

**Part 405 – Performance Reporting**

**Subpart B – Agency Performance Reports**

**Figure 405-B1**

<b>Activity</b>	<b>Who</b>	<b>Start Date</b>	<b>End Date</b>
Provide State performance information for previous FY to NHQ and regional offices.	State Conservationist	October 1	November 15
Prepare agency performance report for previous FY.	Director, Strategic Planning and Performance Division	November 15	December 31

**Figure 405-B2**

<b>Activity</b>	<b>Who</b>	<b>Start Date</b>	<b>End Date</b>
Attest to the accuracy and completeness of performance data for the FY with written justification where actual performance deviates planned performance by more than 10 percent.	State Conservationist	October 1	October 8
Prepare and submit the final BPI for the prior FY to the USDA Office of Budget and Program Analysis.	Deputy Chief for Strategic Planning and Accountability	October 1	October 15
Final review of APR to be included in the USDA performance and accountability report (section II).	Deputy Chief for Strategic Planning and Accountability Director, Strategic Planning and Performance Division	October 1	November 1
Prepare and submit the current FY BPI annual performance plan and the BPI quarterly report to the USDA Office of Budget and Program Analysis.	Deputy Chief for Strategic Planning and Accountability Director, Strategic Planning and Performance Division	January 1	January 15
Prepare and submit the	Deputy Chief for Strategic	April 1	April 15

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current FY BPI quarterly report to the USDA Office of Budget and Program Analysis.	Planning and Accountability Director, Strategic Planning and Performance Division		
Prepare and submit the current FY BPI quarterly report to the USDA Office of Budget and Program Analysis.	Deputy Chief for Strategic Planning and Accountability Director, Strategic Planning and Performance Division	July 1	July 15
Prepare information for the performance and accountability report to be included in the USDA performance and accountability report (section II) for the current FY to the USDA Office of the Chief Financial Officer.	Deputy Chief for Strategic Planning and Accountability Director, Strategic Planning and Performance Division	June 15	August 1