

CONSERVATION PLAN REQUIREMENTS in NORTH CAROLINA

All conservation plans should include the following items as marked with an X.

ITEM	CLIENT FOLDER	CASE FILE
SWCS Cooperative Agreement (if applicable)	X	
Soil Map, legend, and appropriate interpretations	X	X
Worksheets (forage inventories, cost estimates, etc. as appropriate)	X	X
Job sheets	X	X
Operation and maintenance agreements and procedures	X	X
Designs	X (if useful to client)	X
Conservation Plan Map including: Title: "Conservation Plan Map" "Prepared with assistance from (agency)" SWCD name, county, and state Map scale Farm/Tract Numbers, GPS points, etc. Date prepared North Arrow Property and field boundaries Land use and acres for each land unit Appropriate map symbols and legend	X	X
Record of client's decisions	X	X
Resource Impact Summary worksheet*	X	X
Client's objectives and decisions		X
Assistance notes		X
Engineering notes		X
Documentation of applied practices		X
Forms/worksheets used to develop/evaluate alternatives		X
Environmental documentation: SCS-CPA 52 (always!) NC-CPA-17 (if applicable)		X
SWCD information related to the plan		X
Other appropriate supporting documents		X
List of practices necessary to reach an RMS level if client is using progressive planning	X	X

*Optional until a Toolkit equivalent can be designed.

The client's copy of the plan documents should be assembled into a folder, large envelope, binder, etc.

Appropriate parts of the case file may be stored electronically with the remaining documents filed in a case file folder. All documents given to the client but not included in the case file must be listed in the case file folder.

ADDITIONAL CONSERVATION PLAN REQUIREMENTS BY PROGRAM

All conservation plans which support a specific cost-share program should include the following items as marked with an X.

ITEM	EQIP	CRP	FIP
Application Evaluation Worksheet(s)	X		
Contract support document (LTP-11)	X	X	
Signatures: All participants	X	X	
SWCD representative	X	X	
Designated Conservationist	X		
NRCS representative		X	
FSA field numbers and acreages		X	
Forest Management Plan		X	X
LTP-1, LTP-2, FNM 141			X
CRP-2		X	
Status Reviews	X	X	