INSTRUCTIONS FOR CONTRACTING CONSERVATION ACTIVITY PLANS
(CAP 106)

1. Field Office (FO)
   a. Producer is interested – (CCC-1200) establish records with local FSA
      I. NRCS will determine eligibility
      II. Determine payment rate
      III. Review criteria and the TSP hiring process
   b. FO will provider an EQIP application (CPA-1200) and 1202 appendix to review
   c. Once the application is completed the FO will:
      I. Enter the application into Protracts and re-check eligibility
      II. Screen the application
      III. Rank and hold until ranking period deadline.
      IV. Develop the Conservation Plan in toolkit, Develop the CPA-52
      V. If chosen by SO for funding, notify the producer of preapproval
1. Field Office (FO)
   d. If the producers wishes to enter into NRCS contract, FO will:
      I. Develop EQIP contract
      II. Provide a copy of the CAP 106 criteria
      III. Discuss the need to hire TSP
      IV. Producers may provide information to TSP directly, or may grant permission for release of information to TSP by NRCS.
      V. Provide client and/or TSP (if client has signed permission to NRCS to provide copies to TSP) copies of Common Land Units (CLUs) and “At-Risk” Wildlife maps covering CLUs.
2. Client, TSP and FO
   a. Client and TSP agree on terms – contract recommended
   b. Client consider assignment of payment to TSP, NRCS-CPA-1236, available in ProTracts

3. TSP
   a. Visit the site, formalize client-TSP agreement and get a copy of the NRCS-CPA-70
   b. Complete the inventory and gather other information for CAP

4. TSP – complete the CAP

5. TSP and Client
   a. TSP provides client with paper copy of the CAP with the Certification Statement signed by the client and the TSP
   b. TSP also provides a digital copies and an invoice
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6. Client
   a. Delivers one paper copy and one digital copy to the NRCS FO – The cover sheet with the certification statements must be signed

7. Client and FO
   a. NRCS reviews the deliverables using the CAP criteria
   b. Make sure the Client and TSP have signed cover sheet with certification statement
   c. NRCS will then also sign the cover sheet
   d. NRCS FO will prepare NRCS-CPA-1245 for client signature and then process the payment.
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