

## EQIP Eligibility Documentation Checklist

### PRODUCER ELIGIBILITY

Eligibility Criteria	Check (✓) if Eligible	Acceptable Documentation
Must be an individual, legal entity, Indian tribe, or joint operation		Applicant(s) must establish themselves as USDA customer and provide information for SCIMS database, including tax identification number that will be associated with the application and contract.
		For non-individuals, a DUNS (Dun and Bradstreet Data Universal Numbering System) number must be provided. Applicants must request a DUNS number from either the Dun and Bradstreet online web form process for US Government Contractors, Grantees and Loan Recipients or by telephone. Information regarding both methods may be found at <a href="http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=B9E740A165">http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=B9E740A165</a> .  Applications for individuals do not require a DUNS number.
		For individuals, no additional documentation needed for this eligibility requirement.  For legal entities, joint operations, all members must be identified with a tax identification number. There are two forms to choose: 1. Complete and file CCC-901 or 2. Complete and file CCC-902 (To be considered a joint operation, the joint operation must have its own tax identification number. Multiple individuals applying for one contract is an informal joint venture and would require each person to be a participant with their own tax identification number and shares of payment identified. See <a href="#">440-CPM-512, Subpart C</a> for details.)  For status as an Indian tribe, the applicant must be one of the federal recognized tribes listed in the Federal Register at <a href="http://edocket.access.gpo.gov/2008/pdf/E8-6968.pdf">http://edocket.access.gpo.gov/2008/pdf/E8-6968.pdf</a> . Documentation identifying the tribe by name must be provided to the satisfaction of the designated conservationist. The Tribe must complete and file a CCC-901A with NRCS.

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Must have signature authority to obligate an individual, legal entity, joint operation or Indian tribe to a contract		<p>Individuals can sign for themselves so no signature authority documentation required. However, if the individual wants anyone other than him/herself to sign on their behalf, then a power of attorney (POA) must be executed. See <a href="#">440-CPM, Part 512, Subpart C, Section 512.21</a> for acceptable POA documents.</p> <p>For joint operations, each individual in the joint operation signs the application and contract. However, if the individuals of the joint operation wish to assign signature authority to one or more members of the joint operation, then a power of attorney (POA) must be executed. See <a href="#">440-CPM, Part 512, Subpart C, Section 512.21</a> for acceptable POA documents.</p> <p>For legal entities, see the acceptable signature authority documentation required in <a href="#">440-CPM, Part 512, Subpart C, Section 512.21</a>.</p> <p>For Indian tribes, the Chief or governing council is usually authorized to sign contracts on behalf of the tribe. Documentation identifying the Chief or council members must be provided to the satisfaction of the designated conservationist. If the Tribe designates someone other than the Chief or council member, signature authority may be granted by a power of attorney (POA) or Tribal document equivalent to a POA.</p>
Must be engaged in agricultural production or forestry management, or has an interest in the agricultural or forestry operation associated with the land being offered for enrollment in EQIP		<p>Applicant must be the owner or actively engaged in the management of the agricultural or forestry operation being offered for enrollment in EQIP. Any one of the following may be used to document engaged or having an interest:</p> <ol style="list-style-type: none"> <li>1. Records from FSA, such as the FSA-156EZ report, may be used to identify the applicant as the owner or operator.</li> <li>2. The production of \$1,000 in agricultural products produced, sold, or both, meeting the NASS definition of farm. The \$1,000 threshold may be documented by using one of the following: <ol style="list-style-type: none"> <li>a. Estimates using crop type acres and livestock numbers collected as part of the conservation planning inventory and estimating associated dollar values from agricultural statistics data reports or other acceptable data. This may include use of FSA crop acreage reports.</li> <li>b. Internal Revenue Service Form 1040 Schedule F showing profit or loss from farming.</li> <li>c. Other accounting records certified by a tax preparer that show profit or loss from farm operations.</li> </ol> </li> <li>3. Other documentation as provided for by the State</li> </ol>

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		Conservationist through state supplement of this manual.
Must have control of the land for the term of the proposed contract period		Applicant must have a deed, lease, or other written agreement signed by the land owner at the time of application and provide this documentation upon spot check.
Be in compliance with the provisions for protecting the interests of tenants and sharecroppers, including the provisions for sharing EQIP payments on a fair and equitable basis		Applicant self-certifies compliance when signing the NRCS-CPA-1202. Compliance with the provisions protecting the interests of tenants is outlined in the NRCS-CPA-1202 Appendix, which is a component of the contract.
Be in compliance with the highly erodible land (HEL) and wetland conservation (Swampbuster) compliance provisions of the Food Security Act of 1985, as amended		Applicant must have a current AD-1026 on file with the Farm Service Agency. If the applicant does not have a current AD-1026 on file, they must complete an AD-1026 and file with the Farm Service Agency. Eligibility determination will be automated through ProTracts.
Be within appropriate payment limitation requirements as specified in the Food, Conservation, and Energy Act of 2008 and according to 440-CPM, Part 515, Subpart J		Payment limitations are managed through the Fund Manager computer system. Documentation from the applicant is not required. ProTracts interfaces with Fund Manager and will alert non-compliance with payment limitations before obligating a contract.
Be in compliance with adjusted gross income (AGI) requirements as specified in <a href="#">7 CFR Part 1400</a>		Applicant must complete CCC-931 Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax information. Eligibility determination will be automated through ProTracts.
Historically Underserved Designation		Historically underserved applicants must self-certify their status when applying for EQIP on the NRCS-CPA-1200. Eligibility criteria for each historically underserved criteria is outlined in <a href="#">440-CPM, Part 512, Subpart A, Section 512.5</a> . This self-certification is subject to spot check and documentation must be provided according to 440-CPM, Part 512, Subpart F, Section 512.55(D).
Organic Producers Applying for the Organic Initiative (Organic producers may apply for general EQIP without meeting this specific eligibility requirement.)		<p><u>Certified Operations:</u> Certified organic producers must provide a copy of their organic system plan (OSP) and agree to develop and implement conservation practices for certified organic production that are consistent with their USDA certified OSP.</p> <p><u>Transitioning Operations:</u> Producers transitioning to organic must provide the contact information of the producer’s accredited certifying organic agent and self-certify that they agree to develop and implement an OSP.</p> <p><u>Exempt Operations:</u> Organic producers who are exempt from certification must self certify that they agree to develop and implement</p>

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		<p>an OSP. In addition they need to provide documentation that they sell less than \$5000 in organic products to the satisfaction of the designated conservationist. This may be documented by using one of the following:</p> <ol style="list-style-type: none"> <li>1. Estimates using crop type acres and livestock numbers collected as part of the conservation planning inventory and estimating associated dollar values from agricultural statistics data reports or other acceptable data. This may include use of FSA crop acreage reports.</li> <li>2. Internal Revenue Service Form 1040 Schedule F showing profit or loss from farming.</li> <li>3. Other accounting records certified by a tax preparer that show profit or loss from farm operations.</li> </ol>
Be agricultural land, nonindustrial private forest land, or other land on which agricultural products, livestock, or forest-related products are produced		<p>A crop acreage report from FSA can document what crop has been grown within the past crop year. Designated conservationists may also certify production on the land by visual assessment and documentation in the case file.</p> <p>Only land producing the crops listed in 440-CPM, Part 515, Subpart F, Section 515.52 are eligible.</p>
Be privately owned, Indian land, or public land meeting the requirements at 440-CPM, Part 515, Subpart F, Section 515.52(A)(2).		Ownership may be documented by deed or tax assessment or by FSA records, such as the FSA-156EZ.
Have permission of the landowner to install a structural practice on leased land		Landowner may provide letter or other signed document OR the landowner must sign the contract documents and be identified as receiving 0% shares.
Have an identified natural resource concern that may be addressed		The resource concern for each land unit to be considered for contract must be recorded on the NRCS-CPA-52 and in the Application Evaluation Ranking Tool (AERT) in ProTracts.
Irrigation history		<p>Applicant must provide any of the following:</p> <ol style="list-style-type: none"> <li>1. Written self-certification of the irrigation history, by year, and crops produced on the land with yields indicating irrigation;</li> <li>2. Aerial photography coverage showing evidence of irrigation history on the property;</li> <li>3. Official copies of Farm Service Agency records such as aerial compliance photography, Farm Acreage Report, Production History Report, and Risk Management Insurance;</li> <li>4. Water rights certificate, water rights maps and/or well or pumping plant permits issued by a federally recognized Tribe, State or Federal agency;</li> </ol>

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		<ol style="list-style-type: none"> <li>5. Irrigation company share certificates and assessments that document water rights and water availability;</li> <li>6. Fuel bills or maintenance records documenting the use of an irrigation system with the presence of an operable irrigation system or reliable water source indicating the ability to irrigate;</li> <li>7. Irrigation water management plan implementation documentation;</li> <li>8. Irrigation or water use reports provided by a local or State unit of government; or</li> <li>9. Other documentation as specified by state supplement to the EQIP manual.</li> </ol>