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November 14, 2011

KANSAS BULLETIN NO. KS300-12-6

**SUBJECT: LTP–Conservation Stewardship Program—Calendar Year 2011—
Payments Needing Modification of Contracts**

Action Required by field offices: *November 29, 2011*

Action Required by area offices: *November 30, 2011*

Purpose. Outline procedure to allow contracts to be modified in order to process a payment in calendar year 2011

Expiration Date. September 30, 2013

The national office has recognized that several contracts need to be modified in order to process the 2011 Conservation Stewardship Program (CSP) payment in the current calendar year. Offices that have participants wishing to receive payment in the 2011 calendar year with contracts that need modification will need to do the following before payment will be made:

1. Field offices (FOs) will compile a list of contracts with the dollar amounts for the **2012 payment** and send to the area office (AO) by close of business (COB) November 29, 2011. **This list will include ONLY those participants needing a modification to receive payment in the 2011 calendar year.**
2. The AO will send the compiled list, with one total dollar amount, to the state office (SO) **by COB November 30, 2011.**
3. The SO will submit an allocation change request to national headquarters on December 1, 2011, for submitted contracts. The SO will inform the areas when money has been allocated to the area to cover the modification and payment of contracts on the list.

Contact: Please forward your feedback and questions, through established channels, to Xiomara Eaves, Resource Conservationist, at (785) 823-4568 or xiomara.eaves@ks.usda.gov

(signed)

ERIC B. BANKS
State Conservationist

DIST: A, F, S, Eaves