

VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED

[ENTER date]

[ENTER Name and address of participant]

RE: Conservation Security Program (CSP) Contract No.: [ENTER contract number]

Dear [ENTER participant name]:

The Natural Resources Conservation Service (NRCS) has recently conducted a review of conservation program contracts to ensure duplicate payments have not occurred between programs for the same conservation practice or activity on the same land.

Currently, you are listed as the participant of the following USDA conservation program contracts on which duplicate payments from CSP and another conservation program were made. This information is displayed in the table shown below:

| USDA Conservation Program | Contract Number | Conservation Practice or Activity | CIN No. | Payment Amount | Date of Payment |
|---------------------------|-----------------|-----------------------------------|---------|----------------|-----------------|
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The CSP statutory authority prohibits the duplication of payments for the same conservation practice on the same acreage. 16 U.S.C. 3838c(b)(2)(C) states that, "A producer shall not receive payments under the conservation security program and any other conservation program administered by the Secretary for the same practices on the same land."

Therefore, NRCS must collect those payments made by the [ENTER program] where a payment was already made through another USDA conservation program contract. Your [ENTER program] payments included an overpayment of \$[ENTER amount]. NRCS regrets having to take this action, but retention of this payment is disallowed under the statute.

If you wish to make an immediate payment of the amount due, please make your check payable to the "USDA-NRCS," referencing the above contract number on your check. Please be sure that it is received in our office within thirty (30) days of your receipt of this letter. You will receive no additional billings from this office.

If after 30 days of your receipt of this letter you have not made payment as described above, collection of the overpayment will be turned over to the USDA National Finance Center (NFC). NFC will then issue you a "Bill of Collection" in the amount of \$[ENTER amount]. This is the standard automated billing utilized by NFC for collections. Your remittance, made payable to the "U.S. Department of Agriculture," should include the Debtor Number and Bill Number identified on the "Bill of Collection" to ensure that your payment is applied to the correct account. Also, your payment must be mailed to the address specified on the "Bill for Collection."

Please Note: Under debt collection procedures, all bills not paid within 30 days of the billing date will accrue interest. It is best, therefore, to process this payment in a timely manner.

If you believe this decision is incorrect, 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:
R.L. "Gus" Hughbanks
316 W. Boone Ave. Suite 450
Spokane, WA 99201

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:
David Brown, Mediation Coordinator
316 W. Boone Ave. Suite 450
Spokane, WA 99201

- Appeal to the National Appeals Division (NAD) at the following address:
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 participation in conservation programs and your commitment to improving our Nation's natural resources. We look forward to assisting you in the future. If you have any questions regarding this matter, please call [ENTER name], District Conservationist, at [ENTER phone number].

Sincerely,

[ENTER name]
Area Conservationist (Contracting Officer)

cc:
District Conservationist