

For: State Offices

**Annual Report of Accomplishments Relating to  
Resource Conservation and Development (RC&D) Program (AO-161R)**

Approved by: Associate Administrator for Operations and Management



**1 Overview**

**A Background**

FY 2004 has come to an end. Prepare a brief write-up of State Office accomplishments in partnership development with RC&D Councils. An annual report is due at the end of each FY. State Offices have received the following prior notification for this report:

- January 10, 2003, memorandum to all SED's
- first FSA RC&D informational teleconference on April 21, 2003
- Notice AO-1289.

**B Purpose**

This notice informs State Offices of their responsibility to work and report on development activities with RC&D Councils.

**C Contact**

If there are any questions, contact Darlene Smith at 202-260-6069 or by e-mail to [darlene.smith@wdc.usda.gov](mailto:darlene.smith@wdc.usda.gov).

**Disposal Date**

January 1, 2005

9-28-04

**Distribution**

State Offices

## Notice AO-1315

### 2 Agency Responsibility and Coordination

#### A Delegation

The Secretary has delegated administrative responsibility for the RC&D Program to NRCS, with the expectation that other agencies administering USDA programs and services should work with NRCS to assist and support local RC&D Councils. FSA has agreed to increase coordination and cooperation with other agencies in the Department to make our programs and expertise available to RC&D Councils and their associates who are working on behalf of rural residents and communities.

#### B Reporting

A written report is required at the end of each FY, **due no later than November 30, 2004**. Include a description of all contacts, visits, participation in meetings, workshops, conferences, in-kind services, support, and recommendations to establish partnerships with the RC&D Councils. Provide pictures as applicable. Note that the response is in reference to AO-161R and may be submitted by any of the following methods:

- e-mail to **Darlene.Smith@wdc.usda.gov**
- FAX to 202-690-4727
- mail to:

1400 Independence Avenue, SW  
Room 3716-S, STOP 0511  
Washington, DC 20250-0511.

Although no specific reporting format is required, it is recommended that conciseness be observed. The following format may be useful:

- Activity (describe)
- Participation (describe)
- Action(s) Taken
- Results Achieved
- Additional Comments.