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August 1, 2012

## **KANSAS BULLETIN NO. KS340-12-7**

### **SUBJECT: SPA—End of Year Performance Results System Reporting**

**Actions required by:** October 2, 2012

**Purpose.** To provide guidance for data entry, check, cleanup, and certification

**Expiration Date.** September 30, 2013

The final date for reporting fiscal year (FY) 2012 performance through the Performance Results System (PRS) is September 30, 2012. No additional reporting or editing of the FY 2012 data will be permitted after that time.

To meet federal requirements for data quality, all offices will review, evaluate, and identify potential data duplicates, potential conservation program errors, and other data anomalies.

To allow ample time for report updates and data corrections, **Kansas will complete PRS data entry prior to the close of business on Friday, September 21, 2012**, for state-level performance measures. Since activity in Customer Service Toolkit and the Program Contracts System is linked to PRS, county offices should use extreme caution when entering data in these applications through September 30, 2012, to ensure accurate PRS data.

Only performance completed within FY 2012 should be reported in FY 2012 and only those conservation programs available in Kansas should be credited with that performance. The PRS data will accurately and completely reflect performance achieved to date.

District conservationists should utilize PRS Task Guide #3, Locating Reportable Progress, and Integrated Data for Enterprise Analysis (IDEA) Task Guide #4, Locating Reportable or Incorrect Progress for PRS using IDEA Reports, to verify that all reportable progress has been captured. These task guides are located on the Kansas Natural Resources Conservation Service (NRCS) Web site under Technical Resources and then the links for PRS and IDEA, respectively.

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County and state-level contributions to NRCS programs must also be completed within PRS to reflect accurately a complete picture of the funds leveraged from our partners. In addition, Continuous Conservation Reserve Program eligibility determinations, Cultural Resource Reviews, and brief technical assistance contacts during FY 2012 shall also be completed in PRS to document this workload activity.

Additional reports indentifying errors will be generated and emailed to the supervisory district conservationist/district conservationist as needed with a copy to the respective assistant state conservationist for field operations (ASTC-FO) and area resource conservationists.

The ASTC-FOs, assistant state conservationist for water resources, and the state soil scientist/Major Land Resource Area Office leader will complete the following actions as noted.

Action Item 1: Review the PRS data for your respective area and take appropriate action, as needed, to ensure that agency data is valid, complete, and reliable.

**No later than Tuesday, October 2, 2012**, sign and then email the attached attestation memo, certifying that all FY 2012 PRS data are valid, complete, and reliable for your area, to me with a copy to James (Jim) J. Krueger, Assistant State Conservationist for Operations.

Action Item 2: Any individual Key Performance Measure that did not attain a minimum 90 percent of your area FY 2012 goal or the program's performance exceeded the goal by more than 10 percent; provide a brief, written description of the factors that contributed to the shortfall or excess. This information will be used when submitting annual performance report information for Kansas and for your FY 2012 performance evaluation.

Send via email these justifications **no later than Tuesday, October 2, 2012**, to me with a copy to Jim.

**Contact:** James J. Krueger, Assistant State Conservationist for Operations, at 785-823-4508 or Chad G. Volkman, Cartographer, at 785-823-4529.

*(signed)*

ERIC B. BANKS  
State Conservationist

Attachment