

U.S. DEPARTMENT OF AGRICULTURE
COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE
OFFICE OF EXTRAMURAL PROGRAMS

Andrea Brandon
Deputy Administrator
202-720-9181

**POLICY, OVERSIGHT, AND
FUNDS MANAGEMENT BRANCH**
Ellen Danus, Branch Chief
202-401-4325

Policy Section

- Administrative Provisions
- Directives/Administrative Manuals
- Memoranda of Understanding
- Policies/Procedures
- Requests for Applications

Oversight Section

- Administrative/Financial Site Reviews
- Audit Resolution
- Plan of Work Liaison with Planning and Accountability

Funds Management Section

- Obligation of Funds thru C-REEMS
- Payment of Awards thru DHHS-PMS
- Oversight of Financial Reporting:
 - SF-269, Financial Status Report
 - SF-272, Federal Cash Transactions Report thru DHHS-PMS
- Maintenance of official accounting records thru FFIS
- Year-end and ad-hoc financial reports
- Administrative Mgmt. of Formula Programs:
 - Animal Health
 - Evans-Allen
 - Hatch
 - McIntire-Stennis
 - Native American Endowment
 - Renewable Resources Extension Act
 - Section 1444 (1890) Extension
 - Smith-Lever

AWARDS MANAGEMENT BRANCH
Carol Langguth, Branch Chief
202-401-5204

AMB Section I and Section II

- Pre-Award Review of Grants and Cooperative Agreements (legal, regulatory, administrative)
- Execution of Awards
- Post-award Administration
- Administrative Site Reviews
- Administrative Oversight of Facilities Awards
- Assist in the development of Requests for Applications
- Assist in Program Implementation
- Outreach Activities (NCURA, SRA, etc.)