

Conservation Activity Plan 130 Checklist

Purpose: Provide guidance for elements that shall be included in a Natural Resources Conservation Service (NRCS) Conservation Activity Plan (CAP) 130. 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 130 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 130 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
2.	Cover Page
<input type="checkbox"/>	a. Plan development, farm and field information: <ul style="list-style-type: none"> i. Name of producer ii. Location of field (county/township, latitude and longitude) iii. Farm number iv. Field and/or tract number(s) v. Crops grown and planned rotation by field vi. Name and address of contractor or consultant developing plan vii. Date of plan development
<input type="checkbox"/>	b. Total acres of the DWMP. The DWMP should include all adjacent acres that are drained by the same system and under the same land ownership.
<input type="checkbox"/>	c. Names, dates and signatures of all contract holders and the person who prepared the plan. The signatures are to be obtained after the person preparing the plan explains the contents and ensures that the contract holder(s) are in agreement with the plan. The cover page should also contain a space for approval by NRCS.
3.	Minimum Criteria to be Included
<input type="checkbox"/>	a. A narrative statement about the proposed management of the field, including related practices that the producer plans to implement (such as Nutrient Management) along with drainage water management. Include a statement about the objectives of the producer, which should involve at least one of the purposes listed in Conservation Practice Standard (CPS) 554, Drainage Water Management.
<input type="checkbox"/>	b. A soil map that includes field boundaries, with the predominant soils listed and area of each predominant soil quantified.
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.

Part 2: Technical Review Checklist
(To be completed by NRCS Engineering Staff)

1. Technical Criteria	
<input type="checkbox"/>	<p>a. A Drainage System Map that includes the materials, diameters or dimensions, and locations of the laterals and mains.</p> <p>i. List the flowline elevation of any tile line that crosses the field boundary (depth and grade of tile lines or ditches not leaving the field are not required for the DWMP).</p> <p>ii. List the general drain depth and spacing for the patterned drainage system. If any changes to an existing drainage system are proposed to facilitate drainage water management, include the proposed configuration as a separate map.</p>
<input type="checkbox"/>	<p>b. A delineation of the area within the field drained by the system. The definition of the drained area is taken from the lateral spacing recommendations of the soil, as specified in the NRCS or State Drainage Guide. The outer boundary of the drained area is delineated by a line around the drained area (tiled or ditched), at a distance of one-half of the tile or ditch lateral spacing.</p>
<input type="checkbox"/>	<p>c. A wetland delineation map, if any of the field(s) include areas identified as wetlands under the provisions of the Food Security Act of 1985 (as updated). This will require consultation with the NRCS field office, with written permission from the landowner for the office to release information about the field. If no wetlands have been identified, provide a statement to that effect in lieu of a map, to demonstrate that the NRCS field office has been consulted. Document the date of the certified wetland determination.</p>
<input type="checkbox"/>	<p>d. A Topographic Map that shows elevation contours on an increment appropriate for the topography, but no greater than 2 feet. The drainage system map and topographic map need to be the same scale, and the scale must be at least 1:3,600 (1"=300 ft) or closer. The topographic map should include, at a minimum, all of the drained area as defined above. Include at least one point (e.g., Benchmark) with a known elevation and coordinates to facilitate final design of the DWM system at a later date.</p>
<input type="checkbox"/>	<p>e. An overlay of the above maps (e.g., field boundaries, drain locations, contour map) with the location, size, control elevation and impacted area identified for each planned control structure.</p>
<input type="checkbox"/>	<p>f. The management instructions should follow the Operation and Maintenance section of CPS 554. The DWMP must be written such that implementation will not adversely affect the drainage of adjacent fields. The DWMP also must include the following instructions:</p> <p>i. The time after harvest to replace boards and the designated outlet elevation during the winter months (or fallow season)</p> <p>ii. The time in the spring to release water (this will vary depending on the crop: e.g. March for corn and April for soybeans)</p> <p>iii. Guidelines for the control of drainage and the management of the water table during the growing season (see CPS 554)</p>
<input type="checkbox"/>	<p>g. A summary sheet that lists the pipe diameter and height (depth to drain) or dimensions of each water control structure and the area impacted by each structure.</p>
<input type="checkbox"/>	<p>h. Associated practice standards to be incorporated into the DWMP (587, 590, 606, 607, 608, etc.)</p>

Technical Review Approval

YES	NO	I have technically reviewed this CAP 130 and it meets all requirements of the CAP 130 Criteria.
<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 ENG Staff Approval:		
Name and Title		
Signature		Date:

Additional Comments (Attach additional pages as needed):