



Natural Resources Conservation Service  
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July 15, 2013

## **KANSAS BULLETIN NO. KS300-13-68**

### **SUBJECT: LTP—Prior Year Items not Paid**

**Action required by:** August 23, 2013 (field offices [FOs])  
**Action required by:** August 2, 2013 (area offices [AOs])  
August 23, 2013

**Purpose.** Provide additional guidance on the prior year items—4th quarter report

**Expiration Date.** September 30, 2014

As we approach the close of the fiscal year, contract administration is crucial. Contracts are monitored monthly by national headquarters (NHQ) to ensure that the Natural Resources Conservation Service (NRCS) maintains a clean bill of contracting. Prior year items are one of the items reported on monthly.

Per Title 440-Conservation Programs Manual (CPM), Part 512, Section 512.45(c)(2), contract items must be completed no later than one year after the planned year.

In accordance with policy, all prior year items from 2011 and before must be cleaned up administratively by **August 23, 2013**. All state conservationists (STCs) have been mandated by NHQ to have these items taken care of before September 1, 2013.

AOs will be responsible for sending a progress report to the assistant state conservationist for programs noting the progress for prior year items by close of business August 2 and August 23, 2013, in order to assist the STC in monitoring the cleanup of these items.

(more)

**DIST:** A, F, S, FNM, C. Nelson, Robinson, Volkman

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Items that are related to Financial Management Modernization Initiative (FMMI) Issues, such as realignment or payments, should be reported directly to the program manager so that they can be sent to NHQ support. Attached to this bulletin is the spreadsheet which corresponds to the "Prior Year Items not Paid" radio button under the "Payments" section in Program Contracts System (ProTracts). A detailed report may be accessed at :

[https://nracs.sc.egov.usda.gov/central/ks/Conservation%20Programs/Programs%20Reports/KS\\_Programs\\_Report-Prior\\_Year\\_Items\\_Not\\_Paid\\_7-2-2013.xls](https://nracs.sc.egov.usda.gov/central/ks/Conservation%20Programs/Programs%20Reports/KS_Programs_Report-Prior_Year_Items_Not_Paid_7-2-2013.xls) and the password will be forwarded by email.

**Contact:** Forward questions through established channels to Xiomara Tryban, Assistant State Conservationist for Programs at [xiomara.tryban@ks.usda.gov](mailto:xiomara.tryban@ks.usda.gov) or call (785) 823-4569.

*(Signed)*

ERIC B. BANKS  
State Conservationist

Attachment