



# APPLYING FOR ENVIRONMENTAL QUALITY INCENTIVES PROGRAM (EQIP) FUNDING

A Plain Language Guide from the New Entry Sustainable Farming Project



IN THIS GUIDE, YOU WILL LEARN ABOUT:

Who Can Apply  
Parts of the EQIP Application  
How to Apply  
Uses of EQIP Money  
Resources and Contact Information

# NEW ENTRY SUSTAINABLE FARMING PROJECT

Authored by Gretchen Miller

Reviewed by Jennifer Hashley, New Entry Sustainable Farming Project Director, and  
Barbara Miller, NRCS State Resource Conservationist, Massachusetts

[www.NewEntrySustainableFarmingProject.org](http://www.NewEntrySustainableFarmingProject.org)

July 2008

**Boston Office:**

New Entry Sustainable Farming Project  
Agriculture, Food and Environment Program  
Gerald J. and Dorothy R. Friedman School of Nutrition and Science Policy  
Tufts University  
75 Kneeland Street  
Boston, MA 02111  
(617) 636-3793

**Lowell Office:**

New Entry Sustainable Farming Project  
155 Merrimack Street, 3rd Floor  
Lowell, MA 01852  
(978) 654-6745



For additional information regarding this document, please email: [nesfp@tufts.edu](mailto:nesfp@tufts.edu), or call: (978) 654-6745. This document is available in electronic format or as a printed copy. The latter may be obtained by contacting New Entry Sustainable Farming Project at the above locations. Please contact New Entry for permission to use any or all of this document for educational purposes.

*Production of this document was supported by the USDA/CSREES 2501 Program, and by USDA Risk Management Agency (RMA Partnership Agreement No. 061E08310159).*

"In accordance with Federal law and US Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-VV, Whitten Building, 1400 Independence Ave SW, Washington, DC 20250-9410. Or call (202) 720-5964. USDA is an equal opportunity employer."

# PURPOSE OF THIS GUIDE

## ***Who should read this guide?***

This guide is written for people who would like to change their farming practices to have a positive impact on the environment. The United States Department of Agriculture gives farmers and ranchers money to implement practices that protect water, soil, and air quality on and around farms. Each state decides which environmental issues are most important for their local communities and gives priority funding to farmers who will address those issues. This guide will help you understand the process of applying for funding from the Environmental Quality Incentives Program (EQIP).

*You will benefit from this guide if you:*

- Are a forest landowner, rancher, or farmer who raises crops or animals.
- Would like to receive money to implement a conservation practice on your farm.
- Would like to learn more about how to complete an EQIP application.

It may be helpful for you to use this workbook with someone who can guide you to more information, such as an experienced farmer, USDA employee, or other service provider.

## ***What is Plain Language?***

This guide is presented in a format called **Plain Language**. Plain Language provides clear, simple, and accessible text for readers in order to reduce misunderstandings, errors, and lack of comprehension. It also helps guide you to take action steps to practice what you learn, and gives examples of other people using the information. We present this guide in Plain Language in order to make the topic accessible to everyone.



# CONTENTS

What is EQIP?.....	2
Can I Get EQIP Money?.....	3
Type of Money Available Through EQIP.....	4
Application Process.....	5
EQIP Contracts.....	6
EQIP Limits and Restrictions.....	7
Application Components.....	8
One Grower’s Story.....	9
What Happens After I Turn in my Application? .....	11
More Questions?.....	12
Glossary.....	13
Resources.....	14
Appendix A: EQIP Application.....	16
Appendix B: Conservation Activity Plan.....	19



# WHAT IS EQIP?

Farmers and ranchers in the United States may be able to get money to help pay for conservation practices on their land. The United States Department of Agriculture (USDA) offers help to use these practices through EQIP.

EQIP stands for Environmental Quality Incentives Program and is a program that helps farmers and ranchers pay for designing and installing conservation practices on their land.

## Conservation Practices that EQIP will pay for are ones that:

- Protect water and air
- Help increase soil health
- Manage livestock manure and barnyard runoff



# CAN I GET EQIP MONEY?

**If you are a landowner, forest landowner, rancher, or farm operator who raises crops or animals you can participate in EQIP. This is a voluntary program that you do not have to join.**

Individuals who operate on many different types of privately-owned agricultural land are eligible for this program.

You cannot apply for EQIP money for conservation practices if you already receive other USDA program payments for those same practices.

You must make at least \$1,000 per year from your agricultural products to be eligible.

If you are not the landowner, you must receive written consent from the landowner to implement any practice that is considered permanent or “structural,” such as building a greenhouse or a concrete manure containment area.

## Examples of types of land that can get EQIP money:

- Cropland
- Rangeland
- Pasture
- Any other land where you grow crops or raise animals
- Forestland
- Pollinator habitat
- Greenhouses



# TYPE OF MONEY AVAILABLE THROUGH EQIP

**EQIP is a payment program, which means it will pay for part of the conservation practice, but not all of it. The amount of money you can get from EQIP will vary. The most you can usually receive is 75% of the project cost. Some practices get more money because of their environmental importance. Some farmers, such as Beginning and Limited Resource farmers and ranchers, or Socially Disadvantaged farmers may also get more money.**

## **You are a “Beginning Farmer or Rancher” if:**

Your operation is not more than 10 years old.

## **You are a “Limited Resource Farmer or Rancher” if:**

1. You made less than \$100,000 per year from farm sales.
2. You made money at or below the federal poverty level for a family of four, or made less than 50% of the median county income.

## **You are a “Socially Disadvantaged Farmer or Rancher” if:**

You belong to a nationality or social group that has been historically discriminated against, including American Indians or Alaskan Natives, Asians, African Americans, Native Hawaiians or other Pacific Islanders, and Hispanics.

*For up-to-date income information, please see NRCS’s Social and Economic Data: <http://www.ssi.nrcs.usda.gov/CustomData/dataLRF.html>.*

In Massachusetts, EQIP funding is prioritized for projects that deal with:

- Water quality and conservation
- Soil quality and Integrated Pest Management (IPM)
- Invasive species control
- Wildlife and pollinator habitat
- Sustainable forests
- Organic farming
- Air quality and energy



# EQIP APPLICATION PROCESS

There are 5 steps involved in the EQIP application process:

**1. Determine if You are Eligible**

Contact your Natural Resources Conservation Service (NRCS) office at your local USDA Service Center to make sure you are able to apply to EQIP.

**2. Develop a Conservation Plan**

Work with an NRCS employee to develop a conservation plan.

**3. Complete the application**

Complete the EQIP application (called the Conservation Application and Appendix), which can be found at a USDA Service Center or local NRCS office.

**4. Submit Application**

Turn in your application along with your conservation plan. A state official will rank your application based on how well it meets the conservation and environmental goals. Your application will be compared to all other applications in the state.

**Note:** You can submit your application at any time, but it will be held and reviewed only at specific times during the year.

**5. Sign the EQIP Contract**

If your application is selected, you and NRCS will sign a contract,. You can start the conservation practices that are in the conservation plan after the contract is signed and the designs and specifications have been given to you.



# EQIP CONTRACTS

**If you choose to participate in EQIP, you will enter into a contract with the USDA. A contract is an agreement between two or more people. It outlines what each person promises to do or to pay.**

The EQIP contract is comprised of 3 parts:

1. Conservation Program Contract
2. Appendix to the Conservation Program Contract
3. Conservation Plan (Form 155)

EQIP contracts are legally binding. They outline the conservation practices you will use. They also include a timeline for starting and using conservation practices. You will be required by USDA to follow the contract in order to get paid.

An EQIP contract will last for between two and ten years.

If you are not the landowner, the landowner must sign the contract or provide written consent if you plan to implement any practice that is considered permanent or “structural,” such as building a greenhouse or a concrete manure containment area.



# EQIP LIMITS AND RESTRICTIONS

**There are some restrictions to EQIP funding and a number of important records and documents that you will need.**

## Restrictions

Payments are limited to \$300,000 per individual over a six year period.

If you wish to participate in EQIP, you must have made more than \$1,000 in agricultural products but less than \$1 million in off-farm income the year before your contract begins.

You will be required to pay for all conservation practices out of pocket first. Once you have completed a practice, you will be reimbursed for part of your expenses. Beginning and socially-disadvantaged farmers may receive a higher rate of reimbursement than other farmers. Reimbursement takes at least 30 days after the practice has been implemented by the farmer and then certified by an NRCS employee.

All farmers and ranchers applying for EQIP money must provide their Social Security Number during the application process.

To participate in EQIP, you must meet certain standards if you are farming on wetlands or highly erodible land (land where soil washes away easily).

In order to receive EQIP money, you must be managing the land during the time you have an EQIP contract. For example, you would not be able to participate if your lease ends three years before your EQIP contract ends. You must have a written agreement (lease or rental agreement) with the landowner stating that you control and manage the land for the entire time you participate in the EQIP program or contract.

## Records

Farm records need to be current and filed with the appropriate USDA offices. You are required to register with an FSA agency to verify your adjusted gross income or certify if you have land that is “highly erodible” or a wetland. Also, once you start completing an EQIP contract, make sure to save your receipts. After NRCS approves the completion of a contract, they will ask you to turn in your receipts to be paid back.



# APPLICATION COMPONENTS

## Conservation Program Application

In order to get EQIP money, you will need to fill out a Conservation Program Application. You can get this form at a USDA Service Center. This application can also be found at the NRCS website: <http://www.nrcs.usda.gov/programs/eqip>. You can submit your application in person, by mail, or by fax to your local USDA Service Center.

You can submit your application anytime during the year. The cutoff dates for funding depend on when NRCS receives their money. The date is different each year, so please check with the local NRCS office or website for a more specific due date:

<http://www.ma.nrcs.usda.gov/programs/eqip/index.html>

## Appendix to the Conservation Program Application

The Appendix to the Conservation Program Application does not need to be signed with the Conservation Program Application, but is included so that you understand all of your responsibilities if your application is funded.

The Appendix describes:

- Program eligibility requirements
- What you agree to if you participate in EQIP
- How payments will be made
- Other requirements and procedures you will need to follow as part of the program

In the section describing Program Eligibility, the USDA asks that you fill out additional forms. You can get these forms from the USDA Service Center or NRCS staff.

They include:

- **Form AD-1026:** By signing this you agree that you do not and will not produce agricultural products on wetlands or highly erodible land.
- **Form CCC-926:** Filling out this form provides the USDA with information about how much money you make and your income eligibility.
- **Form CCC-901:** This form identifies all of the members of your business.

# ONE GROWER'S STORY

## **Conservation Program Application**

Kali has been farming on 40 acres of rented land for the past five years. She irrigates with a sprinkler system and has noticed that after watering and heavy rains she loses some of her soil. Some of this soil ends up in a nearby stream. Kali is concerned that her crops will produce less because of this soil loss. She is also worried that along with the soil, fertilizers and pesticides are also entering the stream on her property.

Kali believes that there is a way that she can stop this and improve the land. She contacts her local NRCS office for help. After talking with them, NRCS decides that she is eligible for EQIP money.

Before filling out the EQIP application, Kali spoke with her landowner about enrolling in the program. He agreed that it was okay and wrote a signed letter giving permission and granting Kali control of the property to participate in the program. Kali will include this letter when she turns in all of her paperwork. Her application is on the next page. You can refer to it when you are filling out your own application.

## **Appendix to the Conservation Program Application**

As a next step, Kali began to read the Appendix to the Conservation Program Application. Here she saw the requirements for the program that showed she was eligible. She learned that she had to start a practice in the first year of the contract. In this section it also states that all conservation practices are to be finished one year before the end of the contract. She also learned that if she did not follow the contract, she may be asked to give the money back.

Reading through this section, Kali found that she had a couple of questions. She called her local NRCS office to ask for help. After getting answers to her questions, she filed the Appendix. Kali has now completed all of the paperwork she will do on her own. You can find the appendix to the Conservation Program Application on the next page.

# CONSERVATION ACTIVITY PLAN

**The Conservation Activity Plan is the most important part of the EQIP contract and program.** The Conservation Plan is created on a form that NRCS will fill out with you. This form is called AD-1155. The plan may be as short as one page, depending on how many conservation practices you plan to use. For an example, see Appendix B of this Guide.

There are six parts of the Plan that must be included:

1. Specific conservation and environmental goals.
2. Steps you will take to demonstrate progress toward meeting these goals.
3. A specific plan describing one or more conservation practices that you will do on your farm.
4. A schedule that says when conservation practices will start.
5. Information that will help NRCS decide if the plan will help you meet the goals.
6. Payments that will be made to you.

A NRCS employee will visit your property to look at your farm. They will help you find areas you can use help with and improve on your farm. Together you will decide how to address concerns on your property. Your decisions will be recorded in the Conservation Plan.

## Conservation Plan

After filling out the Conservation Program Application and Appendix, Kali contacted NRCS to make an appointment for a farm visit. Two weeks later an NRCS employee came out to her farm and together they came up with a conservation plan.

They both decided that a good way to stop the soil erosion and reduce water running off into the stream would be to use drip irrigation. They also decided to plant a filter strip on the edge of Kali's field. A vegetative filter strip is a patch of grass or other plants grown in an area that helps stop water and soil from leaving fields. All of these plans were recorded in the Conservation Plan by the NRCS agent. As an example, please see Kali's Conservation Plan on the next page. Kali's application is now complete. She will immediately submit it into NRCS to see if she will be selected to receive funding in the EQIP program.

# WHAT HAPPENS AFTER I TURN IN MY APPLICATION?

**Once NRCS has received your application, it will be compared to other farmers' applications in the state. Your application will receive a score. The higher your score, the greater chance you will have of getting EQIP money. Your score is made up of many different components.**

Some factors that influence your score are:

- The seriousness of the environmental problem.
- How much you are able to fix the problem.
- The environmental benefit that will come from your conservation practices.
- The cost of your plan.

A few months after Kali turned in her complete application, she learned that it was approved. Kali then had to sign the official contract documents and the Appendix. NRCS agreed to pay for a large portion of the cost of putting in a drip irrigation system. A large percentage of Kali's costs will be covered because she is a beginning farmer.

In the contract, NRCS requires Kali to continue to use these practices for five years. These five years start after she installs a drip irrigation and filter strips on her land. Six months after getting the contract Kali purchased all of the equipment necessary for drip irrigation and she installed the system. She saved all her receipts.

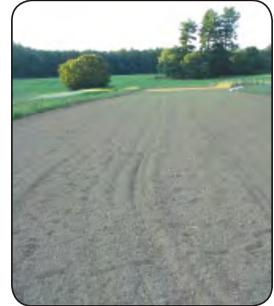
NRCS came out to her farm to check the system while she was installing it. They agreed that she had done a good job. A few days later they reimbursed her for most of the money she spent. Within 8 months after getting the contract, she also planted filter strips that worked very well. NRCS came back out to the farm and again approved her work. Kali now has all of the EQIP money. She will continue using these practices for at least 5 more years.

# MORE QUESTIONS?

If you want to apply to the EQIP program, it is important that you fully understand the application process. If you have more questions after using this guide, please contact your local NRCS office. A list of Massachusetts office contact information is provided at the end of this guide in the Resources section.

## In Summary:

- The Environmental Quality Incentives Program (EQIP) gives farmers and ranchers money to implement certain practices on your farm that protect the environment.
- The Natural Resource Conservation Service (NRCS) is the government agency that distributes funding to farmers.
- A NRCS employee will help you with the application and visit your farm to make suggestions for ways you could improve your farm.
- In order to receive the money, you must complete an application telling NRCS what you plan to do on your farm that will have positive environmental impacts.
- The Massachusetts branch of NRCS will review your application and give you a score based on your proposed practice.
- You will receive a higher score if you plan to address a more serious environmental problem that Massachusetts wants to address or if your practice costs less than other farmers' practices.
- In most situations, you will receive the money after you have started or completed the practice.
- You are limited in how much money you can receive from EQIP during a given time period.





Thank you for your interest in this plain language guide. If you could take a few minutes to fill out a four question survey, please go to: <http://survey.constantcontact.com/survey/a07e2zty2nfgcxrr3ut/start>

1) How would you describe your background?

- Farmer
- Home Gardener
- Educator or Researcher
- Rancher
- Non-Profit Professional
- Government Agent
- Other



2) How useful was this guide?

Not Useful

Most Useful

3) Where did you learn about this guide?

- Friend
- Internet
- Co-Worker
- New Entry Staff
- Other

4) How will you use the information in this guide? Please write 2 or 3 action items.

Additional comments, corrections, or suggestions.

Please write to us with additional comments, suggestions, corrections or to sign-up for the New Entry newsletter.

Survey results can be sent to:

New Entry  
 155 Merrimack Street, 3rd Floor  
 Lowell, MA 01852

# GLOSSARY

**Beginning Farmer:** According to the USDA, someone who has farmed for fewer than 10 years is a beginning farmer. Also, if your farm operation is fewer than 10 years old, you are also considered a beginning farmer.

**Conservation Practices:** These are growing practices that farmers can use to stop or prevent harm to their land and the area around it.

**Payment:** The farmer or rancher will split the cost of the conservation practice on their land with the USDA. USDA will usually pay for a portion of the practice. Usually between 25% and 75% of the total cost, but in some cases up to 90%, depending on eligibility.

**EQIP:** Environmental Quality Incentives Program

**FSA:** The Farm Service Agency manages commodity, disaster, credit, loan, and conservation programs for the USDA.

**Limited Resource Farmer:** A farmer or rancher who makes less than \$100,000 each year in farm sales for the past two years. Also, farmers or ranchers who earned at or below the federal poverty level for the past two years. Farmers and ranchers who make less than half (50%) of the median country average income are also part of this category.

**NRCS:** Natural Resource Conservation Service. This agency is part of the USDA and is in charge of EQIP.

**Program Eligibility Requirements:** Found in the Appendix of the Conservation Program Application. These explain who is eligible to apply and receive money from the EQIP program.

**USDA Service Center:** These are locations where customers can reach FSA, NRCS, and Rural Development Agencies. To locate the Service Center near you, see the Additional Resource section in this guide for contact information.

# RESOURCES

## NRCS Massachusetts Field Offices

### Massachusetts State Office

451 West Street  
Amherst, MA 01002  
Tel: 413. 253.4350

### Barnstable Field Office

270 Communications Way, Unit 1G  
Hyannis, MA 02601  
Tel: 508. 771.6476

### Greenfield Field Office

55 Federal Street, Room 290  
Greenfield, MA 01301  
Tel: 413. 772.0384 ext. 3

### Hadley Field Office

195 Russell Street, Suite B6  
Hadley, MA 01035  
Tel: 413. 585.1000 ext. 3

### Holden Field Office

52 Boyden Road, Room 10  
Holden, MA 01520  
Tel: 508. 829.4477 ext. 3

### Pittsfield Field Office

319 Littleton Road, Suite 302  
Westford, MA 01186  
Tel: 978. 692.1904 ext. 3

### West Wareham Field Office

15 Cranberry Highway  
West Wareham, MA 02576  
Tel: 508. 295.5151 ext. 2



# RESOURCES

## Online Resources

### **Limited Resource Farmer and Rancher Self-Determination Tool**

Helps you determine if you qualify for increased EQIP funding as a limited resource farmer.

<http://www.lrftool.sc.egov.usda.gov/tool.asp>

### **Farmers' Legal Action Group (FLAG)**

Farmers' Legal Action Group, Inc. (FLAG) is a nonprofit law center dedicated to providing legal services to family farmers and their rural communities in order to help keep family farmers on the land.

<http://www.flaginc.org>

### **Massachusetts NRCS/EQIP**

Provides information on how EQIP is administered in Massachusetts, including priority funding areas, contact information, and application forms.

<http://www.ma.nrcs.usda.gov/programs/eQIP/index.html>

### **NRCS/EQIP**

Provides information on EQIP funding, resources from previous years, and a link to the current application.

<http://www.nrcs.usda.gov/programs/eQIP>

### **USDA Service Center Locator**

This website provides the address of a USDA Service Center and other Agency offices serving your area along with information on how to contact them.

<http://offices.sc.egov.usda.gov/locator/app>

### **EQIP Massachusetts Brochure**

Brief information on eligibility and approved practices under EQIP in Massachusetts.

[http://www.ma.nrcs.usda.gov/news/publications/MA\\_EQIP2008\\_brochure.pdf](http://www.ma.nrcs.usda.gov/news/publications/MA_EQIP2008_brochure.pdf)

# APPENDIX A: EQIP APPLICATION (FOR REFERENCE ONLY)

US DEPARTMENT OF AGRICULTURE  
NATURAL RESOURCES CONSERVATION SERVICE

NRCS-CFA-1200  
OMB 0578-0013 expiration 5/31/2012

## CONSERVATION PROGRAM APPLICATION

Name:	Application Number:
Address:	Application Date:
	County and State:
Telephone:	Watershed:
	Subaccount:
Location (Legal Description or Farm and Tract Number):	

*(Please note that not all questions apply to all Programs)*

**1. This is an application to participate in the:**

<input type="checkbox"/> Agricultural Management Assistance (AMA)	<input checked="" type="checkbox"/> Environmental Quality Incentives Program (EQIP)
<input type="checkbox"/> Conservation Stewardship Program (CSP)	<input type="checkbox"/> Wildlife Habitat Incentives Program (WHIP)
<input type="checkbox"/> Agricultural Water Enhancement Program (AWEP)	<input type="checkbox"/> Chesapeake Bay Watershed Initiative (CBWI)

**2.  Yes  No** Do you have farm records established with the appropriate USDA Service Center Agency?

*If no, you must establish them with the appropriate USDA Service Center Agency prior to submitting this application.*

**3. Are you applying to participate in a conservation program as an (check one of the following):**

Individual

a) Please enter your legal name and tax identification number:

Name:

Tax Number:

Entity (Corporation, Limited Partnership, Trust, Estate, etc.)

a) Please enter entity legal name and tax identification number:

Name:

Tax Number:

b)  Yes  No Do you have appropriate documents including proof to sign for the entity?

Joint Operation (General Partnership, Joint Venture)

a) Please enter joint operation legal name and tax identification number:

Name:

Tax Number:

b)  Yes  No Do you have appropriate documents including proof to sign for the joint operation?

**4. A Dun & Bradstreet Data Universal Numbering System (DUNS) number is necessary for federal grants or contracts to entities equal to or more than \$25,000. If you do not have a number, information is available at <http://fedgov.dnb.com/webform/displayHomePage.do>**

**DUNS Number:**

# APPENDIX A: EQIP APPLICATION (FOR REFERENCE ONLY)

US DEPARTMENT OF AGRICULTURE  
NATURAL RESOURCES CONSERVATION SERVICE

NRCS-CPA-1200  
OMB 0578-0013 expiration 5/31/2012

5. Is the land being offered for enrollment used for crop or livestock production?
- Crop Production                      Crop Type:  
 Livestock Production                Livestock Type:
6. The land offered under this application is (check all that apply):
- Private Land  
 Public Land (Federal, State, or Local Government)  
 Tribal, Allotted, Ceded or Indian Land
7. Certification of control of the land offered under the application:
- Deed or other evidence of land ownership  
 Written lease agreement  
Years of control are    through  
 Other agreement or legal conveyance (describe):  
Years of control are    through
8.  Yes  No Is the land offered under this application enrolled in any other conservation program?
9. Are you applying for program benefits as one of the following participant types?
- Limited Resource Farmer or Rancher  
 Beginning Farmer or Rancher  
 Socially Disadvantaged Farmer or Rancher
- If you wish to apply in any of these categories, you must meet the self certification requirements. For more information please go to this website: <http://www.kffool.sc.gov.usda.gov/>*
10.  Yes  No If applying for the EQIP and if the application includes irrigation practices, has the land been irrigated at least 2 of the last 5 years?
11.  Yes  No If applying for the EQIP, are you engaged in livestock or agricultural production, and have you produced at least \$1000 of agricultural products in a year?  
*(Forest agricultural producers may select yes as they are exempt from the \$1,000 requirement )*

On the farm(s) identified above, the Applicant agrees to participate in the identified program if the offer is accepted by the NRCS. The undersigned person shall hereafter be referred to as the "Participant." The participant understands that starting a practice prior to contract approval causes the practice to be ineligible for program financial assistance. The participant will obtain the landowner's signature on the contract or provide written authorization to install structural practices.

The Participant agrees not to start any financially assisted practice or activity or engage the reimbursable services of a certified Technical Service Provider before a Contract is executed by Commodity Credit Corporation (CCC). The Participant may request, in writing, a waiver of this requirement for financially assisted practices by the NRCS State Conservationist.

All participants that certify eligibility as a Farmer or Rancher under the Limited Resource, Beginning, or Socially Disadvantaged groups will provide all records necessary to justify their claim as requested by a NRCS representative. It is the responsibility of the participant to provide accurate data to support all items addressed in this application at the request of NRCS. False certifications are subject to criminal and civil fraud statutes.

The Participant acknowledges that highly erodible land conservation/welland conservation, adjusted gross income certifications, and member information for entities and joint operations are on file with the appropriate USDA Service Center Agency.

# APPENDIX A: EQIP APPLICATION (FOR REFERENCE ONLY)

US DEPARTMENT OF AGRICULTURE  
NATURAL RESOURCES CONSERVATION SERVICE

NRCS-CPA-1200  
OMB 0578-0013 expiration 5/31/2012

12.  Yes  No I have received a copy of the program appendix where an appendix is applicable.

Applicant Signature	Date
---------------------	------

**PUBLIC BURDEN STATEMENT**

In accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0578-0013. The time required to complete this information collection is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**NONDISCRIMINATION STATEMENT**

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its program and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of Discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-0410, or call (800) 795-3272 (voice) or (202) 720-8382 (TDD). USDA is an equal opportunity provider and employer.

**PRIVACY ACT STATEMENT**

The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a). This information is used to track contract or agreement progress. The authority for requesting the following information is 7 CFR 630 (Long Term Contracting); 7 CFR 1410 (CRP); 7 CFR 631 and 702 (IEQIP); 7 CFR 638 (WHIP); 7 CFR 822 (WFPFP); 7 CFR 1485 (AMA); 7 CFR 1488 (CSP); 7 CFR 825 (HFR); 7 CFR 1484 (FRFP); and 7 CFR 1487 (WRFP). Furnishing information is voluntary and will be confidential; however, it is necessary in order to receive assistance.



