

Owner Operator Name; \_\_\_\_\_  
Date Received: \_\_\_\_\_

**PA NRCS Plan Acceptance Checklist  
for All CNMPs Written by TSPs for an EQIP Contract**

**Farmer provides:**

- Complete CNMP product containing all required signatures and items properly located on completed checklist.
- NRCS-CPA-1245, Practice Approval and Payment Application signed & dated by Farmer has been received

**Designated Conservationist completes:**

- VERIFICATION OF FIRST PRODUCT REVIEW:** Complete Field Office Worksheet for Technical Service Provider (TSP) TechReg and State Office Verification and mark the following blocks appropriately:
  - ALL TSPs STATE OFFICE VERIFIED:** State office verifies all TSPs on the PA CNMP Signature Page and Checklist have completed "first product review." Each TSP must have one CNMP/technical element reviewed. Subsequent CNMP elements by same TSP do not have to be reviewed. If TSPs first CNMP/technical element was reviewed, do not submit to State Office. Determine that all documentation is complete.
  - FIRST TSP PRODUCT UNDER STATE OFFICE REVIEW:** State office indicates that one or more of the TSP on the TSP CNMP Signature Page and Checklist are currently undergoing "first product review." Check with State Office for likely timeframe of "first product review" completion.
  - STATE OFFICE FIRST PRODUCT REVIEW REQUIRED:** State office indicates that one or more of the TSP on the TSP CNMP Signature Page and Checklist has not submitted their first product for state office review. If one or more of the TSPs has not had first CNMP product reviewed, submit **ALL** CNMP documentation to State Office. Office will notify DC of approval or any problems with the CNMP under review.  
**Send CNMP requiring State Office review to: Travis Watkins, USDA NRCS, One Credit Union Place, Suite 340, Harrisburg, PA 17110-2993.**
- FINDING OF ENVIRONMENTAL COMPLIANCE:** Once all documentation is complete, make "Finding" in block R of the Environmental Evaluation Worksheet, sign and date.
- APPROVE PAYMENTS IN EQIP CONTRACT:** If all documentation is in order, and TSP Plan Approval status has been verified, submit original NRCS-CPA-1245 signed & dated by Farmer and Designated Conservationist electronically signed & dated NRCS-CPA-1245 to the NRCS State Office, Financial Management Section.