

General Manual  
Title 340 – Strategic Planning and Accountability

Part 408 – Contributions to NRCS Conservation Programs

**KS408.8 Reports.**

(h) State Conservationists and ...

Supervisory district conservationists (SDCs) will:

- Collect data on all county level contributions to Natural Resources Conservation Service (NRCS) conservation programs.
- Ensure that the data is complete, verifiable, and complies with the definitions.
- Enter the data as the contributions occur, but no later than the 15<sup>th</sup> of the month following the end of the quarter.

Assistant state conservationists for field operations will:

- Provide quality assurance that contribution data is reported in accordance with policy and procedures and that the data is verifiable.
- Ensure timeliness of data entry.
- Ensure that contribution data is collected and reported from multi-county or other sub-state entities.

Assistant state conservationist for operations will:

- Collect and report contribution data for those contributions occurring at the state level.

**NOTE:** Contributions from the State Conservation Commission (SCC) will be entered at the state level. SDCs will not enter SCC contributions to conservation district programs at the county level. Contributions related to formal working/reimbursable agreements with NRCS will also be reported at the state level.