Attachment B

RCPP Land Management and Rental Producer Contract Preobligation Checklist

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

Section A. Preobligation Review -- Required Items *The field office must review all items in this section. The Area or State office must review all items if the application is selected for a quality assurance review.*	**Field Office**	**Area Office**	**State Office**	**N/A**	**Corrections Needed**
1. Form NRCS-CPA-1200, "Conservation Program Application," is complete, signed, dated, and stored electronically in CD-DMS. Verify that the 4-digit RCPP project number(s) and the activity type(s) are documented on the Form. Refer to NB 300-21-24.	☐	☐	☐	☐	
2. Applicant's HU status on the NRCS-CPA-1200 is recorded in CD, if applicable, and agreement items reflect HU payment rates consistent with RCPP project specific expectations in PPA.	☐	☐	☐	☐	
3. Application was entered under the appropriate signup number in CD.	☐	☐	☐	☐	
4. Applicant complied with FSA filing requirements for mandatory payment eligibility determinations which includes Form AD-1026 (HEL/WC), CCC-941 (AGI), and CCC-902 (Farm Operating Plan) and compliance with foreign and minor rules per 7 CFR Part 1400. Refer to 440-CPM, Part 530, Subpart C for a list of all mandatory eligibility requirements.	☐	☐	☐	☐	
5. NRCS verified that a hemp producer has been licensed or authorized under a State, Tribe, or the USDA hemp plan, if applicable.	☐	☐	☐	☐	
6. If the applicant is a legal entity or joint operation, NRCS verified signature authority and documented this in the case file.	☐	☐	☐	☐	
7. NRCS-CPA-1200 "applicant(s)" is the same as the NRCS-CPA-1155 and NRCS-CPA-1202 "participant(s)," (i.e., same person or entity).	☐	☐	☐	☐	
8. Applicant is the operator, owner, or other producer in FSA farm records.	☐	☐	☐	☐	
9. The correct contract limit has been applied (e.g. joint operations and group projects have higher contract limits). Refer to the LMR producer contract appendix and NB 300-21-24.	☐	☐	☐	☐	
10. Applicant has effective control of land unless the State conservationist has made an exception for land administered by the Bureau of Indian Affairs, or other instances in which NRCS determines sufficient assurance of control.	☐	☐	☐	☐	
11. Public land, included as eligible land, is under the effective control of the applicant and is appropriate for the type of eligible activity type. The activity type must contribute meaningfully to achieving conservation benefits consistent with the approved Programmatic Partnership Agreement (PPA).	☐	☐	☐	☐	
12. If enrolled land is leased, applicant submitted Form NRCS-CPA-1257, "Landowner Concurrence Form to Install Structural or Vegetative Conservation Activities," or other written concurrence from the landowner to apply a structural or vegetative conservation practice or activity, if necessary.	☐	☐	☐	☐	

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13. Rental activities comply with guidance in NB 300-21-24. **Note:** NHQ approval is required for RFRP payment rate higher than the lowest RFRN irrigated crop rate.	☐	☐	☐	☐	
14. Farms and tracts for enrolled land are recorded on the CD generated Form NRCS-CPA-1155, "Conservation Plan or Schedule of Operations," and associated with applicable contract item(s).	☐	☐	☐	☐	
15. At least one conservation practice or activity is scheduled for completion within the first 12 months of the contract.	☐	☐	☐	☐	
16. Proposed contract will address one or more RCPP project resource concerns and activity(s) are consistent with guidance in NB-300-21-24.	☐	☐	☐	☐	
17. Scheduled contract items will not result in duplicative payments with any other contracts, or programs administered by USDA.	☐	☐	☐	☐	
18. Verify the status of the CCC-902 "Farm Operating Plan" in FSA business file. The applicant must have a CCC-902 in "filed" or "determined" status prior to contract obligation.	☐	☐	☐	☐	
Section B. Preobligation Review – Quality Assurance Items *Items in this section are optional for field office review, but should be included as part of the Area or State office quality assurance review process.*	**Field Office**	**Area Office**	**State Office**	**N/A**	**Corrections Needed**
1. Required documentation is saved electronically. Supporting documentation, including the CART summary report(s), is saved in the case file or electronically (per State requirement). Note: FSA subsidiary prints and obligation package must be present in the DMS and support all determinations manually recorded in CD.	☐	☐	☐	☐	
2. Resource concerns identified in the CART assessment and ranking are supported by those listed in the Form NRCS-CPA-52, "Environmental Evaluation Worksheet."	☐	☐	☐	☐	
3. Conservation plan map(s) include field number, acres, and land use with practice location(s) identified. Several map documents may be needed, but at a minimum, should include plan map, location map, and soils map in accordance with national conservation planning policy.	☐	☐	☐	☐	
4. Conservation assistance notes that are concise and factual are present and document eligibility determinations not recorded in CD and significant activities and situations (e.g., participant copy of job sheets provided, field visits, scheduling arrangements, correspondence, and participant decisions that are not documented elsewhere in the case file).	☐	☐	☐	☐	
5. Vendor Code is established in FMMI.	☐	☐	☐	☐	
6. If a payment cap is used to limit funding for specific conservation practices or activities as identified in the program announcement or is required to maintain applicable contract limits, the cap has been appropriately applied on the NRCS-CPA-1155.	☐	☐	☐	☐	
7. Funds Availability and Verification Worksheet completed by State financial management staff and the document is in the participant's case file.	☐	☐	☐	☐	
8. Approved policy waivers are present in the participant's case file, if applicable. **Note:** AGI Applicability Waivers are approved at the project level; a producer participating in a project with an approved AGI Applicability waiver is not required to file Form CCC-941.	☐	☐	☐	☐	

Clear Form