

Part 409 – Conservation Planning Policy

Form NC-CCP-04 - CHECKLIST FOR REVIEWING CONSERVATION PLANS

Complete the information on page 1 only, and submit this entire document with the conservation plan.

Name _____ Date Submitted _____

Title _____ Work Phone _____

Field Office _____ Area Office (Choose one) 1 2 3

Address _____

Name of Client _____ Tract _____

Status of Planner (check appropriate employee type)

- NRCS Employee
- Employee of another agency
- Outside professional
- Third party vendor

Land uses in conservation plan (check all that apply)

- Cropland Acres _____
- Pasture Land Acres _____
- Hayland Acres _____
- Forest Land Acres _____
- Wildlife Land Acres _____
- Other Land (specify) _____ Acres _____

Programs included in the conservation plan (check all that apply)

- CTA
- CRP
- CSP
- EQIP
- GRP
- NCACSP
- WHIP
- WRP
- Other: _____

NC-CCP-01 on file?

- Yes
- No

NC-CCP-02 on file?

- Yes
- No

CHECKLIST

ITEM
<p>PLAN FOLDER ORGANIZATION</p> <ul style="list-style-type: none"><input type="checkbox"/> The plan is organized according to NC Supplement, NPPH Part 600, September 2006 in a 2, 3, or 6 part folder.<input type="checkbox"/> The folder is adequately labeled with client name, etc.
<p>PLAN MAPS</p> <ul style="list-style-type: none"><input type="checkbox"/> The Conservation Plan Map is visible when you first open the folder.<input type="checkbox"/> The Conservation Plan Map has been generated electronically and includes all of the following:<ul style="list-style-type: none">o Title: "Conservation Plan Map"o Label "Prepared with assistance from (agency)"o SWCD name, county, and stateo Map scaleo Farm/tract numbers/field numberso Date preparedo North arrowo Property and field boundarieso Streamso Land use labels & Acres for each land unito Appropriate map symbols for conservation practices and legend (Toolkit, National Map Symbol Handbook, NC-CPA-1) showing and differentiating between planned and applied practices.<input type="checkbox"/> The Conservation Plan Map Legend page corresponds EXACTLY to the Plan Map, and both contain all the fields in the Plan. (Note: A separate legend is not required if all the information is included on the Plan Map.)<input type="checkbox"/> The Plan Soils map is labeled and has the boundary of the planned area delineated.<input type="checkbox"/> The Plan Soils Map Legend contains all the soils on the planned area and includes appropriate soils interpretations or other information that relate to the planned land uses and practices.<input type="checkbox"/> Land use labels are consistent with official NPPH land use categories.
<p>CLIENT OBJECTIVES AND ASSISTANCE NOTES</p> <ul style="list-style-type: none"><input type="checkbox"/> The client's objectives are clearly described. The objective is not a practice name (e.g. "Client wants Long Term No-Till" is not an objective).<input type="checkbox"/> The plan includes Conservation Assistance Notes that are adequate to describe what has taken place with the client.

RESOURCE INVENTORY AND ENVIRONMENTAL COMPLIANCE

- The plan contains a comprehensive resource inventory that identifies all the resource concerns that exist on the planned area. The resource concerns identified should be comprehensive, and are not limited to those the client has agreed to address in the plan.
- The plan includes a NC-CPA-52 to document NRCS planning is compliant with requirements of NEPA, NHCP, and other Federal/State/Local Requirements. It has been completed accurately.
- Attachments to the NC-CPA-52, such as Cultural Resources Review forms, documentation of the CR surveys, documentation of FWS consultation, etc. are attached.
- A NC-CPA-17 Waste Management Facility Evaluation is included if applicable.
- All applicable forms/worksheets to assess resources and evaluate alternatives are enclosed:
 - RUSLE2 printouts are included for all cropland, and all other areas that are likely to be eroding at greater than T; estimates appear logical.
 - RUSLE 1.04 Worksheets and PLAT are included for sites where animal waste is to be applied. They are completed accurately.
 - The Wildlife Habitat Suitability Index is included, and accurately documents a score of ≥ 50 for RMS plans.
 - Forestland Appraisal Worksheets are included for fields where woodland management is the client's objective or where 666 is planned.
 - All conservation practices that are shown in RUSLE, WIN-PST, WHSI, or other assessment tools as "existing" or "planned" are included in the conservation plan as applicable.

CLIENT DECISIONS

- The planned practices are needed and feasible to address the resource concerns documented on the site. All practices planned are logical for the land use identified, and are likely to help address the resource concern identified in the Resource Inventory.
- Client decisions are recorded in well written narratives that accurately apply to that site. Each narrative is written as what will be done, why, where, and who will provide technical assistance. References to designs or job sheets are always included if applicable. The narratives are not written as a definition of the practice.
- If vegetation is being established, the species to be planted is included in the narrative.
- If fencing is planned, the purpose of the fence is included in narrative, as well as the type of fence. If fencing is being installed to improve utilization of forages, then prescribed grazing must be included in the conservation plan.

- No narrative is written as a choice or a recommendation – they are written as decisions.
- No narratives reference crops or actions that do not apply on that field.
- The plan records the completion and installation date for practices that have been installed.
- All required facilitating or supporting practices are included in the plan.
- For RMS level plans, all required practices by land use are included in the plan, as specified in FOTG Section III.
- When there is a referenced tree planting plan from NCDNR or habitat plan from NCWRC, their “recommendations” to the client have been fully translated into NRCS practices and included in the plan.
- Practice names are consistent with the FOTG Section IV.

ALTERNATIVES

- All practices that are likely needed to address resource concerns that are not fully addressed with decisions/planned practices are provided to the client on the form NC-CPA-3.

DESIGNS AND SPECIFICATIONS – GENERAL

- No Conservation Instructions are included in the plan – Job Sheets or other “real” specifications only.
- All job sheets referenced in the narratives are included in the plan. All job sheets in the plan are referenced in one or more narratives.
- All job sheets included in the plan are COMPLETELY filled out.
- The designs/specifications provided to the client include all the information identified in the Plans and Specifications section of the applicable standard.
- All the guidance associated with a single practice is organized together in the plan. (Example: The Pest Management Job Sheet and a WIN-PST report must be stapled together.)
- Job sheet or specification must include the specific species to be planted, rather than a list of potential plants to establish or “choose from.” This decision was made in planning.
- All the technical guidance/practice specifications are filed together in the plan.
- No extraneous information, copies of practice standards, etc. are included in the plan.
- All designs/specifications/job sheets include adequate O&M information, as specified in the FOTG Section IV practice standard.

DESIGNS AND SPECIFICATIONS – SPECIFIC PRACTICES

- 590 – The design must include the appropriate sanctioned Job Sheet.
- 590 – The 590 plan must include N, P, & K – no new N only plans are accepted under any conditions.
- 590 – All plans that include organic sources must include PLAT analyses, and be based on P removal if applicable.
- 590 – All sources of nutrients are accounted for in the plan.
- CNMP – The approved CNMP checklist is included and completed if the plan is also a CNMP. The CNMP certification page with signatures is included. All the practices identified as needed for the CNMP are included in the conservation plan.
- 595 – All pest management plans include the appropriate Job Sheet, WIN-PST (or acceptable summary of that report), and appropriate mitigating factors based on the WIN-PST rating. IPM considerations or alternatives are included.
- 595 – Narrative must mention the concept of the environmental assessment.
- 595 – All mitigating practices listed in the 595 Job Sheet are included in the conservation plan as a decision.
- 528 – The grazing plan must be completed using C-Graze. The grazing plan must document that the planned stocking rate is within 30% of the forage produced, and a sacrifice area is identified in the grazing plan if needed during the winter feeding period.
- 344 – Seasonal Residue Management has been specified correctly, and not planned for no-till practices.
- 645 – The narrative identifies specific actions to be taken besides “Leave this area for wildlife...” The actions should relate to the WHSI criteria, and focus on what is required to reach and/or maintain a WHSI of 50.
- 666 – The narrative describes specific actions to be taken besides “Leave this area for timber...” The specification for this practice is based on a documented woodland appraisal.
- 328 – The rotation should be identified in the narrative.
- 386/393 – The width and species to be established should be included. For buffer practices, the specification should clearly address the sheet flow requirement.