

DEPARTMENTAL REGULATION		NUMBER: 2100-3
SUBJECT: OCFO Biennial Review of Charges for Things of Value	DATE: January 23, 2002	
	OPI: Office of the Chief Financial Officer	

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1 PURPOSE

This regulation establishes departmentwide policy for the biennial review of fees and other charges in accordance with Office of Management and Budget (OMB) Circular No. A-25, "User Charges." These policies and procedures are applicable to all Department of Agriculture (USDA) agencies, corporations, and mission areas (agencies).

2 SPECIAL INSTRUCTIONS

The guidance contained in this regulation replaces the biennial review of fees and other charges guidance issued by the Office of the Chief Financial Officer (OCFO) on December 15, 1998.

3 BACKGROUND

OMB Circular No. A-25 establishes Federal policy regarding fees assessed for Government services and for sale or use of Government goods or resources. The objectives of this policy are to (1) ensure that each service, sale, or use of Government goods or resources by an agency to specific recipients be self-sustaining, (2) promote efficient allocation of the Nation's resources by establishing charges for special benefits provided to the recipient that are at least as great as the costs to the Government of providing the special benefits, and (3) allow the private sector to compete with the Government without disadvantage in supplying comparable services, resources, or goods, where appropriate.

The review of fees and other charges will be conducted on a biennial basis to determine if the objectives of OMB Circular No. A-25 are being met. The review should include: (1) assurances that existing charges are adjusted to reflect unanticipated changes in costs or market values, and (2) an analysis of all other agency programs to determine whether fees should be assessed for Government services and for sale or use of Government goods or resources.

Due to restrictions in the Federal Credit Reform Act of 1990 (FCRA), Pub.L.No. 101-508, as amended, fees relating to programs affected by the FCRA will be reviewed annually using a different review format. The revised format is shown in Appendix C. The main differences between the new format credit program fee reviews and normal fee reviews are: (1) the reviews need to be performed annually per OMB Circular No. A-129, "Managing Federal Credit Programs," (2) the credit program fee reviews can be based on standard budgetary documents, and (3) the fee reviews are based on direct costs instead of full costs (FCRA excludes administrative costs from the credit program cost calculations). These reviews should be submitted to OCFO in hard copy by April 1. For questions relating to fees affected by credit programs and how they should be reviewed, please contact OCFO, Credit, Travel and Accounting Policy Division (CTAPD) at (202) 720-8992.

4 DEFINITIONS

Charges are all fees, royalties, rents, rates, and prices imposed for things of value that an agency provides to nonfederal entities and people. It is USDA's intent to review all charges where the nonfederal recipient receives a special benefit. Charges are defined consistently with the definitions of "user charges" and "user fees" in OMB Circular No. A-11, "Preparation and Submission of Budget Estimates."

Fiscal Year means the fiscal year beginning on October 1 of a calendar year and ending on September 30 of the following year, from which data is analyzed by the agency to determine whether the user fees are adequate to recover the full costs of providing the goods or services. This is also the period during which agencies review all other programs to ensure all applicable fees are being assessed.

Full Cost is defined by Statement of Federal Financial Accounting Standards (SFFAS) No. 4, "Managerial Cost Accounting Concepts and Standards for the Federal Government," as "*the sum of (1) the costs of resources consumed by the [responsibility] segment that directly or indirectly contribute to the output, and (2) the costs of identifiable supporting services provided by other responsibility segments within the reporting entity, and by other reporting entities.*" Full cost

includes costs incurred at the agency, mission area, and departmental level, as well as costs incurred outside USDA and imputed to an agency. In the context of providing things of value for a charge, full cost includes production costs which are normal operating costs that directly or indirectly support an agency's providing goods, services, or things of value. It excludes nonproduction costs, those costs that are linked to events other than the production of goods, services, and things of value. Nonproduction costs include such things as the costs of a major reorganization, or the costs of acquiring stewardship land or heritage assets which are recognized as an expense in the period in which they are acquired.

Things of Value, in the context of this document, are tangible and intangible goods, services, benefits, commercial functions, programs, and reimbursable activities provided to nonfederal entities and people. For example, things of value include, but are not limited to:

- a Goods - mineral leases, mineral materials, timber, and timber by-products
- b Services - accounting, administrative support, application, appraisal, certifications, classing, grading, inspections, licensing, payroll, permits, processing, registration, research, studies, technical assistance, testing, and use of land and facilities
- c Information and Communications - access to information, conferences, education, guides, Internet access, maps, publications, reproduction of information subscriptions, training, and videos
- d Other - grazing, easements, recycling, and rights-of-way

The 31 U.S.C. § 9701, which codifies part of the Independent Offices Appropriations Act (IOAA), substituted "*each service or thing of value provided*" for "*any work, service, publication, report, document, benefit, privilege, authority, use, franchise, license, permit, certificate, registration or similar thing of value or utility performed, furnished, provided, granted, prepared or issued;*" thus, this list may be viewed as a definition of "*thing of value.*"

OMB Circular No. A-25 discusses the assessment of user charges for "special benefits," instead of "things of value." The circular defines a "special benefit" as a government service that "*enables the beneficiary to obtain more immediate or substantial gains or values . . . than those that accrue to the general public . . . ; or*

provides business stability or contributes to public confidence in the business activity or the beneficiary . . . ; or is performed at the request of or for the convenience of the recipient, and is beyond the services regularly received by other members of the same industry or group or by the general public.” A “thing of value” includes “special benefits,” as defined in the circular.

5 PROCEDURES

To perform the CFO Biennial Review of Charges for Things of Value, agencies will analyze financial activity over a time span of one fiscal year. The review will be performed every two years, at a minimum. The review must include: (1) an analysis of current charges for things of value, (2) an evaluation of programs for potential charges related to things of value (currently provided free of charge to nonfederal recipients obtaining a special benefit), and (3) a schedule of subsequent reviews for all things of value. **REVIEWS MUST BE DOCUMENTED AND SUBMITTED TO OCFO BY APRIL 1 OF THE YEAR FOLLOWING THE FISCAL YEAR REVIEWED.** For example, if you are analyzing data from the fiscal year ending September 30, 2001, the review will be due to OCFO by April 1, 2002. Reviews will be submitted on-line at www.nfc.usda.gov/ocfofee.

- a Analysis of Current Charges for Things of Value. As part of this review, the agency CFO or office head must determine whether full cost was recovered using the current charges imposed for things of value. The analysis will be documented on the “CFO Biennial Review of Charges for Things of Value - Current Charges” web site. The analysis should: (1) identify all charges imposed for things of value provided by the agency to nonfederal entities and people, (2) provide a title and description of the things of value, (3) determine the amount of revenue earned from the things of value, (4) determine the full cost of providing the things of value, (5) identify the basis of the charges, and (6) either develop recommendations to revise charges that do not reflect full costs, or provide justifications for exceptions to full cost recovery. Agency CFOs should recommend exceptions to the general policy of full cost recovery to OMB in accordance with OMB Circular No. A-25.
- b Evaluation of Potential Charges for Things of Value. The agency CFO will review the things of value the agency provided, free of charge, to determine whether a charge should be imposed. The things of value to be evaluated are those where a special benefit is received allowing the beneficiary to obtain more immediate or substantial gains or value than those that accrue to the general public, where services are performed at the request or for the convenience of the recipient, or where the services provided are beyond those regularly received by members of the same industry or group, or by the general

public. The results of the evaluation will be documented on the "CFO Biennial Review of Charges for Things of Value - Potential Charges" web site. The evaluation should: (1) identify the things of value provided free of charge by the agency, (2) provide a title and description of the things of value, (3) determine the full cost of providing the things of value, (4) determine the potential for charges, and (5) develop proposals for new charges or provide recommendations and justifications for exceptions to imposing new charges. Legislative proposals should be prepared in accordance with OMB Circular No. A-19, "Legislative Coordination and Clearance," and OMB Circular No. A-25.

- c Schedule of Review for All Things of Value. As part of the review, the agency CFO will develop a timetable for the review of each thing of value provided for a charge or free of charge. The timetable will be documented on the "CFO Biennial Review of Charges for Things of Value" web site. The timetable should: (1) identify all things of value provided for a charge or free of charge by the agency, (2) provide a title and description of the things of value, and (3) specify the fiscal year when the documentation of the review will be submitted to OCFO (via the web site).

The mission area or the preparing agency should retain the original completed forms with signatures and supporting documentation of their Biennial Review for at least 36 months after the review. The documentation should contain sufficient information to support the data reported on the "CFO Biennial Review of Charges for Things of Value" web site. This may include items such as: descriptions and copies of transactions, records, and reports (e.g., elements of costs, source data reports, invoices, contracts, memorandums, unit volume information, and market price and trend information).

Full cost is one of many factors to be considered when developing pricing. Pricing is a complex management policy decision not discussed or covered in this document.

OCFO will review and consolidate the responses from the agency CFOs and submit them to interested parties, such as the Office of the Inspector General (OIG) and the General Accounting Office, as requested. OCFO may conduct examinations of the agencies' reviews on a sample basis.

6 FORMS, SCHEDULES, AND REPORTING DATES

As previously discussed, reviews of current charges and potential charges, as well as the schedule of reviews, must be documented on OCFO's web site by APRIL 1 of the year following the fiscal year reviewed. Reviews will be submitted on-line at www.nfc.usda.gov/ocfofee.

- a The Schedule of Review form on the web site will be used to document the timetable for when the agency plans to perform the next review of each thing of value it provides to nonfederal entities and people for a charge or free of charge. The electronic form on the web site will be completed by the agency, approved by the agency CFO, and submitted to OCFO. OCFO will review the schedule and approve or disapprove the submission within 30 days of receipt from the agency.
- b The Current Charges electronic form on the web site will be used to document the analysis of current charges imposed by the agency for things of value that it provides to nonfederal persons or parties. The form will be completed by the agency, approved by the agency CFO, and submitted to OCFO.
- c The Potential Charges electronic form on the web site will be used to document the evaluation of things of value that an agency provides free of charge to nonfederal entities and people where they receive special benefit to determine if a charge should be imposed. The form will be completed by the agency, approved by the agency CFO, and submitted to OCFO.
- d Copies of the electronic forms and supporting documentation (e.g.; elements of costs, source data reports, unit volume information, and market price and trend information) should be maintained at the agency.

Questions regarding fee policy may be directed to OCFO, CTAPD, at (202) 720-8992.

END

APPENDIX A
USDA DEFINITION OF FULL COSTS
FOR DIFFERENT REPORTING SITUATIONS

- 1 There are generally four situations where USDA agencies or organizations are called upon to disclose cost information: (1) financial statement reporting, specifically in the Statement of Net Cost, (2) calculation of output unit costs for performance measurement, (3) calculation of the costs of things of value that are provided for a charge as part of the CFO Act, Pub. L. No.101-576, as amended, biennial review of fees and charges, and (4) calculation of cost comparisons to assist in source selection in accordance with OMB Circular No. A-76, "Performance of Commercial Activities," and the Revised Supplemental Handbook. In the case of financial statement reporting, and unit costs for the biennial review, full cost as defined in SFFAS No. 4, "Managerial Cost Accounting Concepts and Standards for the Federal Government," should be disclosed. In the case of unit costs for performance measurement, it depends upon the specific performance measurement. Full costs may be appropriate - or may even be required - in some performance measurement situations. The following table identifies the specific costs that should be included for disclosure of full cost information in each of these three reporting situations. In the case of cost comparisons, agencies should refer to the guidance outlined in OMB Circular No. A-76 and the Revised Supplemental Handbook for costs to be included in this type of cost comparison.

- 2 SFFAS No. 4 addresses two broad types of costs: nonproduction costs which are linked with events other than the production of goods and services, and production costs which comprise the balance and can be defined as normal operating cost. Examples of nonproduction costs are costs related to a major reorganization, extraordinary items, workers compensation related to unusual events such as the Oklahoma City bombing, and Judgment Fund claims settlements related to events in a prior period. Since the Statement of Net Cost discloses all the costs of a reporting entity, both production and nonproduction costs are included on the statement. However, for purposes of disclosing unit costs of outputs, either for performance measurement reporting or for the biennial review, generally only production costs should be considered in order to not distort the unit costs for any one period due to the nonproduction events which took place during that period, or the nonproduction costs related to prior period events that are recognized in the current period.

APPENDIX A
USDA DEFINITION OF FULL COSTS
FOR DIFFERENT REPORTING SITUATIONS

- 3 The following table presents specific costs grouped into production and nonproduction costs. Within the categories of production and nonproduction costs, specific costs are separated into those currently funded to an organization versus those not currently funded; i.e., they may have been funded in the past (e.g., past capital purchases currently being depreciated), they will be funded in the future (e.g., accrued unfunded annual leave), or they may never be funded to an organization (e.g., unfunded pension and other retirement benefits).

Under each of the three reporting situations, specific costs are indicated as either “include” or “exclude” for full cost disclosure.

USDA DEFINITION OF FULL COSTS
FOR DIFFERENT REPORTING SITUATIONS

Specific Costs (Accrual Basis)	Statement of Net Cost	Output Unit Costs -Performance Measurement (If Full Cost is Required)	"Things of Value" for Biennial Review of Charges
PRODUCTION COSTS - FUNDED TO AGENCY	PROGRAM PRODUCTION COSTS (Federal or Nonfederal)		
Direct program costs	Include as program production costs	Include	Include
Program and agency administrative and general management expenses	Include as program production costs	Include	Include
Personnel compensation (BOC 11) - includes leave taken or paid lump sum	Include as program production costs	Include	Include
Personnel benefits (BOC 12) - including FECA payments and unemployment insurance (either identified with a specific program, or included in an overhead/G&A rate)	Include as program production costs	Include	Include
Operating expenses (BOC 21, 22, 23, 24, 25, 26) - includes reimbursable agreements	Include as program production costs	Include	Include
Equipment, land, and structures that are not capitalized (BOC 31, 32)	Include as program production costs	Include	Include
Grants, subsidies, and contributions (BOC 41)	Include as program production costs	Include	Include
Insurance claims and indemnities (BOC 42)	Include as program production costs	Include	Include

USDA DEFINITION OF FULL COSTS
FOR DIFFERENT REPORTING SITUATIONS

Specific Costs (Accrual Basis)	Statement of Net Cost	Output Unit Costs -Performance Measurement (If Full Cost is Required)	"Things of Value" for Biennial Review of Charges
Interest expense (part of BOC 43, exclude dividends)	Include as program production costs	Include	Include
Credit Reform subsidy expense	Include as program production costs	Include	Exclude
Hazardous waste cleanup, related to agency operations, identifiable to specific programs	Include as program production costs	Include	Include
Cost of goods sold	Include as program production costs	Include	Include
PRODUCTION COSTS - PAST, FUTURE, OR UNFUNDED			
Depreciation, amortization, and depletion	Include as program production costs	Include	Include
Non-Credit Reform bad debt expense	Include as program production costs	Include	Include
Imputed unfunded pension costs	Include as program production costs	Include	Include
Imputed unfunded other retirement benefits	Include as program production costs	Include	Include
Accrued annual leave expense, net change in liability (earned leave = paid leave expense above + net change in accrued leave liability)	Include as program production costs	Include	Include

USDA DEFINITION OF FULL COSTS
FOR DIFFERENT REPORTING SITUATIONS

Specific Costs (Accrual Basis)	Statement of Net Cost	Output Unit Costs -Performance Measurement (If Full Cost is Required)	“Things of Value” for Biennial Review of Charges
Credit Reform subsidy reestimates, or adjustments to reestimates	Include as program production costs	Include	Exclude
Distributed mission area and departmental appropriated costs that are not reimbursed	Include as program production costs unless qualitatively and quantitatively immaterial, but include those specifically identified with the agency	Include as an allocation unless immaterial, but include those specifically identified with the agency	Include as an allocation unless immaterial, but include those specifically identified with the agency
Estimated accrued hazardous waste cleanup, related to ongoing agency operations, not identifiable to specific programs	Include as program production costs, as an allocation to programs	Include, as an allocation	Include, as an allocation

USDA DEFINITION OF FULL COSTS
FOR DIFFERENT REPORTING SITUATIONS

Specific Costs (Accrual Basis)	Statement of Net Cost	Output Unit Costs -Performance Measurement (If Full Cost is Required)	"Things of Value" for Biennial Review of Charges
NONPRODUCTION COSTS - FUNDED TO AGENCY	PROGRAM NONPRODUCTION COSTS		
FECA related to unusual events (e.g., Oklahoma bombing)	If identifiable to specific programs and material, include as nonproduction. If immaterial, include in production costs as an allocation. If not identifiable to specific programs, report as costs not assigned to programs.	Exclude	Exclude
Acquisition cost of stewardship land	Include as program nonproduction costs	Exclude	Exclude
Acquisition cost of heritage assets	Include as program nonproduction costs	Exclude	Exclude
Reorganization costs (severance, buy-outs, etc.) that are material and identifiable to specific programs	Include as program nonproduction costs - However, if immaterial, include in program production costs as an allocation. If not identifiable to specific programs, report as costs not assigned to programs.	Exclude	Exclude
Benefits for former personnel (BOC 13), that are material and identifiable to specific programs	Include as program nonproduction costs if material. If immaterial, include in production cost as an allocation.	Exclude	Exclude

USDA DEFINITION OF FULL COSTS
FOR DIFFERENT REPORTING SITUATIONS

Specific Costs (Accrual Basis)	Statement of Net Cost	Output Unit Costs -Performance Measurement (If Full Cost is Required)	“Things of Value” for Biennial Review of Charges
Hazardous waste cleanup, related to events in historical periods, identifiable to specific programs	Include as program nonproduction costs	Exclude	Exclude
NONPRODUCTION COSTS - PAST, FUTURE, OR UNFUNDED			
Imputed other post- employment benefits paid by non-USDA agencies for USDA, identifiable to a specific program	Include as program nonproduction costs if related to a major reorganization. If immaterial, include in program production costs as an allocation. If not identifiable to a specific program, include as costs not assigned to programs.	Include if not related to a major reorganization	Include if not related to a major reorganization
Estimated accrued hazardous waste cleanup, related to events in historical periods, identifiable to specific programs	Include as program nonproduction costs	Exclude	Exclude
Judgment Fund claims paid, identifiable to specific programs	Include as program nonproduction costs	Exclude	Exclude
Extraordinary items, identifiable to specific programs	Include as program nonproduction costs	Exclude	Exclude

USDA DEFINITION OF FULL COSTS
FOR DIFFERENT REPORTING SITUATIONS

Specific Costs (Accrual Basis)	Statement of Net Cost	Output Unit Costs -Performance Measurement (If Full Cost is Required)	"Things of Value" for Biennial Review of Charges
Expenses related to contingent liabilities, identifiable to specific programs	Include as program nonproduction costs	Exclude	Exclude
	COSTS NOT ASSIGNED TO PROGRAMS (Reported for the Responsibility Segment)		
FECA related to unusual events (e.g., Oklahoma bombing), not identifiable to specific programs	Include as costs not assigned to programs if material. If immaterial, include in program production costs as an allocation.	Exclude	Exclude
Imputed other postemployment benefits paid by non-USDA agencies for USDA, not identifiable to a specific program	Include as costs not assigned to programs	Exclude	Exclude
Funded or estimated accrued hazardous waste cleanup, related to events in historical periods, not identifiable to specific programs	Include as costs not assigned to programs	Exclude	Exclude
Judgment Fund claims paid, not identifiable to specific programs	Include as costs not assigned to programs	Exclude	Exclude
Extraordinary items, not identifiable to specific programs	Include as costs not assigned to programs	Exclude	Exclude

USDA DEFINITION OF FULL COSTS
FOR DIFFERENT REPORTING SITUATIONS

Specific Costs (Accrual Basis)	Statement of Net Cost	Output Unit Costs -Performance Measurement (If Full Cost is Required)	"Things of Value" for Biennial Review of Charges
Expenses related to contingent liabilities, not identifiable to specific programs	Include as costs not assigned to programs	Exclude	Exclude
Distributed mission area & Departmental nonreimbursed appropriated costs that are not identified with agencies and are qualitatively and quantitatively immaterial	Include as costs not assigned to programs	Exclude	Exclude

APPENDIX B
WEB APPLICATION INSTRUCTIONS

1 GETTING ACCESS TO THE WEB SITE:

Agency employees should request a user identification (ID) and password from Robert Darragh, OCFO, by e-mail, in order to gain access to the application. The request should include: the agency's name, the user's name, the user ID and password you would like to be assigned, work phone number, fax number, and the level of access being requested. The level of access should be either *preparer* or *approver*. The preparer of the form completes the scheduling and review information. The agency CFO approves the schedule or review.

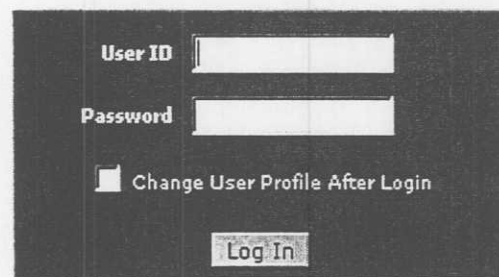
2 LOGGING ON TO THE WEB SITE:

Upon receiving a user ID and password, log on to the web site. The web site is located at <https://www.nfc.usda.gov/ocfofee>. Enter your user ID and password, and select "Log In." The first time you enter the system, you have the opportunity to update your profile information or change your password. To change the personal information at a later time, you must select the box next to "Change User Profile After Log In." The application will create an audit trail each time you log in, unless you "Cancel" out of each window. Exhibit A is an example of the LOG IN SCREEN.

Exhibit A – Log in Screen

Login Screen

Enter your User ID and Password. If you want to change your user profile, select the Change User Profile... option. When done, click "Log In".



The screenshot shows a dark-themed login interface. At the top, there are two input fields: the first is labeled "User ID" and the second is labeled "Password". Below these fields is a checkbox with the text "Change User Profile After Login". At the bottom center of the form is a button labeled "Log In".

Instructions:

- [Policy Overview](#)
 - [Appendix A - Definition of Full Costs for Different Reporting Situations](#)
 - [Appendix B - Agency Item Codes](#)
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The AGENCY SUBMISSION STATUS SCREEN (Exhibit B) will appear once you have exited the User Profile screen. This screen provides a summary of the status of your agency's review schedules. No data entry is required for this screen.

Exhibit B – Agency Submission Status Screen

Agencies Listing					
C	P	Agency	Agency Schedule Submitted to Agency CFO	Agency Schedule Review Completed by Agency CFO	Agency Schedule Approved by OCFO
3	3	<u>Agricultural Marketing Service</u>	3	R	0
13	1	<u>Agricultural Research Service</u>	3	R	0
6	8	<u>Animal and Plant Health Inspection Service</u>	3	R	0
0	0	<u>Cooperative State Research, Education, and Extension Service</u>	3	R	0
0	0	<u>Departmental Administration</u>	3	R	0
0	0	<u>Economic Research Service</u>	3	R	0
56	5	<u>Farm Service Agency</u>	3	R	0
4	1	<u>Food Safety and Inspection Service</u>	3	R	0
2	0	<u>Food and Nutrition Service</u>	3	R	0
3	0	<u>Foreign Agricultural Service</u>	3	R	0
19	0	<u>Forest Service</u>	3	R	0
6	1	<u>Grain Inspection, Packers and Stockyards Administration</u>	3	R	0
1	0	<u>National Agricultural Statistics Service</u>	3	R	0

Click on your agency

3 SCHEDULING REVIEWS OF CHARGES AND POTENTIAL CHARGES FOR THINGS OF VALUE

To access the SCHEDULE OF REVIEWS SCREEN (Exhibit C), select your agency's name on the Agency Submission Status screen (as indicated in Exhibit B).

The main purpose of the Schedule of Reviews screen is to: (1) identify a charge or potential charge by name and description, (2) document the year (April 1, 20XX) the agency will report the results of its reviews to OCFO (see policy for requirements), (3) document the agency CFO's review/approval of the schedule, and (4) establish a database that can be used by the agency, OCFO, and OIG to monitor compliance with regulations such as OMB Circular No. A-25, "User Charges," and Circular No. A-129, "Managing Federal Credit Programs."

Exhibit C – Schedule of Reviews Screen

Current Charges					
Item Code	Thing of Value	Revenue Collected?	Scheduled for Review by OCFO by Feb. 15 of	Agency Reviewed	OCFO Reviewed
ARS-C2	ARS Patent Culture Collection - Deposits (ARS-0001)	Yes	2001		
ARS-C3	ARS Patent Culture Collection - Distribution (ARS-0002)	Yes	2001		
ARS-C5	NAL AGRICOLA Training (ARS-0004)	No	2001		
ARS-C6	NAL Reference Services (ARS-0005)	No	2001		
ARS-C7	NAL Microfilm Replication (ARS-0006)	No	2001		
ARS-C8	Use of Grounds for Purposes of Commercial Photography and Cinematography	Yes	2001		
ARS-C14	Tran rides (ARS-0010)	Yes	2001		
ARS-C15	Fact Sheets (ARS-0011)	No	2001		
ARS-C16	Sale of Miscellaneous Items (ARS-0012)	Yes	2001		
ARS-C17	Use of Facilities (ARS-0013)	Yes	2001		
ARS-C18	Educational Classes and Workshops (ARS-0014)	Yes	2001		
ARS-C19	NAL Microfilm Reproduction (ARS-0007)	No	2001		
ARS-C20	NAL Reproduction Service (ARS-0003)	No	2001		

Add a Current Charge

Potential Charges					
Item Code	Thing of Value	Is There Revenue Potential?	Scheduled for Review by OCFO by Feb. 15 of	Agency Reviewed	OCFO Reviewed
ARS-P2	NAL Lending of Monographs and Journals (ARS-0008)	Yes	2001		

Add a Potential Charge

Select the "Thing of Value" title on the Schedule of Reviews screen to view the CURRENT CHARGES (Exhibit D) or POTENTIAL CHARGES SCREEN. OCFO has input charges for each agency based on the paper submissions that were received from agencies in the past. Ensure that this information is accurate and complete. Correct any errors that exist, and enter any information that is missing. In many instances, the paper schedule forms did not include a description of the charges. If this information is missing, complete the "Description" box. To update the charge screen for any changes, click the "Update Charge" box; otherwise, the data will be lost. If no changes are needed, click the "Cancel" box. You will return to the Schedule of Reviews screen.

Exhibit D – Current Charges

Current Charge

Item Code: ARS-C2

Title:

Description:

Schedule this charge for Review:

This charge was reviewed last year.

This charge will be reviewed by February 15, 2002.

This charge will be reviewed by February 15, 2003.

» **Subject to Federal Credit Reform Act (FCRA)?**

» **Under what authority (Law, Act, etc.) is the fee assessed?**

» **What is the date of the original authority, if known? (MM/DD/YYYY)**

» **What is the date of the current fee structure? (MM/DD/YYYY)**

Go to Charge Detail Screen ← **Link to Charge Detail Screen.**
Click Add Charge to add the charge with the minimum required fields. (Exhibit E)
(You can return to add detail later if you like)

This charge has not yet been approved by Agency CFO.

To add a new charge to the schedule, return to the Schedule of Reviews screen and select the “Add a Current Charge” or “Add a Potential Charge button.” The minimum amount of information that must be entered when new charges are added includes: (1) the title of the thing of value, (2) a description of the thing of value, and (3) the calendar year the agency will submit the reviews to OCFO (April 1, 20XX). After the information for the charge has been entered, select the “Add Charge” button; otherwise, the data will be lost. You will return to the Schedule of Reviews screen.

After the charges are entered in the schedule, and the calendar year for submission is documented, the schedule of reviews should be approved by the agency CFO. To do this, the agency CFO must log on to the web site using his/her user ID, go to the Schedule of Reviews screen, select the “Thing of Value” title, and select the “Approval” button located in the lower left hand corner of the screen. Once the agency CFO approves the schedule, OCFO will verify that the schedule meets the objectives of the appropriate OMB Circulars. OCFO will approve or disapprove the schedule, and this will be documented on the Schedule of Reviews screen.

If the schedule is disapproved, OCFO will provide the agency CFO with an e-mail outlining the problems. Agency CFOs should complete their approval of the schedule by April 1st of the year following the last fiscal year reviewed (see policy for requirements). OCFO will approve or disapprove the schedule within 30 days of the agency CFO's approval (May 1st).

4 SUBMITTING REVIEWS OF CHARGES AND POTENTIAL CHARGES

Agencies should provide OCFO with documentation of the reviews of current charges by completing the CHARGE DETAIL SCREEN (Exhibit E). To access this screen, go to the Schedule of Reviews screen and select the appropriate "Thing of Value" title. This will take you to the Current Charge screen for that fee. Select the "Go to Charge Detail Screen" link located in the center of the screen. On the Charge Detail screen, agencies should provide a basic summary of the findings of the review that was conducted. This summary includes: (1) fiscal year of the data used in the review, (2) revenue, (3) full cost, (4) whether Appendix A, USDA Definition of Full Costs, of the Biennial Fee Review policy was followed, (5) the basis of the charge, and (6) whether the full cost was recovered. If additional information is needed, you will be prompted for it. For example, if Appendix A was not followed, you will be prompted to enter an explanation. Select the "Update Charge" button. You will return to the Current Charge screen. Enter all other data required in this screen. Select "Update Charge" to complete the entry.

Exhibit E – Charge Detail Screen

Please enter the following additional information to complete the Charge.
 Note: The charge cannot be submitted for Agency CFO or OCFO review until the minimum required fields are completed:

* Fiscal Year (YYYY): (of data below)

* Revenue:
 Full Cost:

* Was Appendix A followed? Yes No (Explain)

* Basis of Charge:
 Full Cost Legislation Market Value Other

* Was the full cost of producing and providing the thing of value recovered? Yes No (Explain)

The web-based application is designed to capture only a summary of the review. The detailed supporting documentation used in the analysis should be maintained at the agency. OIG or OCFO will request additional detailed information from the agency if needed.

The POTENTIAL CHARGE screen is similar to the Current Charge screen; however, it is completely prompt-driven to lead you through it.

5 REPORTS

Upon request, OCFO will provide agencies with an Excel file of data they have submitted. To request an Excel file, contact Robert Darragh at (202) 720-0994.

APPENDIX C
BIENNIAL REVIEW OF FEES FOR USDA CREDIT PROGRAMS

1 DATE: Enter date of Fee Review

2 PROGRAM: Provide the name of the program or fund being reviewed.

3 PURPOSE AND BACKGROUND:

Provide a general statement explaining the purpose of the program and general background information. This information is often already published in the following documents: "Budget of the United States Government Appendix;" the "FY 20XX Budget Summary, U. S. Department of Agriculture;" and "Analytical Perspectives Budget of the United States Government."

4 DIRECT COSTS OF PROGRAM:

Enter budgetary information related to the amount of subsidy being provided and how many dollars in loans are being authorized. This information can be found in the "Budget of the United States Government Appendix" or "FY 20XX Budget Summary, U. S. Department of Agriculture."

Enter general information here such as the current fee structure, whether it has changed over the years, and how many fees you actually collect.

Below provide a breakout of historical program levels and costs, and projected loan costs for each loan program and offsetting fees for the current budget. This information is generally provided by the "Federal Credit Supplement," or can be calculated from the "Federal Credit Supplement."

(Subsidy Rates - %)			
Type of Loan	Total Subsidy	Offsetting Fees	Ending Subsidy

(Dollars in Thousands)			
Type of Loan	Total Subsidy	Offsetting Fees	Ending Subsidy

(Dollars in Thousands)			
Type of Loan	(Prior Year) Actual Subsidy	(Current Year) Actual Subsidy	(Budget Year) Estimated Subsidy

5 ADMINISTRATIVE COSTS OF PROGRAM:

Disclose the administrative expenses as they are disclosed in the "Budget of the United States Government Appendix." Also provide the following explanation. *"SFFAS No. 2 states, 'the present value of fees and other collections is recognized as a deduction from subsidy costs.' The Federal Credit Reform Act of 1990 defines cost as 'the estimated long-term cost to the Government of a direct loan or loan guarantee, calculated on a net present value basis, excluding administrative costs.' Fees are collected to offset subsidy costs, which exclude administrative costs, per guidance from these two authoritative sources. This analysis will also exclude administrative costs."*

6 JUSTIFICATION FOR NOT COVERING THE SUBSIDY COST OF THE PROGRAM:

Perform analysis to show the fee rates that would be needed to cover the direct costs of the program.

Disclose the justification for not covering the subsidy cost of the program (unless the program has a negative subsidy rate). Justifications can often be found in the "Budget of the United States Government Appendix" or the "FY 20XX Budget Summary, U. S. Department of Agriculture." Unless the program has changed, the justification will likely be the same as the prior year.