

PART 409.5 – CONSERVATION PLANNING DOCUMENTATION

409.5.1

This policy pertains to conservation planning only and does not supersede any requirements as outlined by specific USDA programs, Food Security Act compliance, or engineering policy.

1. **The official NRCS case file is the client’s Toolkit electronic folder.** Hard copy case files may be maintained, but are not required for conservation planning documents. Both hard copy and electronic copies are not required.

If information pertaining to the client’s plan are stored in a location outside of the client’s Toolkit folder, whether hard copy or electronic copy, they will be referenced in the Toolkit Assistance Notes as to their location and filename.

Items contained in the “Producer Version” sections below will be provided to the producer for their records. Items contained in the “Case File Documentation” sections below are the minimum documentation items required in the client’s file.

2. Each client serviced by NRCS Indiana employees (District Conservationists, Conservation Implementation Team employees, etc.) will contain the following six documentation items and minimal requirements:

1. Schedule of Implementation (Conservation Plan)	
Producer Version:	CPA-068 printed from Toolkit
Case File Documentation:	Toolkit <u>Project</u> ^{1/}
Signatures^{2/}:	NRCS Certified Conservation Planner’s Signature <ul style="list-style-type: none"> • Assistance Note of when the plan was approved by the NRCS Certified Conservation Planner, <i>or</i> • Electronic (/s/) signature with the typed Certified Planner’s name
	Decision Maker’s (Producer’s) Signature = not required <ul style="list-style-type: none"> • Minimum needed = Assistance Note of when the plan or plan revision was agreed to by the Decision Maker/Producer
	SWCD Representative’s Signature = not required ^{3/}

2. Environmental Evaluation (IN-NRCS-CPA-52)	
Producer Version:	Not Applicable
Case File Documentation:	Electronic version of the IN-NRCS-CPA-52 ^{4/}
Signatures^{2/}:	Item N (individual certified to complete the determination) <ul style="list-style-type: none"> • Electronic (/s/) signature with the typed signatory’s name
	Item R (individual designated as the federal official) <ul style="list-style-type: none"> • Electronic (/s/) signature with the typed signatory’s name

^{1/}: the official NRCS plan is the Toolkit project. Documents created using Toolkit’s Plan Wizard are not required to be filed in the client’s file.

^{2/}: An electronic signature, **to be denoted as /s/**, or specific reference to when the plan was accepted in the Assistance Notes will carry the same weight as a hard copy signature for NRCS Indiana planning purposes.

^{3/}: NRCS plans will continue to be shared with the local SWCD Board to ensure that local conservation needs are being met and are supporting local business plans and other local priorities.

^{4/}: the official NRCS case file is the client’s Toolkit folder. All supporting documents related to the client’s plan that are not stored in the client’s Toolkit folder, will be referenced in the Toolkit Assistance Notes as to their location.

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3. Installation Documents/Specifications (Job Sheets)	
Producer Version:	Job Sheet hard copy document.
Case File Documentation:	Assistance Note of when the specifications and O & M documents were delivered to the client and reference to an electronic version of the specification applicable to the client
Signatures:	Job Sheets <ul style="list-style-type: none"> • None

4. Assistance Notes	
Producer Version:	Not Applicable
Case File Documentation:	Electronic version of all pertinent correspondence involving the client and references to planning documents and signature dates.
Signatures:	Not Applicable

5. Plan Map	
Producer Version:	Plan Map from Toolkit
Case File Documentation:	ArcGIS <i>Project</i> with all practices and land units digitized and geo-referenced ^{5/}
Signatures:	Not Applicable

6. Soils Information	
Producer Version:	Not Required unless requested
Case File Documentation:	ArcGIS <i>Project</i> ^{6/}
Signatures:	Not Applicable

^{5/}: The minimum required plan map is the ArcGIS ***project*** with all practices and land units digitized and geo-referenced in Toolkit.

^{6/}: The minimum required soils information is the ArcGIS ***project*** with the soils layer available in Toolkit. Soil map legends are not required.