

For: County Offices

Supplement to Notice CONOP-21

Approved by: State Executive Director



1 Overview

A Background

Notice CONOP-21 addresses EQIP file transfer to NRCS and generating specific EQIP reports by September 30, 2004. Information concerning EQIP file transfer in notice CONOP-21 may have conflicted with information recently provided to counties at the CRP training sessions.

B Purpose

This notice elaborates on EQIP file transfer and reports for migration to NRCS.

2 County Office and District Director Action

A EQIP Files

Notice CONOP-21 requires official EQIP files to be transferred to NRCS by October 1, 2004. A list of contract folder contents to be provided to NRCS is included in subparagraph 2 B of the notice.

Any unofficial files, that a county may have copies for their benefit, shall be retained by the county office.

B CCC-1245's and Producer Transaction Statements

The original CCC-1245's, used to make EQIP payments, and their associated Producer Transaction Statement, shall be transferred to NRCS with the official file according to subparagraph 2 B of Notice CONOP-21. Previously, counties were advised by the STO to retain these official documents as instructed in the previous Memorandum of Agreements.

IMPORTANT: The reports, that are to be generated by September 30 in Notice CONOP-21, subparagraph 3 B, will provide FSA a record of payments made. A copy of each report is to be retained by the COF for five years after migration.

Disposal Date:

12-01-04

Distribution:

County Offices

09-02-04

OK Notice CONOP-83

2 County Office and District Director Action (continued)

C Reports

The designated reports in notice CONOP-21, subparagraph 3 B, shall be run no later than COB September 30, 2004. Provide a copy of these reports to NRCS and retain a copy for five years after migration.

D Checklist of EQIP Activities

Notice CONOP-21 provided a checklist in Exhibit 1 of activities to be completed and a date these activities were to be completed. The CED shall make a copy of Exhibit 1 and initial and date when each specific activity has been completed through September 30, 2004 activities, including official file transfer. When all activities are completed, fax a copy to the District Director no later than 10:00 a.m. on Thursday, September 30, 2004.

E Notice CONOP-21 Activities

Notice CONOP-21 lists a number of activities, reports, and files that a COF is to complete, in addition to the checklist in the notice and items in this notice. (CEDs shall ensure all activities required of Notice CONOP-21 are completed.)

3 District Director Action

A Report to STO

District Directors shall ensure the checklist referred to in subparagraph 2 D, of this notice, is received by the District Director no later than 10:00 a.m., Thursday, September 30, 2004. Review the checklist to ensure the CED has dated and initialed all activities as complete through the September 30, 2004 activities, including official file transfer.

After review of each county's checklist, report to the State Office Conservation Section by telephone no later than 1:00 p.m., Thursday, September 30, 2004, that the activities required of Notice CONOP-21 have been completed. DD's shall initial and date their review on each county checklist and forward the checklist to the State Office.

It is suggested the District Director require weekly monitoring reports on EQIP activities from the counties in order that any potential problems can be resolved prior to September 30.