
Title IA440 – Iowa Conservation Programs Manual

**PART 582 – Working Lands Conservation Programs
Manual**

Subpart I – Contract Violations

November 2023

IA582.84 Cancellation, Termination, and Improper Payments of Contracts

A. Purpose

To distribute the Iowa policy on completing the form for contract cancellations, terminations, and improper payments due to Farm Bill Program contract violations.

B. References

Title 440 Conservation Programs Manual (CPM), Part 530 Working Lands Conservation Programs Manual

C. Explanation

1. 440 CPM § 530.84 provides policy on cancellation and termination of contracts for state conservationist approval. Iowa has created a noncompliance flowchart and form which includes the minimum information that needs to be populated prior to cancellation, termination, or correcting an improper payment due to a contract violation.
2. The state-equivalent form, “Iowa NRCS Contract Cancellation, Termination and Improper Payments,” will be utilized in Iowa in conjunction with the flowchart and is located on the NRCS Iowa SharePoint Site at: [Programs>Contract Management Forms>Cancellation Termination](#).
3. The following are instructions for using this form.
 - a. Field Office Review**
 - (1) Fill in contract information at the top of the form.
 - (2) Ensure all applicable boxes are completed and accurate to describe the violation and actions taken.
 - (3) Ensure all necessary documents have been uploaded to Document Management System (DMS) prior to submitting to the Area Office, such as Conservation Planning Notes (CPA-6), Contract Cancellation Participant Request Letter, and the current Agreement Covering Non-Compliance with Provisions of Contract (CPA-153), if applicable.
 - (4) The District Conservationist signs the middle of the form before submitting to the Area Office for review.

b. Area Office Review

There is a comment and signature box for additional Area Office Staff comments. This section is optional and not required.

c. State Office Review

- (1) After review of supporting documentation attached to the form, the program coordinator or designee will offer a recommendation for cancellation or termination and draft a letter for the State Conservationist (STC).
- (2) The recommendation is approved by the Assistant State Conservationist for Programs.
- (3) The STC approves the recommendation and completes a letter to the participant. The letter indicates the decision, identifies any associated cost recovery or liquidated damages, and provides applicable appeal rights.
- (4) The Area Program Specialist processes the cancellation or termination in the appropriate business tool once approved by the STC.