

## FY 2017 Contract Review Checklist

Name of Applicant:	Subaccount:
Contract #:	Obligation Amount: \$
Field Office:	FO Reviewer:
AO Reviewer(s):	
SO Programs Review of Large Contracts:	
ASTC-FO Approval Signature:	

		FO	AO	SO
1	Does name on application (1200) information match what is in Protracts?			
2	NRCS-CPA-1155 is complete, signed, and dated.			
3	If participant is applying as Historically Underserved, are the HU components and payment rates selected in ProTracts?			
4	Is the correct payment schedule being utilized.			
5	The payment resulting from a scheduled contract item is exclusive and does not duplicate payments from other contracts or programs.			
6	Are payments for activities compatible with practice used?			
7	Is someone designated as decision maker and has the Ag Producer button been checked in ProTracts?			
8	Does ProTracts show that applicant signed the contract and appendix?			
9	Is this a livestock application and is it documented in ProTracts?			
10	Control of land documentation on Application Checklist is consistent with ProTracts.			
11	Concurrence from the landowner to install structural and/or vegetative practices.			
12	Does applicant have control of land for the length of contract? (If lease or other, check dates in ProTracts)			
13	Signature authority is on file.			
14	ProTracts and the Application Checklist are consistent on whether land is irrigated 2 out of the last 5 years.			
15	Does AGI eligible applicants = 100%?			
16	Has the vendor code been entered and active in ProTracts?			
17	If this is an entity, has the DUNS # been entered into ProTracts?			
18	If this is an entity, has the SAM registration been verified and active?			
19	Individual or entity meets AGI, AD1026, HEL, wetland, etc., eligibility			
20	According to the Eligibility Matrix in ProTracts, is applicant (and all members) eligibility verified in ProTracts?			
21	Is the payment limitation available for entity and each participant sufficient to fund the application?			
22	Planned practices with a lifespan of greater than one year are not scheduled as re-occurring practices.			
23	A financially assisted practice is scheduled to commence within the first 12 months?			
24	Plan has been reviewed by a certified planner.			
25	NRCS-CPA-52 is completed with supporting documentation.			
26	Resource concerns identified on the application ranking tool are supported by those listed in the NRCS-CPA-52.			
27	Conservation Plan Maps account for entire planning area (Plan, Location, Soils, and Ecological Sites).			
28	Acreage for each CIN does not exceed total acreage of contract.			
29	Have the funds been accepted in Fund Manager? (2nd level review)			
30	Is application approved in ProTracts?			
31	Does the conservation program contract address specified resource concerns? (Practices are compatible and consistent with resource concerns.)			
32	Is the project a low risk to the Agency in terms of political, social and environmental issues?			
33	The most current ranking sheet (AERT) is in the file.			
34	Conservation Assistance Notes.			
35	Does each CIN have the field location and correct Farm:Tract number listed?			
36	Both tract and field numbers are listed for each contract item?			
37	Are contract practice narratives appropriate?			
38	For contracts that include public land, the land is a working component of the participant's agricultural or forestry operation.			
39	Has a CNMP been written or scheduled prior to scheduled waste storage, treatment, or management practices?			
40	If forestland practices in contract; has a Forest Management Plan been written or scheduled?			
41	Is the Toolkit folder checked back into National Planning and Agreements Database (NPAD)?			