

## 530.320A CSP Preobligation Checklist

<b>Service Center:</b>				<b>District Conservationist:</b>			
<b>Applicant Name(s):</b>				<b>Application Number:</b>			
<b>Reviewer Name:</b>				<b>Date Reviewed:</b>			
<b>Corrections Needed:</b>	<input type="checkbox"/>	<b>Date Completed:</b>	<input type="checkbox"/>	<b>DC Signature Certifying Corrections Completed:</b>			
<b>Recommend for Obligation:</b>		<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>		

  

<b>Section A. Preobligation Review -- Required Items</b> <i>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.</i>	Field Office	Area Office	State Office	N/A	Corrections Needed
1. NRCS-CPA-1200, "Conservation Program Application," is complete, signed, dated, and stored electronically.					
2. NRCS received Form NRCS-CPA-1248, "Conservation Stewardship Program (CSP) Contract Renewal Offer Worksheet," prior to the renewal application deadline and the form is complete, signed, dated, and stored electronically ( <i>Renewal Only</i> ).					
3. Applicant is in compliance with their initial CSP contract ( <i>Renewal Only</i> ).					
4. The NRCS field office entered the application under the appropriate sign-up number in ProTracts.					
5. Applicant's HU status on the NRCS-CPA-1200 is recorded in ProTracts, if applicable.					
6. NRCS verified that a hemp producer has been licensed or authorized under a State, Tribe, or the USDA hemp plan, if applicable.					
7. NRCS-CPA-1200 "applicant(s)" is the same as the NRCS-CPA-1202 "participant(s)", same person or entity.					
8. Applicant is the operator, owner, or other producer in FSA farm records; shares in the risk; and participates in day-to-day activities of the agricultural or NIPF operation.					
9. If the applicant is an entity or joint operation, NRCS verified signature authority and documented in the case file.					
10. The correct contract limitations have been applied for joint operations.					
11. Application includes all eligible land associated with applicant's agricultural or NIPF operation.					
12. 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.					
13. Public land, included as eligible land, is under the effective control of the applicant and is a working component of applicant's agricultural or NIPF operation.					
14. If the applicant is enrolling newly acquired or newly eligible land, then all new land that is part of the operation and under the applicant's effective control, is included in this application. Verify that newly acquired land is correctly recorded in the applicable business tool.					
15. If applicant has more than one operation, the NRCS field office determined that the operations are substantially separate, in accordance with policy and documented the determination in the case file.					
16. 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.					
17. At least one conservation practice or activity is scheduled for implementation within the first 12 months of the contract.					

18. Scheduled contract items will not result in a duplicate payment from this contract, other contracts, or programs.					
19. Field verification results are documented in the case file.					
20. NRCS-CPA-52, "Environmental Evaluation Worksheet," is completed and signed by the responsible Federal official.					
21. Applicant is not subject to the 2-year ineligible period associated with a previously unexpired CSP contract. <i>(CSP Classic Only)</i>					
22. 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 the contract's approval. This requirement went into effect on 12-7-2020 and applies to all applicants from that date forward.					
<b>Section B. Preobligation Review – Quality Assurance Items</b> <i>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.</i>	<b>Field Office</b>	<b>Area Office</b>	<b>State Office</b>	<b>N/A</b>	<b>Corrections Needed</b>
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).					
2. Resource concerns identified in the CART assessment and ranking are supported by those listed in the NRCS-CPA-52.					
3. Applicant provided documentation to NRCS (map, aerial photograph, overlay) that identifies the entire agricultural operation and NIPF component, delineates eligible and ineligible land with associated acreage amounts, identifies any other land shown on FSA records and notes why that land is not included in the CSP contract (CRP land, land applicant does not have control of for the contract term, land that is part of a separate operation, ineligible land, etc.)					
4. 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).					
5. NRCS communicated inconsistent documentation, such as agricultural operation boundaries or participant information, to FSA and NRCS documented the basis for final determination in the participant's case file.					
6. Cropping history is documented. NRCS may use FSA records or other types of documentation such as historical aerial photography or producer records, etc., when available to verify compliance with crop history requirements.					
7. Applicant meets or exceeds at least two resource concern categories (RCCs) at the time of contract offer on all land uses included in the operation. Applicant meets at least one additional RCC by the end of the conservation stewardship contract on a minimum of one land use. <i>(CSP Classic Only)</i> .					
8. For a renewal application, applicant meets or exceeds at least two RCCs at the time of contract offer on all land uses included in the operation and conservation practices or activities are scheduled to— <ul style="list-style-type: none"> <li>• Meet or exceed at least two additional resource concerns by the end of the contract; <i>or</i></li> <li>• Improve existing conservation activities to achieve higher levels of conservation performance for a minimum of two priority resource concerns met or exceeded in the existing contract <i>(Renewal Only)</i>.</li> </ul>					
9. Form NRCS-CPA-1155 only includes existing activity payment (EAP) items for land uses that include an additional activity.					
10. Form NRCS-CPA-1155 shows that after the first year of implementation, conservation activities are scheduled in each subsequent year for the duration of the contract, as applicable.					
11. Scheduled conservation activities do not exceed the maximum number of years (activity lifespan) identified on the "Activity List for Planners".					

12. If a conservation practice is paired with an enhancement, the practice is scheduled before or in conjunction with the enhancement.					
13. If a bundle is scheduled: <ul style="list-style-type: none"> <li>• The bundle is scheduled to begin in the year all enhancements in the bundle will be implemented.</li> <li>• Enhancements included within the bundle are not scheduled separately in the contract on the same land.</li> <li>• The majority, more than 50 percent, of the enhancements will be newly adopted.</li> <li>• Multiple bundles on the same land have not been planned if the bundles have any enhancements in common, or if individual enhancements of multiple bundles are incompatible on the same land use.</li> </ul>					
14. If supplemental payment is scheduled (RCCR, IRCCR, or AGM), the supplemental payment conservation activities are in addition to the conservation practices or activities scheduled to meet the stewardship threshold.					
15. RCCR, IRCCR, or AGM activities are scheduled beginning in the fiscal year the participant will adopt the activity and in each subsequent year.					