



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

September 1, 2010

CONSERVATION PLANNING MANUAL (CPM)
440-V-CPM, Part 512
AMENDMENT IA5

SUBJECT: PGM – CONSERVATION PROGRAM CONTRACTING SIX-PART
FOLDERS

Purpose. To updated the policy on assembling contract in six-part folders in the Exhibits.

Effective Date. Upon receipt.

This amendment provides policy on assembling contracts in six-part folders. If there are questions about this amendment, contact Mike Sucik, Acting Assistant State Conservationist for Operations, at 515-284-6655 or mike.sucik@ia.usda.gov. Due to the recent audits there needed to be additional information and clarification on what items were needed and placed in the proper section. All items from the previous version have remained on the same covers.

Filing Instructions.

Remove Iowa Amendment 3, dated December 2009
Replace Iowa Amendment 5, dated September 2010

/s/Richard Sims
State Conservationist

Attachment

F

Title 440 – Conservation Programs Manual

Part 512 – Conservation Program Contracting

Subpart J – Exhibits

EQIP, WHIP, and CSP contracts will be assembled in six-part folders. Contents are to be arranged in order from top to bottom as follows. Contents are to be arranged in order from top to bottom as follows when documents are necessary, not all documents listed will be needed for all contacts.

(A) First Cover

- (1) Conservation Plan Map & Legend
- (2) Soil Map & Legend
- (3) Location Map¹
- (4) Pastured cropland, printout or soils documentation to prove pasture cropland
- (5) Crop history or historical land use maps and documentation
- (6) Other needed maps. Can include existing Wildlife Maps, seeding, restoration maps, etc.
- (7) Watershed boundary maps for priority areas and points.

(B) Second Cover

- (1) Conservation Plan or Stewardship Plan
- (2) NEPA Documentation
- (3) Environmental Evaluation or Assessment
- (4) Archaeological Information
- (5) Cultural Resources Flowchart
- (6) RUSLE2 Calculations
- (7) State Supplement Documents
- (8) RCCR Rotation Information (Job Sheet)
- (9) Seeding Plan, enhancement job sheets, or engineer information related to CSP contracts.
- (10) Grazing plans

(C) Third Cover

- (1) Contract Waivers (early/delayed start)
- (2) NRCS-CPA-1156 – Plan Revision
- (3) NRCS-CPA-1155 – Plan of Operations
- (4) NRCS-CPA-152 – Contract Transfer Agreement
- (5) NRCS-1202 – Contract
- (6) 1202 Addendum
- (7) 1202 Appendix
- (8) NRCS-CPA-1200
- (9) Ranking Worksheet or CSP-CMT Detail Report and Conservation Performance Summary Report
- (10) Field Verification-IA NRCS-Application Acceptance & Evaluation CSP Documentation from field visit and participant's signature page
- (11) County Ranking Cutoff Documentation
- (12) Memorandum For the Record (if needed)
- (13) Quality Assurance Checklist (root printout, paper copy, etc.)
- (14) Documentation for Transition to Organic Farming
- (15) On Farm Research, Demos, or Pilot Project Proposals

(440-V-CPM, Amend. IA5, September 2010)

¹ The location map is the appropriate map commonly used by conservation planners to identify the section and township of the unit being planned with the land involved either outlined or highlighted. All maps will have a designation written on them as to why they are in the folder (eligibility, ag operation, land added, revision, etc.)

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(D) Fourth Cover

- (1) Payment Checklist
- (2) NRCS-CPA-1245 (include bills, payment worksheets, and certification maps as needed for program requirements)
- | (3) Annual Payment Producer Certification
- (4) SF-1199A
- (5) NRCS-FNM-60 (waiver request)
- (6) NRCS-FNM-1236 (assignment of payment)
- (7) Payment Worksheet and Invoices/Receipts for AA & AM Contract Items
- (8) TSP Certification Documentation
- | (9) TSP Toolkit Assess Form NRCS-CPA-70

(E) Fifth Cover

- (1) Signature Authority for Business or Other Participant Representation (Entity/Trust papers)
- (2) Power of Attorney - NRCS-CPA-09 (ok for contracts before FY10) or FSA-211 (dated post 12/17/09)
- (3) General POA
- (4) Joint Venture/Partnership Agreements/Entity Papers
- (5) Control of Land Document (examples are FSA-156EZ, leases, COL releases, or deed)
- | (6) Ag operation documentation. (FSA 1026 or Producer Farm Data Report)

(F) Sixth Cover

- (1) 6 Part Folder Checklist
- (2) Conservation Assistance Notes
- (3) Technical Determination Letter
- (4) Appeals and Mediation Records
- (5) NRCS-CPA-153
- (6) NRCS-CPA-13 Contract Review
- (7) General Correspondence

6-Part Folder Checklist-ProTracts Contracts

Per Iowa Amendment 5 dated September 2010

Name: _____

Farm # _____

Phone: _____

Tract # _____

Operator: _____

Contract #: _____

***Note: Contents are to be arranged in order from top to bottom as follows when documents are necessary, not all documents listed will be needed for all contacts. **Bolded items are needed at time of obligation.**

COVER 1	COVER 2	COVER 3
<input type="checkbox"/> Conservation or Stewardship Plan Map & Legend <input type="checkbox"/> Soil Map & Legend <input type="checkbox"/> Location Map <input type="checkbox"/> Pastured cropland printout or soils documentation to prove pasture cropland <input type="checkbox"/> Crop history or historical land use maps and documentation <input type="checkbox"/> Other needed maps. Can include existing Wildlife Maps, seeding, restoration maps, etc <input type="checkbox"/> Watershed boundary maps for priority areas and points.	<input type="checkbox"/> Conservation Plan or Stewardship Plan <input type="checkbox"/> NEPA Documentation <input type="checkbox"/> Environmental Evaluation or Assessment <input type="checkbox"/> Archaeological Information <input type="checkbox"/> Cultural Resources Flowchart <input type="checkbox"/> RUSLE2 Calculations <input type="checkbox"/> State Supplement Documents <input type="checkbox"/> RCCR Rotation Information (Job Sheet) <input type="checkbox"/> Seeding plan, enhancement job sheets, or engineer information related to CSP contracts. <input type="checkbox"/> Grazing plans	<input type="checkbox"/> Contract Waivers (early/delayed start) <input type="checkbox"/> Form NRCS-CPA-1156 Plan Revision <input type="checkbox"/> Form NRCS-CPA-1155 Plan of Operations <input type="checkbox"/> NRCS-CPA-152 Contract Transfer Agreement <input type="checkbox"/> Form NRCS-CPA-1202 Contract 1202 Addendum <input type="checkbox"/> 1202 Appendix <input type="checkbox"/> NRCS-CPA-1200 <input type="checkbox"/> Ranking Worksheet or CSP-CMT Detail Report and Conservation Performance Summary Report <input type="checkbox"/> Field verifications- IA NRCS-Application Acceptance & Evaluation CSP documentation from field visit and the participant's signature page <input type="checkbox"/> County Ranking Cutoff Documentation <input type="checkbox"/> Memorandum For the Record (if needed) <input type="checkbox"/> Quality Assurance Checklist (root printout, paper copy, etc.) <input type="checkbox"/> Documentation for Transition to Organic Farming <input type="checkbox"/> On Farm Research, Demos, or Pilot Project Proposals
COVER 4	COVER 5	COVER 6
<input type="checkbox"/> Payment Checklist <input type="checkbox"/> NRCS-CPA-1245 (include bills, payment worksheets, and certification maps as needed for program requirements) <input type="checkbox"/> Annual Payment Producer Certification <input type="checkbox"/> SF-1199A <input type="checkbox"/> NRCS-FNM-60 (waiver request) <input type="checkbox"/> NRCS-FNM-1236 (assignment of payment) <input type="checkbox"/> Payment Worksheet and Invoices/Receipts for AA & AM Contract Items <input type="checkbox"/> TSP Certification Documentation <input type="checkbox"/> TSP Toolkit Access Form NRCS-CPA-70	<input type="checkbox"/> Signature Authority for Business or other Participant Representation (Entity/Trust papers) <input type="checkbox"/> Power of Attorney- FSA-211 (dated post 12/17/08), NRCS-CPA 9 (ok for contracts before FY10) <input type="checkbox"/> General POA <input type="checkbox"/> Joint Venture/Partnership Agreements/Entity Papers <input type="checkbox"/> Control of Land Document (examples are FSA-156EZ, leases, COL releases, or deed) <input type="checkbox"/> Ag operation documentation. (FSA 1026 or Producer Farm Data Report)	<input type="checkbox"/> 6 Part Folder Checklist <input type="checkbox"/> Conservation Assistance Notes <input type="checkbox"/> Technical Determination Letter <input type="checkbox"/> Appeals and Mediation Records <input type="checkbox"/> NRCS-CPA-153 <input type="checkbox"/> Form NRCS-CPA-13 Contract Review <input type="checkbox"/> General Correspondence