

ID Supplement
515.111
d
Contract
File
Maintenance

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)