



Natural Resources Conservation Service  
316 W. Boone Ave. Suite 450  
Spokane, WA 99201-2348

phone 509-323-2900  
fax 509-323-2909  
web site [www.wa.nrcs.usda.gov](http://www.wa.nrcs.usda.gov)

---

**Date: August 10, 2009**

**WASHINGTON BULLETIN WA300-9-18**

**SUBJECT: LTP - Conservation Stewardship Program (CSP)**

**Purpose.** To transmit CSP informational materials and forms for use in FY09 signup

**Expiration Date.** September 30, 2009

On August 6, 2009 Agriculture Deputy Secretary Kathleen Merrigan announced that the continuous sign-up for the new Conservation Stewardship Program (CSP) will begin on August 10, 2009 with the first signup period cutoff scheduled for September 30, 2009.

The features to manage Stewardship applications in ProTracts will be released Tuesday night, August 11. A NRCS-CPA-1200 CSP program application and appendix are available to allow the dissemination of applications starting Monday August 10 prior to the deployment of ProTracts features. This form will also be available from the ProTracts Home Page under Reference Materials. Please thoroughly review the appendix.

The Conservation Measurement Tool (CMT) will be integrated with ProTracts on the evening of September 10. To allow state training with the web-enabled CMT version, the ProTracts training site will host the draft version of CMT on approximately August 18. Additional correspondence will confirm that availability.

Also attached with this bulletin is a listing of documents, forms and resources for use in this CSP signup (CSP\_docs\_forms\_list.pdf). All documents on the list are included in PDF format. These can be used to develop producer packets at the field office level. The document "Washington CSP Application Process and Requirements" (CSP\_Application Process.pdf) is intended for use by both NRCS and potential CSP applicants. The list captures the main components and requirements of the signup process, but it is NOT intended to cover all NRCS policy related to CSP. Please reference the Draft CSP Manual previously distributed for complete policy information for CSP.

Some documents provided with this bulletin are still in DRAFT status. These are the most up-to-date documents we have at this time. As new and final documents become available they will be forwarded out for your use.

National Job Sheets for all enhancements are available on the national NRCS CSP webpage at [http://www.nrcs.usda.gov/programs/new\\_csp/csp.html](http://www.nrcs.usda.gov/programs/new_csp/csp.html). State supplemental information for the enhancements will be available next week.

Hours worked on CSP signup activity should be coded in WebTCAS to US-CSP2008. The corresponding code in GovTrip and for credit card purchases is 0995T53. Assistance related to signup and eligibility is coded to “Elig Det & Proc Apps”. Please remember that all work hours associated with direct assistance to applicants on completing the Conservation Measurement Tool are coded to CTA-GENRL-Cnrsv Plng.

Questions regarding the CSP signup should be directed to Dave Brown, ASTC-P. Email is preferred, but phone calls are also welcome at 509-323-2971.

ROYLENE RIDES AT THE DOOR  
State Conservationist

Attachments