

**ADMINISTRATIVE RECORD**

**WILDLIFE HABITAT INCENTIVES PROGRAM**

<b>NAME (APPELLANT):</b>	<b>TRACT NO.</b>
<b>COUNTY</b>	<b>STATE:</b>

WHIP 1/	Are the following items included or documented in the administrative record?	Yes	No	N/A
R	1. Requests for reconsiderations, field visits, mediation, and appeals were completed within the prescribed time periods.			
R	2. Letters of request for reconsideration, field visits, mediation, and appeals			
R	3. Letters documenting all decisions/determinations made on reconsiderations, field visits, mediation, and appeals			
IA	4. Information and materials presented by the person in support of the reconsideration, field visit, mediation, or appeal			
R	5a. Form AD-1153			
R	5b. Form AD-1154 and Appendix			
IA	6. State Prepared Ranking Sheet, when Applicable			
IA	7. Form AD-1155			
IA	8. Form AD-1155A or AD-1156			
IA	9. Conservation assistance notes			
R	10. Acceptable evidence of ownership			
R	11. Aerial photocopy or plan map clearly identifying the WHIP site with field numbers, boundaries, tract numbers			
IA	12. Status reviews			
R	13. Other documentation determined necessary or required according to Part 600.31 of the National Planning Procedures Handbook			
R	14. Administrative records clearly identify person(s) who made determination/reviews throughout the appeals and mediation process			
IA	15. Soils maps			
R	16. Notification of final determination			
IA	17. Any other material that may have a bearing on the appeal decision			

1/ R = Required documentation; IA - Include only as needed.