

For: State and County Offices

**Conservation Compliance CORP Findings and
National HELC/WC Violations Database Usage**

Approved by: Acting Deputy Administrator, Farm Programs



1 CORP Report

A Background

The summary CORP report has been finalized for FY 2005. The report includes a list of significant common errors in the area of Conservation Compliance.

The Conservation Compliance CORP findings are based on reviews of 6,395 AD-1026's, dated "9-25-03", conducted in 400 County Offices.

B Purpose

This notice provides State and County Offices with a summary of the Conservation Compliance CORP error findings for FY 2005 that were greater than 30 percent. Follow up information is included to clarify procedure for each listed finding.

2 Intranet HELC/WC Database

A Background

Conservation Compliance violations are documented in a national Intranet-accessed HELC/WC database. Information is provided to guide State and County Offices in using the national HELC/WC violation database.

B Location

A link to the HELC/WC violation database is located on the FSA Intranet web site at <http://intranet.fsa.usda.gov/fsa>, under the link for "FSA Applications", entitled "HELC/Wetlands Program".

Disposal Date	Distribution
December 1, 2006	State Offices; State Offices relay to County Offices

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2 Intranet HELC/WC Database (Continued)

C Database Users

All personnel with authorized access to the FSA Intranet may view the violation data and generate reports using the “**Guest User**” option in the “User Type” drop-down menu.

The designated HELC/WC Program Specialist in each State shall add or correct data within the database using their eAuthentication user ID and password under the “**State User**” option. A list of authorized State Office Specialists is maintained by PECD.

3 State and County Action

A County Office Action

County Offices shall:

- review the common Conservation Compliance errors listed in Exhibit 1

Note: Before issuing program payments, ensure that the producer and all affiliates have properly completed an up-to-date AD-1026 and certified compliance with the HELC/WC provisions.

- access the Intranet HELC/WC database to review data associated with the county

Note: The database should include all violation data (FSA-493’s) from 1993 to the present.

- complete FSA-493 to correct or add missing violation data and submit FSA-493 to the State Office HELC/WC Program Specialist for inclusion in the database
- continue to complete FSA-493 for each newly discovered HELC/WC violation, including those associated with COC good faith determinations.

Note: Submit FSA-493 to the State Office Program Specialist upon completion.

B State Office Action

The designated State Office HELC/WC Specialist shall enter or correct FSA-493 data in the Intranet database upon receipt from the respective County Offices.

Direct requests to change or add the names of personnel authorized to access the database as a “State User” (ability to enter new data or correct existing data) to PECD.

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3 State and County Action (Continued)

C Contact

If there are questions about this notice, contact Jan Jamrog by either of the following:

- e-mail at jan.jamrog@wdc.usda.gov
- telephone at 202-690-0926.

COR FY 2005 Conservation Compliance Error Findings of 30 Percent or Greater

The following table contains common Conservation Compliance errors found during the county operations review.

Description of Findings	Percent of County Offices With Findings
<p>AD-1026 is not marked “VOID” when a new AD-1026 is required for a non-multi county producer. See 6-CP, subparagraph 475 A.</p> <p>Note: Notice CM-531, Exhibit 5, page 2 (Notice CM-531 is obsolete) clarified the marking of “VOID” on obsolete AD-1026’s. The need to mark obsolete AD-1026’s as “VOID” is only required when the County Office is aware the current AD-1026 is obsolete and the producer has not yet filed an updated version.</p>	44
<p>Farm/tract listed on AD-1026A, item 12 is not verified by producer listed as “OT”. See 6-CP, subparagraph 423 C.</p> <p>Note: AD-1026A was designed to assist the producer to properly answer all questions on AD-1026. The County Office shall make producers aware that they must be in compliance with the HELC/WC provisions on all farms that they have a farming interest as owner, operator, or other producer.</p>	35
<p>AD-1026, item 7 does not list affiliated persons with farming interests nor is “none” entered. See 6-CP, subparagraph 433 B, item 7.</p> <p>Note: USDA program eligibility for a participant is predicated upon compliance with HELC/WC provisions by all affiliates. Affiliates are defined on AD-1026, page 2.</p>	34

Note: The Conservation Compliance CORP findings are based on AD-1026, dated “09-25-03”.