



Natural Resources Conservation Service
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KANSAS BULLETIN NO. KS300-12-4

SUBJECT: LTP–Fiscal Year 2012—Conservation Security Program and Conservation Stewardship Program—Contract Reviews

Purpose. Annual reviews will be completed prior to issuance of the annual payment in accordance with policy

Action Required by field offices (FOs): December 9, 2011

Action Required by area offices (AOs): December 12, 2011

Expiration Date. September 30, 2013

National Bulletin 300-12-6 announced instructions for completing the ten percent contract reviews on Conservation Security Program (CSP 2002) and Conservation Stewardship Program (CSP 2008) contracts.

Per Title 440-Conservation Programs Manual (CPM), Part 512, Section 512.55, annual reviews are required to be completed early in the year to allow for any necessary corrective actions prior to the issuance of the annual payment. Attached is the list of contracts that have been selected for this year's review. A national checklist for each program is also attached for the FOs to use during their reviews. A copy of the appropriate checklist will be retained in each contract case file. The following instructions are being provided:

1. FOs will review contracts and scan the completed *checklists as received* to their respective AO by close of business (**COB**) each Friday with all reviews completed by December 9, 2011.
2. **The reviews must be completed in the field.**
3. AOs will *batch and scan all checklists as received* to the CSP manager every Monday by **COB** with the last batch received by COB December 12, 2011, for input into the national database.

(more)

DIST: A, F, S, Eaves

When reviewing contracts, the FOs will ensure the following:

- Only delegated Natural Resources Conservation Service (NRCS) employees will conduct the review.
- All contract land is still under the control of and operated by the contract participant.
- Existing system is being maintained as represented at the time of contract obligation.
- Scheduled conservation activities have been implemented and are being maintained.
- Any documentation used to support the field determination or to determine that activities have been implemented, will be available in the participant's case file (i.e., Farm Service Agency [FSA] records, enhancement documentation).
- For contracts found to be in violation, the NRCS will provide the participant, in writing, an official notification of the violation within 10 days of the determination. When an adverse determination is made, appeal and mediation rights must be provided. Title 440-CPM, Part 512, Section 512.70, should be followed to further document the violation.

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

Attachments