

Checklist of Applicant's Responsibilities When Submitting a CSP Application

1. **Complete all applicable information on NRCS-CPA-1200 (3 pages).** *This form must be completed, signed and dated by applicant, and returned to the local NRCS Office no later than January 27, 2012. January 27, 2012 is cut-off date for NRCS to accept applications that will be considered for the 2012-1 ranking period. Applications received after that date will be considered for the next CSP ranking period, to be determined.*
2. **Be in compliance with the highly erodible land and wetland conservation provisions.** *Complete and/or update AD-1026 (HELC/WC Certification) with local FSA Office.*
3. **Be in compliance with Adjusted Gross Income provisions.** *Complete form CCC-931 (Adjusted Gross Income Certification) with local FSA Office.*
4. **Provide NRCS a copy of the current year Producer Farm Data Report for the applicant (individual or entity).** *The Producer Farm Data Report will list all of the Farms and Tracts that the applicant is associated with, and can be requested at the local FSA Office.*
5. **Delineate Farms and Tracts that are included in application.** *Applicant is required to have control for the contract period (5 years) and be listed as "operator" or "owner/operator" for Farms and Tracts that are included in the application. If association with a Farm and Tract is not correct, request association to be updated at local FSA Office. Write "control" or "no control" and sign by each individual Farm and Tract that the applicant is listed as "operator" or "owner/operator".*
6. **Provide NRCS clear and current/updated maps of the delineated operation on Producer Farm Data Report.** *These maps can be requested at and provided by the local FSA Office.*
7. **Provide NRCS with direct deposit information.** *Complete form SF-1199A (Direct Deposit Sign-up Form). This form is available at the local NRCS Office.*
8. **Provide NRCS power of attorney documentation (if applicable).** *Form FSA-211 dated 12/17/08 (Power of Attorney) may be used. This form is available at the local NRCS Offices.*
- Items 9 and 10 apply only if the applicant is an entity (not an individual). i.e. corporation, partnership, trust, etc.*
9. **Provide NRCS a list of all members of a legal entity or joint operation and embedded entities along with members' tax identification numbers, percent interest in the entity, and signing authority.** *This information can be provided in the form of a copy of the corporate charter, bylaws, trust agreement, or articles of partnership, form CCC-901 (Member's Information 2009 and Subsequent Years) available at local FSA Office, or form CCC-902 (Farm Operating Plan for an Entity 2009 and Subsequent Program Years) available at the local FSA Office.*
10. **Provide NRCS the legal entity's Dun and Bradstreet Universal Numbering Systems Number (DUNS Number).** *The DUNS number is required for all applicants that have a tax identification number, and current Central Contractor Registration (CCR) database. More information on how to obtain a DUNS number can be found on the NRCS-CPA-1200.*

All above items must be completed by the applicant and items provided to NRCS for the application to be considered eligible