

512.96 Annual Practice and Conservation Activity Reminder Letter

[Date]

[Name and address of applicant]

Program: _____

Contract No: _____

Dear [participant name]:

This letter is being sent to remind you of the requirement for you to implement the following practices or conservation activities under the terms of a contract and schedule of operations for the [insert program]:

Practice or Conservation Activity Name/Units Scheduled/Date Scheduled

[List Practices or Conservation Activities in This Space]

As stated in the contract, the practices or conservation activities must be implemented by the schedule noted above to remain in compliance with your contract obligations.

To receive technical assistance with implementation of your contract, you may contact the Natural Resources Conservation Service (NRCS) or you may choose to use a technical service provider (TSP) listed at <http://techreg.usda.gov>. If you are interested in using a TSP, you must contact us to confirm the availability of funding and to review the NRCS requirements before the TSP begins any work.

Please notify this office immediately if you anticipate any of the following changes:

- Loss of control of all or part of the land under contract
- Changes to your operation, including management system changes, land use changes, or enrollment in another program
- Changes to your banking information that will affect direct deposit of program payments
- Changes to the desired distribution of payment shares
- Changes to the membership of a business entity
- A need to adjust your schedule of operations
- Name changes and changes in business structure

Thank you for your interest and participation in our conservation programs.

Sincerely,

[Enter DC name]
District Conservationist