



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

Date: February 6, 2007

WASHINGTON BULLETIN WA300-7-8

SUBJECT: LTP - Modification Approval Authority and Limitations.

Purpose. Transmit state policy on approval authority for program contract modifications exceeding the maximum dollar limitations.

Expiration Date. September 30, 2007

Area Conservationists have the authority to approve conservation program contract modifications. Limitations to this authority are stated in 440-Conservation Programs Manual, Part 512.51.B (2). Modifications that exceed the lesser of 20 percent of the current contract obligation or \$10,000 require the approval of the State Conservationist or State Program Manager. In Washington, this approval authority is delegated to the Assistant State Conservationist (Programs).

Requests for modification approval will be sent via email by the Area Conservationist to David Brown, ASTC(P), and must include the following:

- Contract number
- Amount of additional funds required by modification
- Basis for modification

Modifications that meet policy requirements will be approved in Protracts, pending the availability of funds. An email will be sent back to the Area Conservationist indicating the approval has been completed.

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

R. L. "GUS" HUGHBANKS
State Conservationist

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