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July 12, 2012

KANSAS BULLETIN NO. KS300-12-52

SUBJECT: LTP–Conservation Programs Process for Cancellations and Terminations

Purpose: To provide updated guidance on processing cancellations and terminations of contracts administered through Program Contracting System (ProTracts)

Expiration Date: September 30, 2013

Attached is an updated memo for requesting cancellations or terminations of Agricultural Water Enhancement Program (AWEP), Conservation Security Program (CSP 2002), Conservation Stewardship Program (CSP 2008), Environmental Quality Incentives Program (EQIP), and Wildlife Habitat Incentives Program (WHIP) contracts.

See policy in Conservation Programs Manual (CPM), Part 512, Sections 512.57 and 512.58 to determine whether a contract is to be cancelled or terminated.

Note: Partial terminations and partial cancellations are **NOT** allowed by policy. Contracts can only be modified, cancelled, or terminated.

All submitted cancellations or terminations must have the attached memo completed. The memo along with all supporting documentation shall be scanned and uploaded into the electronic contracts system (eContracts) destination folder “Cancellation–Termination Application Packet.” The district conservationist (DC) shall notify the assistant state conservationist for field operations (ASTC-FO), and supervisory DC (SDC) if applicable, of the uploaded information via e-mail. **The eContracts notification button shall not be used by the field office; this is for use by the area office only.**

The ASTC-FO shall review the information, make a recommendation for action, sign and date the memo, then scan and upload the signature page into the eContracts destination folder “Cancellation-Termination Approval Form.”

(more)

DIST: A, F, S, Tryban, Franklin, C. Nelson

The ASTC-FO shall notify the state office (SO) of the pending action using the eContracts notification transmittal process. Notification options include separate notifications for cancellations and terminations.

Any additional information requested by the SO shall be uploaded into eContracts through the "SO Requested" folder.

SO Programs Staff will process the request once the notification is received.

NOTE: Those cancellations and terminations where cost recovery and liquidated damages total less than \$1,000 shall be handled by the ASTC-FO (see Bulletin KS300-11-30).

Contact: Please forward your feedback and questions through established channels to Gaye L. Benfer, Assistant State Conservationist for Programs, at (785) 823-4569 or e-mail gaye.benfer@ks.usda.gov.

(Signed)

ERIC B. BANKS
State Conservationist

Attachment