

LANDOWNER/OPERATOR CHECKLIST For EQIP AFO Practice Payments

No practices for which cost share is being applied can be started *before* the contract is approved. It is possible to be granted a waiver to start some construction prior to getting an approved contract but this request must be in writing and approved by the State Conservationist prior to any starting of work. If granted a waiver it does not guarantee the participant a contract. EQIP timelines may or may not coincide with deadlines established by DEQ.

1. Thoroughly read & complete the NRCS-CPA-1200 (Application and Appendix). NRCS must have originals.
 Applicant NRCS _____ Date
2. Applicant will be hiring or has hired a Technical Service Provider (TSP) to do the engineering work or wishes to have NRCS provide the engineering. (If NRCS is selected the timeframe for getting the work done could be 1 to 4 years because of the statewide workload and the number of engineers NRCS has available.)
 Applicant NRCS _____ Date
3. Complete and return 1199 (Direct Deposit) and all FSA forms so eligibility can be completed or verified for EQIP.
 Applicant NRCS _____ Date
4. Meet with NRCS to discuss & complete NE-CPA-73 (Operation Inventory). In some instances, NRCS may ask that you complete portions of the NE-CPA-73 prior to the meeting. Provide NRCS with copies of land application agreements, soil test results, manure analysis, irrigation water analysis, feed rations sheets, etc. as applicable to operation.
 Applicant NRCS _____ Date
5. NRCS completes Comprehensive Nutrient Management Plan (CNMP). This is to verify sufficient land is available for the application of the livestock waste. (If sufficient land is not available applicant must find more acres or NRCS cannot proceed with this application.)
 Applicant NRCS _____ Date
6. Planning and construction estimates are obtained from TSP or NRCS. This is needed to complete ranking of application.
 Applicant NRCS _____ Date
7. Application is ranked by NRCS in Protracts.
 Applicant NRCS _____ Date
8. Applicant is notified if application is approved for funding. The time frame for this can vary depending on time of year and funding available for EQIP contracts.
 Applicant NRCS _____ Date
9. Applicant notifies NRCS about their intentions to proceed to a contract or cancel application. (Must be done by date set by NRCS.)
 Applicant NRCS _____ Date
10. NRCS completes contract and schedule of operation.
 Applicant NRCS _____ Date
11. NRCS and Applicant meet to review contract and schedule of operations.
 Applicant NRCS _____ Date
12. All proper signatures are obtained on the NRCS-CPA-1202 and Conservation Plan.
 Applicant NRCS _____ Date
13. Contract will be approved by the NRCS Official and participant will be notified that contract is official.
 Applicant NRCS _____ Date
14. Dept. of Environmental Quality (DEQ) Construction Permit is obtained, if required. Construction can begin when engineering and designing is completed and approved by NRCS or TSP.
 Applicant NRCS _____ Date