

**Sample Format: White House Initiatives Report:**

**WHITE HOUSE INITIATIVES QUARTERLY REPORT:  
Northern Plains Area (NPA)**

**Historically Black Colleges and Universities (HBCU)  
Tribal Colleges and Universities (TCU)  
Hispanic-Serving Institutions (HSI)**

**Reporting Period: FY 08 3<sup>rd</sup> Quarter** (April, May, June)

**Reportable information in items 1, 8, 11 and 12:**

NOTE: Do NOT report any formal agreements or proposals reported through ARIS, as the Area Office will run a report on those.

1. Administrative Infrastructure (AI): NPA Note: Reportable items would include in-kind contributions of time to participate in planning committees, review committees, etc.; if payment for salaries or services are involved, report those in item #7 (Program Evaluation).

An example of AI is when USDA agency personnel participate in the planning required to strengthen a research or teaching project or library collections, including attendance at planning sessions regarding administration of the institutional programs and missions.

Award (Dollars or In-Kind):  
Type (HBCU, TCU, or HSI) of college or university:  
Name of college or university:  
Description of Program or Activity:  
Outcome/Impact:  
Location:  
Name of Personnel Involved:  
Management Unit:

2. Direct Institutional Subsidies: NPA Note: Items in this category would typically be compiled by the Area Office from ARIS documentation.  
Federal financial support to IHEs (Institutions of Higher Education) for education and general expenses where the Federal Government either places no restrictions on the uses to which the funds may be put or where the Federal Government provides a broad range of allowable activities within which the institution has discretion to use the funds. Examples of such support include CSREES formula funds and the BAYOU program, when funding is provided for general purposes and NOT for scholarships.

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3. Economic Development: NPA Note: Items are typically not reported in this category.  
Awards provided to support creation of new businesses or jobs or expand existing businesses in order to create new markets.

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4. Facilities and Equipment: NPA Note: Items to report here would include collaborations where ARS land, equipment or facilities are used by representatives of TCU, HBCU, or HSI schools, as well as donations of excess property.

Structures, works, fixed equipment, or major repairs and/or alterations to: structures, works, fixed equipment, facilities, or land for use by an institution of higher education. Also included in this category are major repairs and alterations to these sites. For USDA, this includes excess personal property provided to the institutions under the authority of 7 CFR 2812 or 40 USC 483(d) (2) (E). Any donations other than authorities listed here should include the citation of authority in the agency narrative.

For each program or activity description, please indicate one of the following:

- a. New Construction
- b. Operation and Maintenance
- c. Technology Infrastructure

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5. Fellowships, Internships, Recruitment, Traineeships, and Arrangements under the Intergovernmental Personnel Act (IPAs): NPA Note: Reportable items would include costs to participate in career fairs, conference participation (registration, travel, per diem) or costs associated with other recruiting activities involving HBCU, TCU, or HSI institutions. Summer internships and other student employment should be reported under item #9.

Cooperative education, student and faculty internships, visiting professorships, and personnel and student recruitment at IHEs (Institutions of Higher Education). Costs include salaries and expenses for student workers paid through a private organization, costs of career fair booths, salaries and expenses for USDA employees who are recruiting. Also includes costs for student fellows and interns, and the costs for employee training on how to mentor students.

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6. Private Sector Involvement: NPA Note: Items are usually not included in this category.  
Activities funded in part or in whole by corporate sponsorship. An example would be if a veterinary student were provided work experience at a USDA lab, and paid by a corporation instead of the USDA agency.

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7. Program Evaluation: NPA Note: Items are sometimes reported in this category if funding is involved; other types of participation with program evaluation at HBCU, TCU or HSI schools would be reported in item #1.  
Actions to assess the effectiveness of institutional programs and activities, as well as the effectiveness of federal programs and activities. In many cases, program evaluation activities are conducted on a continuous basis and are frequently included as salaries or other budgetary expenses. Costs to be captured may include those for non-teaching activities, contractual services for testing (i.e. laboratory) or evaluation of ongoing programs (on-site reviews).

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8. Research and Development (R&D): NPA Note: Reportable items would be research collaborations that are in-kind and have not been reported through ARIS; any activities reported through ARIS will be compiled by the Area Office for this category.  
Studies, observations, and other activities concerned with the identification, description, experimental investigation, and theoretical explanation of social, physical, and behavioral phenomena. Implementation activities are also included in R&D.

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9. Student Tuition Assistance, Scholarships, and Other Aid: NPA Note: Reportable items would include summer internships or other student employment where the student is enrolled at a HBCU, TCU, or HIS and employed at your Location.

Federal funds awarded to an IHE for students or awarded directly to students for payment of such charges as tuition and room and board. For USDA, this category represents funding provided to the institution or student for payment of tuition/room and board/equipment/books or other specific costs to support a student scholar, other than employment salary and benefit expenses reported in Category 5.

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10. Third-Party Awards: NPA Note: There are usually no reportable items in this category.

Organizations or other entities receiving federal awards on behalf of one or more colleges or universities. Examples of such entities include: the National Association for Equal Opportunity in Higher Education (NAFEO); The College Fund/UNCF; American Indian Higher Education Consortium (AIHEC); the Hispanic Association of Colleges and Universities (HACU); Minorities in Agriculture, Natural Resources and Related Sciences (MANRRS); National Laboratories, such as Los Alamos or Lawrence Livermore; and various foundations and associations.

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11. Training and Technical Assistance: NPA Note: Reportable items are usually in-kind contributions and include presentations, seminars, etc.

Using professional personnel (federal and non-federal) to acquire or enhance knowledge or skills at an institution.

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**12. Other Activities:**

Use this category for activities that do not specifically fit under one of the other categories.

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Name of college or university:

Description of Program or Activity:

Outcome/Impact:

Location:

Name of Personnel Involved:

Management Unit: