

CONSERVATION PLAN REVIEW FORM

Date: \_\_\_\_\_

Planner Name: \_\_\_\_\_ TITLE: \_\_\_\_\_ GRADE: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_ TITLE: \_\_\_\_\_

Type of Certification

Type of Recertification

Initial Conservation Planner

Recertification

For Initial Certification or Recertification check the Primary Land Use planned to a RMS in the employees work area..

<input type="checkbox"/> Cropland – Dryland	<input type="checkbox"/> Cropland – Irrigated	<input type="checkbox"/> Forest	<input type="checkbox"/> Grazed Forest
<input type="checkbox"/> Grazed Range	<input type="checkbox"/> Hay	<input type="checkbox"/> Headquarters	<input type="checkbox"/> Mined
<input type="checkbox"/> Native or Naturalized Pasture	<input type="checkbox"/> Natural Area	<input type="checkbox"/> Pasture	<input type="checkbox"/> Recreation
<input type="checkbox"/> Urban	<input type="checkbox"/> Water	<input type="checkbox"/> Watershed Protection	<input type="checkbox"/> Wildlife

**Phase 1 - Collection and Analysis**

Step 1 – Identify Problems and Opportunities

Standard – Are clients resource problems, opportunities, and concerns identified and documented in the plan?

Adequate  Inadequate **Comments and necessary follow-up:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  on the NE-CPA-52

Step 2 – Determine Objectives

Standard – Are Clients objectives clearly stated and documented?

Adequate  Inadequate **Comments and necessary follow-up:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  on the NE-CPA-52

Step 3 – Inventory Resources

Standard – Are sufficient data and information gathered to analyze and understand the natural resource conditions in the planning area?

Adequate  Inadequate **Comments and necessary follow-up:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  on the NE-CPA-52

Step 4 – Analyze Resource Data

*Standard – Are comparisons between existing resource conditions and potential conditions displayed, causes of resource problems identified, and environmental evaluations documented?*

Adequate  Inadequate **Comments and necessary follow-up:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  on the NE-CPA-52

**Phase 2 – Decision Support**

Step 5 – Formulate Alternatives

*Standard – Are alternative treatments developed to meet quality criteria, objectives of the client, and in the case of an areawide conservation plan, objectives of the client in conjunction with the stakeholders?*

Adequate  Inadequate **Comments and necessary follow-up:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  on the NE-CPA-52

Step 6 – Evaluate Alternatives

*Standard – Are affects of each alternative evaluated and the described?*

Adequate  Inadequate **Comments and necessary follow-up:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  on the NE-CPA-52

Step 7 – Make Decisions

*Standard – Is a resource management system selected based on the client's clear understanding of the impacts of each alternative and recorded in the client's plan?*

Adequate  Inadequate **Comments and necessary follow-up:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  on the NE-CPA-52

Phase 3 – Application and Evaluation

Step 8 – Implement the Plan

*Standard – Does the client have adequate information and understanding to implement, operate, and maintain planned conservation systems? Are practices implemented according to NRCS standards and specifications?*

Adequate  Inadequate **Comments and necessary follow-up:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  on the NE-CPA-52

Step 9 – Evaluate the Plan

*Standard – Is implementation of the plan meeting ecological, economic, and social objectives satisfactory to the client and beneficial to resources?*

Adequate     Inadequate **Comments and necessary follow-up:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  on the NE-CPA-52

I have reviewed your Agronomic/Vegetative Job Approval Authority (NE-CPA-90) and it is:

CURRENT     **EXPIRED**

I have reviewed your resource management system conservation plan for conservation planning certification. The purpose of the review is to ensure that policies and procedures have been followed and that clear planning steps are discernable in your documentation. Please note any deficiencies identified. When deficiencies have been corrected, re-submit for review.

Approved     **Not Approved**

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reviewer** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Conservation Planning Review – Case File Management – 8/11**

Item	Y	N	DNA	Review Element
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**Case File Documentation:**

1.				Plan Map present? : (NPPH H_180_300_C_31 - 600.31 - Conservation Plan)
2.				Plan Map shows title block information ? : (NPPH 600.31(a) Title block showing: "Conservation Plan Map"; "Prepared with assistance from USDA - Natural Resources Conservation Service" or from " _____ " ; Name of the conservation district, county, and state; Scale of the map; Data needed to locate the specific land unit, such as section numbers, etc.; Date prepared; North arrow)
3.				Plan Map shows Field number, Ac, Landuse label in each field)? : (NPPH NE Sec. 1)
4.				Tract numbers identified on plan maps and/or overlays? : (NPPH NE Sec. 1)
5.				Field number(s) follow requirements of NPPH? : (NPPH NE Sec. 1)
6.				Field landuse follows requirements of NPPH? : (NPPH NE Sec. 1)
7.				Tract and field numbers agree between plan and map(s)? : (NPPH NE Sec. 1)
8.				Plan Map shows location of planned structural practices (except terraces)? : (NPPH NE Sec. 1)
9.				Plan Map shows location of applied structural practices? : (NPPH NE Sec. 1)
10.				Soils map present? : (NPPH 600.31)
11.				Soils map includes all map unit symbols for plan area? : (NPPH NE Sec. 1)
12.				Appropriate soils interpretations (based on landuse, i.e. leaching/runoff potential for crop 590/595, AWC for crop 449, or production for range 528) are included with the plan? : (NPPH NE Sec. 1)
13.				Plan identifies what, when and where practices are to be applied? : (NPPH NE Sec. 1, NFSAM 512,10g)
14.				Plan contains documentation of applied practices? : (NPPH 600.28e, 600.31, 120-GM 404C)
15.				Practice narratives describe the criteria needed to apply the practice or refer to job sheets and or conservation planning sheets? : (NPPH NE Sec. 1)
16.				Case file contains copies of all required job/plan sheets?: (NPPH 600.27, 600.31, NPPH NE Sec. 1, 3)
17.				All required job/plan sheets completed in their entirety (erosion related requirements specify LS, C & P for RUSLE and/or K, V & L for WEQ)? (requirements before 1/4/06) : (NPPH 600.27, NPPH NE Sec. 1)
18.				All required job/plan sheets completed in their entirety (erosion related requirements for RUSLE2)? (required after 1/3/06) : (NE Technical Guide Notice No. 566)

**Conservation Planning Review – Case File Management – 8/11**

Item	Y	N	DNA	Review Element
19.				Practice narratives for 328 are followed or refer to job/planning sheet? : (NPPH NE Sec. 1)
20.				Practice narratives for 329 are followed or refer to job/planning sheet?: (NPPH NE Sec. 1)
21.				Conservation assistance notes are used on a regular basis? : (NPPH 600.21, 600.31)
22.				Client’s objectives are recorded in the case file? : (NPPH 600.22, 600.31)
23.				Is there documentation that a field visit was made to verify and document resource(s) concerns and appropriateness of alternative(s) selected? : (NPPH 600.23)
24.				NE-CPA-52 is completed in its entirety (if “No” indicate incomplete item below) ? Including the required Guide Sheet attachments for the Field Inventory, Cultural Resources, and Endangered and Threatened Species : (FOTG Sec. III Resource Quality Criteria by Landuse & NPPH 600.23, 600.24, 600.27, 600.31, 600.40, 600.43, 600.44, 600.45, FOTG Sec. IV NE Conservation Planning Forms, Implementation Guidance and NEPA Tiering References)
				<input type="checkbox"/> a. Resource Considerations Field Inventory Guide Sheet <input type="checkbox"/> b. SWAPA concerns and alternatives effects <input type="checkbox"/> c. Special Environmental Concerns <input type="checkbox"/> d. Economic and Social Concerns <input type="checkbox"/> e. Signatures <input type="checkbox"/> f. NEPA considerations (Sections “N” thru “R”) <input type="checkbox"/> g. Other: _____
25.				On NE-CPA-52, were alternative treatments documented to meet quality criteria & client objectives? : (NPPH 600.25, 600.31, 600.41, 600.42)
26.				If plan is RMS, does it properly address all primary and secondary resource concerns that are applicable to the planning unit? : (FOTG Sec. III Resource Management Systems by Landuse)
27.				If plan is progressive, case file documents NRCS provided assistance “to the client in ‘taking the next step” toward implementation of a RMS” and “planned practices & components of the plan are compatible with a RMS level of treatment” (NRCS-CPA-6/NE-CPA-28)? : (Progressive Planning, NPPH 600.11(f), 600.25, 600.26, 600.27, NE Sec. 1)
28.				The plan documents the selected alternative based on client’s decision? : (NPPH 600.27)
29.				The client has adequate information to implement, operate, and maintain the planned conservation system? (O&M info in narratives or job/plan sheets) : (NPPH 600.28, 600.31, NFSAM 512.33)
30.				Technical assistance notes and/or NE-CPA-52 indicate the effectiveness of the plan (Nine Steps of Planning) or notes any follow-up needed? : (NPPH 600.29)

**Conservation Planning Review – Case File Management – 8/11**

Item	Y	N	DNA	Review Element
31.				Applied practices are verified as “meets standard” on appropriate documents? : (NPPH 600.3, checkout forms/job sheets)
32.				If planning involves an Animal Feeding Operation (AFO), all required components of a Comprehensive Nutrient Management Plan (CNMP) for the AFO are developed? : (NPPH 600.5)
33.				Is the employee’s job approval authority (JAA) level for planning, design, and implementation adequate? (180-GM, Part 409.03(b))

**General Field Visit:**

100				Field conditions match case file practice application schedule?
101				Field conditions match case file documentation
102				Does the client use the plan? : (Client interview)
103				Did the plan meet client expectations? : (Client interview)
104				Do the planned practices fit the conditions in the field?
105				Do installed practices solve identified problems?
106				Is operation and maintenance being performed? : (NFSAM 512.33)
107				All resource concerns and opportunities were appropriately addressed; the field visit did not find significant problems with this plan (no missed resource concerns/opportunities, NE-CPA-52 match’s field conditions)?
108	Describe any significant problems with this file/plan. : [Text Entry]			

**QAR Summary Notes:**

200	Item	Notes on any item numbers. : [Text Entry] <b>Reference Item number in column 2.</b>
201	Item	NO items that were corrected during the QAR process. : [Text Entry] <b>Reference Item in column 2.</b>