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December 5, 2012

KANSAS BULLETIN NO. KS300-13-21

SUBJECT: LTP–Environmental Quality Incentives Program General Cutoff Dates and Deadlines

Action required by: January 18, 2013 (Field Offices [FOs])
February 8, 2013
March 22, 2013

February 22, 2013 (Area Offices [AOs])
March 8, 2013
March 15, 2013
April 5, 2013

Purpose: To announce action dates for fiscal year (FY) 2013 Environmental Quality Incentives Program (EQIP) General

Expiration Date: September 30, 2014

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 FO 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: National and landscape initiatives will have separate deadlines issued in forthcoming bulletins.

(more)

DIST: A, F, S, C. Nelson, Volkman

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- The following information shall be entered in ProTracts for all applications (eligible, ineligible, or cancelled) by **January 18, 2013**:
 - Program
 - Application FY
 - Signup date
 - Servicing office
 - Location county
 - Applicant(s)
 - Application priority (Required for eligible applications in the Grazing Lands Health, Soil Health, and Water Quality ranking categories only)
 - Fund code
- Counties shall have plans uploaded and ranked in protracts by **February 8, 2013**.
- Application evaluation peer reviews will be completed by **February 22, 2013**.
- Any funds remaining within a management unit shall be redistributed to the area by **March 8, 2013**.
- 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 15, 2013**.
- Documentation shall be forwarded to the State Office (SO) Financial Management Staff for second level review of obligations by **March 22, 2013**.
- ASTCs-FO shall notify the appropriate program manager of funds to be returned to the SO level by **March 22, 2013**. A second application evaluation period cutoff date shall be announced if there are remaining funds.

All approved applications shall be obligated (sign contract) by April 5, 2013.

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)

ERIC B. BANKS
State Conservationist