

518.130 Contract Folder Assembly Guidance

Contracts may be assembled in six-part folders. Folders may be arranged as follows:

First cover

- _____ CCC-1200, Conservation Program Application/Contract
- _____ CCC-1200-CSP Appendix
- _____ Contract related forms or documents as appropriate, e.g., NRCS-LTP-152, Transfer Agreement, NRCS-LTP-153, Agreement Covering Noncompliance, Power of Attorney, Joint Agreements, etc.
- _____ Appeal records
- _____ LRF or BF Certification Document
- _____ Map delineating agricultural operation and acres offered
- _____ Producer Self-Assessment Workbook
- _____ Benchmark Condition Inventory

Second cover

- _____ NRCS-LTP-13, Status Review
- _____ NRCS-CPA-6, Conservation Assistance Notes
- _____ General correspondence, in order of date created or receipt stamped

Third cover

- _____ Plan map and legend
- _____ Location map (if used)
- _____ Soil map and legend

Fourth cover

- _____ Conservation Stewardship Plan
- _____ Revision of plan/Modification of contract
- _____ Cross references to other programs that may contribute to plan implementation

Fifth cover

- _____ Conservation practice designs and specifications
- _____ Job sheets referenced from CPO
- _____ Worksheets referenced from CPO and others as appropriate
- _____ NRCS-CPA-52, Environmental Evaluation Worksheet (or state approved form)

Sixth cover.

- _____ NRCS-1245, Practice Approval and Payment Application
- _____ Check out notes and other support data (reference location if not filed here)