



US Army Corps  
of Engineers  
Kansas City District

## Instructions for Preparing Request for GP-40 Authorization Form

**Block 1. Applicant's Name.** Enter the name of the responsible party or parties. If the responsible party is a trust, corporation, or other organization, indicate the responsible point of contact and title. If more than one party is associated with the request, please attach a sheet with the necessary information marked Block 1 (cont'd).

**Block 2. Waterbody(s).** Provide the name of any stream, lake, marsh or other waterway to be directly impacted by the activity. If it is an unnamed stream, identify the nearest named waterbody the unnamed stream enters. If multiple waterbodies would be impacted, identify all.

**Block 3. Location.** Select the appropriate descriptive abbreviation and provide the Section, Township and Range of the site.

**Block 4. Activity.** Select the option from the drop-down menu that best describes the NRCS designed or approved activity.

**Block 5. Applicable NRCS Practice Code(s).** List the NRCS Practice Codes that would be implemented for the proposed project.

**Block 6. Project Description.** Clearly describe the overall activity or project. Give appropriate dimensions of structures, waterways, diversions, ponds, etc.

**Block 7. Project Purpose.** Describe the purpose and need for the project. This description should include what the project will be used for and why.

**Block 8. Vegetation Plan.** Select the option from the drop-down menu that accurately describes the proposed seeding/vegetation type for disturbed areas and/or mitigation areas. If the vegetation plan differs from the options provided or requires additional remarks, please explain in the space provided or attach a sheet with the necessary information.

**Block 9. Endangered Species Act Compliance.** Check the appropriate box for the NRCS agency effects determination. If Section 7 consultation was required, attach the compliance documentation to the GP-40 Request package (example: U.S. Fish and Wildlife Service concurrence statement/letter).

**Block 10. National Historic Preservation Act Compliance.** Check the appropriate box for the NRCS agency effects determination. If Section 106 consultation was required, attach the compliance documentation to the GP-40 Request package (example: Kansas State Historical Society, Historic Preservation Officer concurrence statement/letter).

**Block 11. NRCS Program.** Select the appropriate option from the drop-down menu. If "other" please explain in the space provided.

**Block 12. Attachments.** Attach appropriate and/or required documents and check corresponding boxes. At minimum, all requests must include a Location Map, with the project site clearly identified on the map. (Note: Required documents depend on the proposed activity and mitigation requirements as outlined in the GP-40.)

**Block 13. Requesting Official.** The Request Form must include the name of the requesting official. The requesting official must be either NRCS staff or a Certified Technical Service Provider (TSP) to qualify for GP-40 authorization. The date should be entered to reflect the actual date of the request (mailed, emailed, or otherwise submitted to the Corps).