

**Six-Part Folder**

**PART 1**

<b>Program:</b>	<b>EQIP and CSP</b>	<b>WHIP</b>	<b>WRP</b>	<b>CRP</b>
<b>Part 1</b>				
	See CPM 512.43 and 512.93 for official guidance	See CPM 512.43 and 512.93 for official guidance		
Application	CCC-1200 and CCC-1200 Appendix	CCC-1200 and CCC-1200 Appendix	Application, AD-1153	CRP-1
Evaluation Worksheets	CSP Enrollment, Tier and Category Support Documentation	Wildlife Habitat Appraisal Guide, Riparian Assessment	Eligibility and Planning Worksheet, Wetlands Hydro-Geomorphology Worksheet	CRP-2
Ranking Criteria	Online in ProTracts (EQIP)	Online in ProTracts	Ranking Criteria	
			Preliminary Certificate of Inspection and Possession	
			Preliminary Restoration Plan with cost and maps	
			Certificate of Use and Consent NRCS-LTP-23	
			Copy of Landowner Title	
			POA Documentation	
			Incorporation Papers	
			Title Insurance Commitment Binder	
			Title Insurance Policy	
Contract	CCC-1200 & CCC-Appendix SIGNED by Applicant and NRCS, (applicable state supplements LTP3 & LTP4)	CCC-1200 & CCC-Appendix SIGNED by Applicant and NRCS	NRCS-LTP-002 (Restoration Agreement)	CRP-1 SIGNED by COC

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**PART 1 (Continued)**

<b>Program:</b>	<b>EQIP and CSP</b>	<b>WHIP</b>	<b>WRP</b>	<b>CRP</b>
<b>Part 1</b>				
			Warranty Easement Deed) CCC-1255 (30 year or permanent easement) LTP-20 (Restoration Agreement	
Other Documents	Form CCC-501 or CCC-502			
	Business or Participant Representative authority documentation			
	Form NRCS-CPA-009			
	Joint Agreements			
	Form NRCS-LTP-153			
	Documentation supporting BF or LRP Certification			
	Self-Assessment Workbook (CSP)			
Supplements				
Special Provisions	In the CCC-1200 Appendix	In the CCC-1200 Appendix		
Drug-Free Certification	In the CCC-1200 Appendix	In the CCC-1200 Appendix	AD-1049 and AD-1050 Required for Restoration Agreements	
Non-Compliance	In the CCC-1200 Appendix	In the CCC-1200 Appendix		
Violations	In the CCC-1200 Appendix	In the CCC-1200 Appendix	SEE MANUAL EXHIBIT 514.85	
Transfers	In the CCC-1200 Appendix	In the CCC-1200 Appendix	NRCS-LTP-152	
			Subordination Agreement and Limited Lien Waiver AD-1158 (30 year or permanent easement and Restoration Agreement)	
			LTP-22 Final Certificate of Inspection and Possession	

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**PART 2**

<b>Program:</b>	<b>EQIP and CSP</b>	<b>WHIP</b>	<b>WRP</b>	<b>CRP</b>
<b>Part 2</b>				
Status Reviews	NRCS-CPA-13	NRCS-CPA-13	Monitoring checklist	SCS-LTP-13
Appeals	Appeals and Mediation records	Appeals and Mediation records:		
Assistance Notes	REQUIRED SCS-CPA-6	REQUIRED SCS-CPA-6		REQUIRED SCS-CPA-6
Correspondence, in Order of Date	All Other Correspondence	All Other Correspondence	Includes: <ul style="list-style-type: none"> <li>• Letter of Eligibility</li> <li>• Letter of Tentative Acceptance</li> <li>• Notification of Intent to Continue from landowner</li> <li>• Option Agreement to Purchase</li> <li>• postal service returned receipt cards attached to corresponding letter.</li> </ul>	

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**PART 3**

<b>Program:</b>	<b>EQIP and CSP</b>	<b>WHIP</b>	<b>WRP</b>	<b>CRP</b>
<b>Part 3</b>				
Plan Map	FROM TOOLKIT REQUIRED	FROM TOOLKIT REQUIRED	FROM TOOLKIT REQUIRED	From Toolkit or FSA maps
Map Legend and Scale	FROM TOOLKIT REQUIRED	FROM TOOLKIT REQUIRED	Land eligibility determination and map,  Soil interpretive information containing wetland designations (hydric soils list - FOTG, Section II-C).	From Toolkit or MT-CPA-12
Soils Map	FROM TOOLKIT REQUIRED	FROM TOOLKIT REQUIRED	SCS-CPA-15	From Toolkit or SCS-CPA-15
Soils Legend and Scale	FROM TOOLKIT REQUIRED	FROM TOOLKIT REQUIRED	REQUIRED	REQUIRED
Soils Non-Technical Description	FROM TOOLKIT REQUIRED	FROM TOOLKIT REQUIRED	REQUIRED	REQUIRED
Land Use Acreage Tabulation Sheet				REQUIRED
Location Map	REQUIRED	REQUIRED	REQUIRED	REQUIRED

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**PART 4**

<b>Program:</b>	<b>EQIP and CSP</b>	<b>WHIP</b>	<b>WRP</b>	<b>CRP</b>
<b>Part 4</b>				
Modifications (latest action on top)	Form AD-1156	Form AD-1156		Form AD-1156
Contract Support Document	Form AD-1155	Form AD-1155		Form AD-1155
Conservation Plan	Toolkit Conservation Plan	Toolkit Conservation Plan		Toolkit Conservation Plan
Conservation Plan Signature Sheet	REQUIRED	REQUIRED		REQUIRED
Compatible Use Authorization Permits			Compatible Use Authorization Permits	
			Easement boundary description and map, Final restoration and management plan, Compatible use authorization documentation including easement management guidelines, when applicable, and Appraisal, or other documentation supporting the offer made to the landowner.	

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**PART 5**

<b>Program:</b>	<b>EQIP and CSP</b>	<b>WHIP</b>	<b>WRP</b>	<b>CRP</b>
<b>Part 5</b>				
Resource Problem Checklist	Form A or Form B	Form A or Form B		
Environmental	Form NRCS-CPA-52 and other NEPA documentation	Form NRCS-CPA-52, other NEPA documentation, additional ESA consultation	Form NRCS-CPA-52, other NEPA documentation, additional ESA consultation, Hazardous Substances Evaluation Checklist,	Form NRCS-CPA-52
Cultural	MT-CPA-8, 8A, or 8C	MT-CPA-8, 8A, or 8C		
Inventory and Evaluation Worksheets	REQUIRED	REQUIRED		REQUIRED
Job Sheets	REQUIRED	REQUIRED	REQUIRED	REQUIRED
Job Specifications	Provided to producer but not required for office copy of plan	Provided to producer but not required for office copy of plan		Provided to producer but not required for office copy of plan
Designs	REQUIRED	REQUIRED	REQUIRED	REQUIRED
Operation and Maintenance	Operation and Maintenance Agreements	Operation and Maintenance Agreements	Operation and Maintenance Plans	
Eligibility Certification	AD-1026, CPA-026, CPA-027	AD-1026, CPA-026, CPA-027	AD-1026, CPA-026, CPA-027	AD-1026, CPA-026, CPA-027
			Before and after slides	
			Reference photography	

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**PART 6**

<b>Program:</b>	<b>EQIP and CSP</b>	<b>WHIP</b>	<b>WRP</b>	<b>CRP</b>
<b>Part 6</b>				
Application for Payment and Supporting Documentation	Form NRCS-1245	Form NRCS-1245	AD-1161 and Supporting Documentation	AD-862
	Form SF-1199A	Form SF-1199A	Form SF-1199A	
	Form NRCS-FNM-60	Form NRCS-FNM-60	Form NRCS-FNM-60	
	Form CCC-36	Form CCC-36	Form CCC-36	
Payment and Certification Documentation	INVOICES AND RECEIPTS WHERE APPLICABLE	INVOICES AND RECEIPTS WHERE APPLICABLE	REQUIRED	REQUIRED
			Closing statement or other invoices, Other invoice support data, Joint agreement, if any, and Reference to State or local programs.	
Check-out Certifications	Check-out and Certification Notes attached to applicable payment request	Check-out and Certification Notes attached to applicable payment request	Check-out and Certification Notes attached to applicable payment request	Check-out and Certification Notes attached to applicable payment request
Technical Service Providers (TSPs)	MT-CPA-TSP-1 and completed package submitted by contract holder	MT-CPA-TSP-1 and completed package submitted by contract holder		

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**PART 1**

<b>Part 1</b>	
	Conservation District Cooperative Agreement
	Other Agreements
	Assistance Notes (SCS-CPA-6)
	Correspondence, in Order of Date
	Resource Setting
	Current Operation Documented
	Producer Objectives
	Eligibility Certification (AD-1026)
	Eligibility Certification (CPA-026, CPA-027)

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**PART 2**

<b>Part 2</b>	
	Location Map (Plat Map)
	Plan Map
	Map Legend
	Soils Map
	Soils Legend
	Soils Non-Technical Description

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# PART 3

<b>Part 3</b>	
	Conservation Plan
	Conservation Plan Signature Sheet
	Resource Problem Checklist (Form A or Form B)
	Alternatives
	Environmental (SCS-CPA-52)
	Cultural (MT-CPA-8, 8A, or 8C)
	Inventory and Evaluation Worksheets
	Worksheets
	Job Specifications
	Designs