April 18, 2008

Conservation Planning: A Checklist of Requirements in North Carolina

This checklist serves as a summary of the items that must be considered and/or included in the conservation planning process.

ITEM
PLAN FOLDER ORGANIZATION ☐ The plan is organized according to NC Supplement, NPPH Part 600, September 2006 in a two-, three-, or six-part folder. ☐ The folder is adequately labeled with client name, etc.
PLAN MAPS ☐ The Conservation Plan Map is visible when you first open the folder. ☐ The Conservation Plan Map has been generated electronically and includes all of the following: o Title: "Conservation Plan Map" o Label "Prepared with assistance from (agency)" o SWCD name, county, and state o Map scale o Farm/tract numbers/field numbers o Date prepared o North arrow o Property and field boundaries o Streams o Acres for each land unit (and optionally landuse labels) o Appropriate map symbols for conservation practices and legend (Toolkit, National Map Symbol Handbook, NC-CPA-1) showing and differentiating between planned and applied practices. ☐ The Conservation Plan Map Legend page corresponds EXACTLY to the Plan Map, and both contain all the fields in the Plan. (Note: A separate legend is not required if all the information is included on the Plan Map.) ☐ For plans that support CRP/CREP contracts, field numbers and acreage for CRP enrolled fields correspond to the CRP-1 Contract. ☐ The Plan Soils map is labeled and has the boundary of the planned area delineated. The Plan Soils Map Legend corresponds to the soils for the planned area. ☐ For all plans, except those specific to CRP/CREP, appropriate soils interpretations or other information that relate to the planned land uses and practices are included. ☐ Land use labels are consistent with official NPPH land use categories.

CLIENT OBJECTIVES AND ASSISTANCE NOTES

- ☐ The client's objectives are clearly described. A practice name or a FA program is not a sufficient explanation of the client's objective (e.g. "Long Term No-Till", "EQIP", etc. are not valid client objectives).
- ☐ The plan includes Conservation Assistance Notes that are adequate to describe what has taken place with the client.

RESOURCE INVENTORY AND ENVIRONMENTAL COMPLIANCE

- ☐ The plan contains a comprehensive resource inventory that identifies all the resource concerns that exist on the planned area. The resource concerns identified should be comprehensive, and are not limited to those the client has agreed to address in the plan or those being addressed in a financial assistance contract.
- ☐ The plan includes a NC-CPA-52 to document NRCS planning is compliant with requirements of NEPA, NHCP, and other Federal/State/Local Requirements. It has been completed accurately.
- ☐ Attachments to the NC-CPA-52, such as Cultural Resources Review forms, documentation of the CR surveys, documentation of FWS consultation, etc. are attached, unless the CPA-52 is completed specifically for CRP or CREP. For these programs, notes on the CPA-52 should inform FSA of identified concerns that need to be addressed.
- ☐ A NC-CPA-17 Waste Management Facility Evaluation is included if applicable.
- ☐ All applicable forms/worksheets to assess resources and evaluate alternatives are enclosed (for CCP plan submissions) or filed electronically in customer folder or other referenced location:
  - RUSLE2 computations are completed for all cultivated cropland, and all other areas that are likely to be eroding at greater than T; estimates appear logical.
  - RUSLE 1.04 computations are completed for sites where animal waste is to be applied, and PLAT is completed.
  - The Wildlife Habitat Suitability Index is calculated, and accurately documents a score of >=50 for RMS plans.
  - Forestland Appraisal Worksheets are included for fields where woodland management is the client's objective or where 666 is planned.
  - All conservation practices that are shown in RUSLE, Win-PST, WHSI, or other assessment tools as "existing" or "planned" are included in the conservation plan as applicable.

CLIENT DECISIONS

- ☐ The planned practices are needed and feasible to address the resource concerns documented on the site. All practices planned are logical for the land use identified, and are likely to help address the resource concern identified in the Resource Inventory.
- ☐ Client decisions are recorded in well written narratives that accurately apply to that site. Each narrative is written as what will be done, why, where, and who will provide technical assistance. References to designs or job sheets are always included if applicable. The narratives are not written as a definition of the practice.
- ☐ If vegetation is being established, the species to be planted is included in the narrative.
- ☐ If fencing is planned, the purpose of the fence is included in narrative, as well as the type of fence. If fencing is being installed to improve utilization of forages, then prescribed grazing must be included in the conservation plan.
- ☐ No narrative is written as a choice or a recommendation – they are written as decisions.
- ☐ No narratives reference crops or actions that do not apply on that field.
- ☐ The plan records the completion and installation date for practices that have been installed.
- ☐ All required facilitating or supporting practices are included in the plan.
- ☐ For RMS level plans, all required practices by land use are included in the plan, as specified in FOTG Section III.
- ☐ When there is a referenced tree planting plan from NCDFR or habitat plan from NCWRC, their “recommendations” to the client have been fully translated into NRCS practices and included in the plan.
- ☐ Practice names are consistent with the FOTG Section IV.

ALTERNATIVES

- ☐ All practices that are likely needed to address resource concerns that are not fully addressed with decisions/planned practices are provided to the client on the form NC-CPA-3.

DESIGNS AND SPECIFICATIONS – GENERAL

- ☐ No Conservation Instructions are included in the plan – Job Sheets or other “real” specifications only.
- ☐ All job sheets referenced in the narratives are included in the plan. All job sheets in the plan are referenced in one or more narratives.
- ☐ All job sheets included in the plan are COMPLETELY filled out.
- ☐ The designs/specifications provided to the client include all the information identified in the Plans and Specifications section of the applicable standard.
- ☐ All the guidance associated with a single practice is organized together in the plan.

(Examples: The Pest Management Job Sheet and a WinPST report, if hardcopy reports are included in plan, must be stapled together.)

- ☐ Job sheet or specification must include the specific species to be planted, rather than a list of potential plants to establish or "choose from". This decision was made in planning.
- ☐ All the technical guidance/practice specifications are filed together in the plan.
- ☐ No extraneous information, copies of practice standards, etc. are included in the plan.
- ☐ All designs/specifications/job sheets include adequate O&M information, as specified in the FOTG Section IV practice standard.

DESIGNS AND SPECIFICATIONS – SPECIFIC PRACTICES

- ☐ 590 – The design must include the appropriate sanctioned Job Sheet.
- ☐ 590 – The 590 plan must include N, P, & K – no new N only plans are accepted under any conditions.
- ☐ 590 – All plans that include organic sources must include PLAT analyses, and be based on P removal if applicable.
- ☐ 590 – All sources of nutrients are accounted for in the plan.
- ☐ CNMP – The approved CNMP checklist is included and completed if the plan is also a CNMP. The CNMP certification page with signatures is included. All the practices identified as needed for the CNMP are included in the conservation plan.
- ☐ 595 – All pest management plans include the appropriate Job Sheet, Win-PST (or acceptable summary of that report), and appropriate mitigating factors based on the WinPST rating. IPM considerations or alternatives are included.
- ☐ 595 – Narrative must mention the concept of the environmental assessment.
- ☐ 595 – All mitigating practices listed in the 595 Job Sheet are included in the conservation plan as a decision.
- ☐ 528 – The grazing plan must be completed using C-Graze. The grazing plan must document that the planned stocking rate is within 20% of the forage produced, and a sacrifice area is identified in the grazing plan if needed during winter feeding period.
- ☐ 344 – Seasonal Residue Management has been specified correctly, and not planned for no-till practices.
- ☐ 645 – The narrative identifies specific actions to be taken besides "Leave this area for wildlife…" The actions should relate to the WHSI criteria, and focus on what is required to reach and/or maintain a WHSI of 50.
- ☐ 666 – The narrative describes specific actions to be taken besides "Leave this area for timber…" The specification for this practice is based on a documented woodland appraisal.
- ☐ 328 – The rotation should be identified in the narrative.
- ☐ 386/393 – The width and species to be established should be included. For buffer practices, the specification should clearly address the sheet flow requirement.

Reset Form