

Application Review Worksheet: Natural Resources Conservation Service (NRCS)  
 Ranking Review: Items 1-3; Peer Review: Items 4-10; Quality Assurance Review (QAR): Items 11-15

Application Number:  Applicant Name:   
 Field Office:   
 Decision Maker:  Fund Code:

*Items 1-3 of this checklist shall be reviewed prior to contract preapproval. Supervisory district conservationist (SDC) and DC will sign after needed corrections are made and noted. This worksheet will be considered during the quality assurance review. If a question does not apply, mark N/A in the comments sections.*

Item	Question	YES	NO	Comments
1	<b>General</b>			
	Items are in "Planned" status			
	The correct fund code and payment schedule have been selected			
	Application is in "Eligible" status			
	Location county, servicing office is correctly entered into Program Contracts System (ProTracts)			
2	<b>Under the ProTracts Participant Information Screen:</b>			
	DUNS number is included for entities			
	Vendor information is active for all participants receiving funds "Other Eligibility" shows "Y" for all participants			
3	<b>Ranking</b>			
	If Applicable: <i>(if not, enter N/A in the comment column)</i>			
	<b>Environmental Quality Incentives Program (EQIP)/Wildlife Habitat Incentives Program (WHIP) only</b>			
	National ranking questions are answered correctly			
	State and local ranking questions are answered correctly			
	Ranking category is correct according to resource concern			
	Correct resource concerns have been selected			
	Scheduled practices match resource concerns			
	If an initiative, correct ranking questions and fund codes were used			
	<b>Conservation Stewardship Program (CSP) only</b>			
	Crop rotations are noted on the conservation measurement tool (CMT) detailed report			
	Total acres in CMT match ProTracts acres			
	Scheduled enhancements are appropriate for planned landuse			
	Applicable acres versus applied acres are correct based on the enhancement selected			
	Scheduled acres are equal to or less than landuse acres			
	Acres listed under the "payment rate" button match the CMT acres			
	Payment amount has been calculated using "payment rate" button			
	<b>General Ranking and Form CPA-1155, Conservation Plan or Schedule of Operations</b>			
	Item payment caps have been set or noted, if applicable			
	Operation and maintenance (O&M) requirements are in applicable practice narratives			
	Payment rates are correct			
	Correct practice narratives have been used			
	Expiration date is appropriately scheduled			
	Kansas Department of Wildlife, Parks and Tourism (KDWPT) data worksheets present and completed, if applicable			
<b>Reviewer:</b>	<input type="text"/>	<b>Date</b>		<input type="text"/>
<b>SDC/DC</b>	<input type="text"/>	<b>Date Corrected</b>		<input type="text"/>

**Peer Review Worksheet**

Items 4–10 of this checklist shall be peer reviewed prior to contract obligation. This peer review will be utilized as part of the Quality Assurance Review. Conservation Plan checklist does not need to be completed if this checklist is completed. **If a question does not apply, mark N/A.**

<b>Field Office</b>				
<b>Participant Name</b>		<b>Number</b>		
<b>Item</b>	<b>Question</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
<b>4</b>	<b>Form NRCS-CPA-1200, Conservation Programs Application</b>			
	Printed from ProTracts			
	Heading is completed; all boxes are checked			
	The appropriate program box is checked			
	Participant signature is on page 2 of the form			
<b>5</b>	<b>Form NRCS-CPA-1202, Conservation Program Contract</b>			
	Printed from ProTracts			
	Signed and dated by all participants			
	Contract information is correct			
	Approving official electronic signature is present			
	Contract expiration date is correct			
<b>6</b>	<b>Evidence of Control and Signature Authority</b>			
	Written lease or other legal agreement, if applicable			
	Signed letter/statement to NRCS from the owner that participant will have control of land for life of the contract, if applicable			
	Signed letter/statement to NRCS from tenant recognizing management practices are being paid to owner or other tenant and they are not a party to the contract			
	Power of Attorney (POA)			
	<ul style="list-style-type: none"> <li>Form FSA-211 (2009-present) showing it is authorized for NRCS programs</li> </ul>			
	<ul style="list-style-type: none"> <li>POA is on file for all who sign for another participant <u>including spouse</u></li> </ul>			
	<ul style="list-style-type: none"> <li>Legally documented</li> </ul>			
	Business signature authority documents	<b>Ensure all signatures match</b>		
	<ul style="list-style-type: none"> <li>Copy of trust, partnership, articles of incorporation, or agreement with signatory authority signed by all trustees or members</li> </ul>			
	<ul style="list-style-type: none"> <li>Copy of Forms CCC-901 or CCC-903 indicating signature authority for participants</li> </ul>			
<b>7</b>	<b>Form NRCS-CPA-1155</b>			
	Acreage figures are correct			
	All financially assisted practices contain the correct payment rate amounts from the appropriate payment schedule			
	Document is signed and dated by all participants, signatures match Form NRCS-CPA-1202			
	Document is signed by the NRCS SDC/DC			
	Document is signed by the conservation district			
<b>8</b>	<b>Conservation Plan</b>			
	Plan is signed and dated by all participants and signatures match Form NRCS-CPA-1202			
	Signed by a <b>certified</b> conservation planner, includes all management practices needed to treat resource concerns and included on the NRCS-CPA-1155			

Item	Question	YES	NO	Comments
<b>9</b>	<b>Maps</b>			
	Developed in ArcGIS and printed			
	Land use designation, acres and field numbers match Forms NRCS-CPA-1155 and NRCS-CPA-1202			
	Land features are identified with proper mapping symbols (pipeline, fencing, etc.)			
	Field and property boundaries are clearly identified			
	Legal description is clearly marked			
	Map title block is consistent with Kansas policy			
	Land enrolled in program contracts is clearly identified			
	Soils map printed at a scale of 1:12,000 or greater, unless a disclaimer statement is present			
	<ul style="list-style-type: none"> <li>• Soils legend is present</li> <li>• Range Site map</li> </ul>			
	Range sites and condition class is identified			
	Range sites description and legend present			
	Grazing cage locations are identified on native range sites			
<b>10</b>	<b>General</b>			
	File folder is arranged according to policy Title 440-Conservation Programs Manual, Part 512, Section 512.107			
	Benchmark conditions are documented, Revised Universal Soil Loss Equation 2 (RUSLE2), Wind Erosion Prediction System (WEPS), Form ECS-11, Kansas Wildlife Habitat Assessment Guide (KWHAG), Irrigation History, etc.			
	Form NRCS-CPA-52, Environmental Evaluation Worksheet, is completed and signed			
	Was a copy of the operation and maintenance (O&M) plan or a copy of the standard and specification provided to and reviewed with the customer for O&M requirements for each CP installed?			
	<b>Form NRCS-CPA-6, Conservaton Assistance Notes, document the planning process, they are thorough and explain the what, where, when, why, and who of the planning process.</b>			
<b>Reviewer:</b>		<b>Date</b>		
<b>SDC/DC</b>		<b>Date Corrected</b>		

Items 11-15 of this checklist shall be reviewed during the QAR. All corrections noted as made from the Ranking and Peer review will be verified during the QAR. If a question does not apply, mark N/A in the comments sections

Item	Question	YES	NO	Comments
<b>11</b>	<b>Contract Modifications</b>			
	If additional funds were requested, the basis for modification clearly identifies a reason for the request and is within policy			
	Form NRCS-CPA-1156, Revision of Plan/Schedule of Operations or Modification of a Contract (if applicable), is from Protracts, signed by participant(s), SDC/DC and the approving official's electronic signature is in the case file			
	Form NRCS-CPA-152, Conservation Program Contract Transfer Agreement is from Protracts, signed by participant(s), and the approving official's electronic signature is in the case file			
	<b>Form NRCS-CPA-6 notes are complete and thorough, they fully document the planning process and all application assistance provided to participants</b>			
<b>12</b>	<b>Contract Payments</b>			
	Practice field sheets are properly completed, signed, and audited to the Statements of Work (SOW) standards			
	All program payments match the official payment schedule which the contract was funded under			
	All Protracts eligibilities are marked with a "Y"			
	All Form SF-1199A, Direct Deposit Sign Up, and Form CCC-36, Assignment of Payment, for this contract are secured in a locked file			
	Form NRCS-CPA-1245, Practice Approval and Payment Applications, is correct and certified by the producer, signed by the DC, and comply with policy in effect at that time			
	If non-NRCS funds, such as NGO or KDWPT, are utilized, they are fully documented			
<b>13</b>	<b>Contract reviews</b>			
	A current status review is on file and outlines status of contract clearly			
	Follow up has occurred if contract is not on schedule or provisions are not being met			
	Verify that any corrections called for in the Ranking and Peer Review have been made			
<b>14</b>	<b>Technical Service Provider (TSP) Contract Items</b>			
	The TSP rates are correct from the Web site and for the practice or system installed			
	TSP has provided proper practice certification			
	DC has verified that the TSP is certified by NRCS			