WHAT SHOULD I EXPECT NOW THAT I AM IN A CONSERVATION PROGRAM?

NRCS requires the participant adhere to the following once they enter into a Conservation Program Contract (CPC):

1. Start at least one practice in the contract within the first 12 months of the contract.  
   **Note:** Secure prior approval from NRCS before initiating construction on practices requiring an engineering design.

2. Complete contract items as scheduled in the CPC. Contract items may be accomplished anytime prior to the year scheduled.  
   (Exception: Conservation Stewardship Program (CSP) contract items do not have funds obligated to them ahead of schedule and therefore cannot be completed in advance.) If a practice will not be completed on schedule, you will need to contact your local NRCS office and work with them to review your contract’s schedule. All required treatment must be installed at least 12 months before the end of the contract period.

3. Submit to NRCS an application for payment (Form NRCS-CPA-1245) when practice(s) are completed (CSP, Environmental Quality Incentives Program (EQIP) and Wildlife Habitat Incentives Program (WHIP)).

4. Submit receipts for practices completed. This is not required, but encouraged to assist NRCS in maintaining current cost data.

5. Permit free access for NRCS and/or its agents to provide technical assistance and to inspect the work at any reasonable time during the life span of the installed practices.

6. Forfeit all rights to further payments under the contract, refund to NRCS all contract payments received, and pay liquidated damages upon termination of the contract as outlined in the CPC Appendix.

7. Forfeit all rights to further payments under the CPC if the land under contract is transferred.

8. Upon cancellation of the contract, refund to NRCS all payments made under the contract as outlined in the CPC Appendix and as determined by specific program requirements.

9. Maintain the conservation treatment or practice installed on the land for the life span of each practice, as identified on the contract documents.

10. Share responsibility for ensuring that your conservation plan and contract documents are accurate and complete. The NRCS has no authority to compensate participants for practices and/or activities that are not in the contract at the time of obligation.

11. Ask questions! If you do not understand specific items or terms of the contract and its associated Appendix, let your local NRCS know. They will be happy to answer questions you may have.

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4. **Applicant** sets up an appointment with local NRCS office to visit the operation and develop a current conservation plan. This process can take several visits—both in the office and in the field.

5. NRCS develops a program application package based on the approved conservation plan and discussions with the applicant.

6. NRCS reviews program applications and selects eligible applications for funding based on ranking criteria and available funding when funding is available. Because NRCS programs rely on funds being available, this step may occur weeks or months after your program application package is submitted.

7. **Applicant** provides additional information if NRCS determines their application may be considered for funding. This additional information includes:
   - Evidence that the business is in current good standing.
   - Business Documents** outlining  
     1. Official business name  
     2. The current members of the business  
     3. The member(s) of the business who have legal authority to sign on behalf of the business

   **See “Typical Types of Business and Acceptable Evidence and Signature Authority” for more information**
   - Document from the IRS that indicates the name and Employee Identification Number (EIN) for the business. All applicants earning program benefits will receive IRS-1099’s based on this information. If you do not have a form available, you may request one from the IRS:
     - Request a Form LTR 147C by calling IRS Customer Service @ 800-829-4933 or Department of the Treasury Internal Revenue Service Ogden, Utah 84201
     - Completed SF-1199 Direct Deposit Form. All program payments will be direct deposited using this banking information.

8. **Applicant** must document control of the land for the contract period using any of the following:
   - Deed
   - Lease or
   - Other written authorization from the landowner (“NRCS—Farm Bill Conservation Programs Land Eligibility Certification Form” may be used)

   Land must be considered an eligible land use for the program.

**Failure to provide the required information may cause your application to be considered “ineligible” for the program year.**

If your application is not considered for funding in the year you apply, your application may be considered in future years based on funding and meeting the requirements outlined above.

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Washington, DC 20250-9410

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