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Checklist for Six-Part Folder
Contract/Conservation Plan Folder Assembly

1 st Cover	2 nd Cover	3 rd Cover
<ul style="list-style-type: none"> • Application Form NRCS-CPA-1200 • Contract Form NRCS-CPA-1202 • CPC Appendix • Application Evaluation & Ranking Worksheet • Field Resource Inventory Worksheet • Form CCC-501A • Signature authority for business or other participant representation • Form NRCS-CPA-09 • Joint Agreements • Form NRCS-CPA-152 • Form NRCS-CPA-153 • Form CCC-505 (Easement Programs) • Form AD-1026 (or equivalent) • Form CCC-526 • Evidence of Control of Land • Documentation supporting Limited Resource/Beginning Farmer or Rancher Certification (CSP & EQIP) • Self-Assessment Workbook (CSP) Recordbook or Records (CSP) • Ag Operation Delineation (CSP & CSP 2008) • Documentation of eligibility (in FSA) 	<ul style="list-style-type: none"> • Form NRCS-CPA-13 • Appeals and Mediation Records • Conservation Assistance Notes • Monitoring Report (WRP) • Compatible Use Authorization (Easement Programs) • General correspondence • Environmental Evaluation or Assessment (CPA-52) • Archaeological information /Cultural Resources Assessment • CDC Database • NEPA documentation • Copies of Permits 	<ul style="list-style-type: none"> • Conservation Plan Map & Legend • Summary of Tracts/Fields with Associated Acres and Land Uses (CSP and CSP 2008) • Soil Map & Legend • Location Map • Location Map of Ineligible Lands (CSP 2008) • Non-Technical Soils Descriptions • FSA Map (HEL/WC) • Archived Copies Of Offer Maps with Documentation (CSP and CSP 2008) • Other Maps as Needed
4 th Cover	5 th Cover	6 th Cover
<ul style="list-style-type: none"> • Form NRCS-CPA-1155 • Form NRCS-CPA-1156 • Toolkit Conservation Plan with Customized Narratives • Resource Setting • System Narrative • Guidance Documents (CSG) • CTA Plan Associated with CSP 2008 Contract (CSP 2008) 	<ul style="list-style-type: none"> • Practice Design & Drawings (Location, if not in Case File) • Job Sheets • Practice Specifications Worksheets/Evaluation Tools/Assessments • Operation & Maintenance Agreements • Supporting Plans (Nutrient, Pest, Grazing, IWM) • CMT Summary (all copies) (CSP 2008) • CMT Detailed Report (all copies) (CSP 2008) • Stewardship Graphs with Conservation Practices Documented for Stewardship Level (CSP 2008) • Other Lands Checklist (CSP 2008) • Documentation of Organic Status 	<ul style="list-style-type: none"> • Form NRCS-CPA-1245 • Form SF-1199A • Form NRCS-FNM-60 • Form NRCS-CPA-1236 • Invoices/Receipts for Contract Items • Check-out and Certification Notes Attached to Applicable Payment • Practice Implementation Data Supplied by Technical Service Providers • Field Verification Worksheets (CSP) • Annual Review Documentation (CSP 2008) • Enhancement Job Sheets (CSP 2008) • RCCR Job Sheet with Custom Narrative Documenting Agreed-To Cropping Change (CSP 2008)