NRCS Practice Certification and Documentation

4 Principles for Contract Eligibility
• Producer Eligibility
• Land Eligibility
• Resource Concern
• Eligible Practice
Cost Estimator

**Design BEFORE Contracting**

After a Design, then we can use the Cost Estimator to document what a contract would look like.

**Cost Estimate documents:**

- Planned Year
- Practice Scenario
- Units
- Cost
- Resource Concern
- Certification by Planner or Engineer with appropriate Job Approval Authority

### Conservation Practices & Components

<table>
<thead>
<tr>
<th>Year</th>
<th>Practice Amount</th>
<th>UNIT COST</th>
<th># of Yrs of Payment</th>
<th>Estimated Program Cost</th>
<th>Protracts Program Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>410-Grade Stabilization Structure (Timber Torwall - Eq)</td>
<td>1</td>
<td>1</td>
<td>$1,797.59</td>
<td>$1,798.00</td>
</tr>
<tr>
<td>2016</td>
<td>412-Grassed Waterway (Waterway DA less than 100 acres - Ft)</td>
<td>500</td>
<td>1</td>
<td>$880.00</td>
<td>$880.00</td>
</tr>
<tr>
<td>2016</td>
<td>484-Mulching (Natural Material, Full Coverage - SqFt)</td>
<td>15000</td>
<td>1</td>
<td>$300.00</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

**Total Estimated Program Cost:** $2,978.00

### Resource Concerns

<table>
<thead>
<tr>
<th>Concern #1</th>
<th>Concern #2</th>
<th>Concern #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soil Erosion</td>
<td>Classic Gully Erosion</td>
<td>Soil Erosion</td>
</tr>
</tbody>
</table>

**IX. Designated Conservationist**

<table>
<thead>
<tr>
<th>Certified Planner or Engineering Plan Approval</th>
<th>Date: 1/21/2016</th>
</tr>
</thead>
</table>
Compare the Design to the Contract

Make sure the Design and Contract match BEFORE Construction

Always - Give it 1 last look
Compare the Component and Units in the Contract to what is in the Design.
If you question something in the contract or design, speak up
Design required 6.5 HP for the Milkhouse Pump, Contract has 1 HP. This needs a modification BEFORE construction.

Pay attention to the Units.
NRCS needs a Red Lined design with Final construction results

Signed off by someone with appropriate Job Approval Authority
**PLANNED PRACTICE LOCATION AND EXTENT**

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Contract Item Number (CIN)</th>
<th>Tract Number</th>
<th>Field Number(s)</th>
<th>Units Planned</th>
<th>Actual Units Applied (NRCS USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>745P0868146</td>
<td>1</td>
<td>5984</td>
<td>8</td>
<td>1080</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>5984</td>
<td>7</td>
<td>24620</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>5984</td>
<td>9</td>
<td>13.4</td>
<td></td>
</tr>
</tbody>
</table>

*A completed copy of this page AND the Practice Technical Certification Documentation form must be submitted for a financial assistance payment to be processed.*

- Location map attached for each practice site
- Practice design attached
Submit Practice Technical Certification Document

Documents field verification
Photos are always appropriate
Actual Location marked on a map
Document changes and why they were necessary
The 1245 Application for Payment

What is listed on the Red Line design should match what is on the Practice Certification Documentation, as well as the 1245*

### 1. CONSERVATION PRACTICES PERFORMED

<table>
<thead>
<tr>
<th>Contract No.</th>
<th>Practice</th>
<th>Inspection Date</th>
<th>Practice Completion</th>
<th>Planned Amount</th>
<th>Applied Amount</th>
<th>Units</th>
<th>Cost Per Unit</th>
<th>Cost Share % Method</th>
<th>Payment Cap</th>
<th>Amount Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Grassed Waterway (412)</td>
<td>5/17/2015</td>
<td>Completed</td>
<td>1,722.00</td>
<td>1,080.00</td>
<td>ac</td>
<td>$2.4500</td>
<td>PR^</td>
<td>N/A</td>
<td>$2,450.00</td>
</tr>
<tr>
<td>1a</td>
<td>Waterway DA between 100 and 200 acres</td>
<td>9/17/2015</td>
<td>Completed</td>
<td>3,400.00</td>
<td>2,420.00</td>
<td>ft</td>
<td>$3.6000</td>
<td>PR^</td>
<td>N/A</td>
<td>$7,450.00</td>
</tr>
<tr>
<td>2</td>
<td>Subsurface Drain (60S)</td>
<td>9/17/2015</td>
<td>Completed</td>
<td>3,400.00</td>
<td>2,420.00</td>
<td>ft</td>
<td>$3.6000</td>
<td>PR^</td>
<td>N/A</td>
<td>$7,450.00</td>
</tr>
<tr>
<td>3a</td>
<td>Structural Practice Support Drain</td>
<td>9/17/2015</td>
<td>Completed</td>
<td>13.60</td>
<td>13.60</td>
<td>ac</td>
<td>N/A</td>
<td>N/A</td>
<td>$1,106.44</td>
<td></td>
</tr>
<tr>
<td>3b</td>
<td>Mulching (369)</td>
<td>9/17/2015</td>
<td>Completed</td>
<td>55,322.00</td>
<td>59,292.00</td>
<td>Sqft</td>
<td>$0.0200</td>
<td>PR^</td>
<td>N/A</td>
<td>$1,106.44</td>
</tr>
<tr>
<td>4</td>
<td>Stream Crossing (578)</td>
<td>9/17/2015</td>
<td>Completed</td>
<td>1.00</td>
<td>1.00</td>
<td>m</td>
<td>$1,390.00</td>
<td>PR^</td>
<td>N/A</td>
<td>$1,390.00</td>
</tr>
<tr>
<td>5a</td>
<td>Rock Stabilized Stream Cruising</td>
<td>9/17/2015</td>
<td>Completed</td>
<td>588.00</td>
<td>756.00</td>
<td>m</td>
<td>N/A</td>
<td>N/A</td>
<td>$1,020.60</td>
<td></td>
</tr>
</tbody>
</table>

Total Amount Earned: $12,226.64

Notes:
1. 2. 3. 5 Payment Rates define the unit cost rate of compensation to be received by the participant.

### Practice Certification

Practice(s) performed to the extent shown above, meet program requirements and practice standards and specifications.

Performance Report

CIN 1 Waterway installed according to NRCS standards and specifications.
CIN 2 Tile installed according to NRCS standards and specifications.
CIN 3 Mulching installed according to NRCS standards and specifications.
CIN 5 Installation requirement exceeds plan amount. Planned amount was figured prior to a design and underesti..._stream crossing installed according to NRCS standards and specifications.

USDA electronic signature; manual signature not required.

### 2. PARTICIPANT CERTIFICATION AND SIGNATURE

CERTIFICATION BY PARTICIPANT(S): I certify that the above information is true and correct. I further certify that the entry in Column Practice Extent and Units shows that the practice(s) was (were) performed in accordance with the practice specifications and other program requirements. I hereby apply for payment to the extent that the NRCS Approving Official has determined that the practice(s) has (have) been performed and further certify that this payment is not a duplicate of any other earned by me through another USDA program. Any payment that has or will be received from other USDA sources has been disclosed to the NRCS Approving Official. I agree to maintain these practices for at least the practice service life beginning with the date the practice was completed. I agree to refund all or part of the amount paid to me, as determined by the NRCS Approving Official, if in violation of the contract terms. I (a) destroy the practice installed, or (b) voluntarily relinquish control or title to the land on which the installed practice has been established, and the new owner and/or operator of the land does not agree in writing to properly maintain the practice as required.
In Summary;

- Design = Contracted Amount
- Modification BEFORE Construction
- Red Line the design to show the As-Built, certified by individual with appropriate Job Approval Authority
- Red Line Design transfers to the Practice Certification
- Practice Certification = 1245 Application for Payment
- 1245 Application for Payment is certifying that we addressed the Resource Concern and the Practices were installed according to NRCS Standards and Specifications

Audits – Audits - Audits