



Tier 3A Plan Requirements Checklist

This checklist is designed to help determine if all of the required components and documentation has been completed for a Tier 3A plan to be eligible for reimbursement. This information should be stored in the cooperators case file and submitted as part of the final report for the appropriate AEM Base Program.

I. Please complete the following information on the farm planned.

County:

Date:

AEM Farm Identification Number:

Predominant watershed in which the farm is located:

Identify the primary water quality concern(s) in the watershed:

Twelve (12) digit HUC in which the farm is located:

Primary type of farm (dairy, beef, crop, etc.):

Number of animal units addressed by the plan:

Check the component(s) planned: Farmstead Cropland Nutrient Mgmt. Pasture Pest

Total Acres planned:

Check the primary concern(s) addressed by the plan where the farmer has made a decision:

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> erosion | <input type="checkbox"/> barnyard | <input type="checkbox"/> manure/nutrient management | <input type="checkbox"/> buffer/filter |
| <input type="checkbox"/> silage leachate | <input type="checkbox"/> pasture mgmt. | <input type="checkbox"/> process waste water | <input type="checkbox"/> pesticide |
| <input type="checkbox"/> pest mgmt. | <input type="checkbox"/> petroleum mgmt. | <input type="checkbox"/> irrigation water mgmt. | <input type="checkbox"/> pathogen mgmt. |
| <input type="checkbox"/> soil quality | <input type="checkbox"/> livestock exclusion | other: | <input type="checkbox"/> feed mgmt. |

II. Check the appropriate box if the following items have been completed and included in the case file. If an item has not been included, please explain why in Section III - Notes. Refer to "AEM Tier 3A Progressive Conservation Plan Content" and "Participating in AEM Tier 3A" for details.

- Required maps have been collected and reviewed: farm/watershed location map; aerial imagery for the conservation plan map; soils map & descriptions; topographic map; other useful maps such as wetlands, aquifers, and surficial geology.

2. AEM Tier 1 Questionnaire with up to date contact information; AEM Tier 2 Summary Report identifying benchmark conditions, and Tier 2 Watershed Site Evaluation Worksheet have been included and reviewed.
3. Office files have been checked, partners have been consulted, and existing conservation plans reviewed to identify additional resource concerns and determine current and past conservation program participation and conservation practice implementation. Findings are included in the plan.
4. Farmer has been interviewed to determine the farm's Business Goals & Objectives. Animal numbers/ages; property boundary locations; rented land & facilities; farm facilities such as barns, milk processing centers, feed/commodity storage, barnyards, manure storage/treatment, etc.; typical crops grown, and common rotations have been verified.
5. The farm including the farmstead, crop fields, permanent hayland, and pastures has been walked to verify the results of Tier 2 and to observe and document on an Attributes Chart: land uses; waterbodies & wells; existing conservation practices; orientation of farm roads & lanes; observed resource concerns such as gully/ephemeral erosion, concentrated flows, drainage needs, bedrock outcrops, sink holes; and opportunities for buffers, conservation tillage, cover crops, etc.
6. The farm's Priority Natural Resource Issues and Opportunities have been established by working with the farmer to integrate the farm's Business Objectives, Watershed Needs (Watershed Site Evaluation Worksheet), and Environmental Risk (AEM Tier 2 verified by the farm walk). These priority issues and opportunities will guide the development of the conservation plan.
7. The farm's benchmark (pre-planning) situation has been described based on discussion with the farmer, the farm walk, and AEM Tiers 1 & 2. The benchmark situation relates to the farm's priority Natural Resource Issues and Opportunities.
8. The farmer has determined which priority issue(s) and opportunities will be planned thus dictating which component(s) (farmstead, cropland, pasture, nutrient management, or pest/pesticide) must be completely addressed. See "Core Planning Elements and Progressive Planning Components" to identify the factors that should be assessed for each component being planned. The selected components have been planned utilizing the NRCS 9-Step Planning Process. Issues where decisions have been made were planned through step 7, and issues where decisions have not been made are planned through step 5 (Identification of Alternatives).
9. Inventory and analysis of resource data collected related to the issues, opportunities, and components being planned utilizing appropriate tools, guidelines, procedures, etc. (i.e. – RUSLE II, PI, NLI, WINPST, Manure Storage Screening Tool, NRCS-CPA-52 Environmental Effects for Conservation Planning) needed to conduct vulnerability assessments, document the level of treatment needed, and for developing and evaluating alternatives were conducted. Rough cost estimates may be needed to compare alternatives. Note that NRCS-CPA-52 is required for each Conservation System (farmstead, cropland, pasture, nutrient management, and pest/pesticide) being considered.
10. Conservation practice alternatives meeting NRCS Conservation Practice Standards and/or Cornell Guidelines (utilize NRCS FOTG, Section III to help identify conservation practices and systems) were identified. Decisions were sought from the farmer on as many priority issues and opportunities as they were comfortable in making.

11. An Implementation Schedule (Record of Cooperator Decisions and Progress in Application, NRCS-CPA-68 or equivalent form) was developed. One schedule was developed that covers all components addressed. Issues on which decisions have been made should be detailed with the specific practice(s) identified, estimated quantities of each practice, and time frame for implementation. Schedules should also identify the priority issues remaining where decisions have not been made.
12. Detailed steps have been included in the plan that are needed to translate decisions into actions (Tactical Plan); this may include: Job Sheets, Information Sheets, sketches, Work Sheets, etc.
13. Conservation plan map(s) that corresponds with the Implementation Schedule and identifies conservation practices, land use designations, FSA and farmer tract and field numbers, acreage, north arrow, and legend are complete.
14. Description and schedule of site specific operation and maintenance requirements for each planned practice and/or system are complete.
15. An Emergency Action Plan has been developed if the plan addresses concentrated sources of potential pollutants such as manure storage, manure transfer, fuel storage, pesticide storage and/or mixing areas.
16. A Conservation Plan Summary Narrative briefly explaining the practices to be installed to address priority issues has been prepared. Remaining priority issues that will be planned at a later time are also identified. If ground disturbing practices are planned, statements instructing the farmer of the need for a Cultural Resource Review if State or Federal cost-sharing is to be used, to call "Dig Safely NY," and to develop an Erosion & Sediment Control Plan prior to construction are included.
17. Conservation Assistance Notes (NRCS-CPA-6/6A or equivalent) including documentation that the farmer actually received the plan are in the office copy of the plan.
18. Other appropriate supporting documents, as needed, are included in the plan.
19. The final conservation plan has been delivered and reviewed with the farmer. The plan's development has been documented in the District's data management system, and the existence of the plan has been noted in the farm's case file.

III. **Notes** _____