

530.420A EQIP Preobligation Checklist

Service Center:				Designated 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. Preobligation Review -- Required Items					Field Office	Area Office	State Office
<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>					N/A	Corrections Needed	
1. Form 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, if applicable.							
4. If the applicant is a water management entity, eligibility has been evaluated per policy and documented in conservation assistance notes.							
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. Applicant is the operator, owner, or other producer in FSA farm records.							
9. The correct contract limitations have been applied for joint operations, group projects, or water management entities.							
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 a working component of applicant's agricultural or NIPF operation.							
12. If enrolled land is leased, applicant submitted Form NRCS-CPA-1257, "Landowner Concurrence Form to Install Structural or Vegetative Activities," or other written concurrence from the landowner to apply a structural or vegetative conservation practice or activity.							
13. For any irrigation-related practices contracted to improve water conservation, 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 is granted by the Chief).							
14. Enrolled land is recorded or referenced on the Form NRCS-CPA-1155, "Conservation Plan or Schedule of Operations," and associated with applicable contract item numbers (CINs).							
15. At least one conservation practice is scheduled for completion within the first 12 months of the contract.							
16. The NRCS-CPA-1155 includes an HU applicant's decision to receive or not receive an advanced payment, on a contract item basis.							
17. Scheduled contract items will not result in a duplicate payment from this contract, other contracts, or other USDA programs.							
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 the contract's approval.							

530.420A EQIP Preobligation Checklist

Section B. Preobligation 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. 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 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. 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).					
6. If a payment cap is used to limit funding for specific conservation practices, the cap has been appropriately noted and publicized within the EQIP application period announcement.					