



Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

United States Department of Agriculture

November 21, 2013

IOWA INSTRUCTION 440-392 – CONTRACT REVIEWS AND PRACTICE REMINDER LETTERS

IA392.0 PURPOSE

To distribute instructions on contract reviews and practice reminder letters.

IA392.1 SCOPE

These instructions will be followed by all field employees.

IA392.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed under the Iowa NRCS eDirectives System section at this link [Iowa NRCS eDirectives website](#).

A handwritten signature in blue ink that reads "Jay T. Mar" with the word "acting" written in smaller script below it.

Jay T. Mar  
State Conservationist

Attachment

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(Iowa Instruction 440-392 – First Edition – November 2013)

## IOWA INSTRUCTION 440-392 – CONTRACT REVIEWS AND PRACTICE REMINDER LETTERS

### 1. PURPOSE:

To distribute instructions on contract reviews and practice reminder letters.

### 2. EXPLANATION:

The Conservation Programs Contracting (CPC) Manual 515.55B states the district conservationist must review contract implementation with the CPC participant annually and record findings in the ProTracts “Contract Review” module. The guidance in CPC 512.55 is to be followed for completing contract reviews for Iowa ProTracts contracts. The Iowa annual contract review deadlines are as follows:

- \* the Conservation Security Program (CSP02) and the Conservation Stewardship Program (CSP08) deadline to complete annual contract reviews is at the time of payment,
- \* the Agricultural Water Enhancement Program (AWEP), Environmental Quality Incentives Program (EQIP), and the Wildlife Habitat Incentives Program (WHIP) deadline to complete annual contract reviews is March 31 each year, and
- \* the final deadline for completing all reviews is June 30 each year.

The CPC Manual 512.61B states annual practice reminder letters are to be sent to the participant at the beginning of each year. The Iowa deadline for sending the annual practice reminder letter is January 31 for all ProTracts programs.

Approved By:



Date: November 22, 2013

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