



United States
Department of
Agriculture



Cooperative State
Research, Education,
and Extension Service

Washington, DC
20250-2200

APR 20 2005

TO: State Extension Directors

FROM:

Colien Hefferan
Administrator

SUBJECT: Distribution of Smith-Lever Act Funds for Fiscal Year 2005

Attached is a tabulation (Attachment A) reflecting your institution's share of the fiscal year (FY) 2005 formula allocation and the required offset for extension activities. The Smith-Lever funds were calculated using the 2000 census data. The CSREES-OD-1088-F, Distribution of Smith-Lever Act Funds, for FY 2005 is also attached. Extension programs funded under section 3(d) of the Smith-Lever Act and allocated through a formula method include the Pest Management and Expanded Food and Nutrition Education Program (EFNEP).

Section 203 of the Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA) (Pub. L. No. 105-185) amends section 3 of the Smith-Lever Act (7 U.S.C. 343) by requiring all funds authorized under sections 3(b) and (c) to be fully matched out of non-Federal funds. This applies to all formula funds authorized under section 3(b) and (c) of the Smith-Lever Act, including the retirement and special needs formula programs. It should be noted that the funds used to match the special needs and retirement formula funds may be used for any extension activity approved as part of the plan of work. In addition, the matching requirement for 1862 Land-Grant Institutions in the Insular Areas is 50 percent of the Federal formula funds per section 7213 of the Farm Security and Rural Investment Act of 2002 (FSRIA) (Pub. L. No. 107-171). State Extension Directors in Insular Areas should refer to my memo to them dated March 10, 2003, concerning matching requirements for formula funds. The matching funds should be included on the budget form in the same manner as the other formula matching funds have been in previous fiscal years.

Copies of the Smith-Lever budget form and the budget instructions, as well as the Certification of Offset forms (FMB-2103A, FMB-2103B, and FMB-2103C), Certification Regarding Lobbying for FY 2005 and the Primary Contact Person Form are attached. Please complete and return two copies of the budget along with a copy of the Certification of Offset forms, Certification Regarding Lobbying form and the Primary Contact Person form by May 25, 2005, to:

State Extension Directors

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Regular Mail

Funds Management
Office of Extramural Programs
CSREES, USDA/CSREES
STOP 2298
1400 Independence Avenue, SW
Washington, DC 20250-2298

Overnight Express

Funds Management
Office of Extramural Programs
CSREES, USDA
Room 2235
800 9th Street, SW
Washington, DC 20024

If you have any questions, please contact Arnita P. Cross, Staff Accountant, Funds Management, Office of Extramural Programs, at 202-401-4527 or send electronic mail to across@csrees.usda.gov.

Attachments (9)

- 1) Attachment A
- 2) CSREES-OD-1088-F
- 3) Smith-Lever Budget Forms
- 4) Smith-Lever Budget Instructions
- 5) Form FMB-2103A, Certification of Offset for Regular Formula Funds
- 6) Form FMB-2103B, Certification of Offset for Special Needs Formula Funds
- 7) Form FMB-2103C, Certification of Offset for CSRS Retirement Formula Funds
- 8) Certification Regarding Lobbying Form
- 9) Primary Contact Person Form

**UNITED STATES DEPARTMENT OF AGRICULTURE
COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE**

**FY 2005 Distribution of Funds to Eligible Institutions for Extension Activities
Authorized under the Smith-Lever Act and the D.C. Postsecondary Education Reorganization Act**

		Smith-Lever Act Section 3(b) & (c)						
		Regular	Special Needs	CSRS Retirement 1/	Pest Management		EFNEP	
					IPM	Cotton		
Alabama	Auburn University	\$ 6,239,425	\$	\$ 506,777	\$ 101,156	\$ 146,243	\$ 1,906,674	
Alaska	University of Alaska-Fairbanks	982,178	41,237	22,259	57,056		166,528	
American Samoa	American Samoa Community College	820,590			25,156		58,504	
Arizona	University of Arizona	1,696,153	111,682	122,909	101,156		536,902	
Arkansas	University of Arkansas	5,254,450		352,110	169,356	97,452	1,215,016	
California	University of California	6,764,161		40,893	267,235		3,152,331	
Colorado	Colorado State University	2,670,247	68,674	174,722	101,156		533,742	
Connecticut	University of Connecticut	1,946,488			69,156		435,897	
Delaware	University of Delaware	1,142,932		50,002	69,156		213,399	
District of Columbia	University of the District of Columbia	1,059,472						
Florida	University of Florida	4,009,246		459,318	169,356		1,952,348	
Georgia	University of Georgia	7,097,574		448,670	235,356	100,812	2,073,956	
Guam	University of Guam	871,825			25,156		58,702	
Hawaii	University of Hawaii	1,185,188		18,029	69,156		248,358	
Idaho	University of Idaho	2,405,658	74,862	120,062	101,156		280,045	
Illinois	University of Illinois	8,621,246		418,431	267,241		2,058,305	
Indiana	Purdue University	7,883,519		302,400	204,556		1,151,392	
Iowa	Iowa State University	8,369,228		518,778	267,241		868,134	
Kansas	Kansas State University	4,857,717	38,607	430,778	169,356		667,699	
Kentucky	University of Kentucky	8,188,760		723,151	101,156		1,601,412	
Louisiana	Louisiana State University	4,659,230		518,018	135,256	139,816	1,801,005	
Maine	University of Maine	2,006,323		100,224	101,156		405,941	
Maryland	University of Maryland at College Park	2,962,148		247,238	101,156		810,443	
Massachusetts	University of Massachusetts	2,421,887			101,156		932,421	
Michigan	Michigan State University	7,925,181		444,131	169,356		1,713,115	
Micronesia	College of Micronesia	906,194			25,156		65,347	
Minnesota	University of Minnesota	7,817,400		932,823	235,356		956,663	
Mississippi	Mississippi State University	6,329,213		270,204	169,356	159,973	1,649,206	
Missouri	University of Missouri	7,739,911		277,325	204,556	28,656	1,494,753	
Montana	Montana State University	2,264,580	92,577	139,140	101,156		285,599	
Nebraska	University of Nebraska	4,428,544	43,337	384,370	235,356		518,986	
Nevada	University of Nevada-Reno	994,380	84,585	68,428	57,056		163,594	
New Hampshire	University of New Hampshire	1,462,339		130,333	69,156		229,183	
New Jersey	Rutgers University	2,391,795		129,985	101,156		1,027,537	
New Mexico	New Mexico State University	1,805,154	95,754	163,401	69,156		488,230	
New York	Cornell University	7,373,042		771,009	135,256		3,263,288	
North Carolina	North Carolina State University	10,532,678		857,647	204,556	36,684	2,432,555	
North Dakota	North Dakota State University	3,012,032	72,616	181,793	101,156		332,007	
Northern Marianas	Northern Marianas College	801,878			25,156		54,628	
Ohio	Ohio State University	9,608,400		87,555	235,356		2,108,403	
Oklahoma	Oklahoma State University	4,885,012		320,863	135,256	99,205	1,010,873	
Oregon	Oregon State University	3,214,863	37,169	325,450	135,256		472,377	
Pennsylvania	Pennsylvania State University	9,244,978		77,441	135,257		2,591,740	
Puerto Rico	University of Puerto Rico	6,118,929		125,580	50,457		1,341,974	
Rhode Island	University of Rhode Island	966,784		9,148	57,057		291,595	
South Carolina	Clemson University	5,152,187		218,619	135,257	78,316	1,469,868	
South Dakota	South Dakota State University	3,172,061	35,242	111,048	101,157		374,702	
Tennessee	University of Tennessee	7,747,831		901,868	135,257	59,472	1,904,801	
Texas	Texas A&M University	11,072,787	93,904	980,228	235,351	400,268	4,031,463	
Utah	Utah State University	1,472,259	93,318	137,414	69,157		295,517	
Vermont	University of Vermont	1,587,037	11,719	75,869	57,057		226,227	
Virginia	Virginia Polytechnic Institute & State University	6,452,052		318,497	135,257		1,626,883	
Virgin Islands	University of the Virgin Islands	846,123			25,157		57,746	
Washington	Washington State University	3,723,977		282,764	135,257		650,506	
West Virginia	West Virginia University	3,720,695		145,872	57,057		940,945	
Wisconsin	University of Wisconsin	7,827,020		357,464	169,357		919,979	
Wyoming	University of Wyoming	1,347,246	44,172	71,129	69,157		181,455	
		\$ 248,060,207	\$ 1,039,455	\$ 14,872,167	\$ 6,985,094	\$ 1,346,897	\$ 568,300,899	

1/ Estimate Based FY 2003 OPM Payments and FY 2004 allocation

**EXAMPLE
ATTACHMENT A
FISCAL YEAR 2005**

STATE: ALABAMA

SMITH-LEVER FUNDS & OFFSET 3 (b) & (c)	<u>FEDERAL</u>	<u>OFFSET</u>
1. Sec. 3 (b) & (c) thru FY 2001	5,738,475	5,738,475
A. Includes 4-H Program Allocation		
1. Urban (\$102,207)		
2. Rural Dev. (\$51,103)		
B. Includes Part-time Farming Allocation (\$20,720)		
C. Includes Rural Dev. (\$51,434)		
 Sec. 3 (c) FY 2005	 142,800	 142,800
Total Sec. 3 (b) & (c) Regular Formula Allocation	5,881,275	5,881,275
 2. Sec. 3 (b) Special Needs Formula Allocation		
 3. Sec. 3 (c) CSRS Retirement Formula Allocation	 443,639	 443,639
 SMITH-LEVER SEC. 3 (d) FUNDS		
4. COTTON PEST MANAGEMENT	156,596	
5. INTEGRATED PEST MANAGEMENT	111,702	
6. EXPANDED FOOD & NUTRITION PROGRAM	1,909,044	

COOPERATIVE EXTENSION WORK SUMMARY BUDGET STATEMENT

STATE:		FISCAL YEAR ENDING: September 30, _____		
PROGRAMS	ESTIMATED CARRYOVER	CURRENT ALLOCATION	TOTAL	OFFSET
SMITH-LEVER 3 (b) and 3 ©:				
Regular 3 (b) and 3 (c)				
CSRS Retirement				
Expanded 4-H				
Expanded Part-time Farmer				
Rural Development				
SMITH-LEVER 3 (d):				
Expanded Food and Nutrition				
Farm Safety (carryover only)				
Cotton Pest Management				
Integrated Pest Management				
TOTAL SMITH-LEVER FUNDS				
OTHER PROGRAM FUNDS:				
State				
County				
Non-Tax				
Federal (Other than Extension Administered)				
TOTAL OTHER PROGRAM FUNDS				
TOTAL ALL PROGRAMS				

APPROVED: _____
 (Director, State Extension Service)

 (Date)

 (CSREES Administrator)

 (Date)

COOPERATIVE EXTENSION WORK

STATE:	FISCAL YEAR ENDING: September 30, _____
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STATEMENT SHOWING SOURCES OF NON-TAX FUNDS AND FEDERAL FUNDS OTHER THAN SMITH-LEVER ACT FUNDS

SOURCE	NON-TAX FUNDS	FEDERAL FUNDS (Other than Ext. Administered)	TOTAL
TOTAL			

STATEMENT SHOWING FUNDS AVAILABLE TO MATCH SMITH-LEVER FEDERAL FUNDS BY FISCAL YEARS OF AVAILABILITY*

SOURCE	FY TOTAL AVAILABLE	FUNDS OFFERED AS OFFSET	FY FUNDS	FUNDS OFFERED AS OFFSET
STATE				
COUNTY				
OTHER				
TOTAL				

*States able to meet requirements on the basis of planned obligations should not complete this statement. If a State uses funds available to meet the offset requirements, it is necessary to show the fund; total amount available; and the amount offered as offset. In most cases two fiscal years will be involved, since most States will be on a fiscal year different from the Federal fiscal year. Therefore, both State fiscal years overlapping the October 1 through September 30 will be shown.

COOPERATIVE EXTENSION WORK BUDGET BY OBJECT CLASSIFICATION

STATE:	SALARIES						FISCAL YEAR ENDING: September 30, _____			
	PROFESSIONAL		PARA PROF/TECH		CLERICAL & SEC		TRAVEL	EQUIPMENT	OTHER	TOTAL AMOUNT
	SYE	AMOUNT	SYE	AMOUNT	SYE	AMOUNT				
PROGRAMS										
SMITH-LEVER 3 (b) and 3 (c)										
Regular 3(b) and 3(c):										
CSRS Retirement										
Expanded 4-H										
Urban Component										
Rural Development Component										
Expanded Part-Time Farmer										
Rural Development										
SMITH-LEVER 3 (d):										
Expanded Food and Nutrition										
4-H Youth Component-Professional										
4-H Youth Component-Paraprofessional										
Adult Component-Professional										
Adult Component-Paraprofessional										
Farm Safety (carryover only)										
Cotton Pest Management										
Integrated Pest Management										
TOTAL SMITH-LEVER										
OTHER PROGRAM FUNDS:										
STATE										
COUNTY										
NON-TAX										
FEDERAL (Other than Extension Administered)										
TOTAL OTHER PROGRAM FUNDS										
TOTAL ALL PROGRAMS										

INSTRUCTIONS FOR PREPARING SMITH-LEVER BUDGETS

General: The Smith-Lever budget contains 3 pages. It is used to budget the formula funded programs and **should not** include amounts for individual project proposal funding. Preparation of the budget is as follows:

1. The first page is a summary of all funds (except project proposal funds) available to the State to carry out Extension programs. The fund sources are shown on the left side of the statement. A column is provided to include the estimated amount of carryover funds, which together with the current allocation gives the total amount to be budgeted. The amount included in the current allocation column for Smith-Lever funds as well as the amount included in the offset column must agree with your Attachment A. The offset must agree with your FMB-2103, Certification of Offset, submitted for the current fiscal year. **This offset amount should be no more than the amount listed on Attachment A.** The amount of other program funds included in the current allocation column should be the total amount available for obligation during the 12-month period covered by the budget. The line included for the other Federal funds is used to show funds received directly by you from other Federal agencies to finance programs that could be supported with Smith-Lever funds if sufficient Smith-Lever funds were available. This item should include funds for Cooperative Extension work received directly from such Federal sources as TVA, BIA, HHS, HUD, APHIS, ARS, etc. Do not include any funds from other Federal agencies that are authorized and made available to you under the Cooperative State Research, Education, and Extension Service Payment Management System process.

The non-tax funds are funds received from private or non-profit sources such as Grain Associations, Farm Associations, donations, proceeds from the sale of publications, or user fees collected for services such as soil testing.

The statement includes provisions to report the amount of offset by source of funds; also, the first page contains space for appropriate budget approvals.

2. The second page of the budget contains two separate statements. The first statement shows in detail the sources of non-tax and other Federal funds and must agree with the amounts for these items appearing in the total column on page 1 of the budget.

The second statement on this page is to be completed by those States who meet offset requirements on the basis of "funds available" rather than on planned obligations. If a State uses "funds available", any unobligated or unexpended amount at the end of the year must carry over and be available for expenditure in the subsequent fiscal year. Once funds are used as offset, any carryover amounts cannot be used to offset funds in a subsequent fiscal year. If a State uses "funds available" to meet the offset requirement, it is necessary to show the funds (by

source), the total amount available, and the amount offered as offset. In most cases, two fiscal years will be involved since most States will be on a fiscal year different from the Federal fiscal year. Therefore, amounts offered as offset must be shown and the fiscal year identified. This is necessary so that the same funds are not offered again in the subsequent fiscal year.

3. The third page of the budget shows, by funding source, the budgeted amounts by object classification. The total amount budgeted must agree with the amounts included in the total column on page 1. Provision is also included to report staff equivalents (SYE) by professional, paraprofessional and/or technical, and clerical and secretarial staff.

The Section 3(c) Expanded 4-H Program is budgeted into two parts—an Urban component and a Rural Development component. In line with congressional directives in authorizing this program, two-thirds of the allocation is to be used for the Urban component and one-third for the Rural Development component. If carryover funds are included, they should be budgeted with the component from which they were carried over.

The Expanded Food and Nutrition Program (EFNEP) is separated into the Adult and 4-H component with a further breakdown between professional and paraprofessional. This is done because of the congressional intent in appropriating these funds and to help you meet the requirements of the EFNEP guidelines and revised program policy. A minimum of sixty (60) percent of the total annual budget is to be used for paraprofessional personnel and their support costs. In addition, each State is expected to continue their commitment to both adult and youth audiences, with each individual State designating the resource allocation for each. If carryover funds are budgeted, they should be budgeted to the particular component from which they were carried over.

The third page of the budget statement also provides for allocating, by object classification, the total amount budgeted from Other Program sources.

**UNITED STATES DEPARTMENT OF AGRICULTURE
COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE**

**FY 2005
CERTIFICATION OF OFFSET AND ENTITLEMENT**

For Regular Funds Authorized under Section 3(b) & (c) of the Smith-Lever Act

[Place] _____ [Date] _____

To establish eligibility for allotment of funds for the fiscal year ending September 30, 2005, under the terms of the Smith-Lever Act, certification is hereby made that the

[Institution] _____ guarantees the sum of _____ or _____;
(Requirement) (Amount Available)

that the sums guaranteed are derived from non-Federal sources listed below and are available and budgeted for expenditure for cooperative extension work in accordance with the provisions of the Smith-Lever Act of May 8, 1914, and amendments, thereto.

SOURCES AND AMOUNTS

State Appropriation.....	\$ _____
County Appropriation.....	\$ _____
Non-tax funds:	
Identify:.....	\$ _____
.....	\$ _____
Total Guaranteed Funds.....	\$ _____

It is further certified that the above reported non-Federal funds are in addition to those used in matching other Federal funds; that if any portion of the money thus guaranteed is not received from sources shown above, the State Cooperative Extension Service will either make up this deficiency from other non-Federal sources which may become available or report at the end of the fiscal year 2005 an equivalent unobligated balance of Federal funds derived from appropriations under the Act above mentioned, which will be deducted from the subsequent year allotment.

It is further certified that there has been satisfactory progress during fiscal year 2004 on the cooperative extension programs authorized under sections 3(b) and (c) of the Smith-Lever Act; that, to the best of my knowledge, the expenditures of Federal funds for the support of these programs were in accordance with the laws and regulations governing their use; and that non-Federal matching (offset) funds have been obligated in accordance with the requirement.

Director

FY 2005
UNITED STATES DEPARTMENT OF AGRICULTURE
COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE

CERTIFICATION OF OFFSET AND ENTITLEMENT
(Section 1449 Matching Funds Requirement for Research and Extension Activities at Eligible Institutions)

1890 Land-Grant Institutions

- Section 1444 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA) funds for extension activities
- Section 1445 of NARETPA funds for research activities

1862 Land-Grant Institutions in Insular Areas

- Hatch Act funds for research activities (Regular allocation)
- Hatch Act funds for research activities (Multistate Research Funds)
- Section 3(b) and (c) of the Smith Lever Act funds for extension activities

To establish eligibility for allotment of funds for the fiscal year ending September 30, 2005 certification is hereby made that the

«School»

[Name of Institution]

Guarantees the sum of \$ «Amount» or \$ «Amount»
(Requirement) (Amount Available)

that the funds guaranteed are derived from non-Federal sources listed below and are available and budgeted for expenditure for agricultural research, extension, and education activities in accordance with the provision of the Act cited above.

SOURCES	AMOUNTS
	\$
	\$
	\$
	\$
Total	\$

It is further certified that the above reported non-Federal funds are in addition to those used in matching other Federal funds; that if any portion of the money thus guaranteed is not received from sources shown above, the institution or institutional unit will either make up this deficiency from other non-Federal sources which may become available or report at the end of the fiscal year 2005 an equivalent unobligated balance of Federal Funds derived from appropriations under the Act above mentioned, which will be deducted from the subsequent year allotment.

Chief Financial Officer

Administrator/Dean/Director

Date

Date

**UNITED STATES DEPARTMENT OF AGRICULTURE
COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE**

**FY 2005
CERTIFICATION OF OFFSET AND ENTITLEMENT**

For Special Needs Formula Funds Authorized under Section 3 (b) of the Smith-Lever Act

[Place] _____ [Date] _____

To establish eligibility for allotment of funds for the fiscal year ending September 30, 2005, under the terms of the and provisions of the Smith-Lever Act, certification is hereby made that the Cooperative Extension Service Guarantees the sum of _____ or _____;
(Requirement) (Amount Available)

that the sums guaranteed are derived from non-Federal sources listed below and are available and budgeted for expenditure for cooperative extension work in accordance with the provisions of the Smith-Lever Act of May 8, 1914, and amendments, thereto.

SOURCES AND AMOUNTS

State Appropriation.....	\$ _____
County Appropriation.....	\$ _____
Non-tax funds:	
Identify:.....	\$ _____
.....	\$ _____
Total Guaranteed Funds.....	\$ _____

It is further certified that the above reported non-Federal funds are in addition to those used in matching other Federal funds; that if any portion of the money thus guaranteed is not received from sources shown above, the State Cooperative Extension Service will either make up this deficiency from other non-Federal sources which may become available or report at the end of the fiscal year 2005 an equivalent unobligated balance of Federal funds derived from appropriations under the Act above mentioned, which will be deducted from the subsequent year allotment.

It is further certified that there has been satisfactory progress during fiscal year 2004 on the cooperative extension programs authorized under sections 3(b) and (c) of the Smith-Lever Act; that, to the best of my knowledge, the expenditures of Federal funds for the support of these programs were in accordance with the laws and regulations governing their use; and that non-Federal matching (offset) funds have been obligated in accordance with the requirement.

Director

**UNITED STATES DEPARTMENT OF AGRICULTURE
COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE**

**FY 2005
CERTIFICATION OF OFFSET AND ENTITLEMENT**

For CSRS Retirement Formula Funds Authorized under Section 3(c) of the Smith-Lever Act

[Place] _____ [Date] _____

To establish eligibility for allotment of funds for the fiscal year ending September 30, 2005, under the terms of the Smith-Lever Act, certification is hereby made that the

[Institution] _____ guarantees the sum of _____ or _____;
(Requirement) (Amount Available)

that the sums guaranteed are derived from non-Federal sources listed below and are available and budgeted for expenditure for cooperative extension work in accordance with the provisions of the Smith-Lever Act of May 8, 1914, and amendments, thereto.

SOURCES AND AMOUNTS

State Appropriation.....	\$ _____
County Appropriation.....	\$ _____
Non-tax funds:	
Identify:.....	\$ _____
.....	\$ _____
Total Guaranteed Funds.....	\$ _____

It is further certified that the above reported non-Federal funds are in addition to those used in matching other Federal funds; that if any portion of the money thus guaranteed is not received from sources shown above, the State Cooperative Extension Service will either make up this deficiency from other non-Federal sources which may become available or report at the end of the fiscal year 2005 an equivalent unobligated balance of Federal funds derived from appropriations under the Act above mentioned, which will be deducted from the subsequent year allotment.

It is further certified that there has been satisfactory progress during fiscal year 2004 on the cooperative extension programs authorized under sections 3(b) and (c) of the Smith-Lever Act; that, to the best of my knowledge, the expenditures of Federal funds for the support of these programs were in accordance with the laws and regulations governing their use; and that non-Federal matching (offset) funds have been obligated in accordance with the requirement.

Director

**UNITED STATES DEPARTMENT OF AGRICULTURE
COOPERATIVE STATE RESEARCH, EDUCATION,
AND EXTENSION SERVICE**

Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement;

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal

contract, grant, loan, or cooperative agreement the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions:

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of the fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization name

FY2005 Smith-Lever
Award Number or Project Name

Name and Title of Authorized Representative

Signature

Date

**UNITED STATES DEPARTMENT OF AGRICULTURE
COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE
NOTICE TO APPLICANTS-
CERTIFICATION/DISCLOSURE REQUIREMENTS RELATED TO LOBBYING**

Section 319 of Public Law 101-121 (31 U.S.C.), signed into law on October 23, 1989, imposes new prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements and loans. Certain provisions of the law also apply to Federal commitments for loan guarantees and insurance; however, it provides exemptions for Indian tribes and tribal organizations.

Effective December 23, 1989, current and prospective recipients (and their subtier contractors and/or subgrantees) will be prohibited from using Federal funds, other than profits from a Federal contract, for lobbying Congress or any Federal agency in connection with the award of a particular contract, grant, cooperative agreement or loan. In addition, for each award action in excess of \$100,000 (or \$150,000 for loans) on or after December 23, 1989, the law requires recipients and their subtier contractors and/or subgrantees to: (1) certify that they have neither used nor will use any appropriated funds for payment to lobbyists, (2) disclose the name, address, payment details, and purpose of any agreements with lobbyists whom recipients or the subtier contractors or subgrantees will pay with profits or nonappropriated funds on or after December 23, 1989; and (3) file quarterly updates about the use of lobbyists if material

changes occur in their use. The law establishes civil penalties for noncompliance.

If you are a current recipient of funding or have an application, proposal, or bid pending as of December 23, 1989, the law will have the following immediate consequences for you:

- You are prohibited from using appropriated funds (other than profits from Federal contracts) on or after December 23, 1989, for lobbying Congress or any Federal agency in connection with a particular contract, grant, cooperative agreement, or loan;
- You are required to execute the attached certification at the time of submission of an application or before any action in excess of \$100,000 is awarded; and
- You will be required to complete the lobbying disclosure form if the disclosure requirements apply to you.

Regulations implementing Section 319 of Public Law 101-121 have been published as an Interim Final Rule by the Office of Management and Budget as Part III of the February 26, 1990, **Federal Register** (pages 6736-6746).

**COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE
LETTER OF AUTHORIZATION FORMULA PROGRAMS
PRIMARY CONTACT PERSON FORM**

INSTITUTION: _____

FORMULA PROGRAM: Extension Activities Authorized under the Smith-Lever Act and the D.C. Postsecondary Education Reorganization Act

EXTENSION DIRECTOR:

Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

PRIMARY CONTACT PERSON:

Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____