



April 16, 2004

OKLAHOMA BULLETIN NO. OK300-4-14**SUBJECT: LTP – Environmental Quality Incentives Program (EQIP) Joint Memorandum on Roles and Responsibilities**

Purpose: To transmit to field personnel the memorandum of understanding for NRCS and FSA responsibilities in the EQIP for fiscal year 2004.

Expiration Date: September 30, 2004

The attached memorandum establishes the FSA and NRCS roles and responsibilities for operating the EQIP in fiscal year 2004. This document, the EQIP Final Rule, and the current EQIP manual will provide the framework for program implementation this fiscal year. The EQIP manual is still under revision and review. It is expected to be released in approximately two months. In addition, a memo from Tom Christensen, Acting Director of the Conservation Operations Division, is provided, highlighting some of the changes in the memorandum.

All NRCS personnel working with EQIP will review these documents and establish local operating procedures that conform to the memorandum. The following items are provided for clarification due to the late delivery of the memorandum:

- The FSA System 36 will remain as the EQIP financial accounting system for EQIP through fiscal year 2004. NRCS will continue to enter all EQIP contracts and payment information into ProTracts and maintain fund consistency and accountability between the two systems.
- For those offices that have already acquired producers' signatures in Item 10 on the ProTracts generated CCC-1200 as of this date, NRCS will sign and forward the CCC-1200 to FSA for entry into the System 36. The ProTracts generated CCC-1200 will be stapled to the FSA System 36 generated CCC-1200 signifying obligation into the System 36. All other situations will require the NRCS to provide the contract information to FSA for production of a final CCC-1200 for producers' signatures and obligation by the NRCS designated conservationist. NRCS and FSA have agreed to this interim administrative procedure at the state level.
- The official contractual record held by NRCS will include both the NRCS and FSA generated CCC-1200s and CCC-1245s processed in accordance with the memorandum.
- The delivery dates for the final conservation plan and contractual obligations were previously communicated in bulletin OK300-4-5 and remain in place.
- FSA has delivered the allocations to the county offices, and they are ready to begin obligation of EQIP contracts. NRCS district conservationists are responsible for communicating and coordinating EQIP activities with FSA at the local level.
- NRCS will be responsible for spot-checking and investigating issues regarding the beginning and limited resource farmer self-certifications. An agency bulletin is currently being cleared that will establish the process for completing this action. Additional instructions will be transmitted at a later date.

/s/ Mark Habiger, Acting For

M. DARREL DOMINICK
State Conservationist

Attachments

DIST: AO