

## ***Conservation District Inspection Form Procedures***

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- 1) The appropriate NRCS staff, District employee or designee making site inspections on the projects approved for construction will complete this form.
- 2) The inspections are required to insure the Cooperator is following the plan in compliance with the Arkansas Agriculture Water Quality Loan Program.
- 3) **Inspections are to be performed, at a minimum, within 30 days of construction completion, and one each year thereafter for the term of the loan.**
  - a) One (1) inspection is to be completed each year
  - b) Additional inspections may be performed at the discretion of the inspector
- 4) The form is to be completed as follows:
  - a) Type of Inspection            Check the appropriate line that reflects the type of inspection that is being performed.
  - b) Percentage                    Give the percentage that has been completed at this inspection.
  - c) Date                            List the date the inspection is being completed.
  - d) County                        List the county in which the inspection is being completed.
  - e) District Cooperator        List the name or names of individuals receiving the assistance.
  - f) Address                        List the address of the cooperator.
  - g) Written Evaluation        Give a short overall evaluation of the project, noting how the project is proceeding. If the project is in compliance, include pictures if possible.
  - h) Compliance of Project    Mark the appropriate line reflecting if the project is in compliance.
  - i) Explanation of Project    If not in compliance, give an explanation as to the action required in order to bring the project up compliance, noting the appropriate time frame in which to have the project in compliance. Add attachments, if extra space is needed.
- 5) Upon completion, the original should be placed in the cooperator's file stored at the respective Conservation District office.
- 6) One copy of the form is to be sent to the financial institution securing the loan.
- 7) One copy is to be sent to the Arkansas Natural Resources Division for monitoring purposes.

Arkansas Department of Agriculture  
Natural Resources Division  
Agriculture Water Quality Loan Program  
1 Natural Resources Drive  
Little Rock, Arkansas 72205  
or via e-mail to: [AGRI.Applications@agriculture.arkansas.gov](mailto:AGRI.Applications@agriculture.arkansas.gov)

# Arkansas Agriculture Water Quality Loan Program CONSERVATION DISTRICT INSPECTION FORM

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\_\_\_\_\_ Site Inspection - Construction Phase

Percentage Complete \_\_\_\_\_ %

\_\_\_\_\_ Final Construction Inspection

\_\_\_\_\_ Yearly Inspection

Date: \_\_\_\_\_

County: \_\_\_\_\_

District Cooperator: \_\_\_\_\_

Address: \_\_\_\_\_

Written Evaluation: \_\_\_\_\_

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*\*Include pictures if possible.*

Is the project in compliance and meeting the overall plan?

Yes \_\_\_\_\_ No \_\_\_\_\_

If NOT, the following action is required: \_\_\_\_\_

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Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTICE TO CONSERVATION DISTRICT:** Upon completion of Conservation District Inspection Form file original at **Conservation District office**; Send one (1) copy to **Financial Institution** securing the loan; Send one (1) copy to the **ARKANSAS DEPARTMENT OF AGRICULTURE**, Natural Resources Division Agriculture Water Quality Loan Program, 1 Natural Resources Drive, Little Rock, AR 72205 or via e-mail to [AGRI.Applications@agriculture.arkansas.gov](mailto:AGRI.Applications@agriculture.arkansas.gov)