

## 610.90 Proposed Decertification Letter – Sample

U. S. DEPARTMENT OF AGRICULTURE

Natural Resources Conservation Service

<Applicable State Office>

<Street Address>

<City, State, Zip Code>

Telephone: < >

FAX: < >

E-mail: < >

November 1, 2004

BY CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Text for Proposed Decertification Letter (TSPs)

[address box]

Re: Notice of Proposed Decertification

Dear [Technical Service Provider name]:

By this letter, and in accordance with 7 CFR 652, Subpart C, Decertification, we are proposing to decertify you as a technical service provider based upon my determination that causes for decertification exist under 7 CFR Section 652.32(a) and (b).

Specifically, on October 1, 2004, NRCS completed a quality assurance review on the technical services you provided to John Doe under your contract with Mr. Doe to design, install, and checkout Mr. Doe's waste storage pond. Mr. Doe was acquiring your technical services in accordance with Mr. Doe's [agreement/contract number] with NRCS. NRCS's review of your design found several items that did not meet NRCS standards and specifications, which resulted in the installation of a waste storage pond that was not constructed in accordance with our standards and specifications. In addition, the field sheets you were responsible for completing during checkout incorrectly reflected that the structure was built to NRCS standards. Furthermore, despite being notified of these deficiencies by NRCS, you have failed to take any action to remedy these deficiencies. Copies of the documents supporting the causes of decertification are attached to this letter.

To contest this proposed decertification, you must submit to our office, in writing, within

20 calendar days from the date of receipt of this Notice, any reasons why you should not be decertified, including any mitigating factors and any supporting documentation. Within 40 calendar days from the date of this Notice of Proposed Decertification, we will issue a written determination whether to decertify you based upon the administrative record before me.

Please refer to and review 7 CFR 652, Subpart C, which is available on line at <http://a257.g.akamaitech.net/7/257/2422/06jun20041800/edocket.access.gpo.gov/2004/pdf/04-25990.pdf> for additional information regarding the decertification process, including deadlines and appeal rights. A copy is attached for your information.

Decertification results in a technical service provider's name being removed from the list of certified technical service providers for a period of up to three years. If you have any questions regarding this Notice of Proposed Decertification, please contact me at [enter telephone number].

Sincerely,

State Conservationist

Attachment