530.320B CSP-GCI Preobligation Checklist

Service Center:		**District Conservationist:**	
Applicant Name(s):		**Application Number:**	
Reviewer Name:		**Date Reviewed:**	
Corrections Needed: ☐ **Date Completed:**		**DC Signature Certifying Corrections Completed:**	
Recommend for Obligation:	☐ **Yes** ☐ **No**		

Baseline Requirements	**Y**	**N**	**NA**	**Comments/Corrections Needed**
1. The NRCS-CPA-1200, "Conservation Program Application," is complete, signed, dated, and stored electronically.				
2. The NRCS field office entered the application under the appropriate signup number in ProTracts.				
3. Applicant's HU status on the NRCS-CPA-1200 is recorded in ProTracts.				
4. NRCS verified that a hemp producer has been licensed or authorized under a State, Tribe, or the USDA hemp plan, if applicable.				
5. NRCS verified signature authority if the applicant is an entity or joint operation and documented in the case file.				
6. NRCS-CPA-1200 "applicant(s)" is the same as the NRCS-CPA-1202 "participant(s)," same person or entity.				
7. NRCS-CPA-1155, "Conservation Plan or Schedule of Operations," includes GCI activity (code E300GCI) scheduled for all 5 years of the contract.				
8. Scheduled contract activities will not result in a duplicate payment from this contract, other contracts, or programs; offered land is not currently enrolled in an active CSP or another CSP-GCI contract.				
9. Applicant is the operator, owner, or other producer in FSA farm records.				
10. Applicant shares in the risk and participates in day-to-day activities of the agricultural operation.				
11. Applicant has effective control of land unless the Chief has made an exception for land administered by the Bureau of Indian Affairs, Indian lands, or other instances in which NRCS determines that there is sufficient assurance of control.				
12. Public land, included as eligible land, is under the effective control of the applicant and is a working component of applicant's agricultural operation.				
13. Conservation assistance notes that are concise and factual, are present, and document significant activities and situations (e.g., participant copy of job sheets provided, field verification, scheduling arrangements, correspondence, and participant decisions that are not documented elsewhere in the case file).				
14. FSA determined that acres offered for enrollment are eligible "base" acres, any discrepancies were resolved with FSA and the final determination is documented in the case file.				
15. Applicant-identified priority resource concern is recorded in the conservation stewardship plan and the plan map delineates land offered for CSP-GCI enrollment that corresponds with base acres identified by FSA.				
16. NRCS field office verified land use/cover of eligible acres based on a field visit or working knowledge of the farm.				
17. NRCS-CPA-52, "Environmental Evaluation Worksheet," is completed and signed by a certified planner as the responsible Federal official.				
18. Required documentation is saved electronically. Supporting documentation is saved in the six-part case file or electronically (per State requirement).				