

530.420B EQIP-CIC Pre-obligation Checklist

Service Center:				District Conservationist:					
Applicant Name(s):				Application Number:					
Reviewer Name(s):				Date Reviewed:					
Corrections Needed:		Date Completed:		DC Signature Certifying Corrections Completed:					
Recommend for Obligation:		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No				
Section A. Pre-obligation Review -- Required Items					Field Office	Area Office	State Office	N/A	Corrections Needed
<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>									
1. Form NRCS-CPA-1200, "Conservation Program Application," is complete, signed, dated, and stored electronically.									
2. NRCS entered the application under the appropriate signup number in ProTracts.									
3. NRCS has selected "Incentive" from the Application Type drop-down menu in ProTracts.									
4. Applicant's HU status on the NRCS-CPA-1200 is recorded in ProTracts, if applicable.									
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 in the case file.									
7. NRCS-CPA-1200 "applicant(s)" is the same as the NRCS-CPA-1202 "participant(s)" (same person or entity.)									
8. The correct contract limitations have been applied for joint operations.									
9. Applicant has effective control of the 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.									
10. 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.									
11. 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.									
12. For any irrigation-related practices contracted to improve water conservation, NRCS verified enrolled land has been irrigated 2 of the last 5 years (unless a drought or practice exception is applicable, as defined in policy, or an irrigation history waiver has been granted by the Chief).									
13. Farms and tracts for enrolled land is recorded on the Form NRCS-CPA-1155, "Conservation Plan or Schedule of Operations," and associated with applicable contract item(s).									
14. At least one conservation practice or enhancement is scheduled for completion within the first 12 months of the contract.									
15. The NRCS-CPA-1155 includes an HU applicant's decision to receive or not receive an advanced payment, for conservation practices (not applicable to enhancements).									
16. Scheduled contract items will not result in a duplicate payment from this contract, other contracts, or programs.									
17. Annual payment boxes are selected for every enhancement in ProTracts.									
18. At least one enhancement has been scheduled in the contract.									

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19. Enhancements, once scheduled, recur the remaining years of the contract as practicable.					
20. Contract is not less than 5 years in length.					
21. Contract expiration date is December 31 st of the 5 th year of the contract.					
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					
Section B. Pre-obligation Review – Quality Assurance Items <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>	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).					
2. Priority 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 plan is complete and includes a clear description of project objectives.					
5. Conservation assistance notes that are concise and factual are present and document significant activities and situations (e.g., project objectives, participant copy of job sheets, IR sheets, guide sheets, and designs provided, field visits, scheduling arrangements, correspondence, and participant decisions that are not documented elsewhere in the case file).					
6. Scheduled conservation practices with a lifespan of greater than 1 year have not been scheduled multiple times on the same land/location, with the exception of Brush Management (Code 314) and Herbaceous Weed Treatment (Code 315).					
7. If a payment cap is used to limit funding for specific conservation practices, the cap has been appropriately noted and publicized within the EQIP-CIC application period announcement.					