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January 6, 2012

**KANSAS BULLETIN NO. KS300-12-28**

**SUBJECT: LTP–Environmental Quality Incentives Program and Wildlife Habitat Incentives Program Cut-off Dates and Deadlines Revised**

**Action required by: January 6, 2012 (Field Offices [FOs])  
January 20, 2012  
March 9, 2012**

**February 10, 2012 (Area Offices [AOs])  
February 17, 2012  
March 2, 2012  
March 23, 2012**

**Purpose:** Cancel Kansas Bulletin KS300-12-26 and announce revised Fiscal Year (FY) 2012 Environmental Quality Incentives Program (EQIP) and Wildlife Habitat Incentives Program (WHIP) action dates

**Expiration Date:** September 30, 2013

**This bulletin replaces KS300-12-26 dated December 23, 2011. Deadlines were clarified and a deadline was added for application evaluation peer reviews to be completed.**

**Deadlines**

To ensure consistency statewide, the aforementioned dates have been set for Program Contracts System (ProTracts) entries, location county notification, ranking information, and peer reviews. **Servicing counties shall notify location county offices of applications received in their counties by these dates as well** (e.g., Seneca servicing FO shall notify the Marysville location FO of the application number and ranking category of an application with land [or the majority of land] physically located in Marshall County). The offices shall work together to ensure the application ranking is completed in a timely manner.

**NOTE:** Special program initiatives (i.e., EQIP Organic Initiative, WHIP Lesser Prairie-Chicken Initiative) shall have separate deadlines.

(more)

DIST: A, F, S, Franklin, C. Nelson, Acting Budget Officer

*Helping People Help the Land*

- The following information shall be entered in ProTracts for all applications (eligible, ineligible, or cancelled) by **January 6, 2012**:
  - Program
  - Application FY
  - Sign-up Date
  - Servicing Office
  - Location County
  - Applicant(s)
  - Fund Code
- Counties shall have applications ready for ranking by **January 20, 2012**.
- Application evaluation peer reviews will be completed by **February 10, 2012**.
- Any funds remaining within a management unit shall be redistributed to the area by **February 17, 2012**.
- The regional conservationist shall review and obligate all approved applications of \$150,000 or greater as outlined in Bulletin KS300-12-11. The assistant state conservationists for field operations (ASTCs-FO) shall submit questionnaires to the appropriate program manager by close of business (COB) **March 2, 2012**.
- WHIP applications in excess of \$20,000 require approval by the state conservationist (STC) as outlined in Bulletin KS300-12-10, requests shall be sent to Joni Y. Franklin, Resource Conservationist, by COB **March 2, 2012**.
- Documentation shall be forwarded to the Financial Management Staff for second level review of obligations by **March 9, 2012**.
- ASTCs-FO shall notify the appropriate program manager of funds to be returned to the state level by **March 23, 2012**. A second application evaluation period cut-off date shall be announced if there are remaining funds.

**All approved applications shall be obligated (sign contract) by March 23, 2012.**

#### **Reviews**

ASTCs-FO shall ensure that all application evaluations (rankings) are peer reviewed (per Conservation Programs Manual (CPM), Part 515, Section 515.72[A][6]) prior to preapproval of applications. This review shall focus on the ranking and eligibility status of the contract.

Per the Kansas Quality Assurance Plan, a peer review of all approved applications prior to obligation is required. This review should focus on contract documentation.

**Contact:** Please forward questions, through established channels, to Gaye L. Benfer, ASTC for Programs.

*(Signed) JEFFREY L. GROSS, ACTING FOR*

ERIC B. BANKS  
State Conservationist