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NEW MEXICO BULLETIN NO. 300-7-03

SUBJECT: LTP – EQIP – NRCS-CPA-1245, NRCS-CPA-13 and NRCS-CPA-153

TO: All Offices

Purpose. To provide New Mexico guidance on submittal of NRCS-CPA-1245 for payment and the use of NRCS-CPA-13 and NRCS-CPA-153 for annual and contract reviews.

During the Programs Contracting Workshop we discussed the required documentation that needs to be submitted to Financial Management (FNM) at the State Office for EQIP payments. Program policy does not require the submittal of the NRCS-CPA-1245 with the electronic signature of the designated conservationist for payment. However, the second level review requires verification that the "participant signature date on the NRCS-CPA-1245 is no later than the date of payment approval by the Designated Conservationist." Due to the increasing number of audits and reviews of all our contracts, FNM needs to have the NRCS-CPA-1245 with the signature of the designated conservationist.

The following two options are acceptable when submitting the NRCS-CPA-1245:

1. If the field offices are currently printing the NRCS-CPA-1245 with the electronic signature of the designated conservationist, submit with all the other required documentation for payment [512.60F(v)].

OR

2. Sign the version of the NRCS-CPA-1245 that has the participants signature and submit with the other required documentation {512.60F(v)}. Make sure the signature is that of the designated conservationist and the dates are according to policy.

New Mexico policy when using the NRCS-CPA-13 and NRCS-CPA-153 is as follow:

A modification will not be required to re-schedule a practice if not completed the year it was originally scheduled. However, a contract status review will be conducted indicating agreement by producer to complete the following year and signed by producer. If the producer fails to complete the practice as agreed in the contract review the following year, non-compliance procedures will be implemented.

All status reviews, annual and contract, will be completed using NRCS-CPA-13.

Non-compliance or agreements to comply with contract provisions will be documented using NRCS-CPA-153.

(MORE)

For further guidance, please refer to Part 512 - Conservation Program Contracting, 515.55.

Please note that NRCS-CPA-153 is not available at the time of issuance of this bulletin, but is expected in the very near future. If the need to use the NRCS-CPA-153 arises, use the old NRCS-LTP-153 in the interim.

If you have any questions, please contact Norman Vigil, Assistant State Conservationist for Programs, at 761-4445 or Michael Neubeiser, Resource Conservationist, at 761-4419.

/s/

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State Conservationist