

Checklist for Reviewing Wetlands Reserve Program Activities

Easement	
----------	--

The official copy of easement folder is located at the NRCS State Office in Salina.

Field Office		Planner			
Participant Name		Reviewer			Date
Item	Items for review	Yes	No	N/A	Comments
	Restoration, Planning and Implementation				
1	WIN-PEST Evaluation sheet completed for pest management practices in the restoration plan (if applicable).				
2	Job sheets developed for restoration are properly signed by field office staff and landowner.				
3	Documentation of review of final restoration plan and engineering design with landowner and conservation district.				
4	If restoration completed by a Conservation Program Contract with the landowner, are practice checkout sheets properly completed?				
5	Application(s) for payments properly filled out and signed by landowner and supervisory or district conservationist (DC) .				
	MONITORING AND MANAGEMENT				
6	Photos of easement area from photo point.				
7	Photo points documented on plan map of easement area.				
8	Documentation of completed monitoring reviews (completed monitoring review checklist) and landowner verification (as documented by letter to landowner).				

Item	Items for review	Yes	No	N/A	Comments
9	Are there approved Compatible Use Authorizations (CUAs)? If so, is there a copy of approved CUA, easement management guidelines, properly completed CPA-52, map indicating area impacted by CUA, and notification letter to landowner of CUA approval.				
10	Easement violation documentation (if applicable).				
11	Land Ownership Verification—is there documentation in the field office case file that the DC has verified ownership of the land encumbered by the easement on an annual basis?				
12	If land ownership has changed, has DC sent letter to new landowner and notified the state office by completion of Form CPA-152, Transfer Agreement, submitted copy of deed of land transfer, and documentation that new owners have been entered into Service Center Information Management System (SCIMS).				
	FIELD INSPECTION				
13	Restoration is consistent with final conservation plan and designs.				
14	Management activities applied by landowner comply with all approved CUAs.				
	INFORMATION AND OUTREACH				
15	Information and outreach being initiated for promoting the WRP.				

Item	Items for review	Yes	No	N/A	Comments
	APPLICATION				
	Are there applications not yet submitted to the state office?				
	If yes, complete items 16-20.				
16	Application, NRCS-CPA-1200, Conservation Programs Application, is properly filled out and signed by landowner(s).				
17	A copy of the document by which landowner(s) acquired title to the land (deed). NOTE: Names on the deed must match those on Form NRCS-CPA-1200.				
18	Landowner eligibility determination has been completed by proper documentation from SCIMS subsidiary report for all landowners.				
19	WRP easement boundary map has been developed in Customer Service Toolkit (CST)/ArcGIS indicating proposed boundary and ingress/egress access.				