

MICHIGAN CONSERVATION STEWARDSHIP FOR FARMS PROJECT |

www.macd.org/mcsfp

This document is provided as guidance for meeting the USDA NRCS requirements outlined in the MI Conservation Stewardship for Farms [producer agreement](#). Producers will not be eligible for incentive payments without meeting these requirements. Please read everything carefully.

The following must be completed through the Farm Service Agency (FSA) office ([online FSA locator](#)) or through farmers.gov portal ([Overview/Instructions](#); if you don't have a farmers.gov account, [create one here](#).) Alternatively, you can sign a [Release of Information waiver](#), which allows the project team to access your records directly through FSA and is the fastest way to enroll, if you're already registered with the FSA for other NRCS projects.

PARTICIPANT INSTRUCTIONS FOR USDA-NRCS REQUIREMENTS

🔴 Have you participated in other NRCS programs such as EQIP, CRP, CSP?

[🔍 Skip to Step 3.](#)

😞 No idea what we're talking about? Review these resources [Get Started with the FSA](#); [How and Why to Get a Farm Number](#), and then [Start at Step 1](#).

1. Farm, Tract, and Field Numbers Information

If you do not have an FSA number, you must obtain one through your local FSA office. Once this information is created:

- Please report it to us at (906) 869-0372 or your farms' specific Google Drive folder, as created by the project coordination team.
- Or sign a [Release of Information waiver](#) allowing us to obtain the information directly from the FSA.

2. FSA Forms on File

The farmer must have forms AD-2047, AD-1026, CCC-902E on file with FSA.

- If you already have these forms on file, you do not have to file them again. We recommend that you check with your local FSA office (or farmers.gov) to ensure they are up to date.
- If you do not have these forms on file, please begin the filing process either in person or online.
 - To complete these forms in person, please make an appointment to visit your [local FSA office](#) and they will assist you.
 - To complete these forms online, please use the links below and then return them to your local FSA office. [Contact your local office](#) to see how they would like for you to return them.
 - [Form AD-2047](#)
 - [Form AD-1026](#)

- [Form CCC-902E](#)

The status of these forms is indicated on the Subsidiary Print Report (see below, Step 3), you do not need to turn them into the MCSFP coordination team because they will be on the Subsidiary Print Report.

3. Subsidiary Print Report

You must obtain a Producer Subsidiary Print annually from your local FSA office and provide it to the project coordination team. Subsidiary Prints for subsequent years will be requested at the time of acreage and practice verification. Subsidiary Prints must show that farmers are in compliance with FSA requirements (see Step 2). Farmers who are non-compliant cannot receive incentive payments.

- If you already have a copy of your 2026 Producer Subsidiary Prints, you can do one of the following:
 - Securely upload online to your farms' specific Google Drive folder, as created by the project coordination team.
 - Email a copy to alex.cacciari@macd.org
 - Mail to MI Conservation Stewardship for Farms Project, % Washtenaw County Conservation District, 705 N. Zeeb Rd, Ann Arbor MI 48103
- If you do not already have a Producer Subsidiary Print from 2026, you can do one of the following:
 - Contact your [local FSA office](#) to request one
 - Sign a [Release of Information waiver](#) allowing us to obtain the information directly from the FSA.

You can then submit it to the coordination team by using one of the options described above.

4. Farm Map & Shapefiles

Farm/tract maps are one of the required items for filing an acreage report and enrolling in various NRCS programs such as EQIP & CSP.

- If you already have a copy of your Farm Map & Shapefiles:
 - Securely upload online to your farms' specific Google Drive folder, as created by the project coordination team.
 - Email a copy to alex.cacciari@macd.org
- If you don't already have a copy:
 - You can view, print and export detailed farm records such as cropland, base acres, yields, CRP acres, land ownership details, and much more through farmers.gov; You can export common land unit (field) boundaries as ESRI shapefiles; and import, save and edit ESRI shapefiles. To learn more, view [tutorial videos](#).
 - You can contact your [local FSA office](#) and request one. You can then submit it to the coordination team by using one of the methods described above.
 - You can sign a [Release of Information waiver](#) allowing us to obtain the information directly from the FSA.