

**High Level Steps for the Obligation of LMR Producer Contracts**

1. Conservation Plan and Map
2. CART Assessment and Ranking
3. NRCS-CPA-1200, "Conservation Program Application," signed by decision maker and other applicants identified either on the form or through other documentation
4. Preapproval selections in SAT
5. Eligibility documentation (FY2022 FSA Subsidiary Report with Business File also selected) printed for each participant and entity/joint operation members, as applicable
6. CCC-902 for each participant in the contract
7. AGI waiver(s) approved prior to obligation, if applicable
8. Record client information and eligibility in CD (HU status, , CCC-902, and obligation information)
9. SF-1199 completed by participant(s)
10. NRCS-CPA-1155 signed and dated by NRCS for Technical Adequacy Certification (first signature on 1155)
11. Funds are reserved in CD, and NRCS-CPA-1202 – signed and dated by NRCS Application Approver (first signature on 1202)

**Note:** NRCS employees may use their Linc pass (certificate sign option on the PDF) to sign the NRCS-CPA-1155 and NRCS-CPA-1202

12. NRCS-CPA-1155, NRCS-CPA-1202 and contract appendix signed and dated by participant(s) (second signature on 1155 and 1202) – all signed at same time, same date
13. Vendor record information from ProTracts (if in ProTracts)
14. If a Vendor does not exist in ProTracts, States can make the request through FPAC ServiceNow through the Financial Management module, with request type of "Vendor Coordination" and Request Type Subcategory "Vendor", the vendor coordination team will create the PVND vendor, which is the vendor created for direct entry obligations and payments. Your state FRS should be able to help with this.
15. Complete the RCPP LMR Producer Contract Preobligation Checklist and document who completed the review and the date
16. Conduct quality assurance review on 100% of contracts selected for funding and document using the RCPP LMR Producer Contract Preobligation Checklist and document who completed the review and the date
17. NRCS Approving Official (obligation signature) signs and dates the NRCS-CPA-1155 and NRCS-CPA-1202 (final signature).
18. Enter NRCS obligation date into CD – this is the date the NRCS Approving Official signed the NRCS-CPA-1202
19. Complete the APSB Submission Checklist
20. Upload the required documents for the RCPP18 Land Management and Rental agreement obligation packet, as a single PDF file, into CD-DMS
21. Submit the CD Bulk Obligation Data Report to [RCPP18Easements@usda.gov](mailto:RCPP18Easements@usda.gov) once a day, as applicable, through September 22, 2022, for FY2022 obligations. Only submit the new agreements ready for that day, removing the ones submitted on the list the previous day.