

This technical note outlines the format by which programmatic contracts will be organized in six-part folders. Policy is outlined in the Conservation Programs Manual 440 Part 512.43 and Part 512.93. Below is a brief summary of the required format for conservation program contracts. Following the summary is a part by part breakdown of each section.

SUMMARY 512.93 Checklist for Six-Part Folder

1 st Cover	2 nd Cover	3 rd Cover
<ul style="list-style-type: none"> · Application Form NRCS-CPA-1200 · Contract Form NRCS-CPA-1202 · CPC Appendix · Application Evaluation & Ranking Worksheet · Form CCC-501A · Signature authority for business or other participant representation · Form NRCS-CPA-09 · Joint Agreements · Form NRCS-CPA-153 · Documentation supporting Limited Resource/Beginning Farmer or Rancher Certification (CSP & EQIP) · Self-Assessment Workbook (CSP) 	<ul style="list-style-type: none"> · Form NRCS-CPA-13 · Appeals and Mediation Records · Conservation Assistance Notes · General correspondence 	<ul style="list-style-type: none"> · Conservation Plan Map & Legend · Soil Map & Legend · Location Map
4 th Cover	5 th Cover	6 th Cover
<ul style="list-style-type: none"> · Form NRCS-CPA-1155 · Form NRCS-CPA-1156 · Conservation Plan 	<ul style="list-style-type: none"> · Practice Design & Drawings · Job sheets · Practice Specifications · Worksheets · Environmental Evaluation or Assessment · Archaeological information · NEPA documentation · Operation & Maintenance Agreements 	<ul style="list-style-type: none"> · Form NRCS-CPA-1245 · Form SF-1199A · Form NRCS-FNM-60 · Form NRCS-CPA-1236 · Invoices/receipts for AA and AM contract items · Check-out and certification notes attached to applicable payment · Practice implementation data supplied by Technical Service Providers

Six-Part Folder Part 1

Program:	EQIP and CSP	WHIP	WRP	CRP
PART 1				
	See CPM 512.43 and 512.93 for official guidance	See CPM 512.43 and 512.93 for official guidance		
Application	CCC-1200 and CCC-1200 Appendix	CCC-1200 and CCC-1200 Appendix	Application, AD-1153	CRP-1
Evaluation Worksheets	CSP Enrollment, Tier and Category Support Documentation	Wildlife Habitat Appraisal Guide, Riparian Assessment	Eligibility and Planning Worksheet, Wetlands Hydrogeomorphology Worksheet	CRP-2
Ranking Criteria	Online in ProTracts (EQIP)	Online in ProTracts	Ranking Criteria	
			Preliminary Certificate of Inspection and Possession	
			Preliminary Restoration Plan with cost and maps	
			Certificate of Use and Consent NRCS –LTP-23	
			Copy of Landowner Title	
			POA Documentation	
			Incorporation Papers	

Six-Part Folder - Part 1 (con't)

Program:	EQIP and CSP	WHIP	WRP	CRP
			Title Insurance Commitment Binder	
			Title Insurance Policy	
Contract	CCC-1200 & CCC-Appendix SIGNED by Applicant and NRCS, (applicable state supplements, LTP3 & LTP4)	CCC-1200 & CCC-Appendix SIGNED by Applicant and NRCS	NRCS-LTP-002 (Restoration Agreement)	CRP-1 SIGNED by COC
			Warranty Easement Deed CCC-1255 (30 year or permanent easement). LTP-20 (Restoration Agreement)	
Other Documents	Form CCC-501 or CCC-502			
	Business or Participant Representative authority documentation			
	Form NRCS –LTP-009			
	Joint Agreements.			
	Form NRCS –LTP-153			
	Documentation of supporting BF or LRP Certification			
	Self-Assessment Workbook (CSP)			

Six-Part Folder - Part 1 (con't)

Program:	EQIP and CSP	WHIP	WRP	CRP
Supplements				
Special Provisions	In the CCC-1200 Appendix	In the CCC-1200 Appendix		
Drug-Free Certification	In the CCC-1200 Appendix	In the CCC-1200 Appendix	AD-1049 and AD-1050 Required for Restoration Agreements	
Non-Compliance	In the CCC-1200 Appendix	In the CCC-1200 Appendix		
Violations	In the CCC-1200 Appendix	In the CCC-1200 Appendix	See Manual Exhibit 514.85	
Transfers	In the CCC-1200 Appendix	In the CCC-1200 Appendix	NRCS-LTP-152	
			Subordination Agreement and Limited Lien Waiver AD-1158 (30 year or permanent easement and Restoration Agreement)	
			LTP-22 Final Certificate of Inspection and Possession	

Six-Part Folder - Part 2

Program:	EQIP and CSP	WHIP	WRP	CRP
PART 2				
Status Reviews	NRCS-CPA-13	NRCS-CPA-13	Monitoring checklist	SCS-LTP-13
Appeals	Appeals and Mediation Records	Appeals and Mediation Records		
Assistance Notes	SCS-CPA-6	SCS-CPA-6		SCS-CPA-6
Correspondence, in order of date	All other correspondence	All other correspondence	Includes: <ul style="list-style-type: none"> • Letter of Eligibility • Letter of Tentative Acceptance • Notification of Intent to continue from landowner • Option Agreement to Purchase • Postal Service returned receipt cards attached to corresponding letter 	

Six-Part Folder Part 3

Program:	EQIP and CSP	WHIP	WRP	CRP
PART 3				
Plan Map	From Toolkit	From Toolkit	From Toolkit	From Toolkit or FSA maps
Map Legend and Scale	From Toolkit	From Toolkit	Land eligibility determination and map Soil interpretive information containing wetland designations (hydric soils list-eFOTG, Section II-C)	From Toolkit
Soils Map	From Toolkit or SCS-CPA-15	From Toolkit or SCS-CPA-15	From Toolkit or SCS-CPA-15	From Toolkit or SCS-CPA-15
Soils Legend and Scale	From Toolkit or SCS-CPA-15	From Toolkit or SCS-CPA-15	From Toolkit or SCS-CPA-15	From Toolkit or SCS-CPA-15
Soils Non-Technical Description	From Soil Data Mart	From Soil Data Mart	From Soil Data Mart	From Soil Data Mart
Land Use Acreage Tabulation Sheet				FSA CRP Form
Location Map	From Toolkit or local source	From Toolkit or local source	From Toolkit or local source	From Toolkit or local source

Six-Part Folder Part 4

Program:	EQIP and CSP	WHIP	WRP	CRP
PART 4				
Modifications	Form AD-1156	Form AD-1156		Form AD-1156
Contract Support Document	Form AD-1155	Form AD-1155		Form AD-1155
Conservation Plan	From Toolkit	From Toolkit		From Toolkit
Conservation Plan Signature Sheet	From Toolkit	From Toolkit		From Toolkit
Compatible Use Authorization Permits			Compatible Use Authorization Permits Easement boundary description and map Final restoration and management plan Compatible use authorization documentation including easement management guidelines, when applicable, and Appraisal, or other documentation supporting the offer made to the landowner	

Six-Part Folder - Part 5

Program:	EQIP and CSP	WHIP	WRP	CRP
PART 5				
Resource Problem Checklist	AK-Checklist of Resource Problems and Conditions	AK-Checklist of Resource Problems and Conditions		
Environmental	Form NRCS-CPA-52 and other NEPA Documentation	Form NRCS-CPA-52 and other NEPA Documentation, additional ESA consultation	Form NRCS-CPA-52 and other NEPA Documentation, additional ESA consultation, Hazardous Substances Evaluation Checklist	Form NRCS-CPA-52
Cultural Resources	AK-CR-1	AK-CR-1	AK-CR-1	
Inventory and Evaluation Worksheets	Required Documentation	Required Documentation	Required Documentation	Required Documentation
Job Sheets	Required Documentation	Required Documentation	Required Documentation	
Job Specifications	eFOTG Practice Specifications	eFOTG Practice Specifications	eFOTG Practice Specifications	eFOTG Practice Specifications
Designs	Required Documentation	Required Documentation	Required Documentation	Required Documentation
Operation and Maintenance	Operation and Maintenance Agreements	Operation and Maintenance Agreements	Operation and Maintenance Plans	
Eligibility Certification	AD-1026 CPA-026 CPA-027	AD-1026 CPA-026 CPA-027	AD-1026 CPA-026 CPA-027	AD-1026 CPA-026 CPA-027
			Before and After Slides	
			Reference Photography	

Six-Part Folder Part 6

Program:	EQIP and CSP	WHIP	WRP	CRP
PART 6				
Application for Payment and Supporting Documentation	Form NRCS-1245	Form NRCS-1245	AD-1161 and Supporting Documentation	AD-862
	Form SF-1199A	Form SF-1199A	Form SF-1199A	
	Form NRCS-FNM-60	Form NRCS-FNM-60	Form NRCS-FNM-60	
	Form CCC-36	Form CCC-36	Form CCC-36	
Payment and Certification Documentation	Invoices and receipts where applicable	Invoices and receipts where applicable	Required	
			Closing Statement or other invoices, Other invoice support data, Joint agreement, if any, and Reference to State or local programs	
Check-out Certifications	Check-out and Certification Notes attached to applicable payment request	Check-out and Certification Notes attached to applicable payment request	Check-out and Certification Notes attached to applicable payment request	Check-out and Certification Notes attached to applicable payment request
Technical Service Providers	Documentation of Technical Services Provided by TSP			