



Natural Resources Conservation Service
6013 Lakeside Blvd.
Indianapolis, IN 46278

January 23, 2007

INDIANA BULLETIN NO. 300-7-14

SUBJECT: LTP – Wildlife Habitat Incentives Program (WHIP) Contracts not in ProTracts

Purpose: To inform Field Offices of handling WHIP contracts not in ProTracts

Expiration Date: September 30, 2007

Action Required By: January 31, 2007

National Bulletin 440-6-9 emphasized the importance of getting all practices in contracts that are not in ProTracts applied. It stated that participants should be urged to complete all WHIP contracts. NRCS should provide participants an opportunity to request cancellation of their contract if they cannot meet the contract requirements as agreed. If the participant takes no action or does not respond to a letter, steps should be taken to terminate the contract.

We have reached this point with several contracts. The attached list shows WHIP contracts that have had no activity over the past four to five years. These contracts need to be terminated. Indiana Bulletin No. 440-7-4 outlines the process for terminating Conservation Program Contracts (CPC). A termination letter will be sent from the State Conservationist to each of the participants on this list outlining the appeals process if the participant wishes to appeal this program decision. This letter will be sent via certified mail from the State Office. The participant then has 30 days to respond.

The second tab in the attached worksheet shows the WHIP contracts that are not in ProTracts but the participants have received payments in the past two years. These contracts need to be reviewed using NRCS-CPA-13 to determine if any practices remain to be installed. If there are no additional practices, the contract will be allowed to expire according to the terms of the contract. If there are practices that have not been installed, the participant needs to be contacted to determine if the practices will be installed. The participant must be given a reasonable time frame in which to take corrective action. Required actions and schedules must be documented on the NRCS-CPA-13 or on NRCS-CPA-153. See 440-V-CPM, Amend. 32, October 2006 Part 512, Subpart F for additional information. If participant cannot or will not agree to complete the contract obligations, then proceed with the termination request.

If the remaining practice(s) will not be installed, a determination will need to be made as to the importance of the practice to the overall wildlife plan. If the practice is an important part of the plan and the participant is not willing to install the practice, the contract will be terminated and cost recovery will be requested. If the practice is not critical to the plan, the participant may request cancellation of the contract.

Any questions regarding the ranking process or guidance document should be directed to John Poenisch, Program Analyst, at extension 357.

/s/

JANE E. HARDISTY
State Conservationist

Attachment

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