institution to identify individuals and groups who are stakeholders and to collect input from them
- A statement of how collected input was considered
- (\*) Failure to comply with this requirement could result in the withholding of a recipient institution's funds and redistribution of funds to other eligible institutions, as authorized by law.



# Evaluation Criteria for POW (Stakeholder Input Rule)

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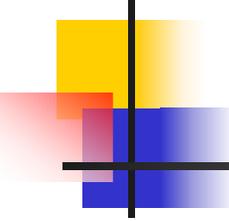
- Did the planned programs address the critical issues of strategic importance, including those identified by the stakeholders?
- Did the planned programs address the needs of under-served and under-represented populations of the State(s)?
- Did the planned programs describe the expected outcomes and impacts?
- Did the planned programs result in improved program effectiveness and/or efficiency?



# Reporting Requirement

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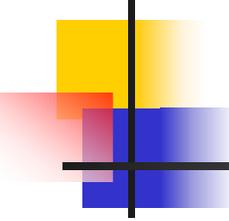
- Actions taken to seek stakeholder input that encourages their participation;
- Brief statement of the process used to identify individuals and groups..., and to collect input from them; and
- Statement of how collected input was considered.



# Review Focus

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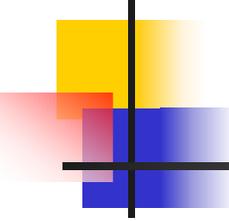
- Required in the Farm Bill (AREERA) – to be evaluated by CSREES NPL's
  - Identify strengths, including responsiveness to diverse audiences;
  - Seek clarification from the state as appropriate, raise questions, and recommend ways to strengthen programs, redirect them, or phase them out; and
  - Recommend appropriate approval action on the report.



# NPL's as Reviewers Should

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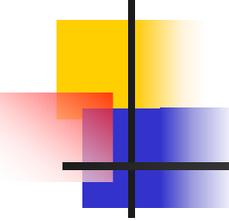
- Recommend appropriate CSREES approval action on the report and stakeholder input process
- (1. approval; 2. approval with recommendations; or 3. non-approval).



# Guidance to NPL's

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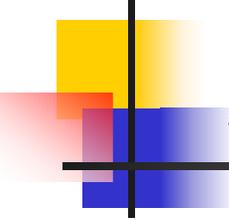
- Results Review Checklist (Handouts) – note the required signature of NPL with recommended actions.
- Review Team Summary (Prepared by each reviewer and submitted to the regional coordinator. Serves as the framework for institutional summaries, recommendations and approval letters).



# Supplemental Information

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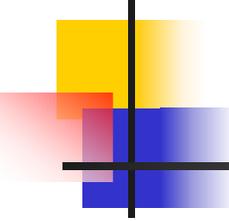
- Key Themes (See AREERA Web Page)
- Examples of Exemplary Report (See AREERA Web Page)
- Examples of good and poor accomplishment statements (See AREERA Web Page)
- Frequently asked questions and answers (See AREERA Web Page)



# AREERA WEB Page

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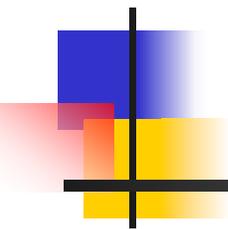
- <http://www.reeusda.gov/part/areera>



# Direct Questions to:

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- [bhewitt@reeusda.gov](mailto:bhewitt@reeusda.gov)



# The End

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Prepared by  
George Cooper and  
Bart Hewitt