



**Iowa Bulletin:** 440-22-1 **Date:** October 21, 2021  
**Subject:** PGM – Fiscal Year (FY) 2022 Conservation Stewardship Program (CSP) Implementation Guidance Update

**Action Required By:**

**October 1, 2021 – 2022-1 CSP Classic Application Batching Date Deadline**

**October 15, 2021 – 2022-1 CSP-Grassland Conservation Initiative (CSP-GCI) Application Batching Date Deadline**

**November 19, 2021 – 2022-1-Renewal CSP Ranking Deadline**

**Purpose.** To provide FY 2022 CSP implementation guidance and deadlines.

**Expiration Date.** September 30, 2022

**Explanation.** Enhancement guide sheets with Iowa supplements will be posted on the CSP page of the Iowa NRCS website along with documents needed for the 2022-1 CSP Classic, 2022-1 CSP-GCI and for the 2022-1-Renewal sign-ups. The 2023-1 Renewal sign-up will be announced by the national office in the 2<sup>nd</sup> quarter of FY 2022.

Additional information is available on the [National CSP website](#).

District Conservationists (DC) are to process 2022-1 CSP Classic, 2022-1 CSP-GCI, and 2022-1 Renewals applications as follows:

**1. FY2022 CSP Classic Timeline**

Deadline	Activity
October 1, 2021	2022-1 CSP Classic application batching cut-off date. To be eligible applications must be entered in ProTracts by the deadline.
March 4, 2022	2022-1 CSP Classic complete application assessment and ranking in the Conservation Assessment Ranking Tool (CART) deadline. Application selection will occur within one week after the ranking deadline. Unranked, pending and applications without uploaded costs or estimates will not be considered.
April 1, 2022	Conditional 2022-2 CSP Classic application batching cut-off date. This will be the second batching date if needed. To be eligible applications must be entered in ProTracts by the deadline.
May 13, 2022	Conditional 2022-2 CSP Classic, complete application assessment and ranking in the Conservation Assessment Ranking Tool (CART). Application selection will occur within one week after the ranking deadline. Unranked, pending, and applications without uploaded costs or estimates will not be considered.
May 20, 2022	2022-1 CSP Classic obligation deadline.
July 1, 2022	2022-2 CSP Classic obligation deadline.

**DIST:E**

## 2. FY2022 CSP-GCI Timeline

Deadline	Activity
October 15, 2021	2022-1 CSP-GCI application batching cut-off date. To be eligible applications must be entered in ProTracts by the deadline. Applications are not ranked, and selection will occur shortly after the batching cut-off date.
December 30, 2021	2022-1 CSP-GCI obligation deadline.

## 3. 2022-1-Renewal CSP Timeline

Deadline	Activity
April 7, 2021	<u>For reference:</u> 2022-1-Renewal CSP application batching cut-off date was April 7, 2021.
November 19, 2021	2022-1-Renewal CSP complete application assessment and ranking in the Conservation Assessment Ranking Tool (CART). Application selection will occur within a week after the ranking deadline. Unranked, pending, and applications without uploaded costs or estimates will not be considered.
December 30, 2021	2022-1 CSP Renewal obligation deadline.

## 4. CSP Eligibility Documentation

When a program application Form NRCS-CPA-1200 is received, the field office will date stamp it, enter it into ProTracts with the date signed by applicant and review it for completeness.

**For Crop and Pasture:** Iowa NRCS acquires the Farm Service Agency (FSA) Producer Farm Data Report from FSA Farm Records System, to determine the applicant's agricultural operation. The FSA-578 form is acquired from FSA to verify operator and crop history for each field. Form 156EZ from FSA Farm Records System may be used to provide additional supporting documentation of the applicant's agricultural operation.

Total eligible crop acres for each tract should match effective Direct and Counter-Cyclical Program (DCP) acres. If they do not, document the discrepancy on the Producer Farm Data Report. Document the eligible acres and control of land on the Producer Farm Data Report for each tract. Note: We cannot contract for more tract acres than are listed on these documents.

When an acre discrepancy exists, line through the effective DCP acres and write in the actual eligible acres and show ineligible amount with reason for ineligibility. Required designations are:

- COL = Applicant has control of land for the life of the contract.
- No COL = Applicant doesn't have control of land for the life of the contract.
- NE-CRP = Not eligible because acres were entered into Conservation Reserve Program (CRP). Use only when the CRP acres are included in the effective DCP acres.
- NE-NA = Not eligible because the land was newly acquired, and the applicant hasn't demonstrated their management system yet.
- NE-SB = Not eligible because acres were sod-busted after December 20, 2018.
- NE-CSP18 = Not eligible because land is already in a CSP18 CSP contract.

**For Forestry and Associated Ag Land:** When available, use FSA records such as the FSA—578 and Producer Farm Data Report. If FSA records are not available, a lease, deed, tax parcel data or written notice of control from a landowner may be used.

## 5. Conservation Assessment Ranking Tool (CART) Instructions

The CART Users Guide is posted on the USDA CART Employee SharePoint site at [CART Help](#). The CART Users Guide explains policy on how CART must be used. The guide is useful as a reference

when completing assessments, making decisions during eligibility determinations and field verifications. On the right side of the CART Employee SharePoint, click on [CART Guide Sheets](#) to access fact sheets of specific interest.

## 6. Waiver to Start Prior to Obligation

In FY2022 the process for requesting and approval of early start waivers will follow the process in Title 440 – Conservation Programs Manual 530.23.B. The State Conservationist has granted permission for the Assistant State Conservationists for Field Operations (ASTC-FO) to approve waivers for the applicant to start application of activities prior to contract obligation. CSP Renewal applications are not eligible for an early start waiver. The early start waiver is to be used in situations where the application has activities scheduled in year one of the contract and contracts will not be able to be obligated by the time the activities need to be applied. A copy of the approved waiver must be kept in the case file. Here is a list of requirements when requesting an early start waiver:


- Early start waiver requests must be in writing from the applicant and must be dated. A dated email is acceptable.
- Name of program the waiver is requested for.
- List of activities the applicant is requesting the waiver for.
- Reason the waiver is being requested.
- Signed NRCS-CPA-1200 application form.
- Completed Environmental Evaluation (NRCS-CPA-52).
- Application must be assessed in CART with a Record of Decision and Plan Map attached.
- Conversation with applicant that an early start waiver is no guarantee of funding is to be documented on 6-Notes.

## 7. Special Documentation Requirements for Contracting

- Participant signatures on forms must be consistent. For example, if applicant signs as an individual on the Form NRCS-CPA-1200, the contract must also be with them as an individual.
- CART summary reports used for eligibility determinations, including CART revisions during contract modifications, are kept in the contract folder.
- Field verification findings are to be documented on Conservation Assistance Notes (NRCS-CPA-6).
- Form NRCS-CPA-1155, "Conservation Plan or Schedule of Operations" and form NRCS-CPA-1156, "Revision of Plan/Schedule of Operations or Modification of a Contract" requires an electronic DC signature certifying technical adequacy prior to participant signatures. The approving official's electronic signature must be printed and placed in the contract file for form NRCS-CPA-1202, "Conservation Program Contract," NRCS-CPA-1155, "Conservation Plan or Schedule of Operations, and all NRCS-CPA-1156 forms, "Revision of Plan/Schedule of Operations or Modification of a Contract."
- A Conservation Assistance Notes (NRCS-CPA-6) entry is required documenting that participant received the obligated contract documents and job sheets.

**Contact.** If you have questions, please contact David Brommel, CSP coordinator, at (515) 323-2608 or at [david.brommel@usda.gov](mailto:david.brommel@usda.gov).

I look forward to another great year of assisting our customers with timely implementation of the Conservation Stewardship Program.



Jon Hubbert  
State Conservationist