



Natural Resources Conservation Service  
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## Transmitted via Email

September 10, 2007

MINNESOTA BULLETIN NO. 300-7-25

SUBJECT: LTP – CONSERVATION PROGRAM CONTRACTS (CPCs) – CANCELING  
AND TERMINATING CONTRACTS

Purpose. To provide Minnesota process and additional guidance on canceling or terminating CPCs.

Expiration Date. September 30, 2008

This bulletin clarifies the process and the procedures all offices should use to cancel or terminate the CPCs for NRCS programs. This includes contracts for Environmental Quality Incentive Program (EQIP) and Wildlife Habitat Incentive Program (WHIP).

In an effort to address the program payment “late rate,” field offices are now to cancel or terminate the contracts in Protracts when Worksheet 1 requests are forwarded to the next administrative level. In the event that a contract is cancelled or terminated in error or the participant decides to complete the contract; the contract can be reactivated through a Protracts modification.

Canceled or terminated CPC contracts may be subject to refund of cost share and/or liquidated damages. Each program has differing policies regarding refunds and cost-recovery. For EQIP, the cost-recovery also varies by the program year and appendix.

While Designated Conservationists (DC) are authorized to cancel a CPC, only the State Conservationist can waive the cost recovery provisions. This waiver must be based on the participant’s good faith effort to comply with the contract and/or hardship preventing the participant from complying with the contract.

Worksheet 1 has been revised to make it program neutral, to add the participant’s address, and to allow the DC to indicate if NRCS employee error or NRCS inattention contributed to the cancellation. This worksheet must be used for all future cancellations and terminations. Previous versions of Worksheet 1 should not be used. Requests for cancellation must be accompanied by the participant’s written request. Participants may use the attached *Request to Cancel a Conservation Program Contract* as a guide to making their request.



Also attached is the sample waiver letter the state office will now be sending directly to the participant with a courtesy copy to the DC when waivers are granted. Questions should be directed to your ASTC (FO) or from the area level to Myron L. Taylor, State Program Specialist.

/s/

WILLIAM HUNT  
State Conservationist

Attachments (4)

DIST: AC  
DC  
APS  
ARC  
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Bryan Welp, Budget Officer  
State Office EQIP Team