

WHIP CHECKLIST

Revised 8/04

✓ - Okay

X - Comment or Revision

Payment Assignment _____

District Conservationist: _____

Participant Name: _____

ADMINISTRATIVE REVIEW

_____ Two complete folders (State Office copy and Landowner copy)

1st part:

_____ **CCC-1200 Conservation Program Application/Contract (Printed from ProTracts)**

- (1) Landowner signs and dates CCC-1200 Block 7 (Application) and Block 10 (Contract)
- (2) Contracting Officer will sign Block 11 and Contracting Staff will type in the Agreement Start Date and Expiration Date

_____ **CCC-1200 – WHIP Appendix (Printed from ProTracts)** - Landowner signature on application certifies they received a copy when applying. Be sure that landowner has reviewed the Appendix.

_____ Ranking Criteria (WV)

2nd part:

_____ Conservation Assistance Notes

_____ General Correspondence (if applicable)

3rd part:

_____ Plan map and legend

_____ Location map

_____ Soils Information

4th part:

_____ AD-1155E - Conservation Plan Schedule of Operations from PROTRACTS **with original signatures.**
Minimum of 5 years, maximum of 10 years with 2 years of O&M after last practice.

_____ Conservation Plan generated by Toolkit. (If DNR prepared the WHIP wildlife design, the plan [and resulting contract] may simply state that the planned practices will be installed according to the DNR wildlife design It is not required that NRCS re-type the DNR design specifications.) The Conservation Plan and the AD-1155E (Schedule of Operations) will include the planned practices, field numbers, units planned, and dates planned.

5th part:

_____ Completed TABLES 1, 2, and 3 of 645 Standard

_____ Jobsheets / Worksheets (if applicable)

6th part:

_____ NRCS-LTP-13 – Status Review

_____ AD-1245 – Payment Application

_____ WV-300-1-Payment Assignment (if applicable)

_____ Joint Agreement (if applicable)

_____ **Copy of Letter given to the Landowner requesting them to complete Section 1 and Section 2 of the DIRECT DEPOSIT FORM [DD Form] SF-1199(A). Landowner will have their Banking Institution complete Section 3 of the DD Form. Banking Institution or Landowner will forward DD Form to USDA-ATTN: Financial Management, 75 High Street, Room 301, Morgantown, WV 26505 as stated in WV General Manual Amendment 120, Part 404, WV Amendment #29.**

PLEASE NOTE: DIRECT DEPOSIT FORM must be completed before contract will be obligated and processed, unless an exemption is claimed by the landowner as stated in above referenced Amendment. Due to sensitive information, the DD Form is to be maintained only at the State Office. A copy is not to be maintained in the Field Office contract file.