

For: State Offices

Annual Equitable Relief and Finality Rule Reports

Approved by: Deputy Administrator, Farm Programs



1 Annual Reports

A Background

7-CP requires each State Office to submit 2 annual reports to PECD:

- Equitable Relief (PA-135P) FSA-321's acted on by the SED, STC, or DAFP (7-CP, Exhibit 11)
- Finality Rule (PA-129R) FSA-321's acted on by FSA or NAD (7-CP, Exhibit 12).

B Purpose

This notice provides:

- guidance for completing and transmitting the required reports
- State Offices with a revised reporting deadline.

2 Reporting Requirements

A Deadline

The annual report deadline for State Offices listed in 7-CP is January 3. Since the published report date falls on a nonworkday, the deadline for submitting the 2008 reports shall be **Monday, January 5**. Submission by that deadline will allow FSA time to reconcile and meet the statutory deadline for submitting agency statistics to Congress. State Offices are encouraged to transmit the reports as soon as all relief requests have been acted on for the 2008 calendar year.

Negative reports are **required**.

| | |
|----------------------|---------------------|
| Disposal Date | Distribution |
| February 1, 2009 | State Offices |

Notice CP-636

2 Reporting Requirements (Continued)

B Report Format

Prepare an Excel spreadsheet using the format provided in 7-CP, Exhibits 11 and 12. Include column totals at the bottom of each spreadsheet.

C Report Transmission

Send the reports as e-mail attachments to **jan.jamrog@wdc.usda.gov**.

D Contact

State Office specialists needing assistance should contact Jan Jamrog, Conservation Compliance Program Manager, by either of the following:

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

3 Reporting Criteria

A Data Source

FSA-321 is the source for the data for each report. Any meritorious or program relief granted outside the scope of 7-CP shall **not** be included in these reports.

B NAD Decisions

For the:

- Equitable Relief Report (7-CP, Exhibit 11), do **not** include relief granted by NAD
- Finality Rule Report (7-CP, Exhibit 12), include NAD decisions.

C Disapproved or Partially Approved Relief Requests

The reports shall include FSA-321's that were finalized with an approval, partial approval, or denial during the 2008 calendar year.

D FSA-321's Acted On In Different Calendar Years

The reports shall **only** include FSA-321's with a **final** determination issued during the 2008 calendar year.

Example: A misaction/misinformation relief request initiated by COC in November 2007, approved by SED in December of 2007, and received OGC concurrence in January of 2008, shall be included on the 2008 report.