



Natural  
Resources  
Conservation  
Service

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May 17, 2022

**OREGON BULLETIN NO. OR-300-2022-9**

**SUBJECT:** LTP - Standard Operating Procedure for CPA-13 and CPA-153

**ACTION REQUIRED BY: Annual Contract Reviews due by March 1, 2022**

**Purpose:** To provide Oregon field office staff with standard operating procedure on completing annual contract reviews using NRCS-CPA-13, and documenting non-compliance on NRCS-CPA-153.

**Expiration Date:** September 30, 2022

**Background:** Title 440, Conservation Programs Manual, Part 530, Subpart H, Section 530.71D directs completion of annual contract reviews on all unexpired contracts. Title 440, Conservation Programs Manual, Part 530, Subpart I, Section 530.81 and 530.82 provide processes for addressing non-compliance and violations.

**Explanation:** By March 1<sup>st</sup> of each fiscal year, field office staff will review all contracts that have not yet expired and document their reviews on form NRCS-CPA-13. All contracts with violation(s) within the participant's control (documented on CPA-13) will be issued a NRCS-CPA-153.

Field offices will use the attached "Standard Operating Procedure for CPA-13 and CPA-153" and "Non-Compliance Cover Letter", guidance provided during the September 30, 2021 and October 28, 2021 Oregon FAPD Meetings, and the aforementioned national policy to complete NRCS-CPA-13 and NRCS-CPA-153.

**Contact:** Direct questions about this bulletin to Claire Tachella, EQIP Program Manager at [Claire.Tachella@usda.gov](mailto:Claire.Tachella@usda.gov) or Catherine Magee, Assistant State Conservationist – Programs (ASTC-P) at [Catherine.Magee@usda.gov](mailto:Catherine.Magee@usda.gov) .

Sincerely,

RONALD ALVARADO  
State Conservationist

Attachment A: Standard Operating Procedure for CPA-13 and CPA-153  
Attachment B: Non-Compliance Cover Letter  
Attachment C: CPA-13  
Attachment D: CPA - 153

cc via website: [https://ems-team.usda.gov/sites/NRCS\\_Oregon/bulletins/default.aspx](https://ems-team.usda.gov/sites/NRCS_Oregon/bulletins/default.aspx)