



United States
Department of
Agriculture




Cooperative State
Research, Education,
and Extension Service

Washington, DC
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TO: A-TRs, McIntire-Stennis Program

FROM: Colien Hefferan 
Administrator

SUBJECT: Change in Business Process for McIntire-Stennis Cooperative Forestry
Act Funds for Fiscal Year (FY) 2007

As you may know, the Cooperative State Research, Education, and Extension Service (CSREES) is continuing to increase its capacity to exchange and process proposal and grant information electronically with its grantees via Grants.gov. The decision to use Grants.gov is in keeping with the E-initiative of the 2002 President's Fiscal Year Management Agenda and the Paperwork Reduction Act of 1995. In fiscal year (FY) 2007, CSREES has selected the McIntire-Stennis Cooperative Forestry Research program as a pilot to test the use of Grants.gov to receive and process formula funding requests. This will eliminate the need to submit the previously required Estimated Certification of Offset, Certification Regarding Lobbying, and Primary Contact Person forms for this program. Current Research Information System (CRIS) project submission requirements for this program will remain unchanged at this time.

The Formula Fund Opportunity (FFO) document for this program contains information and detailed instructions on the new process; it can be located under "Formula Funds" in the "Doing Business with CSREES," on our website: <http://www.csrees.usda.gov>. The McIntire-Stennis application package consists of three forms: SF-424M, Application for Federal Assistance (Mandatory); SF-424M, CSREES Supplemental Information form (Mandatory); and the Key Contacts Form.

All institutions should be registered on the Central Contractor Registration (CCR) website (<http://www.ccr.gov/access.asp>), if not previously registered, and have a DUNS number before attempting to complete the grant application package at the Grants.gov website (www.grants.gov). More information about this process is available at http://www.csrees.usda.gov/business/awards/formula/ff_updates.html. The application package should be completed online through Grants.gov on or before **January 19, 2007**.

We sincerely appreciate your patience and cooperation in this formula fund business process transition. If you have any questions, please contact Edward Nwaba, Supervisory Staff Accountant, Oversight Section, Office of Extramural Programs at (202) 205-5799, or via electronic mail to enwaba@csrees.usda.gov.