

## 530.142E Conservation Program Application Checklist

Application Number: \_\_\_\_\_

Date: \_\_\_\_\_

### Conservation Program Application Checklist

Based on our review of available records, NRCS has determined that you must provide the information or documents checked below before we can continue processing your application. Please provide the requested information to our office or to the Farm Service Agency (FSA), as applicable, no later than 30 calendar days after you receive this list. Forms are available at: <https://forms.sc.egov.usda.gov>.

#### Eligibility Requirements with FSA

- Form AD-1026, “Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification.”
- Form CCC-941, “Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information.”
  - For legal entities, each member must file this form for the current fiscal year.
  - For participants or entity members determined to be AGI ineligible, has a waiver been requested?  YES  NO  NA      Granted?  YES  NO  NA
- Form CCC-902, “Farm Operating Plan” (submitted or fully completed; this is used by FSA to make certain program eligibility and payment limitation determinations).
  - For individuals, file a CCC-902I.
  - For legal entities and joint operations, file a CCC-902E.

**Note:** The CCC-902E also allows you to indicate signature authority so that you may perform business functions for the legal entity you represent without the need to provide other signature authority documentation.

#### Contract Requirements

- Sign Form NRCS-CPA-1200, “Conservation Program Application.”
- Provide current direct-deposit information, including the bank routing number and account number for electronic deposit of conservation payments for each participant with a designated payment percentage (Form SF-1199A, “Direct Deposit Sign-up Form”).
- Designate the “decision maker” for the contract: Legal Name: \_\_\_\_\_  
This is the participant who will serve as the point of contact for NRCS and receive all correspondence.
- Form FSA-211, “Power of Attorney,” if applicable.
- Signature authority documentation.
- Written landowner concurrence if this application includes structural or vegetative conservation practices or activities you will implement on land you do not own. Use Form NRCS-CPA-1257, “Landowner Concurrence Form to Install Structural or Vegetative Activities,” or other written landowner concurrence.

- Other program-specific documents as listed below

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- Designate the contract payment share percentage for each participant on the contract. NRCS will use this percentage to determine each participant's share of the contract payments. You must designate payment percentages similarly for all USDA programs. Add additional names as needed.

Name: \_\_\_\_\_ Percentage: \_\_\_\_\_

Name: \_\_\_\_\_ Percentage: \_\_\_\_\_