




United States  
Department of  
Agriculture



Cooperative State  
Research, Education,  
and Extension Service

Washington, DC  
20250-2200

**TO:** Extension Administrators  
1890 Institutions, Tuskegee University and West Virginia State University

**FROM:** Colien Hefferan  
Administrator 

**SUBJECT:** Distribution of the Public Law 95-113, Section 1444, Funding for  
Extension Work at the 1890 Land-Grant Institutions, Tuskegee University  
and West Virginia State University for Fiscal Year 2005

Attached is a copy of the CSREES-OD-1088(G), Distribution of the Public Law 95-113, Section 1444 Funds, for fiscal year 2005. Copies of the Budget Statement, Budget Instructions, Certification of Offset and Entitlement Form (CSREES-2103), Primary Contact Person Form and the Certification Regarding Lobbying also have been attached. The distribution was calculated using the 2000 Census data.

Please complete and return the Certification Regarding Lobbying, Certification of Offset Form, Primary Contact Person Form, and two copies of the Budget Statement by May 2, 2005 to:

**Regular Mail**

Policy, Oversight & Funds Mgmt Branch  
Office of Extramural Programs  
CSREES, USDA  
STOP 2298  
1400 Independence Avenue, SW  
Washington, DC 20250-2298

**Overnight Express**

Policy, Oversight & Funds Mgmt Branch  
Office of Extramural Programs  
CSREES, USDA  
Room 2235  
800 9th Street, SW  
Washington, DC 20024

If you have any questions, please do not hesitate to contact Janet Downey, Staff Accountant, Policy, Oversight, and Funds Management Branch, Office of Extramural Programs, on 202-205-0453 or via electronic mail to [jdowney@csrees.usda.gov](mailto:jdowney@csrees.usda.gov).

Attachments

UNITED STATES DEPARTMENT OF AGRICULTURE  
Cooperative State Research, Education, and Extension Service

Distribution to the  
1890 Land-grant Institutions, Tuskegee University and West Virginia State University for Extension  
Authorized Under Public Law 95-113, Section 1444, September 29, 1977, As Amended

<u>State</u>	<u>Institution</u>	FY 2005 Section 1444 Formula Funds	80% Matching Requirement
ALABAMA	Alabama A&M University	\$ 1,598,931	\$ 1,279,145
	Tuskegee University	1,598,931	1,279,145
ARKANSAS	University of Arkansas-Pine Bluff	1,433,026	1,146,421
DELAWARE	Delaware State University	1,023,901	819,121
FLORIDA	Florida A&M University	1,380,178	1,104,142
GEORGIA	Fort Valley State University	1,941,539	1,553,231
KENTUCKY	Kentucky State University	2,432,983	1,946,386
LOUISIANA	Southern University	1,311,808	1,049,446
MARYLAND	University of Maryland-Eastern Shore	1,046,382	837,106
MISSISSIPPI	Alcorn State University	1,551,517	1,241,214
MISSOURI	Lincoln University	2,433,070	1,946,456
NORTH CAROLINA	North Carolina A&T State University	2,834,942	2,267,954
OKLAHOMA	Langston University	1,458,425	1,166,740
SOUTH CAROLINA	South Carolina State University	1,403,574	1,122,859
TENNESSEE	Tennessee State University	2,162,174	1,729,739
TEXAS	Prairie View A&M University	3,060,065	2,448,052
VIRGINIA	Virginia State University	1,831,380	1,465,104
WEST VIRGINIA	West Virginia State University	1,050,393	840,314
	<b>Total Payments to States</b>	<b>31,553,219</b>	<b>25,242,575</b>
	<b>Federal Administration</b>	<b>1,314,717</b>	
	<b>Total Appropriation</b>	<b>\$ 32,867,936</b>	<b>\$25,242,575</b>

## INSTRUCTIONS FOR PREPARING THE 1890 BUDGET

### GENERAL

A budget is necessary to support the allocation of Federal funds made available to the 1890 Land-Grant Institutions, West Virginia State University and Tuskegee University, in accordance with the terms set forth in Section 1444 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NAREPTA). It is a document for preparation of a variety of information needed by the Cooperative State Research, Education, and Extension Service, USDA.

### BUDGET SUMMARY

The first page is a summary of the funds available to the 1890 Land-Grant Institutions, Tuskegee University and West Virginia State University to carry out Extension programs. 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 reflected in the carryover column cannot exceed twenty (20) percent of the amount received in any fiscal year. Funds appropriated under Section 1444 of NAREPTA must agree with the amount shown in the appropriation letter detailing the amount of funds for each institution. The offset column is to reflect the 80% matching requirement for Section 1444 funds in FY 2005. **Do not include amounts allocated for the Facilities Programs or any Special Project in this budget.**

The "Other" Federal funds line is used to show funds received to finance Extension programs that could be financed from Section 1444 funds if sufficient Section 1444 funds were available. This item should include funds for Extension work received directly from such Federal sources as TVA, BIA, HUD, HHS, APHIS, ARS, etc. Do not include any funds from other Federal agencies that are authorized under Cooperative State Research, Education, and Extension Service's Payment Management System process. State and County funds appropriated for Extension work at the 1890 Land-Grant Institution should be reported on the Budget. Non-tax funds are funds from private or non-profit sources such as Grain Associations, Farm Associations, donations, funds received from the sale of publications, or user fees collected for services such as soil testing.

### BUDGET BY OBJECT CLASSIFICATION

This page shows, by fund source, the budgeted amounts by object classification. The total amount budgeted for each fund must agree with the amounts included in the total column of the Budget Summary Page. Object Classifications are defined in Chapter III of the Administrative Handbook for Extension Work.

**BUDGET STATEMENT  
FOR  
AGRICULTURAL AND FORESTRY EXTENSION WORK**

<b>UNIVERSITY NAME:</b>		<b>FISCAL YEAR ENDING:</b> September 30, _____		
<b>PROGRAMS</b>	<b>ESTIMATED CARRYOVER</b>	<b>CURRENT ALLOCATION</b>	<b>TOTAL</b>	<b>OFFSET</b>
<b>FEDERAL FUNDS</b>				
<b>FOOD AND AGRICULTURE ACT-1444</b>				
<b>TOTAL FEDERAL EXTENSION FUNDS</b>				
<b>OTHER PROGRAM FUNDS:</b>				
<b>State</b>				
<b>County</b>				
<b>Non-Tax</b>				
<b>Federal (Other than Extension Administered)</b>				
<b>TOTAL OTHER PROGRAM FUNDS</b>				
<b>TOTAL ALL PROGRAMS</b>				

Approved: \_\_\_\_\_  
(1890 ADMINISTRATOR)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(CSREES ADMINISTRATOR)

\_\_\_\_\_  
(Date)

**COOPERATIVE EXTENSION WORK BUDGET BY OBJECT CLASSIFICATION**

<b>UNIVERSITY NAME:</b>							<b>FISCAL YEAR ENDING:</b>		September 30, _____	
	<b>SALARIES</b>									
<b>PROGRAMS</b>	<b>PROFESSIONAL</b>		<b>PARA PROF/TECH</b>		<b>CLERICAL &amp; SEC</b>		<b>TRAVEL</b>	<b>EQUIPMENT</b>	<b>OTHER</b>	<b>TOTAL AMOUNT</b>
	<b>SYE</b>	<b>AMOUNT</b>	<b>SYE</b>	<b>AMOUNT</b>	<b>SYE</b>	<b>AMOUNT</b>				
<b>FEDERAL FUNDS</b>										
Food and Agriculture - 1444										
<b>TOTAL CSREES FUNDS</b>										
<b>OTHER PROGRAM FUNDS:</b>										
STATE										
COUNTY										
NON-TAX										
FEDERAL (Other than Extension Administered)										
<b>TOTAL OTHER PROGRAM FUNDS</b>										
<b>TOTAL ALL PROGRAM</b>										

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

\_\_\_\_\_ [Name of Institution]

Guarantees the sum of \$ \_\_\_\_\_ or \$ \_\_\_\_\_  
(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**

**Certification Regarding Lobbying**

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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.

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Organization name

FY2005 Section 1444 Funds  
Award Number or Project Name

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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**

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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:** Section 1444 of NAREPTA

**EXTENSION ADMINISTRATOR:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**PRIMARY CONTACT PERSON:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_