



## MINNESOTA NRCS CONSERVATION PLAN CHECKLIST

<b>Client Name:</b>	<b>Tract Number(s):</b>	<b>Field Numbers:</b>
<b>Principal Planner Name:</b>		
<b>County:</b>		
<b>Contract # (if appropriate):</b>	<b>Plan Year:</b>	

1 <sup>st</sup> Flap – Release of Information	
N/A	Release of Information Request and Authorization: <a href="http://www.nrcs.usda.gov/wps/portal/nrcs/detailfull/mn/contact/?cid=stelprdb1166464">http://www.nrcs.usda.gov/wps/portal/nrcs/detailfull/mn/contact/?cid=stelprdb1166464</a>
2 <sup>nd</sup> Flap - Correspondence	
N/A	Plan Cover Page (Optional)
N/A	Minnesota NRCS Conservation Plan Checklist (Optional)
	Preliminary trip reports conducted by the Area/State technical and/or engineering staff
	Conservation Assistance Notes of Significant Discussions and Observations
	Including discussions on problem and objectives identification
	Including discussions with producer on alternatives
	Including discussions with producer of needed O&M
	Including discussions with producer of conditions/requirements relative to NEPA
3 <sup>rd</sup> Flap – Maps	
	Location Map of Tracts and Headquarters
	Conservation Plan Map(s), at the minimum with:
	<ul style="list-style-type: none"> <li>• Title block showing the following: <ul style="list-style-type: none"> <li>○ Title, e.g. "Plan Map", "Conservation Plan Map"</li> <li>○ Client's Name (individual or business)</li> <li>○ "Agency: USDA-NRCS" and "Assisted by: [planner's name]"</li> <li>○ Name of applicable conservation district, county, and State</li> <li>○ Date prepared</li> </ul> </li> <li>• Information needed to locate the planning area, such as Tract Number and/or Township and Section Boundaries for each Planning Land Unit (PLU) with labels for: <ul style="list-style-type: none"> <li>○ PLU number, Land-use designation , Acreage for each PLU</li> </ul> </li> <li>• Map Scale &amp; North arrow</li> <li>• Location of planned and applied conservation practices</li> <li>• Map symbol legend</li> </ul>
	Soils Map(s) showing location of fields and practices
	Soils Descriptions (Map Unit Description Brief)

<b>4<sup>th</sup> Flap – Conservation Plan</b>	
	Conservation Plan with most appropriate narratives, including references to NRCS specs and O&M
	CPO (Conservation Plan of Operations Developed from Toolkit)
<b>5<sup>th</sup> Flap – Evaluations, Analysis, Findings</b>	
	Resource Concern documentation should match CPA52, Inventory Doc. and AERT when applicable
N/A	Wildlife Habitat Evaluation Guides (WHES/WHEG) worksheets <a href="#">WHES</a>
N/A	RUSLE2 and/or WEPS runs for benchmark and planned conditions. <i>(Use RUSLE2 format appropriate for replication of conservation management)</i>
N/A	Forage inventory sheets showing animal/forage balance, needed acres for livestock numbers, class, and weight
N/A	Pasture condition score for pre- and post- implementation pasture evaluations of Prescribed Grazing practice
N/A	Before practice photography documentation (optional but recommended)
N/A	Cultural Resources Review Worksheet (MN-CPA-048) and attachments. <a href="#">MN-CPA-048</a>
N/A	Correspondence from Cultural Resources Specialist (CRS) documenting completion of cultural resources review or letter from MN SHPO.
	NHDB review of endangered, threatened, candidate species or designated critical habitats present within 1.0 miles of the proposed practice?
	Completed and Signed MN-CPA-52** <a href="#">MN-CPA-052</a>
<b>6<sup>th</sup> Flap – Practice Design, Certification, and Implementation</b>	
N/A	Structure sizing and/or cost estimate planning computations documented for planned practices
N/A	Preliminary Design
N/A	Completed Designs and/or Job sheets signed by person with appropriate JAA for the practice
N/A	Completed “As-Built” or practice certification documentation on design/job sheet/map as it becomes available. Signed by person with appropriated JAA
N/A	Before and After” practice photography documentation as it becomes available (optional but recommended)
N/A	Comprehensive Nutrient Management Plan and/or Nutrient Management Plan
N/A	Prescribed Grazing Plan
N/A	Integrated Pest Management (IPM) Plan
N/A	Irrigation Water Management Plan
N/A	Site Specific Cost Estimates
N/A	Applied amount updated in Toolkit and PRS and annotated in Toolkit plan applied column.
** The CPA-52 must be completed prior to signing conservation plans and contracts. Items that are underlined and in blue text are located in the MN Field Office Tech Guide.	

**Notes**

Checklist  
Completed By:

Date:

***Note: This checklist is a guide. Conservation planning may require additional process, products and documentation to meet planning requirements.***