

## **Application Documentation Required for Natural Resource Conservation Service (NRCS) Programs**

- NRCS-CPA-1200, Application returned by designated application deadline with all questions completed and signed.
- Establish or Update Farm Records with the Farm Service Agency (FSA)
  - If you've never worked with either FSA or NRCS before you will need to make an appointment and sit down with someone at FSA to establish your farm boundaries and determine your eligibility
- AD-1026, Highly Erodible Land Conservation (HELIC) & Wetland Conservation (WC) Certification (required to be completed for all individuals that have a farming interest and who are requesting benefits). FSA can assist you with completing this form.
- FSA-211, Power of Attorney (where applicable) Partners, Spouses, or Co-owners that are not signing the contract but wish to be able to sign for future payments and modifications. FSA can assist you with completing this form.
- Irrigation History if applying for irrigation practice through the Environmental Quality Incentives Program (EQIP).  
Examples of Irrigation History Include:
  - Written self-certification of irrigation history (NRCS has a template they can provide to you);
  - Aerial photography coverage showing evidence of irrigation history on the property;
  - Official copies of FSA records such as aerial compliance photography, farm acreage report, production history report, and risk management insurance;
  - Fuel bills or maintenance records documenting the use of an irrigation system with the presence of an operable irrigation system or reliable water source indicating the ability to irrigate;
  - Irrigation water management plan implementation documentation
- If applicable, Waiver Form – Commence Practice Installation Prior to Contract Approval, after submitting an application but before starting a practice. Waivers will not be considered for Conservation Assistance Plans (CAPs) unless there is a situation beyond NRCS' control for meeting obligation deadlines.

### **Additional Application Documentation Required for Entities**

- CCC-901, Member's Information or CCC-902E, Farm Operating Plan. (902E must be completed by FSA)
  
- AD-1026, Highly Erodible Land Conservation (HELIC) & Wetland Conservation (WC) Certification , for the entity and all members. FSA can assist you with completing this form.
  
- FSA-211, Power of Attorney (where applicable) for individuals that may sign contract documents that are not a member but are going to manage this contract as identified on the POA. FSA can assist you with completing this form.
  
- A Dun & Bradstreet Data Universal Numbering System (DUNS) number and current registrations in the Central Contractor Registration (CCR) database are required for receiving payment under an EIN. If you do not have a number, information is available at: <http://fedgov.dnb.com/webform/displayHomePage.do>
  
- Irrigation History if applying for irrigation practice through the Environmental Quality Incentives Program (EQIP).  
Examples of Irrigation History Include:
  - Written self-certification of irrigation history (NRCS has a template they can provide to you);
  - Aerial photography coverage showing evidence of irrigation history on the property;
  - Official copies of FSA records such as aerial compliance photography, farm acreage report, production history report, and risk management insurance;
  - Fuel bills or maintenance records documenting the use of an irrigation system with the presence of an operable irrigation system or reliable water source indicating the ability to irrigate;
  - Irrigation water management plan implementation documentation

### **Additional Application Documentation Required for Non-Profits**

- AD-1026, (HELC) & Wetland Conservation (WC) Certification for the organization. FSA can assist you with completing this form.
- FSA-211, Power of Attorney (where applicable) for individuals that may sign contract documents that are not a member but are going to manage this contract as identified on the POA. FSA can assist you with completing this form.
- Irrigation History if applying for irrigation practice through the Environmental Quality Incentives Program (EQIP).  
Examples of Irrigation History Include:
  - Written self-certification of irrigation history (NRCS has a template they can provide to you);
  - Aerial photography coverage showing evidence of irrigation history on the property;
  - Official copies of FSA records such as aerial compliance photography, farm acreage report, production history report, and risk management insurance;
  - Fuel bills or maintenance records documenting the use of an irrigation system with the presence of an operable irrigation system or reliable water source indicating the ability to irrigate;
  - Irrigation water management plan implementation documentation

---

All Participant(s) are not to start any financially assisted practice or activity or engage the reimbursable services of a certified Technical Service Provider before a Contract is executed by NRCS. The Participant may request, in writing, a waiver of this requirement for financially assisted practices to the NRCS State Conservationist.

*There is a deadline that you need to submit all of the above documentation by. Please contact your local field office for this deadline information. Failure to submit your paperwork to NRCS by this deadline will deem your application ineligible.*

<b>Vermont NRCS Field Office Phone Numbers</b>	
Berlin	802-828-4493
Brattleboro	802-254-9766
Middlebury	802-388-6748
Morrisville	802-888-4935
Newport	802-334-6090
Rutland	802-775-8034
St. Albans	802-527-1296
St. Johnsbury	802-748-2641
White River Jct.	802-295-7942
Williston	802-865-7895