

Virginia Contracting Checklist

Applicant Name: _____ County: _____

Application Number: _____ Program: _____

Accepting Applications:

_____ Applicant(s) has/have signed and dated form NRCS-CPA-1200.

_____ NRCS representative has reviewed the following sections of the Appendix with the applicant:

_____ Section #1 – Eligibility.

_____ Section #3 A4. The applicant has been informed of the requirement for completing a practice within the first 12 months of the contract.

_____ Section #3 A6. The applicant has been informed of the operation and maintenance requirements of each practice and the lifespan identified for each practice.

_____ Section #5 and 5D. The applicant has been informed that the name (individual or entity) appearing on the contract, the person signing the contract as an individual or representative for the entity and the person or entity receiving the tax notification must all be the same. Partnerships, estates, LLC's, etc., should be listed and signed as appropriate.

_____ Section #10 – Termination. (procedure if contract is not carried out on time)

_____ Section #11 – Recovery of cost. The applicant has been informed that repayment of funds, interest and liquidated damages may be assessed if there is non-compliance with the provisions of the contract.

_____ Applicant has signed and been given a copy of the Appendix..

_____ Applicant (s) has/have been informed of the control of land requirements, Signatory Authority requirements, and has been given a copy of Virginia NRCS' Control of Land form.

_____ Applicant (s) has/have been informed of their tax liability for NRCS payments. (Payments made to participants under Conservation Program Contracts are reported to the Internal Revenue Service (IRS) on form 1099 by the National Finance Center (NFC)).

Eligibility

_____ Applicant(s) has/have been established in the Service Center Information System (SCIMS) and has the following certifications completed and filed at the USDA Service Center:

_____ Form AD-1026—Highly Erodible Land Conservation and Wetland Conservation (HELC/WC) Certification.

_____ Form CCC-526—Adjusted Gross Income (AGI) Certification.

_____ Form CCC-501A—Member's Information (for entity and joint operations only).

_____ NRCS has received "Control of Land" documentation for all tracts and fields that will be included in the contract

Ranking Eligible Applications

NRCS is under no obligation to evaluate or rank an application until all requirements above are met. [CPM 512.24 (6)]

_____ Applicant(s) is/are eligible (see 512.22 of the CPM)

_____ Land to be under contract is eligible (land enrolled in other programs, etc. see 512.22 C of the CPM)

_____ Application's status has been changed to "Eligible" in ProTracts. ***DO NOT CHANGE STATUS TO ELIGIBLE UNLESS IT TRULY IS.***

_____ Application has been ranked

_____ Applicant(s) has/have received a copy of the ranking results

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Applications Selected for Funding - *Steps to follow*

_____ Application has been promoted to “pre-approved” status in ProTracts;

_____ Applicant(s) has/have been notified via a ProTracts generated letter that their application has been selected for funding;

_____ Finalize the CPC conservation plan schedule (Form NRCS-CPA-1155) via Toolkit and the Toolkit contracting wizard;

_____ Upload the contract into ProTracts;

_____ Establish the following records for each contract participant and assignee receiving a payment:

_____ Vendor code information.

_____ Electronic banking information on Form SF-1199A. The vendor code information is required in ProTracts when an application is being changed to the “Approved” status.

_____ Change the status of the application from “pre-approved” to “Approved.”

_____ Print Form NRCS-CPA-1202 and the CPC Appendix. Obtain signatures from each participant receiving a payment share for the contract.

_____ For entities (LLCs, corporations, partnerships, etc), do we have documentation that the person signing the contract has authority to sign on behalf of the entity? Documentation includes, but is not limited to corporate charter, trust agreement, articles of partnership, etc.

Will anyone other than applicants/participants sign contract documents, e.g., payments, etc. If yes, is there a notarized Power of Attorney on file _____ or FSA-211 _____ or FSA-211A ? (blank forms available within ProTracts.)

_____ Commit funds by electronic signature of the NRCS Approving Official (Assistant State Conservationists or their designee) in ProTracts.

_____ NRCS has provided the participants a copy of all signed and dated documents following CPC approval. This includes:

_____ Conservation Program Application (Form NRCS-CPA-1200)

_____ Contract (Form NRCS-CPA-1202)

_____ CPC Appendix

_____ Conservation Plan Schedule of Operations (Form NRCS-CPA-1155).