

WEST VIRGINIA CSP VERIFICATION INTERVIEW CHECKLIST

Little Kanawha WATERSHED

Applicant:	Farm or Tract #'s	Tract or Field #'s
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Step	Task to do	Means to Document or Record	Yes Go to next step	No Stop Ineligible
1	Define operating unit producer is proposing to enroll. <i>If Tier 2 or 3, have producer define operating unit and record by designating on FSA 1026A form the farms that constitute the operating unit. Have producer sign on 1026A form as their designation of operating unit at time of enrollment.</i>	Plan map/FSA 1026 A form		
2	Determine land eligibility	Check boxes to right for each line		
	Cropped 4 of 6 years ≥ 50% area in watershed			
	Incidental land is <10 % or <10 ac			
3	Determine person eligibility	Check one or both boxes to right as appropriate		
	If owner, verify is owner also operator or if not shares in risk of operation If operator, verify demonstrates control of land via signed West Virginia control of land form.			
4.	Verify soil test records are available, minimum 1 per each field, none older than 5 years. <i>Document on benchmark assessment worksheets. (See soil test evaluation guide document for any exceptions)</i>	Check boxes to right		
5.	Verify nutrient mgt records are provided for each field and that nutrient applications are in accordance with a land grant college fertility guide. <i>Document on cropland benchmark assessment worksheet.</i>	Check boxes to right		
6.	Verify Pest Mgt Records are provided. Verify mitigation techniques have been used for pesticides at risk from the West Virginia WINPST assessment. <i>Document on cropland benchmark assessment worksheet.</i>	Check boxes to right		
7	If confined livestock on farm or if manure is applied, verify animal waste is adequately addressed per CNMP plan. <i>Document on benchmark assessment worksheets and West Virginia livestock waste management checklist.</i>	Check boxes to right		
8	Verify that Soil Condition Index is greater than 0 for all fields to be enrolled. Start with worst case...most erosive field or most intense mgt system. Pick most erosive condition(s) occupying 20% or more of field. Continue through rest of fields, if any field less than zero, stop, not eligible! For all values >0 and <0.1 round up to one decimal point. (i.e. 0.04 = 0.1) If > 0.1 round down to next decimal point. <i>Print out SCI report from RUSLE and attach to case file.</i>	Check boxes to right		

WEST VIRGINIA CSP VERIFICATION PROCESS & CHECKLIST – Continued

9	Verify # and type of Stewardship <i>Practices</i> in place a minimum of at least one practice applied. Record actual practices on West Virginia stewardship practice checklist. (3 needed for Group 1)	Check boxes to right		
10	Verify # and type <i>Stewardship Activities</i> in place a minimum of at least one activity applied. Record actual practices on West Virginia stewardship practice checklist. (3 needed for Group 1)	Check boxes to right		
11	Verify that gully erosion is adequately controlled with sod waterways where needed. View aerial photos and ask producer. Remind producer any uncontrolled gullies found during onsite visit will need to be corrected and/or contract payments will be reduced. <i>Document on benchmark assessment worksheets.</i>	Check boxes to right		
12	Determine what tier the producer is applying for - Tier I, II, or III.			
13	If Tier 3 applies, complete wildlife habitat checklist to see if minimum wildlife criteria have been met. <i>Document on wildlife habitat checklist.</i>	Check boxes to right		
14	If Tier 3 applies, complete Other Land benchmark assessment checklist. <i>Document on Other Land benchmark assessment checklist.</i>	Check boxes to right		
15	Determine enrollment category and subcategory for the offer. <i>Document categories placed in on the Case File Cover Sheet</i>			
16	Inform producer of eligibility of offer and document final decision to enroll. <i>Record on Case File Cover Sheet and have produce sign as a record of the interview and decision to proceed to the next step.</i>			
17	Determine basic conservation practices that need to be followed/maintained in the conservation plan. <i>Record practices and fields on the enhancements and planned practices worksheet in a format that can be given to someone to load into Toolkit.</i>	Check box to right when completed		
18	Determine existing enhancement practices or activities, applicable fields, and acres each applies to...these are already in place and will receive payment this year. <i>Record on the enhancements and planned practices worksheet in a format that can be given to someone to load into Protracts for the Contract Support Document.</i>	Check box to right when completed		
19	Determine what new enhancements can/will be planned for future years. (This is your opportunity to do conservation planning and sell more conservation!) <i>Record applicable fields, items, amounts, and year on the enhancements and planned practices worksheet in a format that can be given to someone to load into Toolkit/Protracts.</i>	Check box to right when completed		

WEST VIRGINIA CSP VERIFICATION PROCESS & CHECKLIST – Continued

20	<p>Calculate estimated payment if producer is interested in knowing this amount. <i>Inform person this is just an estimate or estimated rang.</i> To save time see if person will be satisfied with ball park estimate now and final amount at time approved contract is signed. Generally this may have to be done following interview and phoned to the person. <i>If estimated calculated, document with payment estimator printout.</i></p>	Check box to right to indicate if payment estimate requested		
21	Repeat calculations for any new combination of tiers and/or enhancements producer may desire.			
22	<p>When interview complete and producer makes final decision, organize the above into case file record including:</p> <p>Case file cover sheet (completed and signed) Benchmark Assessments as appropriate for each land use (signed) Livestock Waste Checklist if appropriate (signed) Control of land form if applicable (signed) West Virginia CSP Verification Interview Producer Checklist West Virginia CSP Stewardship Practices & Activities Checklist West Virginia enhancement and planned practices worksheet for the offer Printouts of payment estimates if estimator used. Rusle 2 Printouts Maps</p> <p><i>Note...It is not necessary to keep copies of the producer soil tests, yield records, pesticide record, etc. You are documenting on the above that you have seen and reviewed these items. It is suggested that someplace you keep record of the crop mgt system used for the RUSLE calculations.</i></p> <p><i>IF PRODUCER DOES NOT QUALIFY, KEEP RECORDS OF ITEMS EVALUATED AND DOCUMENT WHY PRODUCER DOES NOT QUALIFY.</i></p>	Check box to right when completed		
20	When all data is processed, load conservation plan data, stewardship practices and enhancement payments (field by field) into toolkit and protracts as appropriate for each. The final offer documentation will be signed CCE 1200 form plus the toolkit conservation plan with planned payments and enhancements. Have producer initial or sign toolkit plan and/or Protract document to make sure producer understand contract items he/she submitted.	Check box to right when toolkit and protracts loading complete		
	Reviewed & Verified All Steps Complete	NRCS Employee:		
		Date:		