

## Part 518 – Conservation Security Program

### 518.158 Sample CSP Decision Notice

#### B – Approved/Prorated Notice

VIA CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

«Date»

«Delivery\_Info\_Address»

«DecisionMakerDeliveryAddress»

«DecisionMakerCity», «DecisionMakerState» «DecisionMakerZipCode»

#### FINAL PROGRAM DECISION

Application #: «ContractNumber»

Dear «DecisionMakerName»:

This letter is to inform you that your application for the [ENTER YEAR] Conservation Security Program (CSP) has been conditionally selected for funding on a prorated basis. Under a provision of the [ENTER YEAR] sign-up announcement, if a subcategory (a group of applications) cannot be fully funded, all applicants included within that enrollment subcategory will be offered the initial year CSP contract payment on a prorated basis. Your application was in a subcategory that cannot be fully funded.

As certified by you on the CSP Offer Certification Form dated [ENTER DATE], you have agreed to the enrollment category and sub-category assigned to the land you offered as follows:

Tier: «Tier» Category: «Category» Subcategory: «Subcategory»

If you elect to proceed with contract development, your CSP contract payments for this initial year will be reduced proportionally with all applications in this same subcategory due to insufficient funds. Based on the funds available, your [ENTER YEAR] contract payment will be made at a rate of [ENTER PERCENT] percent of the full payment amount. This prorating provision applies only to the initial year of the CSP contract payments.

You must contact this office within [ENTER #] calendar days after you receive this notice to advise me of your intentions for proceeding with contract development. I will then arrange follow up actions with you. This conditional approval is therefore effective through [ENTER APPROPRIATE DATE FROM DATE OF THIS LETTER]. Failure to

contact me within the specified timeframe will result in disapproval of your application.

This letter serves only to notify you that funds are conditionally available for the period specified and in no way serves as a formal approval of your contract. Final approval will only be provided after an actual contract is approved and financial assistance funds are obligated. You may NOT start any new conservation practices that are included in the proposed contract before the NRCS Approving Official has actually signed your contract. Starting a practice before approval will void eligibility for financial assistance on that practice.

The basis for the prorated funding of a subcategory is the generally applicable process published in the Federal Register sign-up announcement, [ENTER FEDERAL REGISTER NOTICE AND DATE]. Therefore, the decision to prorate the Fiscal Year [ENTER YEAR] CSP program payment is not appealable.

If you disagree with the statements above and feel that your appeal rights have been inappropriately denied, you may request a review of appealability from the National Appeals Division (NAD). A request for an appealability review must be made no later than 30 days from the date that you received this notification. Address your request to the NAD Regional Office at the following address:

**[Please use only the address for the region of jurisdiction for your state]**

Eastern Regional Office 8909 Purdue Road Suite 240 Indianapolis, Indiana 46268 Phone: 1-800-541-0457 (317) 875-9648 TTY: 1-800-791-3222 Fax: (317) 875-9674	Southern Regional Office Post Office Box 1508 Cordova, Tennessee 38088 Phone: 1-800-552-5377 (901) 544-0359 TTY: 1-800-627-8332 Fax: (901) 544-0363	Western Regional Office 755 Parfet Street Suite 494 Lakewood, Colorado 80215-5506 Phone: 1-800-541-0483 (303) 236-2862 TTY: 1-800-497-0253 Fax: (303) 236-2820
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Any request for an appealability review must be made in writing and include a copy of this notice along with your reason as to why this decision is wrong and why it should be appealable. You must also furnish a copy of your request to this office.

Congratulations on your pending enrollment in the Conservation Security Program. We look forward to working with you in this new conservation program to promote enhanced stewardship of our nation's working agricultural lands.

Sincerely,

[Enter DC Name]  
DISTRICT CONSERVATIONIST

cc:  
NRCS Contracting Officer