

For: County Offices

Supplement to Notice CONOP-16 (EQIP Files)

Approved by: State Executive Director



1 Overview

A Background

Notice CONOP-16 provided background concerning the transfer of EQIP files. Counties were informed to transfer the EQIP files to NRCS and later advised to postpone the transfer due to documents FSA needed to retain. The notice required the SED and State Conservationist to negotiate physical location of the EQIP files and access to those files.

B Purpose

This notice provides the EQIP files locations agreed to by FSA and NRCS.

2 EQIP File Locations

A General

Counties have maintained EQIP files according to 25-AS. 25-AS will be amended to reflect changes described in Notice CONOP-16. Many of the EQIP files, required by 25-AS, address reports, statistical summaries, and allocation control ledger information. These items are of significance to FSA. The actual EQIP contract files are the files necessary to be located in the NRCS office.

Disposal Date: 04-01-04 03-24-03	Distribution: County Offices
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2 EQIP File Locations (Continued)

B Allocation Control Ledgers, Reports, and Statistical Summaries

The following reports and statistical summaries shall be retained by FSA with guaranteed access by NRCS:

- Copies of signed CCC-1200 Applications Received Report (EEB 710-R001)
- CCC Allocation Reduction Report – Fiscal Year-End (EEB 460-R001)
- CCC Allocation Increases or Decreases Report (EEB 231-R001)
- Difference Report between Conservation 305 and State CCC Ledger Reports (EEB 235-R006)
- Program Summary Ledger Report (EEG 235-R0002)
- Correspondence about the control of program activities and funds
- Sequential ledger entry reports, detailed ledgers used to control program funds and related correspondence
- Ledger reports.

The above information is generally located under EQIP filing codes

- EQIP
- EQIP 2
- EQIP 3
- EQIP 3-1
- EQIP 3-2

C EQIP Contract Files

The EQIP contract folder, located at filing code EQIP 4, shall be transferred to NRCS for all contracts effective through 2002. FSA shall have guaranteed access to the contract folders, specifically the CCC-1245 and Producer Disbursement Transaction Statements.

NRCS will compile and retain 2003 EQIP contract folders, excluding the original CCC -1245 and Producer Disbursement Transaction Statements.

NRCS will retain a copy of the CCC-1245 provided to FSA for payment and retain the CCC-1245 in the EQIP contract folders. FSA will provide NRCS a copy of the Producer Disbursement Transaction Statement for the EQIP contract folder when payment is made. FSA shall file the original CCC -1245 and Producer Disbursement Transaction Statement under filing code EQIP 4. Each agency shall have guaranteed access to these files.

2 EQIP File Locations (Continued)

D Application Status Letters

NRCS must provide FSA letters that reflect the status of an application in order to keep the automated system current. NRCS will provide letters to FSA on applications approved, deferred, disapproved, cancelled, or withdrawn. FSA shall file the letter copies in the respective standard filing codes of EQIP 4, EQIP 4-5, EQIP 4-6, and EQIP 4-7.

E Appeals

FSA will maintain all official files related to EQIP appeal cases. Each agency shall have guaranteed access to these appeal files.

F Archived Files

FSA EQIP files that have been archived, to date, shall remain in FSA custody with access guaranteed to NRCS.

G Guaranteed Access

Guaranteed access is defined as the requesting and supplying of documentation in a timely manner that will not impair the servicing of the EQIP participant or impair the agency's ability to discharge their respective responsibilities. Guaranteed access does not equal open access to each agency's filing system.

H Filing Deviation

It is recognized that there may be other filing situations that are workable between agencies at the local level, i.e., central filing locations. In these situations, forward a request in writing, to deviate from this notice, to the NRCS State Conservationist or the FSA State Executive Director.

3 Action

A Completion Date

CED and DC will coordinate the orderly transition of files by July 31, 2003, to ensure adequate time for these files to be integrated into existing file systems. Counties that previously transferred files to NRCS shall reestablish and transfer files according to this notice and the attached MOA.

Note: The MOA allows for possible deviation in filing if requested to and approved by the State Conservationist and the SED.

OK Notice CONOP-67

3 Action (Continued)

B Memorandum of Agreement (MOA)

Exhibit 1 provides the MOA between the SED and State Conservationist concerning file transfer.

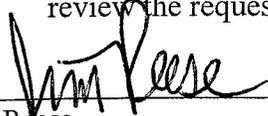
MEMORANDUM OF AGREEMENT

**BETWEEN THE
OKLAHOMA STATE EXECUTIVE DIRECTOR
AND THE
OKLAHOMA NRCS STATE CONSERVATIONIST**

EQIP Files Locations

The Oklahoma State Executive Director and the Oklahoma NRCS State Conservationist mutually agree on the following EQIP Files Locations:

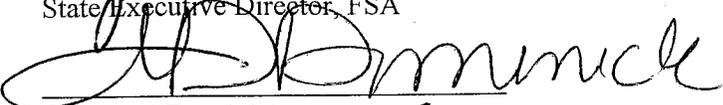
1. FSA will retain allocation control ledgers, reports, and statistical summaries, with NRCS having guaranteed access.
2. NRCS will retain the EQIP contract folders for all contracts effective through 2002, with FSA having guaranteed access to the contract folders, specifically the CCC-1245 and Producer Disbursement Transaction Statements.
3. NRCS will compile and retain 2003 EQIP contract folders, excluding the original CCC-1245 and Producer Disbursement Transaction Statements. NRCS will retain a copy of the CCC-1245 in the EQIP contract folders. FSA will provide NRCS a copy of the Producer Disbursement Transaction Statement for the contract folder. FSA will retain the original CCC-1245 and Producer Disbursement Transaction Statement. Each agency shall have guaranteed access to these files.
4. FSA will maintain all official files related to EQIP appeal cases. Each agency shall have guaranteed access to these appeal files.
5. FSA EQIP files, that have been archived to date, will remain in FSA custody with access guaranteed to NRCS.
6. Guaranteed access is defined as the requesting and supplying of documentation in a timely manner that will not impair the servicing of the EQIP participant or impair the agency's ability to discharge their respective responsibilities. Guaranteed access does not equal open access to each agency's filing system.
7. It is recognized that there may be other filing situations that are workable between agencies at the local level, i.e., central filing locations. In these situations, the county offices will forward a request in writing to the NRCS State Conservationist or the FSA State Executive Director, and the NRCS State Conservationist and FSA State Executive Director will review the request and make a determination.



 Jim Reese
 State Executive Director, FSA

3/24/03

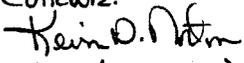
 Date



 M. Darrel Dominick
 State Conservationist, NRCS

3/24/03

 Date

Concur.

 Kevin D. Nott
 ASTC (Programs)
 3/24/2003