Greetings Agreements Community,

Per the Undersecretary’s Memorandum issued August 18th, 2020; FMD has developed a process for moving forward with creating the initiatives for groups of agreements as well as large single agreements.

**Initiative Approval Process:**

1. Initiatives will be approved using the attached template. These initiative groupings represent all agreements for FY 2021 and must receive the level of approval designated by the required thresholds noted in the 8.18.2020 memo, also attached.
2. The Approval Template for Initiatives and required agreements must be developed by the predominate program office for that initiative in consultation with an FMD Agreement Specialist. The package should then be sent to FMD for further routing, and proper cataloguing by Agreement Service Center (ASC).
   0. Any approval that requires the signature of the Undersecretary must be coordinated through FMD.
3. ASC will maintain a copy of each initiative, no matter what level of approval. Program units will have access to these files.
4. All agreements must have the approved initiative template as part of the official agreements record, to be uploaded into eFG or ACMS accordingly.
5. Individual Agreements that do not fit an established initiative will require its own designated approved Approval Template. The same document will be used and approved at the level required. This approval also needs to be attached to the agreement record in ACMS or eFG. Sending this documentation to the ASC is not necessary, but should be retained within the program office.

**Initiative Tracking & Review Process:**

The status of Initiatives will be reviewed quarterly for departure from what was proposed. FMD is considering a few options on how to track progress against initiatives more information will be forthcoming.

FMD is developing a location for the community to access necessary forms and information specific to initiative process implementation.
Replacing of the Decision Template:
To reduce paperwork and redundancy the proposed initiative process removes the need for the historical “Decision memo”. The initiative form is included in the documentation for the agreement record and will replace the Decision memo.

Implementation Timeline:
We will begin implementing this process immediately. FMD understands that there are unique processes within each program unit, so it will be important for each program to work through your own chain of command to determine if there are unique requirements. Please be sure you are communicating any program specifics with your ADODRs, Agreement Specialists, and FMD accordingly.

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Agreements Services Center Webpage | Policy and forms/tool kits