

Version 2  
WINTER 2024



# Council For Agricultural Research, Extension, and Teaching

DELEGATE HANDBOOK

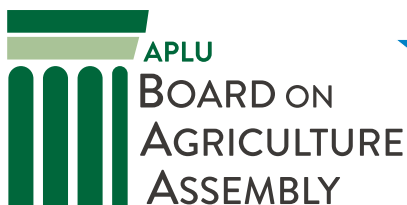


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# WELCOME

## DEAR CARET DELEGATE:

The Council for Agricultural Research, Extension, and Teaching (CARET) is a national grassroots organization of volunteer advocates established in 1982 by the Association of Public and Land-grant Universities (APLU) Board on Agricultural Assembly (BAA).

The national CARET organization seeks to enhance national and regional support and understanding of the land-grant university system's food and agricultural research, Extension, and teaching programs that improve the quality of life for all people. The membership of CARET is made up of volunteer citizen advocates, known as delegates, from the 50 states, American Samoa, Guam, Micronesia, Puerto Rico, U.S. Virgin Islands, and the District of Columbia. Each of the public land-grant universities across the nation is entitled to appoint at least one CARET delegate. Delegates are appointed by the members of the APLU BAA Administrative Heads Section (AHS), who represent the administrative heads of the colleges of agriculture in the respective states and territories.

Each year, we convene in Washington, DC to advocate for and then submit annual appropriations requests to individual Members of Congress. The Washington Conference jump-starts that process, in winter, aligned with the United States' congressional budget and appropriations process. According to our strategic plan our staff and CARET leadership reaches out to national agricultural and food organizations across the nation to reiterate the need for the land-grant university system which includes the agInnovation and Cooperative Extension networks.

The 2023 Washington Conference focused on the Farm Bill request for \$5 billion in mandatory funding for the Research Facilities Act in the Farm Bill. We are still working on that effort, so it is important to let Members of Congress know of continued needs. This year, the 2024 Washington Conference focuses on the importance of capacity funding—Hatch, Evans-Allen, Smith-Lever 3(b) and (c), 1890s Extension, and McIntire Stennis Cooperative Forestry accounts—which uphold the land-grant system's most important asset: people. Capacity funds supports individuals who are strategic, responsive, and capable of developing partnerships to enhance their communities' livelihood.

This handbook serves as a guide for governance processes, best practices for advocacy, and opportunities for national and regional leadership. It is a key product resulting from the 2022 CARET Strategic Plan which outlined four areas of work:

- ▶ **Coalition-building,**
- ▶ **communication,**
- ▶ **training, and**
- ▶ **accountability.**

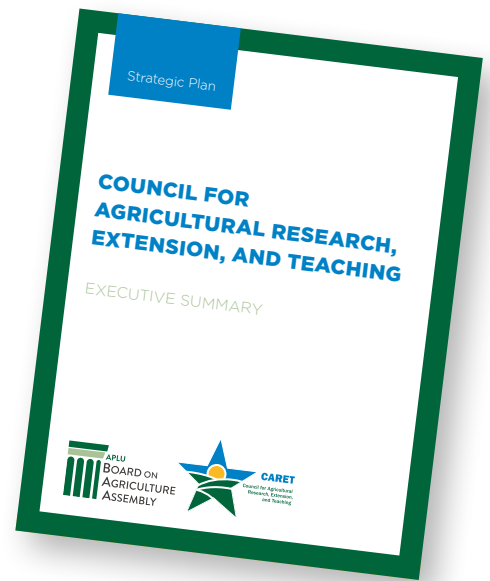
We've designed this handbook to follow the structure of the strategic plan. We hope you find it helpful!

Connie Kays, CARET National Chair  
Caron Gala, CARET Executive Director  
Flannery Bethel, CARET Senior Associate





# CARET Strategic Plan

The 2022 CARET Strategic Plan identified four strategic initiatives for the next four years:

- ▶ **Coalition-building:** Build relationships and understanding within the LGU system.
- ▶ **Communication:** Increase and improve communication and coordination.
- ▶ **Training:** Develop, train, and support the general membership of CARET and the AHS.
- ▶ **Accountability:** Ensure that CARET is engaged and accountable.

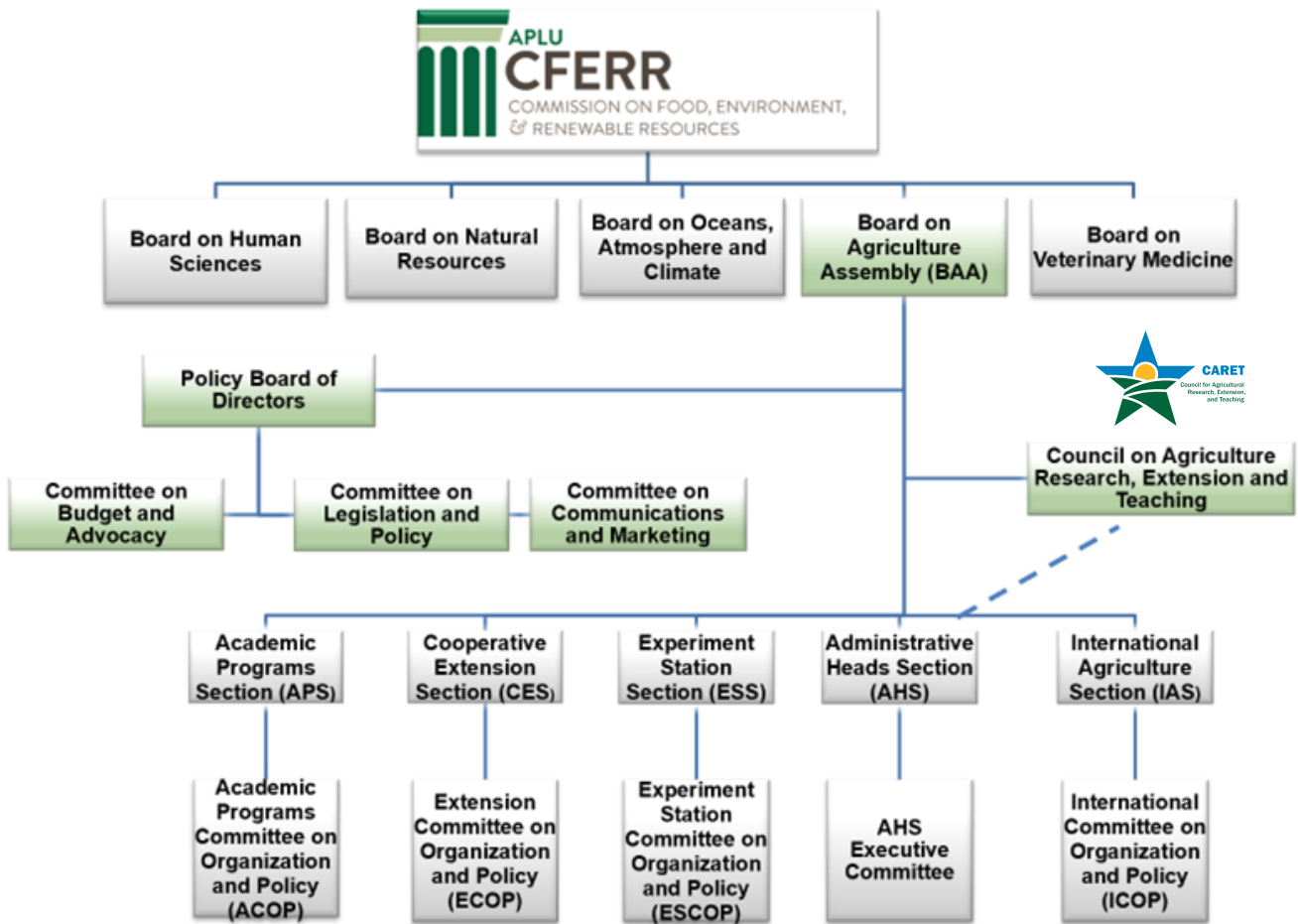


For each initiative, there are clear, measurable goals to drive action planning. These goals are laid out in the strategic plan actions, which are organized around the advocacy calendar for CARET, AHS, the BAA, the Policy Board of Directors (PBD). The calendar includes four annual stages of planning:

 <p><b>1</b></p>	 <p><b>2</b></p>	 <p><b>3</b></p>	 <p><b>4</b></p>
<b>FALL/EARLY WINTER</b>	<b>WINTER/SPRING</b>	<b>SPRING</b>	<b>SUMMER/FALL</b>
<p><b>Prepare</b> the local and national request materials.</p> <p><b>Outline</b> the local and state argument for federal support of a national system.</p>	<p><b>Hold</b> the joint CARET/AHS annual spring meeting.</p> <p><b>Schedule</b> advocacy and education visits; undertake related follow-up.</p> <p><b>Outline</b> the state and local argument for federal support of a national system.</p>	<p><b>Submit</b> letters of support for the land-grant university system colleges of agriculture.</p> <p><b>Coordinate</b> with government relations personnel during official follow-up.</p>	<p><b>Reiterate</b> the requests/needs/outcomes during the summer regional meetings and through fall engagement.</p> <p><b>Hold</b> regional meetings that add context to justifications.</p> <p><b>Undertake</b> the development of Op Eds.</p>

## WHERE IS CARET IN THE ORGANIZATIONAL CHART?

CARET serves as the citizen advocacy group for the Board on Agricultural Assembly.



# 2024 CARET National and Regional Leadership

## 2024 EXECUTIVE COMMITTEE

*Note: Year indicates expiration of term. Executive officers have two-year terms with assumed succession. Technically, each region has two representatives and one officer. However, the southern region has three representatives currently until the new rules of operation go into effect. It may be considered best practice to have one southern region representative from an 1890s institution.*

- ▶ **Chair:** Connie Kays (2025)
- ▶ **Vice Chair:** Jake Tibbitts (2025)
- ▶ **Secretary:** Brian Hardin (2025)
- ▶ **Past Chair:** Bob Frazee (2025)

## Executive Committee Regional Representatives (Voting Members)

### Southern Region

- Elvis Graves, North Carolina (2024)
- Rodd Moesel, Oklahoma (2024)
- Jennifer Houston, Tennessee (2025)

### Western Region

- Jake Tibbitts, Nevada (2025)
- Andy Groseta, Arizona (2024)
- Mike Miller (2025)

### North Central Region

- Connie Kays, Kansas (2025)
- Becky Walth (2024)
- Ben Steffen, Nebraska (2024)

### Northeast Region

- William (Bill) Cutts, New Jersey (2024)
- Jim Shirk, Pennsylvania (2024)
- J. Robert (Bob) Frazee, Maryland (2025)

## Executive Committee Member Liaisons (Non-Voting Members)

### Sections of the BAA

- **Administrative Heads Section (BAC):** Michael Boehm, University of Nebraska-Lincoln
- **Administrative Heads Section (CLP):** Rich Bonanno, North Carolina State University
- **Academic Programs Committee on Organization and Policy (ACOP):** Eric Hinson, FL (2024)
- **Experiment Station Committee on Organization and Policy (ESCOP):** Pending Nomination
- **Extension Committee on Organization and Policy (ECOP):** Jim Shirk, PA
- **International Agriculture Section Executive Leadership Committee (ICOP):** H.C. Russel, MO (2027)

### Minority Serving Institutions

- **1890s land-grant institutions:** James Brown, Jr. Tennessee (2024)
- **1994s land-grant institutions:** James Durglo, At-large (2024)

## Standing Committees of the BAA Executive Committee, the Policy Board of Directors (PBD)

- **FY2022/2023 Budget and Advocacy Committee (BAC):** Michael Miller (2026)
- **FY2023 Committee on Legislation and Policy (CLP) (Farm Bill):** Don Latham, IA (2024 -)

## Affiliate Organizations

- **National Association of Counties (NACo):** Madeline Mellinger, Florida (2026)
- **National Association of University Forest Resources Programs (NAUFRP):** Buck Vandersteen, KY (2027)
- **Board on Human Sciences (BoHS):** Marianne Edge, KY (2027)

## APLU Board of Directors

- **BAA PBD (AHS):** J. Ernest Minton, Kansas State University (2025)

## CARET REGIONAL LEADERSHIP

### Southern Region

- Chair: Larry Holmes, Virginia State University
- Vice Chair: Elvis Graves, North Carolina A&R State
- Secretary: Buck Vandersteen, Louisiana State University

### Northeast Region

- Chair: Jim Shirk, Penn State University (PA)
- Vice Chair: Kristen Hughes Evans, U. of Maryland (
- Secretary: Beatrix Fields, University of DC

### Western Region

- Chair: Pending
- Vice Chair: Shane Schultz, University of Wyoming
- Secretary: Eric Tanouye, University of Hawaii

### North Central Region

- Chair: Ben Steffen, University of Nebraska
- Vice Chair: Julie Voelker, Kansas State University
- Secretary: Pending



# CARET Coalition

## MISSION

CARET is a national grassroots coalition of volunteer advocates. CARET’s mission is to educate and advocate on behalf of the land-grant system (colleges of agriculture) and related national priorities for funding for research, Extension, and teaching. CARET is dedicated to improving national support and understanding of the important role played by land-grant colleges in the food and agricultural systems, as well as the profound consequences of that role for the U.S. food supply and the nation.

## CARET DELEGATE APPOINTMENT PROCESS

The Administrative Heads Section provides leadership and organizational structure to guide and advise research, Extension, and education programs to identify needs and opportunities and to establish priorities of land-grant colleges of agriculture. Members of the section are the chief administrators of the APLU-member universities’ agricultural research, Extension, and education programs. They are responsible for identifying and appointing CARET delegates across the U.S. Every AHS member institution should have *at least one* delegate.

## WHO ARE CARET DELEGATES?

CARET delegates<sup>1</sup> are agribusiness leaders, agricultural producers, commodity and specialty crop organization principals, conservation advisers, influential consumers, members of agricultural advisory boards, state and local officials, and young or beginning farmers. The CARET delegate membership includes members with a variety of ages, cultures, and political affiliations that reflect the diversity of the United States of America’s agricultural and food economy.

## CARET DELEGATE APPOINTMENT DEADLINE AND WEBINARS

Once appointed, AHS members register CARET delegates in the fall of each year to ensure that they receive timely information about the CARET advocacy webinar series, the CARET/BAA Joint Meeting, Calls to Action, CARET Quarterly Updates, and regional meetings. The form to register new delegates and reappoint continuing delegates may be viewed at the [CARET Delegate Designation Form](#). The deadline to appoint/reappoint is December of each year.

After a delegate is appointed/reappointed, they will be invited to attend the CARET Training Webinar. In January, the CARET delegates, AHS members, and the related teams for the APLU Council on Governmental Affairs will be invited to a webinar that is “All About the Request”. This webinar will be co-hosted by the Board on Agricultural Assembly’s Budget and Advocacy Committee (BAC).

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<sup>1</sup> Individuals on the appointing institution’s payroll are ineligible to serve.

## CARET Delegate Job Description

CARET delegates are appointed by their respective land-grant universities to be representatives of their states' land-grant programs. CARET delegates must have a strong working relationship with AHS members at the appointing institution.

### CHARACTERISTICS OF A CARET DELEGATE:

- ▶ an end-user of the land-grant university's food and agricultural research, Extension, and/or teaching programs.
- ▶ an advocate/enthusiast in support of the agricultural research, Extension, and teaching at U.S. public land-grant universities.
- ▶ possesses an understanding of the federal-state partnership supported through capacity funding (Hatch, Evans-Allen, Smith Lever, 1890s Extension, 1994 research/Extension funding) as well as the resulting agricultural science/research and Extension systems.
- ▶ politically informed with experience/knowledge about the public policy process, with ties to one or more members of Congress.
- ▶ willing to work on a collaborative "influencer" team which typically includes members of the Administrative Heads Section, governmental affairs offices, and other advocates to achieve consistent increased support from federal and/or state sources of funding for land-grant universities' research, Extension, and education.
- ▶ able to make the time commitment to serve as a CARET delegate to participate in CARET activities (nationally and regionally) and functions at their appointing institution.

**Commitment:** Delegate volunteers are expected to travel to Washington, DC to partake in the CARET/BAA Washington Conference each year. The conference is three-four days of volunteer time. In addition to this event, CARET delegates are expected to attend preparatory meetings with their "influencer" team in the fall/winter. They may also be asked to join on-site events during the summer to reinforce advocacy messaging with congressional members or staff. Finally, delegates are expected to participate in Calls-to-Action in coordination with their "influencer team" during the budget and appropriations cycles.

**Training:** CARET delegates are encouraged to travel to the regional meetings in the summer to support regional operations and governance, as well as learn about the land-grant university system in its entirety. Delegates are encouraged to virtually attend annual CARET advocacy training webinars.

**Support:** CARET delegates are annually appointed/re-appointed by the AHS member at their land-grant institution. BAA AHS members support travel for CARET, while the national CARET staff support governance and national advocacy activities.

## CARET Delegate Best Practices

- Setup time to meet with your Administrative Head to discuss CARET/AHS processes. Ask about the needs of your appointing institution.
- Connect with your institution's appropriate Council on Government Affairs person.
- If you are a new CARET, the national chairman will pair you with a mentor. Ask your mentor questions about justifications, narratives of impact, and the overall advocacy strategy.
- Regularly attend the CARET orientation and advocacy webinars.
- CARET staff will send the FYXX request leave behind and justification. Review them with your AHS member.
- Attend the annual CARET/BAA Washington Conference in Washington, DC.
- Meet with your Member of Congress to advocate for the BAA's "ask." Use the "Advocacy Best Practices" section in the CARET Delegate Workbook to prepare.
- Attend your regional summer meeting.
- Engage in advocacy outside of the March joint meeting, such as writing an op-ed or providing outside witness testimony to the Senate and House Agriculture Subcommittees.
- Find opportunities to engage with your Member of Congress during the August recess, such as a state fair or town hall.

## AHS Calendar



### FALL

- Delegate appointment/reappoint and register
- Meet with CARET delegates to develop gameplan for the next appropriation year

### WINTER

- Attend CARET/AHS/BAC "All about the request" webinar
- Attend AHS and CARET training webinars

### SPRING

- Attend annual CARET/BAA Washington Conference (see page X)
- Follow-up and submit appropriations form in coordination with institutional lobbyist (CGA)

### SUMMER

- Attend regional summer meetings
- Host CARET and congressional members/staff (as appropriate) on campus or at outlying stations/offices
- Develop justification data for next year appropriation request

## AHS Best Practices

- Select CARET who have good contacts with members of Congress and who are fun to work with.
- Cultivate a CARET delegate team for both federal advocacy and state advocacy.
- Prior to the CARET/BAA Washington Conference in DC, meet with your CARET delegate team.
- Attend the annual CARET/BAA Washington Conference in Washington, DC.
- Work as an "Influencer Team" to participate effectively in Calls to Action (CTAs)
- Check in with your delegate(s) quarterly.
- Provide data to tell the story of global, federal, state, and local impact.

# CARET/BAA Washington Conference

The CARET/BAA Washington Conference (formally CARET/AHS Joint Meeting) is an annual meeting at which CARET delegates, AHS members, and other BAA stakeholders gather to go to Capitol Hill to deliver the fiscal requests of the BAA. The meeting serves as the sole opportunity throughout the year at which the entirety of the CARET delegation and AHS members can connect and strategize advocacy efforts. Typical meeting attendees are CARET Executive Committee and delegates, CARET regional leadership, AHS leadership and members, Board on Agricultural Assembly stakeholders, and invited speakers and guests. Throughout the meeting, the Executive Committees of both sections hold business meetings, the delegations hear from leaders in food and agriculture research, extension, and teaching, and CARET delegates engage with offices of Member of Congress to communicate the priorities of the land-grant system. A planning committee is selected each year to achieve the following objectives:

## **OBJECTIVES:**

### ▶ **Setup and Partake in effective Hill Visits**

- All CARET delegates go to the Hill to meet with Members of Congress and their staff to communicate the fiscal priorities of the Board on Agriculture Assembly and convey the impacts of the land-grant university system and the consequences of inaction against critical issues affecting the food and agriculture system.
- Engage in effective post-meeting follow-up.

### ▶ **Host an Outstanding and Instructive Meeting**

- Create an event that inspires and educates delegates on advocacy best practices, and influences decisionmakers for targeted results.
- Encourage connections between all CARET members and AHS leadership for effective communication.

### ▶ **Build Teams at the National and Institutional Levels**

- Cultivate influences teams to foster congressional champions for national advocacy priorities
- National CARET hosts regional breakout trainings for effective engagement on the appropriations requests.
- New delegates meet and connect with their mentors.

### ▶ **Enhance Engagement and Leadership of CARET and AHS**

- The leadership of the CARET and AHS Executive Committees are the foundation upon which the success of CARET rests.
- The business meetings allow Executive Committee members to conduct governance procedures and discuss advocacy efforts.

# CARET Mentor Program

New delegates are assigned mentors to help navigate the processes and activities of CARET. Mentors are typically long-serving delegates with an interest in strengthening the delegate body. Mentors play a key role in helping new delegates get comfortable with CARET governance, but also have conversations about the broader goals of CARET, and the justifications behind the BAA's funding priorities.



## MENTOR GUIDANCE

The national CARET Chair assigns mentors to new CARET delegates prior to the CARET/BAA Washington Conference. The CARET Chair may consult with the regional CARET chairs and CARET Executive Committee in assigning mentors to new delegates. **Following the appointments, CARET staff will:**

- ▶ Provide the mentor with background and contact information of the new CARET delegate
- ▶ Provide new CARET delegate with background and contact information of Mentor
- ▶ Provide any relevant advocacy materials

### **Prior to meeting a new delegate, the mentor should:**

- ▶ Call/e-mail New CARET delegate with greeting and welcome (see below).
- ▶ Answer any questions

### **At the CARET-AHS meeting, the mentor should:**

- ▶ Meet with CARET delegate during the Tailgate Reception
- ▶ Discuss importance of having a clear understanding of the role the Administrative Head and:
  - What the Administrative Heads expects
  - How CARET role complements/supports broader BAA efforts
  - How to communicate between CARET and AHS
- ▶ Provide perspective to the new CARET delegate on CARET's efforts of supporting the overall land-grant needs and interests – while considering needs of local institutions
- ▶ Discuss orientation materials. Provide regional minutes of past meetings. (Ask CARET staff).
- ▶ Continue to answer questions and make the new CARET delegate to feel welcome

### **Following the meeting, the mentor will:**

- ▶ Contact new CARET delegate prior to summer regional meeting and/or Joint CARET/AHS Meeting
- ▶ Consider developing a schedule for follow-up between meetings

#### NOTES:

The term of a Mentor/New CARET delegate relationship is *one year* from the date of appointment. The Committee recommends the Mentor/New CARET delegate appointments be made from the same region but not from the same state.

# Federal Budget and Appropriations Process<sup>2</sup>



**Figure 1. Describes how three budgets are being worked on at the same time every year. The description below is referring to the second row.**

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
FY22	Execute Fiscal Year Budget																							
FY 23	Negotiate and finalize budget proposal with OMB via passback and appeals.		Budget release	Budget resolution, 302(a) & (b) allocation, and hearings.		Write, pass, and conference twelve appropriations bills.			Execute Fiscal Year Budget															
FY24	Planning within Agency.			Agencies receive strategic guidance from OMB.			Agencies submit budget proposals.		Negotiate and finalize budget proposal with OMB via passback and appeals		Budget release	Budget resolution, 302(a) & (b) allocation, and hearings.		Write, pass, and conference twelve appropriations bills.										

## JULY-FEBRUARY: Executive Branch Process

In July, the Office of Management Budget (OMB) gives guidance to federal agencies, including the United States Department of Agriculture about the priorities of the current Administration. It also provides guidance on funding requests. USDA works within those guidelines to structure a budget proposal. The agency goes back and forth on the proposal over a series of months (see above). OMB makes final decisions about the agencies’ proposed budget. The President’s Budget Request (PBR) is submitted to Congress on or about the 1st Monday in February. This may vary in the first year of a Presidential term.

## MARCH-JUNE: Legislative Process: House and Senate Budgets

The House and Senate develop their own budget resolutions to set spending levels. These resolutions guide the work of the Committee on Appropriations in each chamber. The House and Senate Appropriations Committees, through their 12 subcommittees, hold hearings to examine the budget requests and needs of federal spending programs. The House and Senate then produce appropriations bills to fund the federal government. These bills are “marked-up,” amended as needed, and approved by the Appropriations Committees. During this process they hear input from individual members of Congress. CARET members work with Council on Governmental Affairs representatives to influence the requests submitted by individual members of Congress to the appropriations subcommittee on Agriculture, Rural Development, Food and Drug Administration.

## JULY-OCTOBER: Congress Conferences and Passes the Ag Appropriations Bill

After approval by the Appropriations Committees, the bills head to the House and Senate floors where they may be further amended and eventually passed. Most times, the bills passed by House and Senate differ in some significant ways and must be reconciled via conference. Once a final bill has been conferenced it must then pass the House and Senate and be signed by the President. If Congress cannot agree on new funding levels before Oct. 1, a continuing resolution is required.

<sup>2</sup> Adopted from the [National Science Foundation website](#).

# Training

## Delegate Advocacy Best Practices

Each year, at the CARET/BAA Washington Conference, the last days are dedicated to going to the Hill to meet with members to communicate the BAA appropriations account requests. Members and their staff want to understand the effects of the issues that are important to their constituents, and as citizen advocates, CARET delegates are in unique positions to be the voice of the land-grant system.

### ACTION PLAN FOR CONDUCTING A MEETING

(Note, meetings can last thirty mins. or five mins.)

- ▶ Always enter the room **ON TIME**.
- ▶ **Be positive** and avoid partisanship.
- ▶ **Review** the Member bio with your meeting team before entering the room—what committees is your member on, what party are they affiliated with, what did they highlight on their website that you appreciated? What key issues may they be interested in?
- ▶ **Introductions:**
  - Yourself and/or your institution (AHS leads).
  - CARET delegates introduce themselves, where they are from, and what they do.
- ▶ **Meeting lead reviews why the group requested the meeting**—To advocate for funding for accounts that support the land-grant university colleges of agriculture.
  - Talk about the Experiment Stations/Research Farms that are in the district.
  - Talk about key issues that the region is facing.
  - Mention examples of what Cooperative Extension does to ameliorate the issues.
  - Talk about why CARET values the land-grant university system.
- ▶ With staffers, **ask about their experience** and ask open ended questions about agriculture that allow you to understand the person you are talking with.
- ▶ When discussing your specific “ask,” **use personal anecdotes** to justify why the issue needs action. Explain your position with data and leave-behind materials and use personal stories to back it up.
- ▶ Make sure to not only identify why supporting the “ask” will be beneficial, but also the consequences of inaction. End with the request. Let them know you are a resource.
- ▶ **Thank them** for taking time to meet with you and for their service in Congress.

### DO:

- ▶ **Wear business attire** and bring an umbrella/good walking shoes.
- ▶ **Be flexible.** If a member cannot make your meeting, take advantage of your time with staff. Staff have enormous influence on member decision-making.
- ▶ **Keep track of time** out of respect for your member, their staff, and yourself considering the likelihood that you will have back-to-back meetings.
- ▶ **Bring PowerPoints** with a few slides that you can directly reference. Loading slides on an iPad or tablet before your meeting will allow you to demonstrate the information with ease.
- ▶ **Send a follow-up email** thanking them for their time and reminding them of what you spoke about.
- ▶ **Do not be overly technical.** Not all members and/or staff have familiarity with LGUs, and food and agriculture issues. Meet them where they are.



# FY2025 Annual Appropriations

## APLU Board on Agriculture Assembly Fiscal Year 2025 Appropriations Request

### USDA National Institute of Food and Agriculture (NIFA)

The Board on Agriculture Assembly (BAA) requests federal funding investment in our nation's colleges of agriculture and forestry by advancing funding increases for research, Extension, and education systems serving U.S. food and nutrition. The request on investment in U.S. agriculture research, Extension, and education is \$30 for every public \$1 invested. The federal request for NIFA agricultural research, Extension, and Education has been flat in real dollars, resulting in a decline in the number of U.S. scientists to ensure food security. This system cultivates U.S.-based agricultural leaders, addresses domestic production and export issues and diseases, and ensures U.S. leadership in global food security and technology.

The BAA requests investments that **rebuild U.S. preeminence across public university research, Cooperative Extension System, education programs, and research facilities.**



**RESEARCH PROGRAMS**

- Basic Act:** Agricultural Experiment Stations located in every state provide research capacity, partnership capabilities, and strategic support for critical issues and innovations that affect agricultural production, profitability, and sustainability. **Infrastructure, multi-state research** work across states and regions to solve food security, production, climate change, biosecurity, and nutrition issues. **FY 2025 Request: \$300 million**
- Evans-Allen:** Agricultural research at state colleges of agriculture is supported by Evans-Allen funds, a **recovery program** that supports research for small farm challenges, food security and nutrition, and workforce development. Many Black students majoring in agriculture graduate from state institutions. **FY 2025 Request: \$115 million**
- 1994 Institution Research Program:** The Tribal College Research Program supports research that protects restoration forests, woodlands, grasslands, and crops, and restores and soil water quality. **FY 2025 Request: \$75 million**
- McIntire-Stennis:** Cooperative faculty research **expanding funding** addresses the development of bio-based products, preservation of forest lands, identification of new energy resources, expansion of outdoor recreational activity, and development of mitigation techniques for invasive species. It is a source of funding for graduate students in natural resource sciences. **FY 2025 Request: \$45 million**
- Agriculture and Food Research Initiative (AFRI):** AFRI is the flagship **competitive grants program** for federal research priorities in rural economic development, food production, biosecurity, climate mitigation and adaptation, water availability, food safety, human nutrition, and early career scientists. **FY 2025 Request: \$900 million**

**EXTENSION PROGRAMS**

- Smith-Lever Section 503 and 603:** Smith-Lever **expanding funding** for 1801 land-grant university Extension programs provide critical expertise, community, and resources to every corner of the country. From agricultural information services helping research dissemination in the field, field-to-market and ready programming like 4-H to extension and workforce development services helping rural and urban communities thrive, extension is an essential on-the-ground service funded by the Smith-Lever capacity funds. **FY 2025 Request: \$420 million**
- Extension Services at 1801 Institutions:** Assists state institutions in working with diverse communities to provide research based, education about best development, acquisition of digital and technology, state planning, and profitability. Stakeholders of this **recovery program** include owners of small to medium size farms and other non-research populations. **FY 2025 Request: \$90 million**
- Tribal College Extension Grants Program (TCCEP):** This **recovery program** enables 194 institutions to deliver science-based, culturally relevant extension education programs to Tribal communities addressing food and nutrition security, youth programming, and public health needs on Tribal lands. **FY 2025 Request: \$75 million**

**EDUCATION PROGRAMS**

- Smith-Lever 300 Program:** Includes the following programs: **Agribusiness Education, New Technologies for Agricultural Extension, Children, Youth, and Families at Risk, and Federally Designated Tribal Extension Program.** **FY 2025 Request: \$95 million**
- Women and Minorities in STEM (WMAIS):** This program increases student success for underrepresented groups in agricultural research, Extension, and Education. **FY 2025 Request: \$30 million**
- 2014 Institution Equity Program:** Thirty equity based programs that support Extension support curricula design, faculty development, experiential learning, employment, and student retention. **FY 2025 Request: \$15 million**

**INFRASTRUCTURE**

- Research Facilities Act (RFA):** A three report **recovery plan** of research facilities at U.S. public colleges of agriculture are the only source of funding for such facilities in global higher education. RFA supports modernization of research facilities at colleges of agriculture. **FY 2025 Request: \$800 million**

**GLOBAL AGRICULTURE RESEARCH AND EXTENSION PARTNERSHIPS**

- International Capacity and Cooperative Center Partnership to Build Capacity in International Agricultural Research, Extension, and Teaching Program:** Strategic and Extension **Competitive Grants for International Agricultural Extension and Education** program strengthens U.S. economic competitiveness and promotes international market development. **FY 2025 Request: \$75 million**

**APLU BAA FY 2025 Ag Appropriations Request (in Thousands)**

Appropriations Account	U.S. Dept of Agriculture	FY 2025	FY 2024	FY 2023	FY 2022
<b>RESEARCH</b>					
Evans-Allen Research (EAS)	71.5C 36a	\$200,000	\$200,000	\$200,000	\$200,000
Research Grants for 1801 Institutions	71.5C 301	\$115,000	\$115,000	\$115,000	\$115,000
McIntire-Stennis	71.5C 301	\$45,000	\$45,000	\$45,000	\$45,000
1994 Institution Research Program	71.5C 301	\$75,000	\$75,000	\$75,000	\$75,000
AFRI and AFRI Research Initiative (AFRI)	71.5C 400	\$900,000	\$900,000	\$900,000	\$900,000
<b>COOPERATIVE EXTENSION SYSTEM</b>					
Smith-Lever 303 & 603	71.5C 303 and 603 and 20001 & 603	\$420,000	\$420,000	\$420,000	\$420,000
Extension Services at 1801 Institutions	71.5C 303	\$90,000	\$90,000	\$90,000	\$90,000
Extension Services at 1801 Institutions	71.5C 303	\$90,000	\$90,000	\$90,000	\$90,000
Smith-Lever 503	71.5C 503	\$100,000	\$100,000	\$100,000	\$100,000
TCCEP	71.5C 303	\$75,000	\$75,000	\$75,000	\$75,000
Women and Minorities in STEM (WMAIS)	71.5C 303	\$30,000	\$30,000	\$30,000	\$30,000
Equity Program	71.5C 303	\$15,000	\$15,000	\$15,000	\$15,000
<b>INFRASTRUCTURE</b>					
Research Facilities Act (RFA)	71.5C 300	\$800,000	\$800,000	\$800,000	\$800,000
<b>GLOBAL AGRICULTURE RESEARCH AND EXTENSION PARTNERSHIPS</b>					
International Capacity	71.5C 300	\$75,000	\$75,000	\$75,000	\$75,000
Competitive Grants	71.5C 300	\$75,000	\$75,000	\$75,000	\$75,000
<b>Other</b>					
Other	71.5C 300	\$5,000	\$5,000	\$5,000	\$5,000
Other	71.5C 300	\$5,000	\$5,000	\$5,000	\$5,000

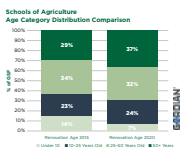
**Staff:** USDA, NIFA, and Land-Grant Universities  
**Staff:** USDA, NIFA, and Land-Grant Universities  
**Staff:** USDA, NIFA, and Land-Grant Universities

# Farm Bill Reauthorization – Research Facilities Act

## APLU Board on Agriculture Assembly Farm Bill Request

**REQUEST:** APLU requests reauthorization and \$5 billion in mandatory funding for the Research Facilities Act in the Farm Bill.

Over 69% of public colleges of agriculture, including the historic land-grant university (LGU) system, have the nation's best research facilities in research innovation while providing avenues to train future global leaders in agriculture and food systems. Public research accelerates technology adoption, growth of the agricultural and food marketplace, entrepreneurship, and public-private partnerships, returning \$2 to the economy for every dollar spent.



**SOLUTION:** \$5 billion in mandatory funding for the Research Facilities Act over the lifetime of the next Farm Bill.



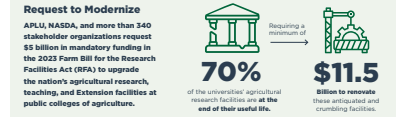
**69%** More than 69% of public colleges of agriculture are at the end of their useful life.

**THE PROBLEM:** Falling infrastructure at U.S. Colleges of Agriculture. Modern agricultural research and education facilities serve as the backbone of cutting-edge research and applied sciences that address climate change, agricultural profitability, food safety, zoonotic disease preparedness, personalized nutrition, biosecurity, new bio-based packaging, infrastructure innovations, and advanced market analysis. On average, a farm with more than 20 years of experience analyzing soil data and planting services for buildings, evaluated current facilities at U.S. schools of agriculture for research, teaching, and Extension. In 2020, Gordon assessed the condition of the colleges or schools of agriculture, reporting that 69% of the buildings are at the end of their useful life. Gordon reports that the cost of upgrading deferred maintenance in 2021 is \$11.5 billion, with a replacement value of \$9.1 billion.

## Strategic Federal Investment In Ag Facilities

**REQUEST:** \$5 billion in mandatory funding for the Research Facilities Act in the 2023 Farm Bill

The Association of Public and Land-Grant Universities' (APLU) Board on Agriculture Assembly and National Association of State Departments of Agriculture (NASDA) recognize the critical role of U.S. public colleges of agriculture in developing and deploying practical applications for agricultural technologies, supply chain innovation, and a reliable pipeline for the domestic agricultural workforce. However, a report outlines the dire need for modernization of land grant university research, teaching, and Extension infrastructure. In fact, 70% of the universities' agriculture research facilities are at the end of their useful life, requiring a minimum of \$11.5 billion to renovate these antiquated and crumbling facilities.



Public colleges of agriculture perform 70% of U.S. agricultural research and development (R&D). While these institutions face infrastructure challenges, China is seizing the opportunity to invest twice as much in public agriculture R&D as the U.S. The cost of inaction is an increased risk to our nation's global agriculture leadership.

- Public universities have a proven success record, with a return of \$20 to the economy for every public dollar invested. National benefits include:
- Drought resistant, nutrient dense, disease- and pest resistant, and water-efficient crops.
  - Farming practices that streamline automation for sustaining healthy and fertile soil.
  - Technologies and practices that ensure safety and quality of meat and produce.
  - Early childhood development interventions that reinforce positive life-long development.
  - Increasingly healthy communities that foster economic growth and development.

## THE SOLUTION

**Robust Research Infrastructure to Solve Climate, Food, and Nutrition Challenges:** As a result of public investment in the LGU system, the United States has a rich tradition of food and farm innovation. Agriculture and food innovations are the foundation of U.S. global leadership and national food security. Within the next decade, our scientists must ensure the resilience of the agricultural enterprise and food supply by:

- Addressing climate impacts on food production and developing strategies for greenhouse gas emissions.
- Providing innovations that ensure food safety.
- Identifying biosecurity vulnerabilities to prepare for disease and pest outbreaks.
- Increasing agricultural production efficiency.
- Stimulating activities to combat human disease and zoonotic threats.
- Developing sustainable bioeconomy and bio-based for a sustainable economy.

**Investment in public agricultural research and development, 2000-19**

**BENEFITS OF THE SOLUTION**

The workforce of the future: Inclusive, Diverse, and Technically Skilled Global Leaders. Purdue University estimated that 12,500 new U.S. graduates with agricultural expertise would per year. State-of-the-art facilities will allow the U.S. to recruit the best talent to solve problems of our nation's public universities, also providing internships and collaborative opportunities in which top technical skills can be learned. Our nation includes integrating advanced technologies, observational and qualitative research capabilities, and multi-sectorial research and teaching facilities through federal, state and public-private partnerships. If we continue to promote the workforce beyond agricultural enterprises to promote the future beyond agricultural enterprises, we will have the best talent to solve the world's food, and bio-based research to recruit a diversity of talent, including women and minority scientists, into the agricultural innovation enterprise.

**Staff:** Association of Public and Land-Grant Universities, NASDA, and USDA  
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## Current State Of Agricultural Research Facilities

Research, teaching, and Extension facilities should timely replace industry standards. However, the deterioration and aging of American innovation in agriculture, research access, and foundational research critical to the agriculture sector include:

- Unusable equipment, building roofs, farm roads, and irrigation.
- Falling building heating, ventilation, and air conditioning (HVAC) systems.
- Outdated bio-research-oriented facilities and equipment.



## A Future With Investment In Agricultural Research Facilities at Public Universities

U.S. leadership in agricultural innovation depends on an acceleration of cutting-edge science that provides the next generation of scientists with industry relevant experience and reflect the need for public demonstration of new technology. The Research Facilities Act (RFA) will allow for various investments, including:

- Crop facilities that regulate temperature and humidity, utilize modern technology, and can easily perform pathogen and biological research with proper containment.
- Harvest production and processing, and veterinary facilities that enable innovative industry research.
- Human health and nutrition facilities (broad research, teaching and engagement that mitigates chronic diseases and enhances human and community health), and will bring
- Prevalent and novel products facilities to modernize the timber and paper processing industries, on instructional spaces. These new facilities will attract and outpace the best talent to the agricultural U.S. to strengthen its global leadership.

**ENDNOTES**

1. [https://www.usda.gov/press-release/2023/01/12/USDA-requests-reauthorization-of-the-research-facilities-act-in-the-2023-farm-bill](#)
2. [https://www.usda.gov/press-release/2023/01/12/USDA-requests-reauthorization-of-the-research-facilities-act-in-the-2023-farm-bill](#)
3. [https://www.usda.gov/press-release/2023/01/12/USDA-requests-reauthorization-of-the-research-facilities-act-in-the-2023-farm-bill](#)

**APLU is a 501(c)(3) non-profit organization. The Board on Agriculture Assembly is a 501(c)(6) non-profit organization. The National Association of State Departments of Agriculture (NASDA) is a 501(c)(6) non-profit organization. The Association of Public Land-Grant Universities is a 501(c)(6) non-profit organization. The National Association of State Departments of Agriculture (NASDA) is a 501(c)(6) non-profit organization. The Association of Public Land-Grant Universities is a 501(c)(6) non-profit organization.**



## Request Facts and Justifications

APLU requests robust funding for agricultural and food research, education, and Cooperative Extension System programs. See [Land-Grant.org](http://Land-Grant.org) for the current year leave behind.

### ▶ **Return on Investment of Public Food and Agriculture Research and Development:**

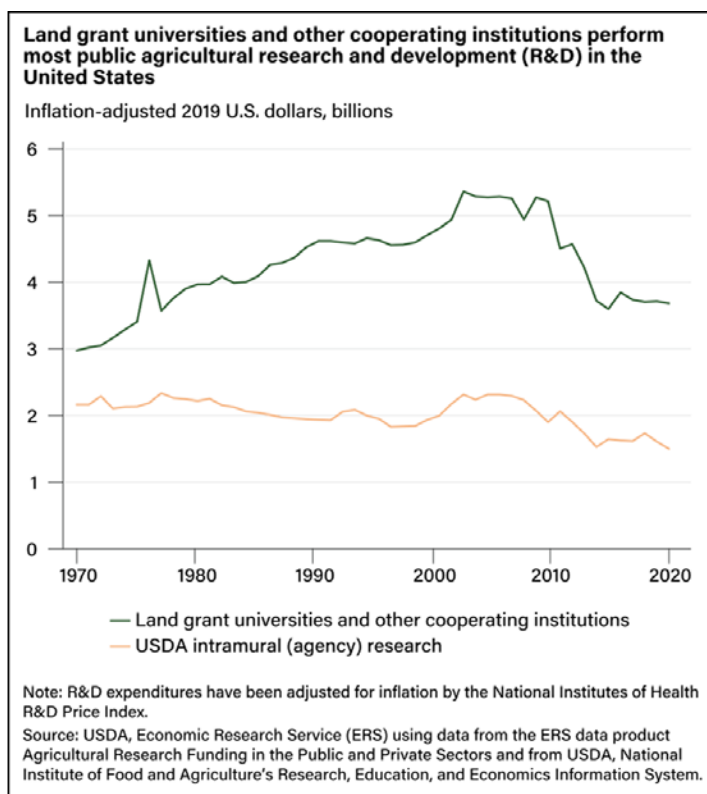
Agriculture research and Extension investments continue to provide a significant return to the American taxpayer. According to [recent data](#) from the Economic Research Service (ERS), for every \$1 invested publicly, U.S. food and agriculture R&D has returned \$20, on average, to the American economy. Despite this incredible return on investment, ERS also found “that U.S. public agricultural R&D spending peaked in 2002, and by 2019 spending had declined to roughly where it was in 1970.”

### ▶ **Capacity Programs Enable Robust Multistate Research:**

Capacity investments through the Hatch Act, Evans-Allen Programs, Research Grants for 1994 Institutions, and McIntire-Stennis Cooperative Forestry are essential support for research as well as faculty, staff, and graduate students in agricultural, food, and forest science programs at our nation’s public institutions. These investments support federal-state partnerships paramount to U.S. domestic food security, food safety, pest and zoonotic disease containment, as well as for agricultural market research and community engagement.

### ▶ **Capacity Programs Enable Robust Cooperative Extension System:**

Smith-Lever, 1890s Extension, and Extension Services at 1994 Institutions support the Cooperative Extension System (CES), a unique network of agents, educators, researchers, and specialists who deliver vital, practical information to agricultural producers, small business owners, communities, youth, and families. The Extension capacity programs support over 32,000 university- and county- based employees and 2.8 million volunteers support the federal-state Extension partnership and multiply its impact across nearly all the 3,143 counties, parishes, and boroughs in the United States. In an almost 30-year period, 500,000 more farmers left than entered agriculture—without Extension as many as 28% additional farmers would have been lost.



▶ **Status of Research, Teaching, and Education Facilities are Increasingly a Risk:**

Research Facilities Act funding is a critical first step in giving USDA the tools to address the over \$11.5 billion in deferred agricultural research facility needs at land-grant universities and non-land-grant colleges of agriculture.

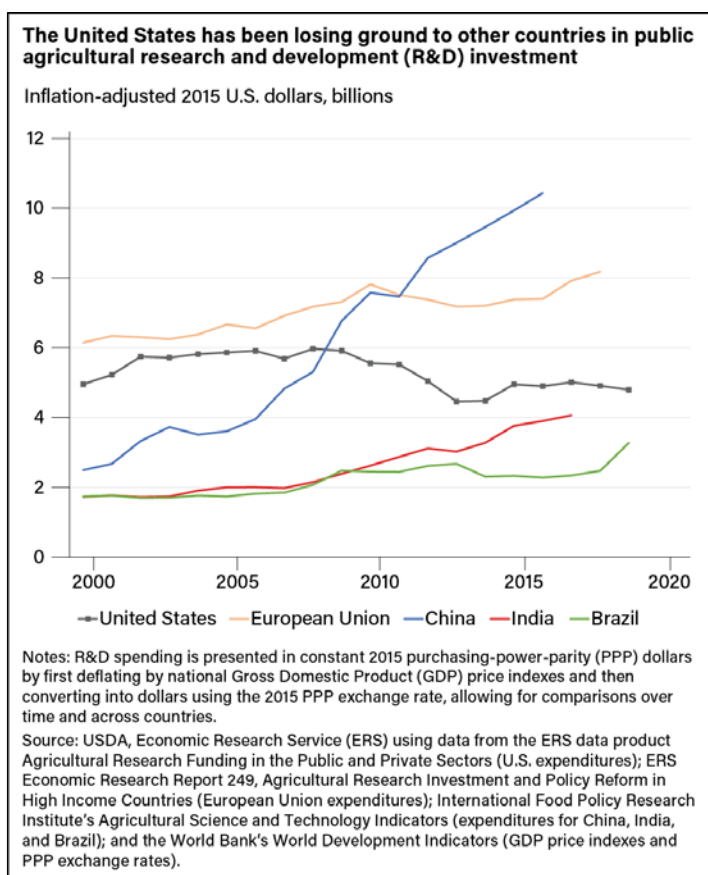
- The nation’s institutions can no longer address 21st century agricultural problems in 20th century facilities.
- Failing buildings and equipment will limit innovation and the training of our next generation of scientists—putting the U.S. in a perilous position tackling future drought, nutrition needs, animal/plant disease, and supply chain issues that not only impact global competitiveness, but national security.

▶ **The US Needs to Increase the Number of Graduates in Food and Agriculture:**

USDA projects that each year between 2021 and 2025, there will be 56,400 job opportunities for college graduates in food, agriculture, natural resource, and environmental fields than it has graduates from those disciplines (36,112).

▶ **International Competitors are Outpacing the U.S. in Public Ag R&D Investments:**

The U.S. is losing significant ground to global competitors. In 2016 alone, China outspent the United States in agricultural research and outreach investment by \$3 billion. Between 2014 and 2020, China increased its public ag R&D investments by an average annualized rate of ~14% per year. In the same period, U.S. was increasing its average investment by about four percent% per year.



# Facilities Infographics

**2020**  
TOTAL DEFERRED  
MAINTENANCE IS  
ESTIMATED TO BE



AS DEFERRED  
MAINTENANCE EXCEEDS  
**\$100** PER GROSS  
SQUARE FOOT (GSF)...



...building system failures become more likely



...day to day operating costs increase



...occupant experiences are impacted



...research innovation & impact are reduced



...building reliability is impaired





# Meetings

## MEETINGS TIMELINE



### CARET/BAA Washington Conference

See more information on the CARET/BAA Washington Conference on Page 11.

### Regional Summer Meetings

The regional summer meetings are the annual gatherings that take place in each region: Northeast, North Central, Western, and Southern. They are attended by CARET regional leadership and delegates, regional liaison representatives, other research, Extension, and teaching stakeholders, and invited speakers and guests.

There are two types of meetings: regular summer regional meetings, and mini land-grants. The difference between a mini land-grant and a regular regional summer meeting is that at a mini land-grant, all Extension directors, experiment station directors, CARET delegates, and academic heads are present (there is understanding that all leadership attend), whereas the regional meetings do not require leadership to be present. Despite the type of meeting that occurs, CARET delegates should always take opportunities to engage with other sections from their region.

Objectives:

- ▶ Regional Governance
- ▶ Regional Team Building
- ▶ Opportunities to Connect with Extension, Experiment Stations, and Academic Heads.

Meeting Features:

- ▶ CARET Regional Business Meetings
- ▶ Regional governance activities
- ▶ Joint sessions with liaison groups

Regional chairs work with CARET staff on agenda and material preparation.

# Communications

An essential aspect of CARET advocacy is taking advantage of any and all opportunities to engage with Members of Congress; through Hill visits at the CARET/BAA Washington Conference, and throughout the year using advocacy materials like the ones seen below.

## Op-ed Template

Each day, staff of Members of Congress read local newspapers to communicate the goings-on in their district and state. Writing opinion pieces is an opportunity to advocate for land-grant priorities and demonstrate that your institution and your member can gain publicity on a subject of mutual interest.

### TEMPLATE

Agriculture, food, and related industries contribute \$1.1 trillion to America’s economy and support 22 million jobs. Helping to fuel this economic output are colleges and schools of agriculture, where critical research and public outreach on food safety and security, natural resources, climate change, and other key matters takes place. The value of schools of agriculture is clear, so why is the U.S. still trying to conduct 21st century research in facilities built in the 1950s?

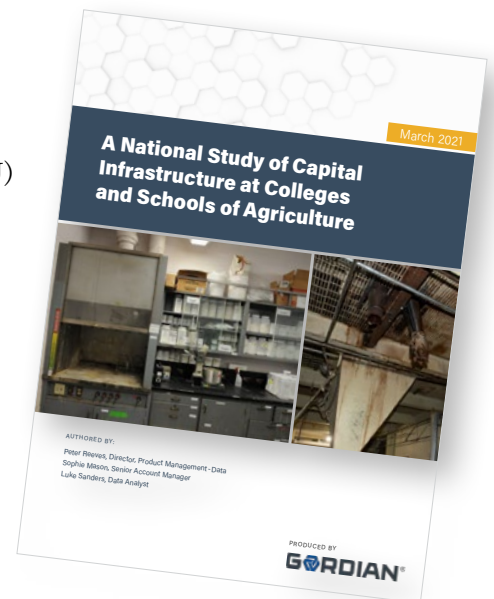
It is past time to invest in our future.

A new study by Gordian, a leader in facility and construction cost data, released by the Association of Public and Land-grant Universities (APLU) finds there is a nearly \$11.5 billion funding gap for facilities at colleges and schools of agriculture authorized to receive U.S. Department of Agriculture (USDA) research funding. A whopping majority of the buildings at these schools, 69 percent, are more than 25 years old and require urgent upgrades. At [INSERT NAME OF ORGANIZATION], we’ve seen the detrimental effects of this funding gap firsthand.

[INSERT LOCAL ANECDOTE]

Luckily, by solving these infrastructure problems, the benefits will reach far beyond colleges and schools of agriculture. With investment, we can create approximately 200,000 new local jobs. This economic activity would provide a desperately needed boost to campus communities while enabling the work that will secure America’s strategic position as a global leader in agricultural science. The United States can transform our agricultural research capacity, grow America’s biobased economies, secure our domestic food supply for the long term, face a dynamically changing climate, prepare a modern workforce, and advance U.S. global competitiveness—and this important work can start right here in [INSERT TOWN].

The Gordian research found that state and federal governments will need to help institutions preserve the quality and integrity of agriculture research, education, and Extension, and that by making needed investments, these governments can seize short-term and long-term economic opportunities. [INSERT NAME OF OFFICIAL], will you help us rise to the challenge? America’s future depends on it.



## Outside Witness Testimony

Congressional appropriations committees accept written public witness testimony for the official record each fiscal year. The deadline for submitting testimony is typically in May. CARET staff will provide direction on how to facilitate the development and submission of Public Witness Testimony.

## Calls to Action

As part of the CARET Strategic Plan, the Vice President of Food, Agriculture, and Natural Resources will send out 'CARET Advocacy - Call to Action', also known as CTAs. These will have a deadline for action and a specific action request. We urge Administrative Heads, CARET delegates, and Council on Governmental Affairs professionals to work together to personalize the CTAs.

### Example:

To: Administrative Heads Section (AHS)  
CC: Council on Agricultural Research, Extension and Teaching (CARET) and the Council on Governmental Affairs (CGA)

Dear AHS Member,

As you know, every August, Members of Congress return to their home districts/states to meet with constituents and, in election years, campaign. Given how pivotal the 2022 midterm elections will be, we anticipate Members of Congress will hold town halls, roundtables, constituent coffees, and attend state and county fairs, etc. Participating in these events is a great way to not only hear about your elected officials' priorities, but to engage with your Representatives or Senators on what is important to you.

We hope if you can talk with a Representative or Senator, that you will continue to support the BAA's overall priority – the need for robust funding support for the USDA NIFA research, Cooperative Extension System, and education programs.

You may be visiting with your members or their staff to showcase the work you are doing in agricultural research, extension, and education. While it is great to present new innovations and highlight outreach efforts, it would be tremendously helpful for staff to see firsthand the critical agriculture facilities needs on your campus. Please coordinate all engagement with your institution's administration and government affairs professionals.

To assist in this effort, please see suggested talking points and data [here](#).

Sincerely,

Doug

Douglas L. Steele  
Vice President, Food, Agriculture & Natural Resources  
1220 L. St. NW Suite 1000  
Washington, DC 20005

# Accountability

## CARET Governance

The governance of CARET maintains the organization's structure and allows for the inclusion and engagement of a diverse coalition of delegates. See the [National Rules of Operation](#)

## Executive Committee Appointments

The CARET Executive Committee consists of the Chair, Vice Chair, Secretary, Past Chair, representatives from each of the four regional caucuses, and Board on Agricultural Assembly liaison group representatives as voting members. The Executive Committee elects the Chair, Vice Chair, and Secretary annually from among its members at each November Executive Committee meeting.

- ▶ At each CARET-AHS meeting, the Executive Committee review positions that will expire at the end of the year. For the purposes of electing new officers in November, the chair appoints a three-member nominating committee at the Joint CARET/AHS Meeting.
  - The nominating committee includes the Past Chair as chair, one liaison representative, and one member from the general membership. The nomination slate should represent at least three regions.
- ▶ Terms for officers are a one-year rotation with the option of reelection to serve a total of two years in any one officer position.
- ▶ When the Executive Committee meets at the summer Joint Committees on Organization and Policy (COPs) meeting, the nominating committee presents the slate of officers to be on the ballot for election at the November meeting. Note: officers are elected not appointed and regional representatives are elected by each region, not by the Chair.

## EXECUTIVE COMMITTEE LIAISON DESCRIPTIONS

The Executive Committee reviews the slate of liaisons at each CARET-AHS meeting to anticipate whose terms will be expiring at the end of the year. The Chair proposes and appoints new liaisons as the terms of current liaisons end.

### All liaisons should:

- ▶ Visit with the CARET Chair and previous section liaison, whenever possible, about the expectations, responsibilities, activities, and schedule of the respective section or group prior to accepting any liaison position.
- ▶ Attend all CARET Executive Committee meetings by virtue of their appointment as liaisons.
- ▶ Serve as the communication to and from the section or other respective group and CARET by providing a written liaison report of recent activities and issues prior to each CARET Executive Committee meeting and a verbal report at each CARET Executive Committee meeting.
- ▶ Present an oral report containing the highlights/action items from the respective COP or group to the CARET membership during the CARET Business Meeting at the CARET/AHS Meeting.
- ▶ Attend the orientation session for new CARET delegates and AHS members at the Joint CARET/AHS Meeting to be introduced and provide a brief explanation about their respective COP or group
- ▶ Attend and participate in meetings/activities of the COP section, including the Joint COP's Meeting held during the third week of July.



## Additional liaison commitments:

- ▶ **Administrative Heads Section (AHS):** Non-Renewable Four-Year Term. Appointed by the AHS Executive Director and Chair. The AHS liaison also presents CARET Budget to AHS Executive Committee at the APLU Annual Meeting each November.
- ▶ **Academic Programs Committee on Organization and Policy (ACOP):** Non-Renewable Four-Year Term. Traditionally meets adjacent to the March Joint CARET/AHS meeting.
- ▶ **Extension Committee on Organization and Policy (ECOP):** Non-Renewable Four-Year Term. Meets in April and October and meets 4 times a year via Zoom.
- ▶ **Experiment Stations Committee on Organization and Policy (ESCOP):** Non-Renewable Four-Year Term. Meets in conjunction with the March Joint CARET/AHS meeting and also in September or October. There are also monthly conference calls for the Budget and Legislative Committee and quarterly for the Communications and Marketing Committee.
- ▶ **International Programs Committee on Organization and Policy (ICOP):** Non-Renewable Four-Year Term. Monthly meetings.
- ▶ **National Association of University Forest Resources Programs (NAUFRP):** Non-Renewable Four-Year Term. Meets in the spring usually adjacent to the March Joint CARET/AHS meeting plus a November meeting during the National Convention of Society of American Foresters
- ▶ **National Association of Counties (NACo):** Non-Renewable Four-Year Term. Additional meetings usually May, July, October & December
- ▶ **Board on Human Sciences (BoHS):** Non-Renewable Four-Year Term.
- ▶ **Policy Board of Directors (PBD):** Non-Renewable Four-Year Term. Appointed by the PBD and Vice President of the Food, Agriculture, and Natural Resources Office of APLU.
- ▶ **Budget and Advocacy Committee (BAC):** Three-year term (a two-year term following a one-year term as an observer). Face to face meeting in February or March, and monthly conference calls typically on the 3rd Tuesday of the month plus 2-3 conference calls.
- ▶ **Committee on Legislation and Policy (CLP):** Term to cover the life of reauthorization process of the Farm Bill but not to exceed six years.



## Regional Governance

The regional associations represent the basis of our organizational success. They cultivate advocates that represent the diverse cultures and backgrounds of the United States. It is the health and vitality of the regional associations that reinforce the capability of CARET. Governance procedures will depend on the region—you can view more details in the rule of operation for each region below.

- ▶ [Northeast Region Rules of Operation](#)
- ▶ [North Central Rules of Operation](#)
- ▶ [Western Region Rules of Operation](#)
- ▶ Southern Region Rules of Operation (to be developed)

### REGIONAL GOVERNANCE PROCESSES

Regional CARET organizations operate under the leadership of an elected Chair, Vice Chair and Secretary. These positions are selected at the region's annual summer meeting. The election process begins in February/ March at the Washington Conference in DC.

Current regional chairs can appoint a nominating committee to provide an officer slate in anticipation of their summer regional meetings at the Washington Conference. The regional ballot is communicated (with electronic vote option) to regional CARET members 2-4 weeks in advance of their summer regional meeting. The ballot is voted on at respective summer regional meetings. All regional officer and regional representative terms begin January 1st and conclude December 31st.

At the Regional Caucus level, the process begins with nomination or self-nomination during the February/ March regional business meeting to fill:

- ▶ The three regional officer positions of Chair, Vice Chair, and Secretary for each region, based on their region's documented governance model. The terms/rotation is the responsibility of the region.
- ▶ Two "regional representatives to the Executive Committee" that can be elected to serve on the National Executive Committee (as per the region's governance model). Regional representatives are elected for two-year terms, to be staggered. One individual is elected each year.

CARET staff provide administrative support for national processes. Updates will be made to the [land-grant.org](http://land-grant.org) web site under the regional governance tab, accordingly.

# CARET Nominations and Elections Calendar

All terms of the National Executive Committee shall begin at the beginning and terminate at the end of the calendar year.

	National	Regional
<b>January</b>	Executive Committee leadership and liaison terms begin.	Regional leadership terms begin.
<b>March (CARET/AHS)</b>	Executive Committee meets at CARET/AHS and determines open liaison positions for the Chair to consider before the Joint Committees on Organization and Policy (COPS) Meeting.	Delegates meet by region and determine open regional leadership positions. Delegates use consensus to move forward with nominated candidates to be confirmed at the regional summer meetings.
<b>May-July</b>	Chair finalizes nominations to be considered at the Joint COPS Meeting.	At the regional summer meetings, delegates are presented with the open position nominations and vote to confirm candidates.
<b>July</b>	Executive Committee meets at the Joint COPS meeting and confirms the CARET Chair's nominations for open positions.	
<b>November</b>	Executive Committee reviews positions that are expiring and vote on nominees.	

## CARET Executive Committee Travel

CARET Executive Committee officers and liaisons are eligible for reimbursement for their travel costs. Members should submit travel reimbursement requests, along with appropriate documentation of all travel expenses from the CARET Executive Committee Meetings, Joint COPs Meeting, and the APLU Annual Meeting, to CARET staff within one month of the meeting attended.

Delegate travel plan:

- ▶ In accordance with the Strategic Plan, allows the Chairman and/or the Vice Chair to take part in stakeholder meetings in December with organizations who can contribute to a broader coalition to support agricultural research, Extension, and education.
- ▶ A fall meeting of the Executive Committee (EC) at the APLU building that invites liaisons to participate remotely and report on engagement/participate in the meeting. All regional representatives attend in-person. (Please note that this is not at the Annual Meeting of the APLU. It would take the place of that meeting.)
- ▶ In-person participation of the *entire* EC (including liaisons) in the JCOPs meeting during July each summer. (Joint COPs represents the only in-person meeting where all the Executive Leadership of the BAA meet in one place.)
- ▶ At least one liaison trip (per liaison) with the group who is being engaged. This would include attendance at national meetings/events. \*Please note that each liaison will have different time requirements in accordance with their liaison role/frequency of group meetings. The Executive Director will coordinate with the groups on best use of liaison time/travel at the beginning of each year.
- ▶ Executive Director attendance at each of the regional meetings in the summer. Sr. Associate attendance as appropriate.

Reimbursement and Travel Materials:

- ▶ [APLU Non-Staff Travel Policy](#)
- ▶ [Reimbursement Forms](#)

# Additional Resources

## ACRONYMS

### APLU

**1862s Land-Grant Institutions Established by the Passage of the First Morrill Act (1862):** the Morrill Act was intended to provide a broad segment of the population with a practical education that had direct relevance to their daily lives.

**1890s 1890 Land-Grant Colleges and Universities and Tuskegee University** (historically black land-grant colleges and universities): Through the Act of August 30, 1890 (the Second Morrill Act), and several other authorities, these institutions may receive federal funds for agricultural research, Extension, and teaching.

**1994s Native American Institutions** (also known as tribal colleges) which received land-grant status in 1994 as a provision in the Elementary and Secondary Education Reauthorization Act, titled The Equity in Educational Land-Grant Status Act of 1994.

**AHS Administrative Heads Section:** a unit of the APLU Commission on Food, Environment, and Renewable Resources, Board on Agriculture Assembly. Members are the chief administrators of the member universities' agricultural programs.

**ACOP Academic Committee on Organization and Policy:** the representative governing body of the Academic Programs Section.

**AIHEC American Indian Higher Education Consortium:** the entity representing the 33 Native American Colleges that were given land-grant status by the Congress of the United States in 1994 and who is a member of APLU as a system.

**APLU Association of Public and Land-grant Universities:** the nation's oldest higher education association. APLU is a research, policy, and advocacy organization dedicated to strengthening and advancing the work of public universities in the U.S., Canada, and Mexico.

**APS Academic Programs Section:** a unit of the APLU Commission on Food, Environment, and Renewable Resources, Board on Agriculture Assembly. Members are the designated administrators of academic programs at the colleges of agriculture of all the states and territories.

**ARS Agricultural Research Service:** the principal in-house research agency of USDA.

**BAA Board on Agriculture Assembly:** a unit of the APLU Commission on Food, Environment, and Renewable Resources. The purpose of this Board is the promotion of agriculture in all of its phases (food, environment, agriculture, natural resources, and international) in the state universities and land-grant colleges of the states, the District of Columbia, the Commonwealth of Puerto Rico, the territories of the Pacific, and the Virgin Islands.

**BAC Budget and Advocacy Committee:** a standing committee of the Assembly's Policy Board of Directors that serves at the pleasure of the BAAPBD and prepares annual budget recommendations and supporting materials for the Research, Extension, and Education Title of the Farm Bill.

**BVM Board on Veterinary Medicine:** a unit of the APLU Commission on Food, Environment, and Renewable Resources. The membership of this Board includes the administrators of veterinary medicine and veterinary science departments at APLU-member institutions.

**CES Cooperative Extension Section:** a unit of the APLU Commission on Food, Environment, and Renewable Resources, Board on Agriculture Assembly. Members are the designated directors and administrators of the cooperative extension services of all the land-grant institutions in the states and territories.

**CFERR Commission on Food, Environment, and Renewable Resources:** the APLU unit that monitors programs and develops policy positions in the areas of agriculture, human sciences, natural resources, oceans and atmosphere, ecological sciences, and veterinary medicine.

**CGA Council on Governmental Affairs:** The Council on Governmental Affairs (CGA) is composed of representatives designated by the presidents and chancellors of each of the APLU institutions. They are the principal points of contact between their institutions and their congressional delegations as well as federal agencies. The council is chaired by a member of the CGA who is elected by the full council.

**CLP Committee on Legislation and Policy:** a standing committee of the Assembly's Policy Board of Directors that serves at the pleasure of the BAAPBD and prepares recommendations and supporting materials for various titles of the Farm Bill during the implementation and reauthorization of the Farm Bill and other legislative opportunities.

**ECOP Extension Committee on Organization and Policy:** the representative leadership and governing body of Cooperative Extension, the nationwide transformational education system operating through land-grant universities in partnership with federal, state, and local governments.

**ERS Economic Research Service:** provides information and analysis on agriculture, food, natural resources, and rural America.

**ESCOPE Experiment Station Committee on Organization and Policy:** the representative governing body of the Experiment Station Section.

**ESS Experiment Station Section:** a unit of the APLU Commission on Food, Environment, and Renewable Resources, Board on Agriculture Assembly. Members are the designated administrators of the experiment stations of all the states and territories.

**IAS International Agriculture Section:** a unit of the APLU Commission on Food, Environment, and Renewable Resources, Board on Agriculture Assembly. Members are the designated administrators of international agriculture programs at the colleges of agriculture of all the states and territories.

**ICOP International Committee on Organization and Policy:** the representative governing body of the International Agriculture Section.

**LBA Lewis-Burke Associates LLC:** Lewis-Burke Associates LLC is a leading full-service government relations firm specializing in advocating for the public policy interests of the institutions of higher education and other research and education organizations.

**NASS National Agricultural Statistics Service:** administers USDA's program for collecting and publishing timely national and State agricultural statistics.

**NIFA National Institute of Food and Agriculture:** created by the Section 7511 of the Food, Conservation and Energy Act of 2008 (Public Law 110-246, June 18, 2009), unites the research, higher education, and extension education and outreach resources of USDA. On October 1, 2009, NIFA assumed all of the authorities previously administered by the Cooperative State Research, Education, and Extension Service (CSREES) and will be led by a presidentially appointed director. It is comprised of the following: Institute of Food Production and Sustainability; Institute of Bioenergy, Climate, and Environment; Institute of Food Safety and Nutrition; Institute of Youth, Family, and Community; Office of Grants and Financial Management; Office of Information Technology; and Center for International Programs.

**PBD Policy Board of Directors:** the ten-member governing body of the Board on Agriculture Assembly which takes appropriate action on key matters affecting the interests of the member institutions of the Assembly and is responsible to the Association for the management of Assembly affairs. The Policy Board of Directors acts as a Legislative Committee for the Assembly.

**REE Research, Education, and Economics:** A USDA mission area comprised of four agencies: the National Institute of Food and Agriculture, the Agricultural Research Service, the Economic Research Service, and the National Agricultural Statistics Service.

**United States Department of Agriculture (USDA):** started in 1862, it is the third largest civilian Department of the U. S. Government, overseeing a variety of agencies, government corporations, and other entities that employ more than 100,000 people at over 7,000 locations in all 50 states and around the world.

## MISCELLANEOUS

**AFRI Agriculture and Food Research Initiative:** a competitive grants program for fundamental and applied research, extension, and education to address food and agricultural sciences and was created in Section 7406 of the Food, Conservation, and Energy Act of 2008 (Public Law 110-246, June 18, 2008). The program shall address the following areas: (1) plant health and production and plant products; (2) animal health and production and animal products; (3) food safety, nutrition, and health; (4) renewable energy, natural resources, and environment; (5) agricultural systems and technology; and (6) agriculture economics and rural communities. This program replaced the National Research Initiative and the Initiative for Future Agriculture and Food Systems.

**Capacity Funding:** Capacity grant programs ensure that the Land-Grant University System and other partners maintain the ability to conduct research and extension activities. These programs are intended for land-grant institutions, schools of forestry, and schools of veterinary medicine.

### **Three Pillars of Capacity Funding:**

- **Partnerships:** Federal capacity funding serves as a vital assurance, stimulating collaboration and financial backing from state agencies, private enterprises, non-profit organizations, and individuals committed to addressing sector-specific challenges collaboratively. This assurance reinforces the development of trust between partners, including farmers, consumers, youth, local businesses, and enterprises all along the supply chain.
- **Strategic Initiatives:** AgInnovation and Cooperative Extension capacity accounts uniquely support long-term work, resulting in improved crops, livestock, and innovative solutions. Multi-state teamwork and public-private partnerships lead to new animal breeds and crop varieties, sustainable innovations, and solutions for human health and community well-being that cannot be accomplished without reliable, long-term funding. Further, sustained, and positive youth development programs, including 4-H, are made possible by Extension capacity funds.
- **Prevention and Response:** Capacity funding provides flexibility for rapid research and Extension work in response to emergencies or emerging issues.

**JCEP Joint Council of Extension Professionals:** a partnership, organized in December 1989, of six professional Extension organizations that focuses on strengthening the efforts of the member organizations and does what each cannot do individually. It is composed of: the president, president-elect, and past president of the member organizations; a representative from the Extension Committee on Organization and Policy; and, a representative from the National Institute of Food and Agriculture of the U. S. Department of Agriculture.

**N-CFAR National Coalition for Food and Agricultural Research:** a national broad-based stakeholder coalition in the food, agriculture, nutrition, conservation, and natural resources sectors to: (1) increase and enhance federal investments in U. S. food and agricultural research and education and (2) expand participation by stakeholders in priority setting and funding.

**PILD Public Issues Leadership Development:** an annual Washington, DC-based conference which is planned by JCEP to enhance the skills of those connected with Extension in promoting Extension's impacts with key stakeholders across the nation.





