

## Virginia Contracting Checklist

Applicant Name: \_\_\_\_\_ County: \_\_\_\_\_

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

### Accepting Applications:

\_\_\_\_\_ Applicant(s) has/have signed and dated form NRCS-CPA-1200.

\_\_\_\_\_ NRCS representative has reviewed the following sections of the Appendix with the applicant:

\_\_\_\_\_ Section #1 – Eligibility.

\_\_\_\_\_ Section #3 A4. The applicant has been informed of the requirement for completing a practice within the first 12 months of the contract.

\_\_\_\_\_ Section #3 A6. The applicant has been informed of the operation and maintenance requirements of each practice and the lifespan identified for each practice.

\_\_\_\_\_ Section #5 and 5D. The applicant has been informed that the name (individual or entity) appearing on the contract, the person signing the contract as an individual or representative for the entity and the person or entity receiving the tax notification must all be the same. Partnerships, estates, LLC's, etc., should be listed and signed as appropriate.

\_\_\_\_\_ Section #10 – Termination. (procedure if contract is not carried out on time)

\_\_\_\_\_ Section #11 – Recovery of cost. The applicant has been informed that repayment of funds, interest and liquidated damages may be assessed if there is non-compliance with the provisions of the contract.

\_\_\_\_\_ Applicant has signed and been given a copy of the Appendix..

\_\_\_\_\_ Applicant (s) has/have been informed of the control of land requirements, Signatory Authority requirements, and has been given a copy of Virginia NRCS' Control of Land form.

\_\_\_\_\_ Applicant (s) has/have been informed of their tax liability for NRCS payments. (Payments made to participants under Conservation Program Contracts are reported to the Internal Revenue Service (IRS) on form 1099 by the National Finance Center (NFC)).

### Eligibility

\_\_\_\_\_ Applicant(s) has/have been established in the Service Center Information System (SCIMS) and has the following certifications completed and filed at the USDA Service Center:

\_\_\_\_\_ Form AD-1026—Highly Erodible Land Conservation and Wetland Conservation (HELC/WC) Certification.

\_\_\_\_\_ Form CCC-526—Adjusted Gross Income (AGI) Certification.

\_\_\_\_\_ Form CCC-501A—Member's Information (for entity and joint operations only).

\_\_\_\_\_ NRCS has received "Control of Land" documentation for all tracts and fields that will be included in the contract

### Ranking Eligible Applications

***NRCS is under no obligation to evaluate or rank an application until all requirements above are met. [CPM 512.24 (6)]***

\_\_\_\_\_ Applicant(s) is/are eligible (see 512.22 of the CPM)

\_\_\_\_\_ Land to be under contract is eligible (land enrolled in other programs, etc. see 512.22 C of the CPM)

\_\_\_\_\_ Application's status has been changed to "Eligible" in ProTracts. ***DO NOT CHANGE STATUS TO ELIGIBLE UNLESS IT TRULY IS.***

\_\_\_\_\_ Application has been ranked

\_\_\_\_\_ Applicant(s) has/have received a copy of the ranking results

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### Applications Selected for Funding - Steps to follow

\_\_\_\_\_ Application has been promoted to “pre-approved” status in ProTracts;

\_\_\_\_\_ Applicant(s) has/have been notified via a ProTracts generated letter that their application has been selected for funding;

\_\_\_\_\_ Finalize the CPC conservation plan schedule (Form NRCS-CPA-1155) via Toolkit and the Toolkit contracting wizard;

\_\_\_\_\_ Upload the contract into ProTracts;

\_\_\_\_\_ Establish the following records for each contract participant and assignee receiving a payment:

\_\_\_\_\_ Vendor code information.

\_\_\_\_\_ Electronic banking information on Form SF-1199A. The vendor code information is required in ProTracts when an application is being changed to the “Approved” status.

\_\_\_\_\_ Change the status of the application from “pre-approved” to “Approved.”

\_\_\_\_\_ Print Form NRCS-CPA-1202 and the CPC Appendix. Obtain signatures from each participant receiving a payment share for the contract.

\_\_\_\_\_ For entities (LLCs, corporations, partnerships, etc), do we have documentation that the person signing the contract has authority to sign on behalf of the entity? Documentation includes, but is not limited to corporate charter, trust agreement, articles of partnership, etc.

Will anyone other than applicants/participants sign contract documents, e.g., payments, etc. If yes, is there a notarized Power of Attorney on file \_\_\_\_\_ or FSA-211 \_\_\_\_\_ or FSA-211A ? (blank forms available within ProTracts.)

\_\_\_\_\_ Commit funds by electronic signature of the NRCS Approving Official (Assistant State Conservationists or their designee) in ProTracts.

\_\_\_\_\_ NRCS has provided the participants a copy of all signed and dated documents following CPC approval. This includes:

\_\_\_\_\_ Conservation Program Application (Form NRCS-CPA-1200)

\_\_\_\_\_ Contract (Form NRCS-CPA-1202)

\_\_\_\_\_ CPC Appendix

\_\_\_\_\_ Conservation Plan Schedule of Operations (Form NRCS-CPA-1155).