U.S. DEPARTMENT OF AGRICULTURE Natural Resources Conservation Service	Farm Bill Programs CONTRACT PREPARATION CHECK-LIST	WV-300-6 *Rev. 03/07*

Review and signing of the NRCS-CPA-1202

PARTICIPANT: _____

COUNTY: _____

CONTRACT # _____

FARM BILL PROGRAM

(Check One)

☐ EQIP ☐ AMA ☐ CSP

☐ WHIP ☐ GRP ☐ _____

Contract folders are to be assembled in accordance with 440-Conservation Programs Manual, Part 512, Subpart E, 512.43 Components and Assembly of Contract File.

Yes-Information is included & satisfactory, **No**-Information is not included or needs revision, **N/A** if not applicable

Yes	No	N/A	**Item**
			At least 2 complete folders with original signatures (1 copy--participant(s), 1 copy--NRCS official file)
			Conservation Assistance Notes completed and up to date in NRCS copy only.
			Contract numbers match (NRCS-CPA-1202 & NRCS-CPA-1155)
			Dollar amounts on NRCS-CPA-1202 match NRCS-CPA-1155 by year and total amount.
			NRCS-CPA-1202 signed & dated in Block 4 by contract participant(s).
			NRCS-CPA-1202, Block 4--(Payment Shares =100%)
			Contract ending date on NRCS-CPA-1202 is in accordance with 440-Conservation Programs Manual, Part 512-Conservation Program Contracting, Subpart E, 512.45 A.
			NRCS-CPA-1200 -Form filled out, Box 11 is checked, form is signed by applicant and dated prior to cut-off date.
			NRCS-CPA-1202-CPC Appendix signed & dated by participant required to sign
			NRCS-CPA-1202-CPC Appendix is current (AMA, CSP, EQIP, and WHIP dated 10/2006)
			Ranking Report printed from ProTracts, signed and dated by landowner and DC.
			Toolkit-generated plan map with land use, field no., acres, practices; soils map & soils interpretation
			Prescribed Grazing (590-Nutrient Management) is $\leq$ 40 Ac. or 25% of total (whichever is greater)
			Prescribed Grazing (528--Continuous, Rotational, MIG) is limited to 3 years.
			The Practice Narrative, Job Sheet or other supporting documentation details what is to be installed. Job sheets and other supporting documentation are referenced in the practice narrative
			NRCS-CPA-1155 from ProTracts signed by DC & Participant(s).
			Cost List for practices in contract matches costs approved for local work group
			There are No "Non-Cost Share" Items listed in the contract (Exception--WHIP)
			Limited Resource Farmer cost share at 90% for Average Cost (AC) practices.

COMMENTS:

TECHNICAL REVIEWER

NAME: _____ DATE: _____

ASTC-FO REVIEW AND SIGNATURE APPROVAL ON NRCS-CPA-1202

NAME: _____ DATE: _____

Clear Form