

**TO:** State Directors, Rural Development

**ATTENTION:** Business Programs Directors

**SUBJECT:** Rural Cooperative Development Grant Program  
Clarification of Reporting Requirements

**PURPOSE/INTENDED OUTCOME:**

The purpose of this Administrative Notice (AN) is to clarify and provide additional guidance regarding monitoring and reporting requirements associated with the servicing of Rural Cooperative Development Grants (RCDG).

**COMPARISON WITH PREVIOUS AN:**

This AN replaces expired RD AN No. 3641 (4284-F) dated April 25, 2001.

**IMPLEMENTATION RESPONSIBILITIES:**

States will assure that grantees abide by the reporting requirements of the RCDG program as defined in RD Instruction 4284-A, section 4284.12(a), (b), and (c). Grantees must submit a "Financial Status Report" and a "Performance Report" on a semiannual basis with reporting periods ending March 31 and September 30. Also, a final "Financial Status Report" and a final "Performance Report" are due within 90 days after the completion of the grant. In addition, States must provide the National Office with a copy of the grantee reports. Reports are due to the National Office no later than 45 days after the reporting period ends.

It is highly recommended that grantees use the reporting format in Attachment 1 for Performance Reports to assist in uniform report appearance and allow for consistency in compilation of information on a national basis. Please note that center capacity building activities should be reported in addition to other types of projects and activities. Grantees should be encouraged to submit reports electronically if at all possible.

EXPIRATION DATE:  
July 31, 2005

FILING INSTRUCTIONS  
Preceding RD Instruction 4284-F

State Offices should send all reports to [cpgrants@usda.gov](mailto:cpgrants@usda.gov) if submitting electronically or to Cooperatives Program, STOP 3250, 1400 Independence Avenue SW., Washington, D.C., 20250-3250, Attention: RCDG Program, if by mail.

We are also attaching letter templates (Attachment 2) to assist you in reminding grantees of their report deadlines and address grantee overdue reports (Attachment 3) and seriously overdue reports (Attachment 4).

**SUMMARY:**

The RCDG program is administered by Rural Development through the Rural Business-Cooperative Service using RD Instructions 4284-A and 4284-F. Rural Development State Offices are responsible for monitoring the RCDG grants according to these instructions and providing the National Office with the grantee reports in the required timeframe.

The Rural Development State Office is responsible for assuring the requirements of RD Instructions 4284-A and 4284-F and this AN are adhered to in administering the RCDG program.

If you have any questions concerning the content of this AN, please call Marc Warman, Program Leader, (202) 690-1413, or Gail Thuner, Management and Program Analyst, (202) 690-2426, Funded Programs Unit.

*(Signed by Peter J. Thomas)*

PETER J. THOMAS  
Administrator  
Rural Business-Cooperative Service

Attachments

Grantee \_\_\_\_\_

Report for Period Ending \_\_\_\_\_

Check one: Semiannual Report \_\_\_\_\_ Final Report \_\_\_\_\_

**SUMMARY OF GRANT ACTIVITIES**

Technical Assistance Projects Initiated:

Technical Assistance Projects Completed or Terminated:

Technical Assistance Reports Issued:

Surveys Conducted:

Cooperatives Incorporated:

Research Projects Initiated:

Research Projects Completed:

Training Seminars or Activities Conducted:

Other Significant Activities:

Activities Benefiting Minorities This Reporting Period:

New Cooperatives Identified (including name, address, contact person, telephone number):

PROJECT/ACTIVITY \_\_\_\_\_

This Reporting Period:

Established objectives for this quarter: Met Not Met

\_\_\_\_\_

\_\_\_\_\_

Other significant work accomplished for the project this reporting period:

\_\_\_\_\_

\_\_\_\_\_

Work accomplished by center staff \_\_\_\_\_ %

Work accomplished through contracted service:

Contractor Name \_\_\_\_\_ %

Reason(s) why established objectives (if any) not met:

\_\_\_\_\_

\_\_\_\_\_

Any problems, delays, or adverse conditions that will affect attainment of overall project objectives during established time period:

\_\_\_\_\_

\_\_\_\_\_

Next Reporting Period:

Established objectives for next reporting period:

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Planned actions to meet unmet objectives from this reporting period:

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**Sample Letter for Reminding Recipient of Report Due Date**

[DATE]

[CONTACT PERSON]  
[RECIPIENT NAME]  
[STREET ADDRESS]  
[CITY, STATE ZIP CODE]

Dear [CONTACT PERSON]:

This letter serves to remind you that your financial and project performance reports are due on [DEADLINE] for the Rural Cooperative Development Grant you received. This report should cover the time period of [TIME PERIOD DATES]. As you are aware, financial and programmatic reports for the above grant are due 30 days after the end of the reporting period.

Acceptance of a grant award carries with it the obligation for proper and timely accountability, both programmatic and fiscal. A delay in submitting reports not only places an unnecessary and costly burden on our grants administration process; it also delays the dissemination of project and program results and hampers our efforts to promptly and properly account for public funds.

If you are unable to meet the report deadline, it is imperative that you inform us as soon as possible of the reasons why you are unable to meet the deadline and when you will submit the required report(s).

Thank you for your prompt attention to this matter. If you have any questions or if I can be of assistance in expediting the submission of the report(s), please contact me at [TELEPHONE NUMBER].

Sincerely,

[GRANTS OFFICIAL]  
[TITLE]  
[STATE] Rural Development

**Sample Letter for an Overdue Report**

[DATE]

[CONTACT PERSON]  
[RECIPIENT NAME]  
[STREET ADDRESS]  
[CITY, STATE ZIP CODE]

Dear [CONTACT PERSON]:

This letter confirms our telephone conversation of [DATE] and outlines the agreement reached regarding the submission of the following delinquent report(s):

Report Description:

Report Due for Period:

As you are aware, financial and programmatic reports for the above grant are due 30 days after the end of the reporting period; closeout reports are due 90 days after the end of the performance period.

Acceptance of a grant award carries with it the obligation for proper and timely accountability, both programmatic and fiscal. The delay in submitting reports not only places an unnecessary and costly burden upon our grants administration process, but it also delays the dissemination of project program result and hampers our efforts to promptly and properly account for Federal funds.

In keeping with the understanding reached in our telephone conversation, we will expect to receive the overdue report(s) by [DATE].

If you are unable to meet the agreed deadline, it is imperative that you inform us as soon as possible of the reasons why you are unable to meet the deadline and when you will submit the delinquent report(s).

If you have any questions regarding this matter or if I can be of assistance in expediting the submission of the report(s), please contact me at [TELEPHONE NUMBER].

Sincerely,

[GRANTS OFFICIAL]  
[TITLE]  
[STATE] Rural Development

**Sample Letter for a Seriously Overdue Report**

[DATE]

[CONTACT PERSON]  
[RECIPIENT NAME]  
[STREET ADDRESS]  
[CITY, STATE ZIP CODE]

Dear [CONTACT PERSON]:

This letter serves as a notice that the following report for your Rural Cooperative Development Grant is seriously overdue:

Report Description:

Report Due for Period:

During the last few [DAYS/WEEKS/MONTHS], we have worked with [CONTACT PERSON] of your office through telephone conversations and correspondence in an attempt to obtain the delinquent report. Regrettably, the desired results have not been achieved.

As you are aware, acceptance of a grant award imposes an obligation upon the recipient to provide proper and timely accountability from both a programmatic and fiscal standpoint. Because of the seriousness of the problem and the lack of any significant progress or effort to correct the reporting deficiency, if the report(s) is not received within 30 calendar days from the date of this letter, we will consider taking further action, such as withholding payments or terminating the award.

Should you have any questions regarding this matter or if we can be of assistance in expediting the submission of the delinquent report(s), please contact me at [TELEPHONE NUMBER].

Sincerely,

[GRANTS OFFICIAL]  
[TITLE]  
[STATE] Rural Development