

**Michigan/Indiana St. Joseph River Watershed Conservation Partnership
Regional Conservation Partnership Program (RCPP)-
Environmental Quality Incentives Program (EQIP)
Step-by-Step Application Guide**

Complete N/A

- DEVELOP A CONSERVATION PLAN. *(NRCS in cooperation with client) This is a starting point for managing the natural resources concerns (soil erosion, soil quality degradation, inefficient energy use, air quality impacts, water quality degradation, excess water, insufficient water, livestock production limitation, fish and wildlife inadequate habitat, degraded plant condition) on your farm using conservation practices.
- ESTABLISH OR UPDATE FARM RECORDS WITH THE FARM SERVICE AGENCY (FSA) *(Client)
- COMPLETE *FORM AD-1026, HIGHLY ERODIBLE LAND CONSERVATION AND WELTAND CONSERVATION CERTIFICATION*. *(Client with assistance from FSA)
- COMPLETE *FORM CCC-941, AVERAGE ADJUSTED GROSS INCOME (AGI) CERTIFICATION AND CONSENT TO DISCLOSURE OF TAX INFORMATION-AGRICULTURAL ACT OF 2014*. *(Client with assistance from FSA)
- FOR ENTITY APPLICANTS ONLY: Complete *Form CCC-901, Members Information-Agricultural Act of 2014, or Form CCC-902, Farm Operation Plan for an Entity-Agricultural Act of 2014*. *(Client with assistance from NRCS or FSA)
- FOR APPLICANTS APPLYING UNDER AN EMPLOYER ID NUMBER: Acquire a DUNS (Dun and Bradstreet Data Universal Numbering System) Number and active registration in the System for Award Management (Sam) at <http://SAM.gov>. *(Client)
- COMPLETE *FORM NRCS-CPA-1200, CONSERVATION PROGRAM APPLICATION*. *(Client with assistance from NRCS) Complete all applicable boxes/respond to all questions.
- FOR APPLICANTS WISHING TO ENROLL LEASED LAND: Submit written lease agreement and permission to install vegetative and structural practices. *(Client)
Lease agreements must:
 - Include start and end dates before obligation and after expiration of proposed contract.
 - Be signed by an owner in FSA records.
 - Contain specific location information (parcel number, tract number and/or legal description and acres).
 - Include permission to install vegetative and structural practices.
 - Give permission to the NRCS Participant, not another party.
- CONSERVATION CLIENT GATEWAY (optional): A new secure website that makes it even easier for you to receive conservation assistance; just a click away!

***(Responsible party)**