

## DMS Required Documents

- Documents used to support conservation program contracts will be stored in the electronic Document Management System (DMS) that is accessible to employees with acceptable zRoles permissions in ProTracts.
  - Signed application for program participation, Form NRCS-CPA-1200, “Conservation Program Application,” including any attachments, such as verifications of a participant’s interest in an agricultural operation, and determination of land eligibility
  - Joint agreement documentation
  - Form NRCS-CPA-1202, “Conservation Program Contract,” with NRCS contract application approver’s electronic and participants’ original signatures and dates
  - Form NRCS-CPA-1202, “Conservation Program Contract,” with electronic signature of the NRCS approving official, indicating date of contract obligation (participants do not sign this duplicate copy of the form); this form must be maintained in the CPC case file for audit purposes
  - CPC appendix with original participant signatures and dates corresponding with the signature dates on Form NRCS-CPA-1202, “Conservation Program Contract”
  - Form NRCS-CPA-1155, “Conservation Plan or Schedule of Operations,” with participant signatures and date
  - Plan map and legend that clearly identifies the land to which the contract applies and location of planned practices
  - All contract modifications with participant signatures and dates and NRCS electronic signatures (Form NRCS-CPA-1156, “Revision of Plan/Schedule of Operation or Modification of a Contract”)
  - Documents establishing signature authority of the business representative (such as corporate charters, articles of organization, or trust agreements for signatures obtained prior to execution of Form CCC-901, “Member’s Information” or Form CCC-902, “Farm Operating Plan,” indicating authorized signatory)
  - Form FSA-211, “Power of Attorney,” indicating authority for use with all NRCS programs or a notarized Form NRCS-CPA-09, “Power of Attorney,” for signatures obtained prior to issuance of Form FSA-211, “Power of Attorney,” (revision 12-17-08) and related documents supporting signature authority
  - Environmental evaluations and assessments with required signatures and approvals (including cultural resource and at-risk species considerations)
  - Documentation of annual reviews or contract reviews (Form NRCS-CPA-13, “Contract Review”) when required
  - Application for payment Form NRCS-CPA-1245, “Practice Approval and Payment Application,” with original participant signatures and date
  - Checkout notes and other support data to document technical certification of practice completion and support proper practice payment.
  - Agreements concerning noncompliance (Form NRCS-CPA-153, “Agreement Covering Non-Compliance with Provisions of Contract”)
  - Cross-references to other programs that may be contributing to the implementation of the CPC

- Approved waivers
  - Special payment documentation
  - Any other documents incorporated into the CPC by reference in the CPC appendix
- A record of the following items used to support conservation program contracts is optional in DMS, but must be easily accessible for upload to DMS should NRCS or the participant request to have it available for their use in the Conservation Client Gateway:
    - Location map
    - Soil map and legend
    - Job sheets referenced from the conservation plan
    - Worksheets referenced from the conservation plan
    - Conservation assistance notes, which should be concise, factual statements that document information relating to significant activities and situations
    - Conservation practice designs, drawings, and specifications
    - Documentation supplied by technical service providers
    - Operation and maintenance agreements
    - Appeals and mediation records
    - General correspondence, in order of date created or receipt stamped
- DMS Management
    - Upload documents to proper location
    - Rotate uploaded documents to view correctly in DMS
      - Some document categories/types are viewed through Client Gateway