

For: State Offices

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

Approved by: Associate Administrator for Operations and Management



**1 Overview**

**A Background**

An annual report of State Office accomplishments in partnership development with RC&D Councils is due at the end of each FY. State Offices have received the following past notification for this report:

- January 10, 2003, memorandum to all SED's
- first FSA RC&D informational teleconference on April 21, 2003
- Notices AO-1289 and AO-1315, which are both obsolete.

**B Purpose**

This notice informs State Offices 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, 2008

11-7-05

**Distribution**

State Offices

## 2 Agency Responsibility and Coordination

### A Delegation

The Secretary delegated administrative responsibility for the RC&D program to NRCS, with the expectation that other agencies administering USDA programs and services will 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 FSA 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 and is **due no later than December 16th**. 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:

Darlene Smith  
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
- recommendations to strengthen FSA relationship with RC&D Councils
- recommendations on how FSA can utilize the RC&D Councils to reach underserved customers to ensure maximum participation in FSA programs and services
- additional comments.