



Natural Resources Conservation Service  
760 South Broadway  
Salina, Kansas 67401-4604

Phone: 785-823-4500  
FAX: 785-823-4540  
www.ks.nrcs.usda.gov

December 9, 2011

**KANSAS BULLETIN NO. KS300-12-11**

**SUBJECT: LTP–Approved Applications Totaling \$150,000 or More**

**Purpose:** To provide guidance on obligating Fiscal Year (FY) 2012 Agricultural Water Enhancement Program (AWEP), Environmental Quality Incentives Program (EQIP), or Wildlife Habitat Incentives Program (WHIP) approved applications totaling \$150,000 or more

**Expiration Date:** September 30, 2013

The regional conservationist (RC) will review and obligate all AWEP, EQIP, and WHIP approved applications totaling \$150,000 or more. Title 440–Conservation Programs Manual (CPM), Part 512, Section 512.115, (see attached as a fillable form) contains the required questionnaire field offices must complete prior to application approval. Questionnaires shall be forwarded to the respective assistant state conservationist for field operations (ASTC-FO) for review, concurrence, and submission to the state office.

The ASTCs-FO will review the applications and questionnaires, and email concurrence and verification of reviews along with a copy of the completed questionnaires to the appropriate program manager **at least two weeks prior to the obligation date** set for the program. ASTCs-FO will ensure peer review checklists are completed and all the necessary items have been addressed prior to forwarding these questionnaires.

ASTCs-FO will be notified of obligations received from the RC, the completed questionnaires will be uploaded into electronic contracts (eContracts), and field offices will print a copy of each questionnaire and file it in the respective case file.

**Contact:** Please forward feedback and questions through established channels to Gaye L. Benfer, Assistant State Conservationist, Natural Resources Conservation Service (NRCS), Salina, Kansas, at (785) 823-4569 or [gaye.benfer@ks.usda.gov](mailto:gaye.benfer@ks.usda.gov).

*(Signed)*

ERIC B. BANKS  
State Conservationist

Attachment

Dist: A, F, S, Franklin, C. Nelson

*Helping People Help the Land*

An Equal Opportunity Provider and Employer