

# 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 provide 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





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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.





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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.







Questions?





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