

Part 518 – Conservation Security Program

518.158 Sample CSP Decision Notice

E – Modification Denied Notice

VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED

<mmddyyy>

<DecisionMakerName>
<DecisionMakerDeliveryAddress>
<DecisionMakerCity>, <DecisionMakerState> <DecisionMakerZipCode>

FINAL PROGRAM DECISION

Application #: <ContractNumber>

Dear <DecisionMakerName>:

This letter is to inform you that your request to allow your existing [ENTER YEAR] Conservation Security Program (CSP) contract to be modified for contract improvements during the announced modification period of [ENTER MODIFICATION REQUEST PERIOD DATES] has been denied. Your request is outside of the identified constraints for the type of contract improvements that are allowed during this modification request period.

<<Field office to enter a statement on the factual basis for the decision. (Eligibility requirements the request failed to meet as specified in NB 300-6-46) >>

If you believe this CSP modification request has been incorrectly denied, you have no more than 30 calendar days after you receive this notice to request any of the following:

- An informal hearing with the State Conservationist, at the address below:
<<ENTER State Conservationist name>>
<< ENTER address>>
<< ENTER city>>, << ENTER state>> << ENTER zip code>>

The NRCS State Conservationist will hold a hearing no later than 30 days from the date the request is received and issue a written final decision no later than 30 days from the close of the hearing.

- Appeal to the Farm Service Agency (FSA) County Committee (COC), at the address below:

<<ENTER county name>>County FSA Office
<< ENTER address>>
<< ENTER city>>, << ENTER state>> << ENTER zip code>>

The FSA COC will advise you of the scheduled date for the appeal hearing. If the FSA COC finds merit in your appeal, they must, by regulation (7 CFR 780.11) request review by the NRCS State Conservationist.

- Mediation:
You should make your request for mediation directly to:

**<< For those states with USDA State Certified Mediation programs, enter the appropriate contact information from:
<http://www.nrcs.usda.gov/programs/mediation/> >>**

<<For those states without USDA State Certified Mediation program, mediation requests will made to the NRCS State Conservationist. Enter State Conservationist Name, Address, Phone, and Fax>>

- Appeal to the National Appeals Division (NAD) at the following address:

<<Please use only the address of the region of jurisdiction for your State>>

National Appeals Division 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	National Appeals Division 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	National Appeals Division 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
---	--	--

Any request for mediation or appeal must be made in writing and include a copy of this notice along with your specific reasons why you feel this decision is in error. You must also furnish a copy of your request to this office.

Thank you for your continued stewardship and interest in this program. We look forward to assisting you in the future. Please contact me if you have questions.

Sincerely,

<ContractSiteIDContactName>
DISTRICT CONSERVATIONIST

440 – Conservation Programs Manual

cc:

FSA County Committee

NRCS Contracting Officer