

## CONSERVATION PLAN AND CONTRACT CHECK SHEET

Use this check sheet for conservation planning and contract program planning, except for WRP. Items in regular font are for all planning. **Items in bold are required for contract planning.**

CHECK	COVER # 1	CHECK	COVER # 2
	WY-CPA-1 Check sheet		WY-CPA- 6 Assistance Notes (or in Toolkit)
	<b>CCC-1200 Application</b>		<b>Status reviews (as needed)</b>
	<b>CCC-1202 Contract and Appendix</b>		General Correspondence
	<b>Application evaluation/Ranking Worksheet</b>		NRCS-CPA-52 Environmental Evaluation
	<b>Verification of Eligibility and Participant's control</b>		IRMA Report for Cultural Resources (Section 106 Documentation)
	<b>Signature Authority documentation</b>		IRMA Report for WIRL (Wildlife Resource Locator)
	WY-CPA-5 General Landowner Responsibilities		WY-ENG-41 Water Rights Verification (if needed)
CHECK	COVER # 3	CHECK	COVER # 4
	Conservation Plan Map with:		<b>CPA-1156 Contract Modifications (when needed)</b>
	Title Block completed		<b>CPA-1155 Schedule of Operations</b>
	Land use identified		Toolkit Conservation Plan with:
	Fields properly numbered		Practices properly referenced to proper fields
	Field acres		Acres in plan match acres on map
	North arrow shown		Plan is signed by producer, CD, & NRCS
	State, federal, & leased lands shown		Description of the producer's conservation objectives
	Township, Range, and Sections shown		Description of alternatives considered/offered
	HEL fields identified (recommended not required)		WY-CPA-7 Planning Step Documentation form (recommended)
	Structural practice locations (both planned and applied)		Resource Concern checklist (recommended)
	<b>CIN's identified</b>		Resource Inventory Documentation
	<b>Plan map includes all fields and acres under contract</b>		
	ENG-6 Plat Map or equivalent Location Map		
	Soil Map & Legend (recommended but optional for Range)		
	Range Site or Ecological Site Map (Range only)		
	Non-Technical Soils Description		
	Other Soils Reports (if needed)		
	HEL/Wetland Determination (if needed)		
	AD-1026 (if needed)		
CHECK	COVER # 5	CHECK	COVER # 6
	Job sheets/worksheets/specifications for practices in Conservation Plan or Contract		<b>CCC-1245 Application for Payment with bills attached for AA or AM payment</b>
	Engineering plans/designs & documentation		Check out notes and other supporting data
	Operations and Maintenance Requirements		<b>1199 Direct Deposit Form (or location referenced)</b>
	CNMP (if Livestock Waste or as needed)		<b>CCC-1236 Assignment of Payment (if applicable)</b>
	WHEG (for the landuse(s) if including 645 or 644)		<b>TSP documentation (if applicable)</b>
	WY-CPA-5A, Construction Responsibilities (when needed)		Monitoring/Evaluation Data (or in Cover #5)
	Erosion Estimation Worksheets (Hay and Crop land only)		Reference Photography
	WIN-PST (if needed)		
	WY-ECS-90, Prescribed Grazing Checksheet (use when Prescribed Grazing is in Plan)		