

Conservation Activity Plan 118 Checklist

Purpose: Provide guidance for elements that shall be included in a Natural Resources Conservation Service (NRCS) Conservation Activity Plan (CAP) 118. This checklist is required to be used by NRCS review staff and is recommended for use by Technical Service Providers (TSPs) as a guide when developing a CAP. NRCS staff shall use the checklist for administrative and technical review of the CAP to ensure compliance with the CAP 118 Criteria. TSPs shall use the checklist for general guidance of elements to include in the plan, but it is still the TSPs responsibility to follow the CAP criteria for specific elements and the detail of each element to be included.

CAP 118 Criteria Checklist	
County:	Date Plan Submitted:
Participant:	TSP:
Part 1: Administrative Review Checklist (To be completed by NRCS Field Office Personnel)	
1.	General Requirements
<input type="checkbox"/>	a. Developed by a certified TSP
<input type="checkbox"/>	b. Resource concerns identified
<input type="checkbox"/>	c. Conservation practices needed to comprise a conservation system for IWM
2.	Cover Page
<input type="checkbox"/>	a. Name, address, and phone number of producer and TSP
<input type="checkbox"/>	b. Total acres of the plan
<input type="checkbox"/>	c. Names, dates and signatures of all contract holders and the person who prepared the plan. The cover page should also contain a space for approval by NRCS.
3.	Minimum Criteria to be Included
<input type="checkbox"/>	a. Farm and Field Identification: <ul style="list-style-type: none"> i. Name of producer ii. Farm number iii. Field and/or tract number iv. Crops grown, and planned rotation by field v. Name of contractor or consultant developing plan vi. Date of plan development
<input type="checkbox"/>	b. The objectives of the producer, which should involve one of the purposes listed in Conservation Practice Standard (CPS) 449, Irrigation Water Management.
<input type="checkbox"/>	c. A map that includes field boundaries, and a soils map with the predominant soils listed and area quantified. If the qualifying acres for the plan are a subset of fields, the boundaries of the IWMP acreage should also be delineated.
4.	Deliverables from the Participant to the NRCS Field Office
<input type="checkbox"/>	a. A complete electronic and/or hard copy of the finalized CAP, with the TSP and Participant signatures.
<input type="checkbox"/>	b. Soils map and appropriate soils descriptions

<input type="checkbox"/>		c. Resource assessment results (wind and water erosion, water availability, soil fertility, and others that may be needed).
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Administrative Review Approval		
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YES	NO	I have administratively reviewed this CAP118 and it includes all items as required above.
<input type="checkbox"/>	<input type="checkbox"/>	Note: If “No” is checked, include reasons for denial, comments, missing items below that need to be added, etc.):

NRCS Field Office Approval: Name and Title	
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Signature		Date:
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Additional Comments (Attach additional pages as needed):	
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