

RD AN No. 3946 (1940-L)
February 20, 2004

TO: State Directors, Rural Development
ATTENTION: State Cooperative Development Specialists
SUBJECT: Reporting of Cooperative Services Activities

PURPOSE/INTENDED OUTCOME:

This Administrative Notice (AN) provides guidance and clarification for reporting and delivering cooperative development technical assistance for Cooperative Services' programs by State Rural Development staff(s) designated the responsibility of providing Cooperative Services program delivery. Each State is to have a Cooperative Services (CS) point of contact.

COMPARISON WITH PREVIOUS AN:

There have been no previous ANs on this subject.

IMPLEMENTATION RESPONSIBILITIES:

Who Reports

Each State Rural Development Office shall have a designated staff person(s) whose assigned responsibilities include serving as the State contact or liaison for delivering and reporting Cooperative Services' program activities.

Frequency of Reporting

Reporting will be on a quarterly basis, with reports due to the Cooperative Development Division (CDD), Rural Business-Cooperative Service, no later than the 10th day of the following months: April, July, October, and January. The reports, which summarize the previous 3-month activities, should be sent by electronic mail to Todd Hubbell at todd.hubbell@usda.gov. Negative reports are required.

EXPIRATION DATE:

FILING INSTRUCTIONS
Preceding RD Instruction 1940-L

What to Report

Please submit a brief written report of cooperative development activities, work projects, and other major cooperative related activities and accomplishments over the previous 3 months. The information reported should relate to cooperative-based project work including major activities such as: cooperative development technical assistance, education and outreach, and cooperative related program support activity.

Report Format

Use of the Microsoft Word document (Attachment 1) provided to report CS program activity is required. This format will assist in uniform report appearance and allow for consistency in compilation of information, on a national basis, for feedback. Attachment 1 is an example of the format guideline for the quarterly report.

Should you have any questions regarding this AN, please contact CDD, at (202) 720-3350.

(Signed by John Rosso)

JOHN ROSSO
Administrator
Rural Business-Cooperative Service

Attachment (1 page)

