The following 6 part folder arrangement is according to the General Manual, Pat 120, Section 404.49. The arrangement of the contents of each page is from top to bottom:

**First cover.**

a. Application Evaluation Worksheet (Ranking Sheet)
b. EQIP Application – CCC-1200 (copy if the CCC-1200 eventually became the contract filed in fourth cover)

**Second cover.**

a. Annual Status Review(s) (NRCS-LTP-13 or equivalent)
b. Conservation Assistance Notes (NRCS-CPS-6 or equivalent)
c. Letters to the producer
d. Environmental Checklists for Conservation Planning - Individuals and Groups (ID-ECS-001)
e. NRCS Project Request for Cultural Resource Assistance (ID-420-002).
   List of T&E Species
f. General correspondence (in date order)

**Third cover.**

a. Conservation Plan Map and legend –showing practices planned
b. Soil Map with legend – with soil interpretive information

**Fourth cover.**

a. Contract (CCC-1200) or Contract Modification with the latest revision on top
b. Contract Support Document (Schedule of Operations) – latest revision or modification on top

**Fifth cover.**

a. Job sheets, Idaho Standards and Specifications (for planned practices in the contract support document)
b. Work Sheets (referenced in the contract support document)
   Including the Cost List

**Sixth cover.**

a. Practice Approval and Payment Application (CCC-1245) attach CCC-1245 after payment to engineering designs or other plans
b. Engineering designs and support documentation
c. Other plans as required by the contract support document, i.d. Grass seeding plans
d. Other support documentation and data (i.e. benchmark and planned condition determinations)