

United States Department of Agriculture



Natural Resources Conservation Service
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To Be Sent Via Electronic Mail

April 7, 2004

MINNESOTA BULLETIN NO. 300-04-23

SUBJECT: LTP – EQIP – Approval Authority

Purpose. To provide approval authority process for EQIP contracts of \$100,000 or greater.

Expiration Date. September 30, 2004

This bulletin transmits the Regional process for approving EQIP contracts where the total cost-share obligation exceeds \$100,000. This is the same procedure that was used in FY 03. Retain the attachment for future use and reference. Offices with potential contracts over \$100,000 should carefully review and follow this process. Applications for Limited Resource Farmers will not need to be sent in. The LRF cost-share rate is pending approval by the Regional Conservationist.

Participants exceeding \$100,000 should not be notified of their acceptance until their application has been reviewed and approved by the regional conservationist. Follow the steps indicated on the transmittal.

To expedite the process remember the following:

1. Offices should submit complete application/contract packages through their Area Office to the State Office. See Steps 1, 2, and 3.
2. In particular include
 - a. a complete EQIP Check Sheet signed by the Designated Conservationist,
 - b. an original CCC-1200 and Appendix with all participant signatures as applicant and contract holder. Leave Block 11, CCC Representative, blank.
 - c. the applicant's scoring sheet and a list of ranking order of applicants
 - d. other supporting data as indicated on the check sheet.

The process includes an "EQIP Contract Check Sheet" which must be submitted with the \$100,000 contracts. Staff may find it useful to use this Contract Check Sheet on all EQIP applications as a method to insure quality applications and contracts.

Questions should be directed to your Assistant State Conservationist (FO) or through the area to Tim Koehler, Assistant State Conservationist.

WILLIAM HUNT
State Conservationist

Enclosure
DIST: AC
DC
ARC
EQIP State Office Team