April 27, 2022

To: Agency Administrators  
State Directors  
National Office Officials  

From: Tony Bainbridge  
Chief Financial Officer  

Subject: Funding for Approved Fiscal Year 2022 Annual Conference and Training Plan  

The Department recently approved the Rural Development (RD) Fiscal Year (FY) 2022 Annual Conference and Training Plan (ATP). To view the list of authorized events, please go to the following link.  

This approval allows events to occur if sufficient funds are available in the FY 2022 base budget.

The items on the ATP do not include all the submitted conference and training events. The 115 events listed in the ATP are high priority RD activities with an estimated costs of $20,000 or more.

The Finance Office (FO) provided approved base budget levels to organizations and will process allotments in the coming weeks. Rural Development mission-essential activities were included in the base budget levels. Other submitted activities were included as supplemental budget requests. Your Associate Enterprise Director (AED) and the Budget Analyst (BA) will assist you in evaluating the FY 2022 budget submissions to determine if the events authorized were considered in the base or supplemental budget request.

Each organization will need to evaluate authorized events included in the supplemental budget request to determine if these events can occur within the funding provided under the approved base budget levels. The FO will reallocate base budget funds, as needed, to the appropriate funding buckets to allow such events to occur. When evaluating your organization’s remaining fiscal year budget needs, please work with your AED and BA to ensure funds are properly allocated.

EXPIRATION DATE: FILING INSTRUCTIONS:
April 30, 2023 Administrative/Other Programs

USDA is an equal opportunity provider, employer, and lender.
**2022 Annual Conference and Training Plan Guidelines**

1. Event Planning Resources:
   - When planning your event, please use the conference and event planning resources available on the [RD Conference and Event Planning SharePoint site](#).

2. Events with Estimated Cost of $20,000 or more:
   - If your ATP authorized event has an estimated cost of $20,000 or more, you must submit your event request through the [Agriculture Conference Management System (AgCMS)](#) for approval prior to the event being held (see [Event Planning Resources](#)).
   - If an event is on the ATP and funds are available within your organization’s FY 2022 base budget allotment, the event can occur once your organization receives AgCMS approval.
   - If an event is not ATP approved, and funding exists within your base budget, your organization must seek approval through the AgCMS portal, which includes Departmental approval, before this event can occur. If funding within your base budget level cannot cover the event, a supplemental budget request and justification must be submitted to your BA for consideration.

3. Events Estimated Under $20,000:
   - If funds are available within the organization’s FY 2022 base budget allotment, the event can occur and does not require AgCMS approval.

4. State Meetings:
   - If funds are available within a state’s FY 2022 base budget level, then the state meeting has RD authorization to occur. Please work with your AED and BA to ensure funds are properly allocated and follow AgCMS instruction above.

If you have AgCMS, conference, or training approval questions, please contact Roger Loesch at (702) 277-8492 or [Roger.Loesch@usda.gov](mailto:Roger.Loesch@usda.gov) and LaKimbrelle Clark at (202) 450-8021 or [Lakimbrelle.D.Clark@usda.gov](mailto:Lakimbrelle.D.Clark@usda.gov).

If you have administrative budget questions, please contact Dan Donnelly at (314) 457-4976 or [Daniel.Donnelly@usda.gov](mailto:Daniel.Donnelly@usda.gov) and Linda Hamel at (314) 457-4968 or [Linda.Hamel@usda.gov](mailto:Linda.Hamel@usda.gov).

Attachment