

2013 Farm Bill Program Application Checklist

This checklist will be used to review 2013 Farm Bill Program Applications requiring Regional Conservationist approval.

Section 1. Application Information

State: _____ Farm Bill Program: _____ Cost: _____

Application Number: _____

Applicant's Name: _____

Location (County): _____ Acres in Contract: _____

Section 2. Potential Concerns and Issues

2.1 Is the project a **low risk** to the Agency in terms of political, social and environmental issues? If the application includes any controversial issues (political, social, environmental, etc.) or have potential for interest by a Member of Congress **please describe:** _____

NA 2.2 For contracts that include public land, do all of the following apply (AMA, EQIP, AWEP, CBWI, CIG, and CCPI only)?

If "NO" explain:

- The land is a working component of the participant's agricultural or forestry operation.
- The participant has control of the land for the term of the contract.
- The conservation practices to be implemented on the public land are necessary and will contribute to an improvement in the identified resource concern.
- The participant has provided NRCS with satisfactory evidence and/or written authorization from the landowners to apply the conservation practices.

Section 3. Additional Plans (plans need to be developed prior to practice implementation)

NA 3.1 Comprehensive Nutrient Management Plan (CNMP) (AMA, EQIP, AWEP, CBWI, CIG, and CCPI):

Does the contract include an animal waste storage, management, or treatment facility? Yes: _____ No: _____;

Indicate when the CNMP was or will be developed: (month/year)

NA 3.2 Forest Management Plan (EQIP, AWEP, and CBWI):

Does the contract include conservation practices addressing forestland?

Yes: _____ No: _____

Indicate when the forest management plan was or will be developed:
(month/year) _____

Section 4: PROTRACTS Manage Application Screen

4.1 Is application “CURRENT STATUS” set to “APPROVED” (by the State) in ProTracts?

4.2 Is the Obligation Status “ACCEPTED”?

Section 5: PROTRACTS View Application Screen

5.1 Is the Conservation Plan Owner “FREE”? (Not locked in Toolkit)

5.2 Does the Applicant have control of the land for contract period? If “Lease” or “Other”, dates must extend through the contract period.

5.3.1 Does AGI eligible applicants = 100%?

5.3.2 If 5.3.1 is NO, has the participant been notified that they will receive a reduced payment?

5.4 If there are conservation practices associated with irrigation, has the land been irrigated 2 out of the last 5 years (EQIP, AWEP, CBWI, CIG, and CCPI only)?

5.5 Does ProTracts verify that contract “Expiration Date” is for a minimum of one year after completion of the last practice? (Must be accurate for month and year).

5.6 If this a WHIP contract that is treating essential plant or animal habitat, does ProTracts verify that contract “Expiration Date” is for a minimum of fifteen (15) years in length? (Must be accurate for month and year).

5.7 Is a financially assisted practice scheduled within the first 12 months from the date of this review?

5.8 Are all practices scheduled after the date of this review? (check month and year)?

Section 6: PROTRACTS Applicant Information Screen

6.1 Are planned practice items unique and do not duplicate practices either planned or previously installed on **other contracts**? (For the same tract/field and within the practice lifespan of original practice)

6.2 If the applicant is an entity, is “Proof to Sign” block checked?

- 6.3 Does at least one applicant have “Decision Maker” block checked?
- 6.4 Is “Agricultural Producer” block checked yes for each applicant?
- NA 6.5 If applicant is an entity, is DUNS number entered?
- 6.6 Does ProTracts indicate that each applicant signed the contract and appendix?
- 6.7 Is the Appendix signature date consistent with current program year appendix?
- NA 6.8 **If this is a resubmitted application**, has the applicant re-signed the NRCS-CPA-1202? (If contract terms have changed, date of 1202 signature must be after original disapproval date.)

Section 7: PROTRACTS View Eligibility Screen

- 7.1 Has eligibility for all applicants (and all entities) been verified in ProTracts? (Eligibility complete for applicant and all associated.)
- 7.2 Is the payment limitation available for entity and each participant sufficient to fund the application?

Section 8: Conservation Plan of Operations (NRCS-CPA-1155)

- 8.1 Do contracted practices address specified resource concerns? (Practices are compatible and consistent with identified resource concerns.)
- 8.2 Are “Acres In Contract” equal to or more than the total acreage on any contract item?
- 8.3.1 For each contract item number has the field location been identified with a tract and field number?
- 8.3.2 Are all farm and tract numbers used in contract items included in the land unit description?
- NA 8.4 Do all practices scheduled for recurring payments have a life span of 1 year?
- 8.5 Does the proposed contract address all natural resource concerns on the farm unit or tract? If no, please explain:
- NA 8.5.1 If 8.5 is checked “YES” is the “planned extent” for all contract items equal to the “contracted extent”? If no, explain the reason:
- NA 8.5.2 If 8.5 is checked “NO” are all “planned extents” equal to or less than the “contracted extent”? (In no case should “contracted extent” exceed “planned extent”.)

Y N 8.6 Are practice narratives and components consistent with the practice standard?

Y N 8.7 Are planned practice items unique and do not duplicate practices planned in **this contract**? (For the same tract/field)

Comments: State question number and comment. One question per line. Add additional lines if needed)

Section 9. Recommendation

Y N Application is recommended for Regional Conservationist's signature.

Reviewed by: _____ Date of Review _____