

United States Department of Agriculture



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

January 30, 2012

CONSERVATION PLANNING MANUAL (CPM)
440-V-CPM, Part 512
AMENDMENT IA6

SUBJECT: PGM – CONSERVATION PROGRAM CONTRACTING SIX-PART FOLDERS

Purpose. To update Iowa policy (Exhibits) related to assembling Financial Assistance Program contract documentation in six-part folders. This policy will be utilized by field office employees in the development and organization of six-part financial assistance program contract folders.

Effective Date. Upon receipt.

This amendment provides policy on assembling contracts in six-part folders, as well as the filing of extremely sensitive contract documents in a separate secure file / system to ensure that they are not taken to the field and are secured within the field office (as per General Manual Title 120, Part 408 Subpart C and CPM Part 512 Section 512.43). If there are questions about this amendment, contact Jon Hubbert, Assistant State Conservationist for Operations, at 515-284-6655 or jon.hubbert@ia.usda.gov.

Changes that occur are:

1. A separate (locked) file is required for extremely sensitive contract documents (including direct deposit Form SF-1199A and payment assignment Form NRCS-FNM-1236). These forms are to be removed from all contract folders and stored alphabetically (by last name / entity name) in a locked cabinet within the field office by **May 4, 2012**.
2. Providing a location for “practice design documentation” to be filed in the second cover, and / or documenting where field offices store “practice design documentation” when it is filed separate from the contract folder. (For future reference: please note that when contract folders are requested for internal or external audits or reviews, the direct deposit, payment assignment, and practice design documentation is also requested in order to document practice units installed and payments made.)

Filing Instructions.

Remove Iowa Amendment 5, dated September 2010
Replace with Iowa Amendment 6, dated January 2012

/s/Richard Sims
State Conservationist

Attachment

E

Helping People Help the Land

An Equal Opportunity Provider and Employer

Title 440 – Conservation Programs Manual

Part 512 – Conservation Program Contracting

Subpart J – Exhibits

EQIP, WHIP, and CSP contracts will be assembled in six-part folders. Contents are to be arranged in order from top to bottom as follows:

(A) First Cover

- (1) Conservation Plan Map & Legend
- (2) Soil Map & Legend
- (3) Location Map¹
- (4) Pastured cropland, printout or soils documentation
- (5) Other needed maps. Can include existing wildlife maps, seeding, restoration maps, etc.
- (6) Watershed boundary maps for priority areas and points

(B) Second Cover

- (1) Conservation Plan
- (2) NEPA Documentation
- (3) Environmental Evaluation or Assessment
- (4) Archaeological Information
- (5) Cultural Resources Flowchart
- (6) RUSLE2 Calculations
- (7) State Supplement Documents
- (8) RCCR Rotation Information (Job Sheet)
- (9) Seeding Plan, enhancement job sheets, or engineer information related to CSP contracts
- (10) Grazing Plan
- (11) Practice Design and Installation Documentation (including Job Sheets)
(if stored separately) Located: _____

(C) Third Cover

- (1) Contract Waivers (early or delayed start)
- (2) NRCS-CPA-1156
- (3) NRCS-CPA-1155
- (4) NRCS-CPA-152 – Contract Transfer Agreement
- (5) NRCS-1202
- (6) 1202 Addendum
- (7) 1202 Appendix
- (8) NRCS-CPA-1200
- (9) Ranking Worksheet
- (10) County Ranking Cutoff Documentation
- (11) CSP Conservation Performance Summary
- (12) Memorandum For the Record (if needed)
- (13) Quality Assurance Checklist (root printout, paper copy, etc.)
- (14) Documentation for Transition to Organic Farming
- (15) On Farm Research, Demos, or Pilot Project Proposals

¹ The location map is the appropriate map commonly used by conservation planners to identify the section and township of the unit being planned with the land involved either outlined or highlighted. All maps will have a designation written on them as to why they are in the folder (eligibility, ag operation, land added, revision, etc.).

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(D) Fourth Cover

- (1) Payment Checklist
- (2) NRCS-CPA-1245 (include bills, payment worksheets, and certification maps as needed for program requirements)
- (3) Annual Payment Producer Certification
- (4) ~~SF-1199A~~
- (5) NRCS-FNM-60 (waiver request)
- (6) ~~NRCS-FNM-1236~~
- (7) Payment Worksheet and Invoices/Receipts for AA & AM Contract Items
- (8) TSP Certification Documentation
- (9) TSP Toolkit Assess Form NRCS-CPA-70

(E) Fifth Cover

- (1) Signature Authority for Business or Other Participant Representation (Entity/Trust papers)
- (2) Power of Attorney - FSA-211 (dated post 12/17/08) or NRCS-CPA-09 (acceptable for contracts before FY10)
- (3) General POA
- (4) Joint Venture/Partnership Agreements/Entity Papers
- (5) Control of Land Document (examples are FSA-156EZ, leases, COL releases, or deed)
- (6) Ag Operation Documentation (FSA-1026 or Producer Farm Data Report)

(F) Sixth Cover

- (1) 6-Part Folder Checklist
- (2) Conservation Assistance Notes
- (3) Technical Determination Letter
- (4) Appeals and Mediation Records
- (5) NRCS-CPA-153
- (6) NRCS-CPA-13, Contract Review
- (7) General Correspondence

(G) To be filed in separate secure file / system (i.e., locked cabinet within the field office) to ensure that it is not taken to the field.

- (1) SF-1199A
- (2) NRCS-FNM-1236 (assignment of payment)

6-Part Folder Checklist-ProTracts Contracts
Per Iowa Amendment 6 dated January 2012

Name: _____
Phone: _____
Operator: _____

Farm # _____
Tract # _____
Contract #: _____

***Note: Contents are to be arranged in order from top to bottom as follows when documents are necessary, not all documents listed will be needed for all contacts. Bolded items are needed at time of obligation.

COVER 1	COVER 2	COVER 3
<input type="checkbox"/> Conservation or Stewardship Plan Map & Legend <input type="checkbox"/> Soil Map & Legend <input type="checkbox"/> Location Map <input type="checkbox"/> Pastured cropland printout or soils documentation to prove pasture cropland <input type="checkbox"/> Crop history or historical land use maps and documentation <input type="checkbox"/> Other needed maps. Can include existing Wildlife Maps, seeding, restoration maps, etc. <input type="checkbox"/> Watershed boundary maps for priority areas and points	<input type="checkbox"/> Conservation Plan or Stewardship Plan <input type="checkbox"/> NEPA Documentation <input type="checkbox"/> Environmental Evaluation or Assessment <input type="checkbox"/> Archaeological Information <input type="checkbox"/> Cultural Resources Flowchart <input type="checkbox"/> RUSLE2 Calculations <input type="checkbox"/> State Supplement Documents <input type="checkbox"/> RCCR Rotation Information (Job Sheet) <input type="checkbox"/> Seeding plan, enhancement job sheets, or engineer information related to CSP contracts. <input type="checkbox"/> Grazing plans <input type="checkbox"/> Practice Design and Installation Documentation (if stored separately, it is located _____)	<input type="checkbox"/> Contract Waivers (early/delayed start) <input type="checkbox"/> Form NRCS-CPA-1156 Plan Revision <input type="checkbox"/> Form NRCS-CPA-1155 Plan of Operations <input type="checkbox"/> NRCS-CPA-152 Contract Transfer Agreement <input type="checkbox"/> Form NRCS-CPA-1202 Contract <input type="checkbox"/> 1202 Addendum <input type="checkbox"/> 1202 Appendix <input type="checkbox"/> NRCS-CPA-1200 <input type="checkbox"/> Ranking Worksheet or CSP-CMT Detail Report and Conservation Performance Summary Report <input type="checkbox"/> Field verifications- IA NRCS- Application Acceptance & Evaluation CSP documentation from field visit and the participant's signature page <input type="checkbox"/> County Ranking Cutoff Documentation <input type="checkbox"/> Memorandum For the Record (if needed) <input type="checkbox"/> Quality Assurance Checklist (root printout, paper copy, etc.) <input type="checkbox"/> Documentation for Transition to Organic Farming <input type="checkbox"/> On Farm Research, Demos, or Pilot Project Proposals
COVER 4	COVER 5	COVER 6
<input type="checkbox"/> Payment Checklist <input type="checkbox"/> NRCS-CPA-1245 (include bills, payment worksheets, and certification maps as needed for program requirements) <input type="checkbox"/> Annual Payment Producer Certification <input type="checkbox"/> NRCS-FNM-60 (waiver request) <input type="checkbox"/> Payment Worksheet and Invoices/Receipts for AA & AM Contract Items <input type="checkbox"/> TSP Certification Documentation <input type="checkbox"/> TSP Toolkit Access Form NRCS-CPA-70	<input type="checkbox"/> Signature Authority for Business or other Participant Representation (Entity/Trust papers) <input type="checkbox"/> Power of Attorney- FSA-211 (dated post 12/17/08), NRCS-CPA 9 (acceptable for contracts before FY10) <input type="checkbox"/> General POA <input type="checkbox"/> Joint Venture/Partnership Agreements/Entity Papers <input type="checkbox"/> Control of Land Document (examples are FSA-156EZ, leases, COL releases, or deed) <input type="checkbox"/> Ag operation documentation (FSA 1026 or Producer Farm Data Report)	<input type="checkbox"/> 6 Part Folder Checklist <input type="checkbox"/> Conservation Assistance Notes <input type="checkbox"/> Technical Determination Letter <input type="checkbox"/> Appeals and Mediation Records <input type="checkbox"/> NRCS-CPA-153 <input type="checkbox"/> Form NRCS-CPA-13 Contract Review <input type="checkbox"/> General Correspondence

Note: SF-1199A and NRCS-FNM-1236 (Payment Assignment) forms are to be filed separately from the contract, in a secured location (i.e., locked cabinet within the field office) as per General Manual Title 120, Part 408 Subpart C and CPM Part 512 Section 512.43.