

**UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250**

**SECRETARY'S MEMORANDUM 1076-028
May 2, 2019**

**Improving Accountability Over the Use of Cooperative Agreements and
Similar Arrangements at the U.S. Department of Agriculture
Approval and Oversight Requirements**

1. INTRODUCTION

It is imperative that USDA serve as a wise steward of taxpayer funds. As part of the Department's continuing effort to improve oversight and control over its expenditures, this Secretary's Memorandum establishes approval and oversight requirements for the obligation of funds under cooperative agreements and other similar arrangements, including mutual interest agreements (collectively, "cooperative agreements"), cost-reimbursable agreements, and inter-agency agreements entered pursuant to the *Economy Act*. These processes shall be implemented in a manner consistent with applicable law and avoid causing unnecessary delay or expense in carrying out existing functions important to USDA's mission.

2. CANCELLATION

This Secretary's Memorandum supersedes Secretary's Memorandum 1076-027, *Improving Accountability Over the Use of Cooperative Agreements and Similar Arrangements at the U.S. Department of Agriculture Review, Approval and Reporting Requirements*, issued on March 13, 2019.

3. AUTHORITY

Actions ordered under this Memorandum are taken pursuant to the authority of the Secretary of Agriculture to direct and superintend the expenditure of all money appropriated to the Department and render accounts of these expenditures to the President and to Congress, as codified in 7 U.S.C. § 2208.

4. ACTIONS ORDERED

- a. Agencies and staff offices are directed to maintain accurate and current data on all cooperative agreements and similar arrangements entered into pursuant to authorities available to the agency and to produce a list of all such agreements to the Office of the Secretary upon request. Each Under Secretary or staff office head is charged with the

responsibility for appropriate review and approval procedures for the issuance and monitoring of cooperative agreements within each Mission Area or staff office. This requirement replaces the previous requirement for quarterly reporting to the Office of the Secretary.

- b. Each Mission Area and staff office which utilizes cooperative agreements is directed to provide representatives to participate in a task force chaired by the Deputy Secretary and charged with identifying Departmentwide improvements to the administration and management of cooperative agreements and similar arrangements. These improvements may include, but are not limited to, increased common standards for cooperative agreements, a Departmentwide standard database and tracking platform, and improved strategic planning for use of cooperative agreements.

5. EXISTING DIRECTIVES

Other directives not inconsistent with the provisions of this Memorandum, shall remain in full force and effect.

6. EFFECTIVE DATE AND TERMINATION

This Memorandum is effective upon signature and shall remain in effect for one year from the effective date, or until such time as the Secretary's Cooperative Agreements Task Force develops and implements reforms and a permanent procedure is established at the Department for the approval and oversight of cooperative, reimbursable, and interagency agreements.

/s/ SONNY PERDUE
SECRETARY OF AGRICULTURE