

Fact Sheet - December 2015

How to apply for EQIP

A conservation plan is the basis for an EQIP application. Applicants will need an up-to-date conservation plan that describes the conservation practices to be implemented, the timing of the implementation, the practice location, and the conservation benefit to be achieved.

Applicants are encouraged to request conservation planning and technical assistance from their local NRCS field office to help with the development of a conservation plan prior to applying for financial assistance through EQIP.

Interested applicants may apply for EQIP by completing the application, Form NRCS-CPA-1200, Conservation Program Application, and submitting the application to their local NRCS field office in person, by phone, email, or fax.

Application Process

1. Apply for EQIP by completing the application, Form NRCS-CPA-1200, Conservation Program Application, and submitting it to the field office in the county in which you own land.
2. Since EQIP sign-up is continuous, there may be more than one window of opportunity for funding your application based on available funding each fiscal year.
3. If an application is dated after the close of an application ranking cut-off period, the application will automatically be deferred to the next application ranking cut-off period.
4. In order to be eligible for EQIP, the applicant and the land must be determined eligible by NRCS.
5. In order to be considered an agricultural producer eligible for EQIP, the applicant must have a vested interest in production agricultural or non-industrial private forest land.
6. A conservation planner will develop a conservation plan and determine if the land offered for EQIP has eligible resource concern(s) that can be addressed through implementation of approved EQIP conservation practices.

7. NRCS ranks the application using criteria developed for the appropriate fund pool.

8. If the application is selected for financial assistance, the applicant will work with NRCS to make an appointment to finalize the conservation plan and schedule of operations prior to signing the contract for fund obligation.

9. Both NRCS and the participant must sign the contract prior to implementation of any planned conservation practices. Any practice scheduled for financial assistance commenced prior to fund obligation is ineligible for payment.

Applicant's Responsibility

1. An applicant must provide a correct legal name, address and social security number or tax identification number to NRCS.
2. The applicant must be able to provide proof, upon request, that they have control of the land for the proposed contract period.
3. Applicant must provide a landowner agreement to install structural practices if the applicant does not own the land.
4. Applicants must be determined eligible by NRCS prior to the start of ranking cut-off periods in order to be considered for funding.
5. If approved for funding, the participant must begin implementation of at least one approved conservation practice within the first 12 months of the contract, and continue practice implementation according to the contract schedule.
6. Applicants will need an up-to-date conservation plan that describes the conservation practices to be implemented, the timing of the implementation, the practice location, and the conservation benefit to be achieved.
7. Form SF-1199A, Direct Deposit Sign-Up Form, must be completed and submitted to the NRCS field office in order to receive electronic payment.
8. The applicant must complete and submit to the FSA county office or NRCS field office, Form AD-1026,

"Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification."

9. Form CCC-941, "Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information," must be completed by the applicant and submitted to the local Farm Service Agency (FSA) county office or NRCS field office.

10. If the applicant is an entity or joint operation, Form CCC-901A, Member's Information, will be required.

11. If the applicant is an entity or a joint operation, members may be required to submit to the FSA county office or NRCS field office, Form AD-1026, "Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification."

12. If the applicant is an entity or joint operation, members must complete Form CCC-931, "Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information," and submit to the local FSA county office or NRCS field office.

13. If the applicant files taxes under with an EIN (Employer Identification Number) then the applicant must provide a Dun and Bradstreet DUNS (Data Universal Numbering System (DUNS), number and register the DUNS number with System Award Management (SAM) at the website. If an applicant receives a contract the DUNS number must be annually re-registered with SAM. No fees are associated with DUNS numbers or SAM registration.

- Request a DUNS number from at Dun and Bradstreet website, <http://www.dnb.com>.
- Register your DUNS number with SAM at <https://www.sam.gov/portal/public/SAM>.

14. Limited resource producers and beginning farmers and ranchers must be able to provide proof, upon request, that they meet the criteria for a limited resource producer or a beginning farmer or rancher.