

Applicant Eligibility Checklist

A completely fill out application (CPA-1200) must be received by 9/18/2015 to be considered for the current batching period. All eligibility documentation listed below needs to be provided to our office by 10/23/2015. If all eligibility documentation is not received by 10/23/2015 your application will be screened to a low priority and will be re-evaluated in the next batching period.

NOTE: When filling out forms make sure names and addresses match IRS records. Make sure you are consistent with name and address when filling out all forms (ex. John Doe vs John A Doe, or A Ranch vs A Ranch LLC).

Eligibility Checklist	
PRODUCER-APPLICANT ELIGIBILITY	
(✓)	To be eligible for the program the applicant must meet the following eligibility requirements.
	1. Application Applicant must submit a completed, signed and dated NRCS-CPA-1200 "Conservatioin Program Application".
The following items need to be completed with the Farm Service Agency (FSA)	
	2. Farm Records Prior to submitting an application all applicants must first establish "farm records" at the appropriate USDA Farm Service Agency (FSA) office.
	3. Highly Erodible Land Conservation and Wetland Conservation Certification Applicant must have a current AD-1026, "Highly Erodible Land Conservation and Wetland Conservation Certification," on file with the FSA. If the applicant does not have a current AD-1026 on file he or she must complete an AD-1026 and submit to FSA. <ul style="list-style-type: none"> • AD-1026
	4. Average Adjusted Gross Income Applicants in FY 2015 and later must completed CCC-941 "Average Adjusted Gross Income (AGI) Certificatioions and Consent to Disclose Tax information." Contracts with federally recognized Indian Tribes are not subject to AGI requirements. <ul style="list-style-type: none"> • CCC-941
The following items need to be completed with the NRCS	
	5. Agricultural Producer To be eligible to participate in the program you must be an agricultural producer. An agricultural producer is: EQIP Applicants <ul style="list-style-type: none"> • A person, legal entity, Indian tribe, native corporation, or joint operation with signature authority. • Engaged in agricultural production or forestry management or have an interest in the agricultural or forestry operation associated with the land being offered for enrollement in EQIP. Interest in the agricultural operation means one of the following: <ul style="list-style-type: none"> ◇ Owner or renter of the land in the agricultural operation ◇ An interest in the agricultural products, commodities, or livestock produced by the agricultural operation ◇ A member of a joint operation that either owns or rents land in the agriculural operation or has an interest in the agricultural products, commodities, or livestock produced by the agricultural operation. AMA Applicants <ul style="list-style-type: none"> • An individual, legal entity, Indian Tribe, or joint operation with signaature authority. • Engaged in agricultural production or forestry management, or has an interest in the agricultural or forestry operation associated with the land being offered for enrollment in AMA. Applicants requesting assistance on nonindustrial private forest land must no be. <ul style="list-style-type: none"> ◇ Principally engaged in the primary processing of raw wood products ◇ Corporations or other legal entities with publicly traded stock • Producing an annual minimum of \$1,000 if agricultural products.

6. Control of Land

To be eligible the applicant must have control of the land for the entire term of the contract period. The following documents can be used to document control of land.

Private Land

- 156EZ (FSA farm data form)
- Deed
- County assessor records
- Written lease agreement w/lease & lessor signatures (term of the lease must cover the contract period)

Public Land (Federal Land/State Land)

- Signed permit w/ public land agency signature and permittee signature (permit must cover the contract period)

LAND ELIGIBILITY

(✓)

To be eligible for the program the land being offered for enrollment must meet the following land eligibility requirements.

1. Basic Land Eligibility

Eligible land includes agricultural land, nonindustrial private forest land, tribal land, or other land on which agricultural products, livestock, or forest-related products are produced.

2. Ownership

Eligible land includes any of the following.

- Privately Owned land
- Publicly Owned land (Federal land/State land) if
 - ◊ It is a working component of the ag operation &
 - ◊ Have control for the term of the contract &
 - ◊ Will contribute to an improvement in an identified natural resource concern
- Indian Land operated by a federally recognized tribe

3. Permission to Install

If structural or vegetative practices are going to be installed on leased land, public land (federal land/state land), or land that you do not own, the landowner must provide a letter or other signed documentation giving tenants permission to install those practices. Permission to install must be obtained from ALL owners. (Note: Obtaining permission to install for state or federal lands could take 3 months or longer. If obtaining permission from an entity, signature authority for that entity is required)

4. Irrigation History (EQIP applicants only)

If application will include irrigation related practices for the purpose of water conservation the land must have been irrigated 2 out of the last 5 years. Exception: When an irrigation related conservation practice is implemented for a purpose of applying liquid waste generated from an AFO to pasture or cropland, the irrigation history requirement does not apply.

Applicants must provide one or more of the following.

- Written self certification of the irrigation history, by year, and crops produced on the land with yields indicating irrigation.
- Aerial photography coverage showing evidence of irrigation history on the property.
- Copies of Farm Service Agency records such as aerial compliance photography, farm acreage report, production history report, and risk management insurance.
- Water rights certificate, water rights maps and/or well or pumping plant permits issued by a federally recognized tribe, state, or federal agency.
- Irrigation company share certificates and assessments that document water rights and water availability
- Fuel bills or maintenance records documenting the use of an irrigation system with the presence of an operable irrigation system or reliable water source indicating the ability to irrigate
- Irrigation water management plans, water use reports or other evidence of implementation of irrigation related practices.

Note: A written request for a irrigation history waiver may be submitted to the State Conservationist, and may be waived by the Chief of NRCS if applicant is a socially disadvantaged or limited resource farmer or rancher, or Indian tribe. If an irrigation history waiver is needed please let us know.

The Following Section is for Entity's / Applicants with an EIN #

1. DUNS (Dun and Bradstreet Data Universal Numbering System) Number & SAMs registration

Obtaining a DUNS number and SAMS registration is **FREE for all entities**. This process can take approximately **1 month**. We strongly encourage you to review Wyoming's fact sheet on the process and information on free assistance to help you with this process located on our website:

<http://www.nrcs.usda.gov/wps/portal/nrcs/detailfull/wy/programs/?cid=stelprdb1245937>

A DUNS number must be provided

Applicants without a DUNS number must request a number for U.S. Government contractors, grants and loan recipients from either of the following:

<http://fedgov.dnb.com/webform/>

Or by telephone @ 1(866)705-5711

SAMs Registration or Renewal (U.S. Contractor Registration)

All nonindividuals must register at the System for Award Management (SAM) online at

<https://SAM.gov/>

Note: Renewal of registration on SAM is required **annually** to maintain eligibility for program payment.

2. Signature Authority (Entity's / Applicants with an EIN # Only)

Legal entities and joint operations must authorize someone to act on its behalf to sign the application, contract, payment requests, and other administrative documents. NRCS will accept any of the following to verify signature authority.

- CCC-901
- CCC-902
- Corporate charter, bylaws, court orders of appointment, trust agreement, last will and testament, articles of partnership, or other legal documents clearly designating who has signature authority for the the joint operation or legal entity.