

Contract Name: \_\_\_\_\_ Contract Number: \_\_\_\_\_  
 Field Office \_\_\_\_\_  
 Checklist for 6-Part Contract Folders (440CPM Part 512.107)

		Obtain/complete prior to contract obligation. <i>Highlighted items not required for CAP contracts *</i>	NRCS 6-part folder	Provide contract participant with copy	Requires Manual Signature; P=participant, N=NRCS	Scan into Customer Payment Folder
<b>First Flap</b>						
1	Application Form CPA-1200; CSP Application questionnaire	x	x	x	x-P	
2	Program Contract NRCS-CPA-1202 (from Protracts): Both the original manually signed by the participant and the first page with the electronic signature of the NRCS employee who obligated the contract.	x	x	x	x-P&N	x
3	Contract Appendix- CPA-1202 appendix	x	x	x	x-P	x
4	Authorization for Release of Information	x	x	x	x-P	
5	Application evaluation and ranking sheet	x	x	optional	optional-P	
6	Signature authority documentation for entities or other participant representation, if applicable	x	x		x-P	x
7	Power of Attorney documentation, if applicable	x	x		x-P	x
8	Joint agreements, if applicable	x	x	x	x-P	x
9	NRCS-CPA-153, non-compliance form, if applicable		x	x	x-P&N	x
10	NRCS-CPA-152 contract transfer agreement, if applicable		x	x	x-P&N	x
11	FSA 156ez form, plus applicable Control of land Certification	x	x	x		x
12	CSP Only - Self-assessment workbook, CMT	x	x	x	x-P	
<b>Second Flap</b>						
1	This Checklist-signed by the DC, or authorized RC, to certify completion of contract requirements	x	x		x-N	x
2	Status Review Forms (NRCS-LTP-13)		x	optional		
3	Root review checklist	x	x			
4	Appeals and mediation records, if applicable		x			
5	Cons. Assistance Notes (NRCS-CPA-6)	x	x			
6	General Correspondence and Waivers as applicable		x			
<b>Third Flap</b>						
1	Conservation Plan Maps (Aerial Photos) with land unit, acreage, land use, and practice labels	x	x	x		
2	Location Map - DeLorme or Google map	x	x			
3	Soils Maps with legend	x	x	x		
4	Soils Inventory Report	x	x	x		
<b>Fourth Flap</b>						
1	Cons. Plan of Operations- CPA-1155 <u>from Protracts</u> : DC must manually sign to certify technical adequacy	x	x	x	x-P&N	x-signature page only
2	Revisions to CPO CPA-1156, if applicable: DC must manually sign to certify technical adequacy		x	x	x-P&N	x
3	Conservation Plan report from Toolkit	x	x	x	x-P&N (District optional)	
<b>Fifth Flap</b>						
1	Worksheets and Job sheets, to include check out notes where applicable; CSP only - Enhancement and activity Sheets		x	x	x-N	
2	Standards and Specs.		x	x		
3	Practice Operation and Maintenance Sheets		x	x		
4	Planning maps and information	x	x			
5	Cultural Resources (ME-CR-1) and documentation	x	x		x-N	
6	RUSLE II, if applicable	x	x			
7	Environmental Evaluation for planning (NRCS-CPA-52)	x	x		x-N	
8	Environmental Evaluation ME-ECS-1 and documentation	x	x		x-N	
9	Endangered Habitat and Cultural Resources info sheets		x	x		
10	CSP Only - Stewardship Detail Report	x	x			
11	CSP Only - Stewardship Summary Report (All appropriate versions)	x	x		x-P&N	x
12	CSP Only - Field verification documentation	x	x		x-N	
<b>Sixth Flap</b>						
1	All Payment forms (CPA-1245); receipts as needed		x	x	x	x
2	Conservation Plan Information Sheet, as applicable		x	x		
3	Other documentation as determined by the DC		x			
<b>Forms to be completed and stored in a separate PII file in a secure (lockable) cabinet:</b>						
1	• Direct Deposit form (SF1199A)	x	x		x-P	x
2	• Assignment of Payment, if applicable (CCC-36)		x	x	x-P & assignee	x

\* I certify that all documentation required prior to contract obligation has been obtained/completed and is on file in the contract folder.

\_\_\_\_\_  
 District Conservationist or Authorized Resource Conservationist name (print)

\_\_\_\_\_  
 District Conservationist or Authorized Resource Conservationist signature

\_\_\_\_\_  
 Date