

CONSERVATION PLAN AND CONTRACT CHECK SHEET

This check sheet is to be used for conservation planning and contract program planning except for WRP. Items in regular font are for all planning. **Bold font items are required also for contract planning.**

| CHECK | COVER # 1 | CHECK | COVER # 2 |
|-------|--|-------|--|
| | WY-CPA-1 Checksheet | | WY-CPA- 6 Assistance Notes (or in Toolkit) |
| | CCC-1200 Application | | Status reviews (as needed) |
| | CCC-1202 Contract and Appendix | | General Correspondence |
| | Application evaluation/Ranking Worksheet | | NRCS-CPA-52 Environmental Evaluation |
| | Verification of Eligibility and Participant's control | | WY-ECS-41 Part 2 Cultural Resources Section 106 |
| | Signature Authority documentation | | Documentation |
| | WY-CPA-5 General Landowner Responsibilities | | SHPO Web database search results |
| | | | WY-ECS-42 Notification to WGF, USFWS, or BIA (as needed) |
| | | | WY-ENG-41 Water Rights Verification (if needed) |
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| CHECK | COVER # 3 | CHECK | COVER # 4 |
| | Conservation Plan Map with: | | CPA-1156 Contract Modifications (when needed) |
| | Title Block completed | | CPA-1155 Schedule of Operations |
| | Land use identified | | Conservation Plan (Toolkit) with: |
| | Fields properly numbered | | Practices properly referenced to proper fields |
| | Field acres | | Acres in plan match acres on map |
| | North arrow shown | | Plan is signed by producer, CD, & NRCS |
| | State, federal, & leased lands shown | | Description of the producer's conservation objectives |
| | Township, Range, and Sections shown | | Description of alternatives considered/offered |
| | HEL fields identified (recommended not required) | | WY-CPA-7 Planning Step Documentation form (recommended) |
| | Structural practice locations (both planned and applied) | | Resource Concern checklist (recommended) |
| | CIN's identified | | Resource Inventory Documentation |
| | Plan map includes all fields and acres under contract | | |
| | ENG-6 Plat Map or equivalent Location Map | | |
| | Soil Map & Legend (recommended but optional for Range) | | |
| | Range Site or Ecological Site Map (Range only) | | |
| | Non-Technical Soils Description | | |
| | Other Soils Reports (if needed) | | |
| | HEL/Wetland Determination (if needed) | | |
| | AD-1026 (if needed) | | |
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| CHECK | COVER # 5 | CHECK | COVER # 6 |
| | Jobsheets/worksheets/specifications for practices in Conservation Plan or Contract | | CCC-1245 Application for Payment with bills attached for AA or AM payment |
| | Engineering plans/designs & documentation | | Check out notes and other supporting data |
| | Operations and Maintenance Requirements | | 1199 Direct Deposit Form (or location referenced) |
| | CNMP (if EQIP Livestock Waste or as needed) | | CCC-36 Assignment of Payment (if applicable) |
| | WHEG (for the landuse(s) if including 645 or 644) | | TSP documentation (if applicable) |
| | WY-CPA-5A, Construction Responsibilities (when needed) | | Monitoring/Evaluation Data (or in Cover #5) |
| | Erosion Estimation Worksheets (Hay and Crop land only) | | Reference Photography |
| | WIN-PST (if needed) | | |
| | WY-ECS-90, Prescribed Grazing Checksheet (use when Prescribed Grazing is in Plan) | | |
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