



Natural Resources Conservation Service
675 U.S. Courthouse
801 Broadway
Nashville, Tennessee 37203

August 11, 2004

TENNESSEE BULLETIN NO. 300-04-9

SUBJECT: LTP – ENVIRONMENTAL QUALITY INCENTIVES PROGRAM (EQIP)
MIGRATION OF SYSTEM 36 DATA TO PROTRACTS

Purpose. To provide information to field personnel regarding EQIP PROTRACTS migration.

Expiration Date. September 30, 2005.

Previous information has been transmitted to field staffs and posted on the NRCS home page relative to EQIP/PROTRACTS migration. Effective October 1, 2004, NRCS will assume responsibility for making all payments to Environmental Quality Incentives Program participants with active contracts approved 1997 through 2004.

In order to meet this responsibility, the following actions are necessary:

1. Complete review, modifications, extensions, terminations, and cancellations, as appropriate, of all prior year contracts 1997-2003. Provide Farm Service Agency (FSA) county offices with notice of any actions taken. Completion date – **August 1, 2004**.
2. Complete all conservation plans, AD-1155E, in PROTRACTS, and obtain signatures for 2004 EQIP contracts and provide copies to FSA by **August 13, 2004**.
3. Obtain copy of FSA-generated CCC-1200, secure all signatures, and return any approved CCC-1200's to FSA for all 2004 EQIP contracts by **September 1, 2004**.

In order to expedite the anticipated heavy workload for making payments during the first quarter of FY 2005 (October-December 2004), field offices are requested to provide to Susan Hopkins, State Administrative Officer, the following:

1. A copy of a fully completed CCC-1200, pages 1 through 5 (as appropriate, Appendix not requested) for all active contracts 1997-2004. The CCC-1200 should list all scheduled practices, year to be applied, cost-share amounts, and signatures of participants receiving cost-share payments. Signature page should be legible.

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Louis Buck, SED, FSA, Nashville, TN

2. A copy of an updated SF-1199A. A copy of the SF-1199A on file with FSA would be satisfactory, but the information should be determined valid before sending to the State Administrative Officer.

The above two items are requested as soon as possible, and no later than **October 1, 2004**. FSA copies of the above documents should be transferred to NRCS county offices; therefore, copies of FSA documents would be satisfactory and save the need for extensive copying. Other information transferred from FSA should be merged into NRCS six-part folders.

Additionally, training for the EQIP PROTRACTS migration for field office personnel has been scheduled as follows:

September 15, 2004 – Jackson Area – Time and Place to be Determined

September 21, 2004 – Johnson City Area – Time and Place to be Determined

September 23, 2004 – Murfreesboro Area – Time and Place to be Determined

Area conservationists are requested to make arrangements for the meeting place and notify field and state office staff providing the training of the location. Area conservationists may determine who should attend the training session. An advanced agenda will be provided at a later date.

Additional information regarding the migration will be posted on the NRCS home page periodically. Questions may be directed to Susan Hopkins at (615) 277-2546 or Donald Dotson at (615) 277-2567.

/s/

JAMES W. FORD
State Conservationist