

2019 Environmental Qualities Incentives Program (EQIP) Steps for the Urban Ag Initiative in Cook County

Establishing Farm Records at the Appropriate USDA Agency (Farm Service Agency)

Please provide the following to the Farm Service Agency (FSA) to establish a Farm and Tract Number

1. Survey of the parcel or a google map with the area outlined.
2. Copy of the Deed to the parcel showing who owns the land.
3. Copy of the lease if the participant does not own the parcel.
4. Name, Address, Phone Number and Social Security Number of the individual.
5. If an entity is the participant then in addition to the above.
 - a. Name, Address, Phone Number and Tax ID Number of the Entity.
 - b. Copy of the letter from the IRS informing the entity of what their tax ID number is.
 - c. The name, address, phone number and social security number of each member of the Entity.
6. After this information is gathered call Nancy Wood, FSA, in New Lenox. 815-462-3106 ext. 2

Completing EQIP Application with the Natural Resources Conservation Service (NRCS)

If the parcel of land where the EQIP practices are to be installed is **North of Cermack RD.** then contact the NRCS office in St. Charles, 630-584-7960 ext. 3 or james.rospopo@il.usda.gov

If the parcel of land where the EQIP practices are to be installed is **South of Cermack Rd.** then contact the NRCS office in New Lenox, 815-462-3106 ext. 3 or trenton.rader@il.usda.gov

It's probably best to seek the assistance of NRCS to complete the application form.

1. Complete the NRCS-CPA-1200 Application
2. If an entity is making application refer to the attached DUNs and SAM.gov fact sheets to obtain a DUNs number and register on SAM.gov web site. This is a free service. If the entity already has a DUNs number and is registered on SAM.gov, then have those numbers ready to provide.
3. Complete the FSA CCC-941 Adjusted Gross Income form and turn that into FSA.
4. Complete the FSA CCC-901 and possibly the FSA CCC-902 form and turn that into FSA
5. Complete the AD-1026 form from FSA and turn that into FSA.
6. Discuss with NRCS what your plans are to decide on the appropriate conservation practices for the EQIP contract.
7. Register on Client Gateway so future forms can be signed electronically. Refer to attached Client Gateway guide sheet.