

CASE FILE CHECKLIST

Participant Name	
Agreement Number	

- Application
- Consent form (if applicable)
- District cooperator agreement (signed by both parties)
- Conservation plan and maps
- Ranking sheet
- Notice of application approval/denial
- Performance and Maintenance Agreement
- Current W-9
- Record of telephone or in person conversations
- Email correspondence
- NRCS job sheets
- Certification of Completion and Acceptance
- Waiver approval/denial
- Receipts
- In-Kind Contributions form
- Required permits
- Payment calculation sheet
- All relevant correspondence