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January 14, 2013

KANSAS BULLETIN NO. KS300-13-38

SUBJECT: LTP–Conservation Program Contracts–Practice Narratives

Purpose. To provide guidance regarding Environmental Quality Incentives Program (EQIP) and Wildlife Habitat Incentives Program (WHIP) program specific conservation practice narratives

Expiration Date. September 30, 2014

Conservation practices (CPs) may have contractual stipulations under EQIP or WHIP and require program specific narratives to be selected when an application is approved for funding. Conservation practice narrative names are coded by program using the following naming standards.

Program or Initiative	Narrative Naming Prefix	Example
Agricultural Water Enhancement Program (AWEP)	AW	AW01
EQIP	EQ	EQ02
EQIP Energy Initiative	EQ_ENERGY	EQ_ENERGY1
Lesser Prairie-Chicken Initiative	LPC	LPC01
WHIP	WHIP	WHIP01

For an application that is not selected for funding, the Customer Service Toolkit (CST) conservation plan will need to be updated to a non-program type narrative with the naming prefix of “KS.”

The program specific narratives have been updated in the CP Standards (CPS) Database. To access these narratives from Toolkit, each user will need to do a “Reload Domain Data” by opening Toolkit, clicking the File menu, then clicking “Reload Domain Data.” If the schedule of operations has already been uploaded to the Program Contracts System (ProTracts) prior to reloading the domain data, field staff will need to manually edit those narratives in ProTracts.

(more)

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

An Excel workbook containing all conservation practice narratives is available on the Kansas SharePoint Site at Kansas/Shared Documents/Business Tools/Toolkit/. For the full narrative statement text, please reference the file on the SharePoint site or [Click Here](#) to access the location directly.

Contact: Please forward feedback and questions through established channels to Chad G. Volkman, Resource Conservationist, at 785-823-4568 or chad.volkman@ks.usda.gov.

(Signed)

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State Conservationist