

**Field Office Checklist for 6-Part Contract Folders per 512.107 guidance)**

		Obtain/complete prior to contract obligation*	NRCS 6-part folder	Provide contract participant with copy	Requires Manual Signature; P=participant, N=NRCS	Scan into Customer Payment Folder
<b>First Flap</b>						
1	Application Form CPA-1200 (Original or from Protracts)	X	X	X	x-P	
2	Program Contract NRCS-CPA-1202 (from Protracts): Both the original manually signed by the participant and the first page with the electronic signature of the NRCS employee who obligated the contract.	X	X	X	x-P&N	X
3	Contract Appendix- CPA-1202 appendix	X	X	X	x-P	X
4	Authorization for Release of Information	X	X	X	x-P	
5	Application evaluation and ranking sheet	X	X	optional	optional-P	
6	Signature authority documentation for entities or other participant representation, if applicable	X	X		x-P	X
7	Power of Attorney documentation, if applicable	X	X		x-P	X
8	Joint agreements, if applicable	X	X	X	x-P	X
9	NRCS-CPA-153, non-compliance form, if applicable	X	X	X	x-P&N	X
10	NRCS-CPA-152 contract transfer agreement, if applicable	X	X	X	x-P&N	X
11	FSA 156ez form, plus applicable Control of land Certification	X	X	X		X
12	Self-assessment workbook or documentation for CSP, if applicable	X	X	X	x-P	
<b>Second Flap</b>						
1	This Checklist-signed by the DC, or authorized RC, to certify completion of contract requirements	X	X		x-N	X
2	Status Review Forms (NRCS-LTP-13)	X	X	optional		
3	Root review checklist	X	X			
4	Appeals and mediation records, if applicable	X	X			
5	Cons. Assistance Notes (NRCS-CPA-6)	X	X			
6	General Correspondence	X	X			
<b>Third Flap</b>						
1	Conservation Plan Maps (Aerial Photos) with land unit, acreage, land use, and practice labels	X	X	X		
2	Location Map - DeLorme or Google map	X	X			
3	Soils Maps with legend	X	X	X		
4	Soils Inventory Report	X	X	X		
<b>Fourth Flap</b>						
1	Cons. Plan of Operations- CPA-1155 <b>from Protracts</b> : DC must manually sign to certify technical adequacy	X	X	X	x-P&N	x-signature page only
2	Revisions to CPO CPA-1156, if applicable: DC must manually sign to certify technical adequacy	X	X	X	x-P&N	X
3	Conservation Plan from Toolkit	X	X	X	x-P&N (District optional)	
<b>Fifth Flap</b>						
1	Worksheets and Job sheets, to include check out notes where applicable	X	X	X	x-N	
2	Standards and Specs.	X	X	X		
3	Practice Operation and Maintenance Sheets	X	X	X		
4	Planning maps and information	X	X			
5	Cultural Resources (ME-CR-1) and documentation	X	X		x-N	
6	RUSLE II, if applicable	X	X			
7	Environmental Evaluation for planning (NRCS-CPA-52)	X	X		x-N	
8	Environmental Evaluation ME-ECS-1 and documentation	X	X		x-N	
9	Endangered Habitat and Cultural Resources info sheets	X	X	X		
<b>Sixth Flap</b>						
1	All Payment forms (CPA-1245); receipts as needed	X	X	X	x	X
2	Conservation Plan Information Sheet, as applicable	X	X	X		
3	Other documentation as determined by the DC	X	X			
<b>Forms to be completed and stored in a separate PII file in a secure (lockable) cabinet:</b>						
1	• Direct Deposit form (SF1199A)	X	X		x-P	X
2	• Assignment of Payment, if applicable (CCC-36)	X	X	X	x-P & assignee	X

\* I certify that all documentation required prior to contract obligation has been obtained/completed and is on file in the contract folder.

District Conservationist or Authorized Resource Conservationist name (print)

District Conservationist or Authorized Resource Conservationist signature

Date