

WHAT'S NEXT?

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.

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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.



USDA - Natural Resources Conservation Service

Other Online Resources:



www.ut.nrcs.usda.gov



Twitter:

@NRCS_UT



www.youtube.com/user/UtahNRCS



United States Department of Agriculture
Natural Resources Conservation Service

Utah NRCS

Steps for an Entity when applying for NRCS Conservation Programs



Visit your Local NRCS Field Office

www.ut.nrcs.usda.gov

Helping People Help the Land

ENTITY STEPS...

Entity – any partnership, joint venture, corporation (limited liability or other), estate, trust, non-profit association or group, or unit of state or local government that uses an employee identification number (EIN) or social security number (SSN) to apply for conservation program assistance.

1. **Applicant** indicates interest in a conservation program by signing appropriate program application forms.
2. **Applicant** establishes a customer record in the Service Center Information Management System (SCIMS). This will require the applicant set up an appointment with the [Farm Service Agency \(FSA\)](#) to complete record and necessary applicant eligibility information.
3. **Applicant** completes forms* to determine eligibility for USDA programs:
 - [AD-1026](#) Highly Erodible Land and Wetland Conservation Certification
 - [CCC-901](#) Members Information
 - [CCC-902E](#) Farm Operating Plan for Payment Eligibility Review
 - [CCC-931](#) Payment Eligibility Average Adjusted Gross Income (AGI)

These eligibility forms can be accessed on-line for your convenience. Please visit our eForms site at: <http://forms.sc.egov.usda.gov/eForms/welcomeAction.do?Home>

***The process of establishing applicant eligibility may take several weeks. Some forms may need to be updated annually. You must maintain eligibility status throughout the life of the conservation program contract in order to receive program benefits.**

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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.

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- Power of Attorney Form ([FSA 211](#) may be used) if the authorized individual wants to allow another individual to sign on their behalf.
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.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers. If you believe you experienced discrimination when obtaining services from USDA, participating in a USDA program, or participating in a program that receives financial assistance from USDA, you may file a complaint with USDA. Information about how to file a discrimination complaint is available from the Office of the Assistant Secretary for Civil Rights. USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex (including gender identity and expression), marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual’s income is derived from any public assistance program. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, complete, sign, and mail a program discrimination complaint form, available at any USDA office location or online at www.ascr.usda.gov, or write to:

USDA
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW.
Washington, DC 20250-9410

Or call toll free at (866) 632-9992 (voice) to obtain additional information, the appropriate office or to request documents. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay service at (800) 877-8339 or (800) 845-6136 (in Spanish). USDA is an equal opportunity provider, employer, and lender.

Persons with disabilities who require alternative means for communication of program information (e.g., Braille, large print, audiotape, etc.) should contact USDA’s TARGET Center at (202) 720-2600 (voice and TDD).