



Natural Resources Conservation Service
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Date: October 22, 2008

WASHINGTON BULLETIN WA300-9-1

SUBJECT: LTP - FY 2009 Conservation Security Program (CSP) Annual Payments

Purpose. To provide notice to process CSP 2008 Payments

Expiration Date. September 30, 2009

ACTION REQUIRED BY DECEMBER 5, 2008

Fiscal year 2009 CSP funds will be obligated by October 27, 2008 for the active CSP contracts. District Conservationists are required to carry out the actions contained in National Bulletin [NB_300-9-1](#), regarding AGI eligibility issues and prior-year uncertified items.

Use the payment letter and the certification worksheet (attached) to notify all contract participants. These documents are formatted for use with the mail merge option in Word. Mailing lists may be obtained through Protracts, Manage Contracts, and Manage Letters. Edit the letterhead and District Conservationist name before completing the mail merge. The certification worksheet will list all contract items being certified and must be signed by the participant prior to processing the payment application. The notice may be sent via regular mail. If no response received within 15 days, send a second notice via certified mail - return receipt requested.

Do not certify for annual payment any new enhancement items that have not been established, as per the Conservation Programs Manual 518.84E(2). If a new enhancement scheduled to start in 2009 has not yet been installed for the first time, that item will not be certified for payment in ProTracts. Once the enhancement has been applied for the first time, another annual payment application will be processed to pay the remaining item.

All prior-year payment items must be complete on a contract before processing of the FY 2009 payments will be allowed. A spreadsheet is attached listing the prior-year items still in planned status. Practices not completed according to schedule are a potential non-compliance situation. If there is a potential non-compliance from the previous year, a contract review will be required. See CPM 512.55.

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All 2009 CSP annual payments must be processed no later than December 15, 2008. Payment documents must be delivered to FNM by December 5, 2008.

The modification button is active during the payment process for maintenance modifications only. Maintenance modifications are typically changes in participant information or payment shares and must not result in any increase to contract obligations. If a decrease in contract obligation is necessary, the modification, with justification, will be forwarded through the Area Office to the State Conservationist for approval. All other maintenance modifications will be approved by Dave Brown.

If you have any questions, please contact Chad Dunnahoo or your Area Program Liaison.

/s/ David Brown, Acting

LISA R. COVERDALE
Acting State Conservationist

Attachments (3)