



United States
Department of
Agriculture



Cooperative State
Research, Education,
and Extension Service

Washington, DC
20250-2200

August 7, 2009

Dr. Don Villarejo
2530 Whittier Drive
Davis, California 95618

Dear Dr. Villarejo,

We would like to once again thank you for agreeing to serve as a panel member for the Sustainable Farm Enterprises Portfolio.

Enclosed you will find the Sustainable Farm Enterprises Portfolio documentation necessary for completing the external portfolio assessment. These items include the following:

- The Portfolio Annual Report
- The Portfolio appendices
- A CD containing the evidentiary materials
- The scorecard that you will use during the September meeting

We would like to bring to your attention the Section IV of the Portfolio Annual Report. This section contains the self-assessment of the portfolio by the agency team and is organized around the same areas that we will be asking you to use in your assessment, scoring, and development of recommendations in September.

Should you need further assistance or clarification, please do not hesitate to contact Djime Adoum at (202) 720-4564.

We are looking forward to seeing you on September 22-24, 2009. Thanks in advance for your contribution to this process.

Sincerely,

Robert C. MacDonald,
Director, Office of Planning & Accountability

cc: Franklin Boteler, Deputy Administrator, Economic and Community Systems
Ralph Otto, Associate Administrator
Djime Adoum, Planning and Evaluation Leader



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Davis, CA 95618

Dear Dr. Villarejo,

Thank you for agreeing to assist the U.S. Department of Agriculture (USDA) Cooperative State Research, Education, and Extension Service (CSREES) and the nation by serving on a panel to assess the CSREES Farm Management for Sustainability Portfolio. We anticipate that your investment of time, energy, and insight will provide valuable information to the agency regarding the relevance, quality, and performance of CSREES' programs and funded activities in this area and will provide recommendations for the future direction of the portfolio.

The Farm Management for Sustainability Portfolio panel is scheduled for September 22-24, 2009 in room 3455 of the Waterfront Centre in Washington, D.C. We will be meeting as a panel for dinner and a brief orientation discussion in the evening of September 21; please plan your travel so that you will be available at 6 p.m. on September 21. CSREES will pay for your travel and lodging; in order to do so, we need to make the arrangements so that we are in compliance with Federal travel requirements. You will be contacted by LaShondra Scott in the next few weeks to arrange your travel. It is important that you do not make travel arrangements yourself. Information about visiting the Waterfront Centre can be found at <http://www.csrees.usda.gov/about/visit.html>.

This package contains information to acquaint you with CSREES and the portfolio review process. We ask you to review these materials in the next couple of weeks so that you are familiar with them prior to receiving the information on the Education portfolio itself. Please direct any questions on the agency or the portfolio review process to Dr. Djime Adoum of CSREES' Office of Planning and Accountability (OPA) at (202) 720-4564 or dadoum@csrees.usda.gov. Make note of any questions on the Farm Management for Sustainability portfolio, programs, or activities for future reference.

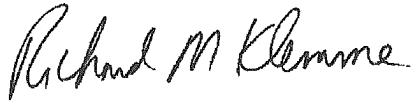
You should be aware that the Food, Conservation, and Energy Act of 2008 calls for CSREES to become the National Institute of Food and Agriculture by October 1, 2009. The purpose of this action is to raise the profile of agricultural science, include research, education, and extension. All current CSREES authorities transferred to the new institute which will be led by a presidentially-appointed director. CSREES has received external feedback on the structure and functions of the new institute through a Federal Register notice and internal working groups have developed recommendations for implementation. The Secretary of Agriculture will make the final decision on the structure of the new Institute and has not done so at this time. We will promptly forward you any further information as it becomes available.

We anticipate sending you specific information on the Farm Management for Sustainability portfolio in early August. This will consist of the Farm Management for

Sustainability Portfolio Annual Report, which describes the Farm Management for Sustainability Portfolio plans and results, and a CD containing evidentiary material to provide additional information for your review. It is essential that you closely review the Portfolio Annual Report. The evidentiary materials are not required reading but do provide valuable evidence of Education Portfolio accomplishments.

It is likely that your reading of the Farm Management for Sustainability Portfolio Annual Report will result in questions about the portfolio. We would like the CSREES Farm Management for Sustainability National Program Staff to be well prepared to respond to those questions when the review commences in September. Therefore, University of Wisconsin, by September 4 at richard.klemme@ces.uwex.edu, who will forward them on to the Farm Management for Sustainability Portfolio Team.

Again, we thank you for agreeing to serve on the CSREES Farm Management for Sustainability Portfolio assessment panel and look forward to seeing you in September.



Dr. Richard Klemme
Farm Management for Sustainability
Portfolio Panel Chair
Dean and Director
Cooperative Extension
University of Wisconsin



Dr. Robert C. MacDonald
Director
Office of Planning and
Accountability

Attachments:

Overview of CSREES
A Panelist's Guide to CSREES Portfolio Review

cc: C. Hefferan
R. Otto
F. Boteler
J. Hipp