

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

DEPARTMENTAL REGULATION		Number: 4360-002
SUBJECT: Coordination of Requests for USDA Support for Outreach Related Activities	DATE: August 8, 2001	
	OPI: Office of Outreach	

1 PURPOSE

This regulation sets policies and procedures on how agencies should handle requests from non-Federal entities, including persons, for USDA financial or equivalent in-kind support for the non-federal entities to conduct outreach activities, which are related to the USDA mission and programs.

2 POLICY

This regulation establishes a department wide policy for the Office of Outreach to coordinate all requests from non-Federal entities for USDA financial or equivalent in-kind support to conduct activities involving outreach that would further the USDA mission and programs.

3 BACKGROUND

Many USDA agencies support outreach activities conducted by various non-Federal entities. This support typically has been financial or in-kind in nature. Determination of what entities receive support mainly has been accomplished through random requests from such entities to individual USDA agencies. USDA is establishing a definitive control point where these requests are reviewed to foster consistency and fair treatment within the Department of Agriculture.

The Secretary delegated to the Assistant Secretary for Administration the authority to coordinate and oversee agency outreach activities. The Assistant Secretary for Administration re delegated this authority to the Director, Office of Outreach. Within this authority is the responsibility to serve as the control point for coordinating requests from non-Federal entities for USDA financial or equivalent in-kind support for outreach activities related to USDA agency missions and programs. The office of Outreach role will be

strictly one of coordination and oversight. Each agency retains full responsibility for determining whether the agency has the necessary statutory authority and available appropriations to support any outreach activities. This regulation does not provide authority to fund any outreach activities. Additionally, any agreements to provide USDA financial support will be between the agency providing the funding and the non-Federal entity. The Office of Outreach will be a party to any agreement only if the Office of Outreach is providing support from its own resources.

4 AUTHORITIES

7 CFR 2.24(a)(4), 2.90.

5 RESPONSIBILITIES

A The Office of Outreach is the official point of contact for submission of requests by non-Federal entities for USDA financial or equivalent in-kind support of outreach related activities. The Office of Outreach will establish a procedure for the submission of such requests. At a minimum, this procedure will require that each request include the name, address, and a detailed breakdown of the purposes for which funds are requested (e.g., speakers, handouts).

B Agencies are to direct non-Federal entities to refer requests for support for outreach related activities to the Office of Outreach as the USDA point of contact.

C The Office of Outreach will review each request and will forward the requests, as appropriate, along with comments, to the USDA agencies whose programs and missions relate to the proposed outreach activities. The Office of Outreach comments will address, but are not limited to, whether any of the proposed purposes raise concerns regarding proper agency use of appropriated funds.

d Within ten (10) working days from receipt, each agency will review the requests and associated comments and respond to the Office of Outreach with the decisions on the amounts, if any, and for what purposes, to provide funding. Agency review should address whether an agency has an interest in providing funding or in-kind support and if so, whether it has the requisite statutory authority and available appropriations.

e Once the Office of Outreach receives responses from all agencies involved, the Office of Outreach will send a response informing the requestor whether USDA has an interest in providing any funding, or equivalent in-kind support, and if so, in what amounts, for what purposes, from what agencies, and the contact persons in those agencies. The Office of Outreach will respond to the requestor within thirty (30) working days from the receipt of a complete request.

f An agency listed in the Office of Outreach response as being interested in providing financial or equivalent in-kind support may proceed to enter into an agreement with the non-Federal entity in accordance with the agency's authorities and procedures.

END