

The Contract Wizard

Topics include:

- Preparing to Start the Contract Wizard
- Adding a Contract Item
- Splitting One Practice into 2 Contract Items
- Adding a Non-Cost Shared Contract Item
- Creating a Contract Report
- Adding 'Standard Statements' for CRP or WRP

The Contract Wizard

Preparing to Start the Contract Wizard

Before starting the contract wizard, it is important to know what items belong in the contract and how they should appear.

This contract should contain:

Three years of No-till

Two ACFs (in separate contract items)

One geotextile chute (T143 Land Unit 3)

One non-vegetative erosion control structure (T144 Land Unit 1)

A non-cost shared grass waterway

(Conservation Crop Rotation will not be added to the contract at all.)

The screenshot shows the 'Customer Service Toolkit - TRAINING' window. The 'Practice Schedule' tab is active. The 'Land Units' section on the left shows a tree view with 'LandUnit 3 - Crop' and 'LandUnit 1 - Crop' expanded. The 'Conservation System' section in the middle shows 'Guide: MI 98.6-CR-loam 8%' and 'System: R-gully'. The 'All Practices' section on the right shows a list of practices with codes and names. The 'Schedule' table at the bottom contains the following data:

Tract Number	Land Unit	Practice	Narrative	Planned Amo	Units	Month	Year	Applied Amou	Applied Date	Program	Source
143	3	328	00N	10.1	ac	08	2006			CTA-GENRL	Toolkit 5.0
144	1	328	00N	18.5	ac	08	2006			CTA-GENRL	Toolkit 5.0
143	3	329B	0M	10.1	ac	04	2007R			EQIP	Toolkit 5.0
143	3	329B	0M	10.1	ac	04	2008R			EQIP	Toolkit 5.0
143	3	329B	0M	10.1	ac	04	2009R			EQIP	Toolkit 5.0
144	1	329B	0M	20	ac	04	2007R			EQIP	Toolkit 5.0
144	1	329B	0M	20	ac	04	2008R			EQIP	Toolkit 5.0
144	1	329B	0M	20	ac	04	2009R			EQIP	Toolkit 5.0
143	3	410	1	1	no	04	2007			EQIP	Toolkit 5.0
144	1	410	1	1	no	04	2007			EQIP	Toolkit 5.0
144	1	412	00N	1.0	ac	06	2007			CTA-GENRL	Toolkit 5.0
143	3	702	0M	2	no	08	2006			EQIP	Toolkit 5.0

Be sure you have saved the practice schedule and then click 'Contract Wizard'. A new window will open.

Note: Only selected land units/practices will appear in the contract wizard. If you want to reduce the number of practices showing in the wizard, select only the land units or specific practices you need to include (by clicking the gray boxes in front of the item in the schedule).

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Select Contract Information

Template Selection

AD-1155 Spanish AD-1155
 AD-1156 Spanish AD-1156
 Select Other Template

Enter a Contract Identifier, or select one from the list
EQIP_FY06

Remove Contract Import 4.1 Contracts

Rounding Options

Round up to the nearest dollar (ProTracts)
 \$.01-\$.49 lower dollar; \$.50-\$.99 higher dollar

Select a Cost List

Program	Cost List File
CTA-GENRL	Click to select a cost list
EQIP	Click to select a cost list

Cancel <- Back New

To create a new contract, select AD-1155.

Enter a unique contract identifier. (I suggest the program and fiscal year.)

Click here to select the appropriate cost list.

Note: A cost list for CTA-GENRL is no longer required.

Select Cost List File

Look in: Section_I

My Recent Documents
Desktop
My Documents
My Computer
My Network

FY06
cci_items.xls
CCRP_SignUp31_Cost_List_120905.xls
CREP_SignUp31_Cost_List_121405.xls
CSP_FY06_Maple_cost_list_021006.xls
CSP_FY06_Maple_Lim_Resource_cost_list_021006.xls
CSP_St_Joe_Cost_List_033105.xls
EQIP_FY05_Rev.xls
EQIP_FY06_cost_list_120505.xls
EQIP_FY06_cost_list_cci_test2.xls
EQIP_FY06_cost_list_Limited_Resource_120505.xls
EQIP_FY06_tribal_cost_list_020906.xls
GRP_FY05.xls
WHIP_FY05.xls
WHIP_FY06_120605.xls
WHIP_FY06_122105.xls
WHIP_FY06_High_Priority_03
WRP_FY05_10_30_yr.xls
WRP_FY06_10_30_yr_cost_li
WRP_FY06_perm_easement_

File name: EQIP_FY06_cost_list_120505.xls

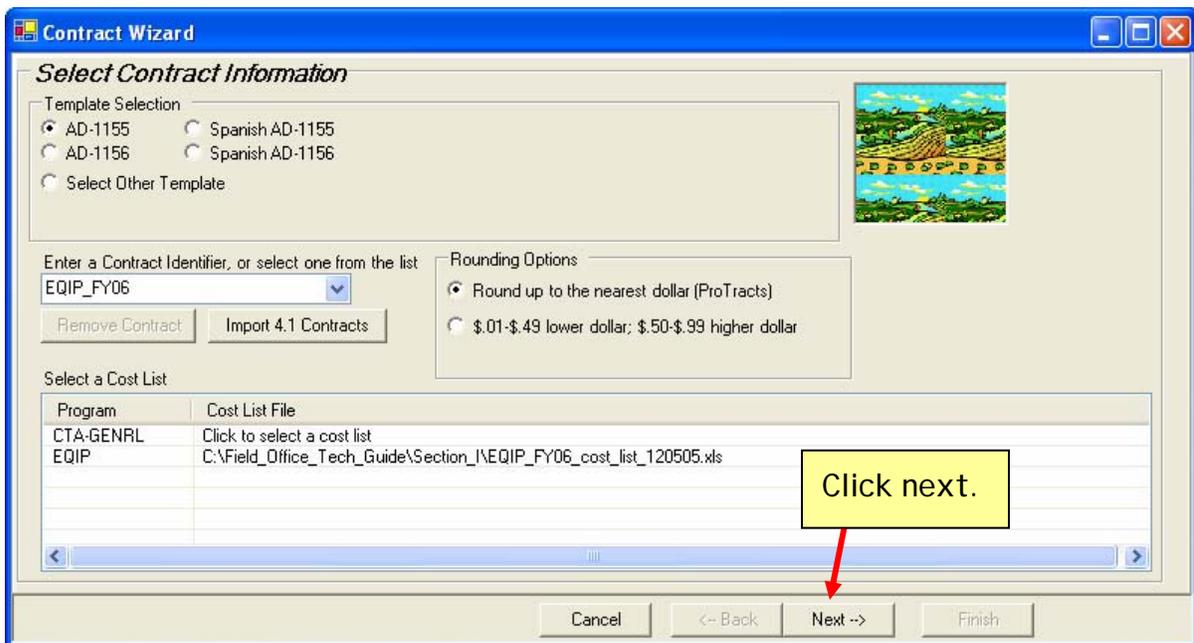
Files of type: Excel File (*.xls)

Open Cancel

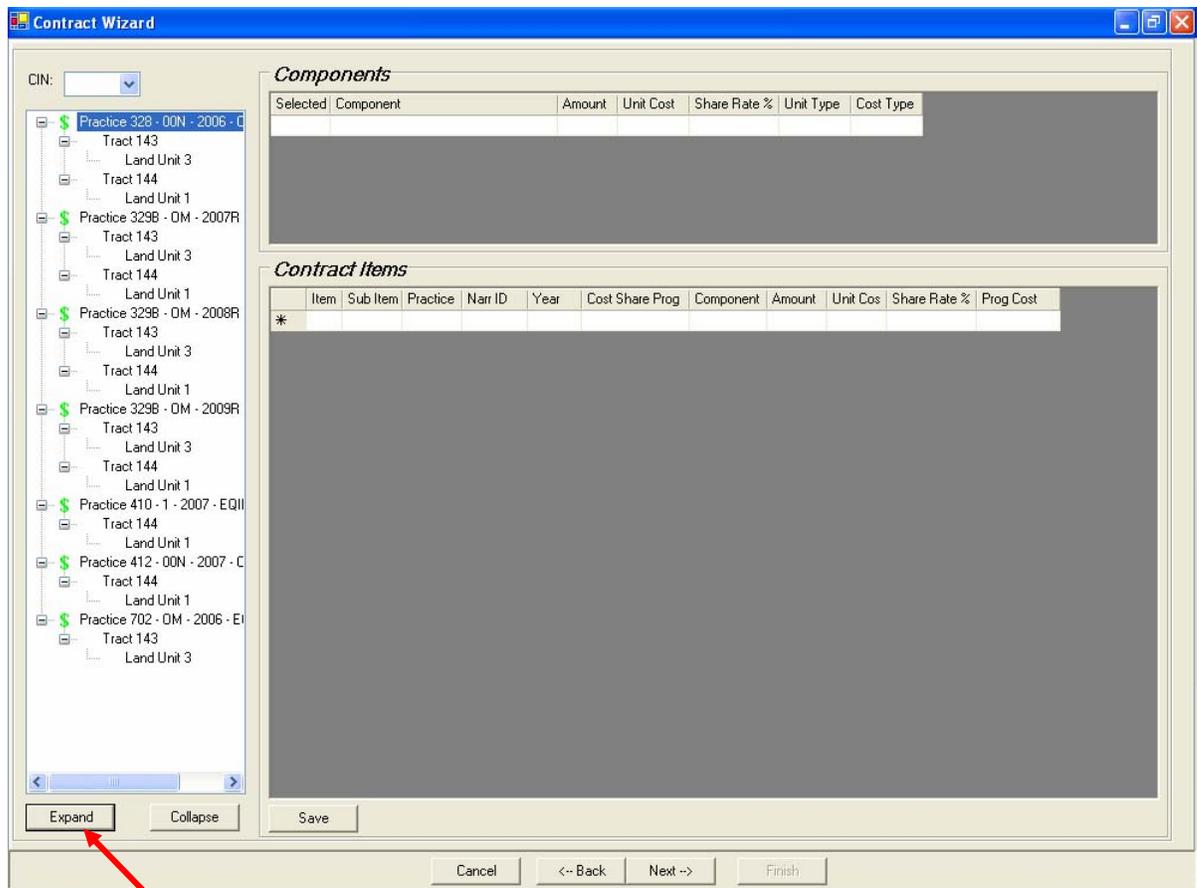
Click on the appropriate cost list and click open.

Note: Additional cost lists may be available in the following location:
F:/FOTG/Section_I

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Adding contract items



Click the **Expand** button or icon () to display the land units for each practice in the Practice list.

The Contract Wizard

Click on a **Land Unit** below the practice to select it.

When you select a land unit, the practice component(s) appear in the Components grid.

Note: We will skip over 328. As long as no component is added, the practice will not be added to the contract.

Select a Practice Component by clicking the check box next to a component.

When the component units match the units of the selected practice, the planned amount of the practice appears in the **Amount** cell. (In Service Pack 2: this only works for practices and components in acres. This should be corrected in the next service pack.) Otherwise, the value in the cell is 0.0. To change **Amount**, double-click in the cell, and type the correct amount then press the Enter key. (**IMPORTANT: you must press enter for the value to be saved.**)

Accept **Unit Cost** from the cost list or double-click in the cell to change it (**only for TA items**). Enter the new unit cost and press the Enter key.

Note: **FA entries in the cost list are approved by the State Conservationist and SHOULD NOT BE CHANGED.**

The Contract Wizard

When you select a component, the contract item automatically displays in the **Contract Items** grid. The first item is labeled 1a. If you select another component in the **Components** grid, a new line appears in the **Contract Item** grid. The second component is numbered 1b. The third is 1c, and so on.

To include another land unit in the current Contract Item Number (CIN), select it from the **Practices List**. Select one or more components from the **Components** grid for the second land unit (as described above).

- In our example, repeat for all land units for all three years of 329B.

If different land units will have different components, select all of the components for the first land unit. Then enter 0 for the amount of the unneeded component on the first land unit. The total appears in the **Amount** cell in the **Contract Item** grid for CIN 4a and 4b. Select the second land unit. Adjust the amount for the component needed for that land unit. Then enter 0 for the amount of the unneeded component on the second land unit. In our example, this is how to add two different types of grade stabilization structures.

The screenshot shows the 'Contract Wizard' window with the following data:

Selected	Component	Amount	Unit Cost	Share Rate %	Unit Type	Cost Type
<input checked="" type="checkbox"/>	Geotextile and Vegetative Chute	0	\$1,500.00	50	NO	AC
<input checked="" type="checkbox"/>	Non-Vegetative Grade Stabilization	4,000.00	\$4,000.00	50	NO	AC

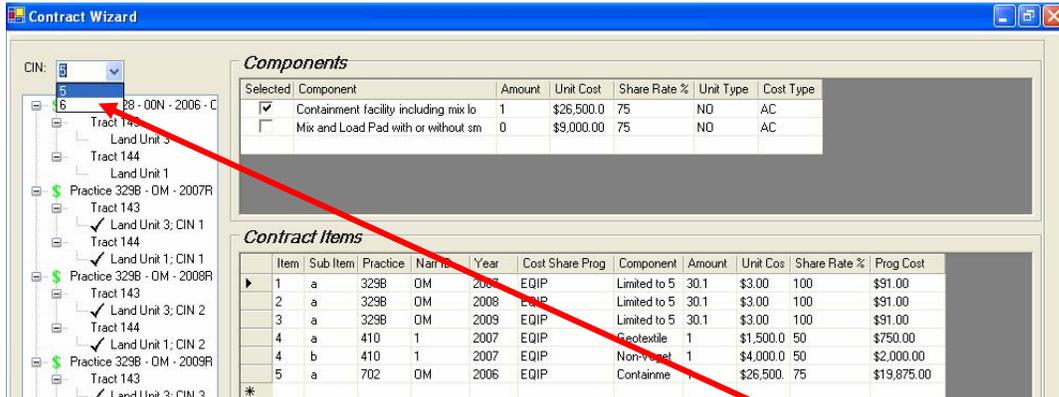
Item	Sub Item	Practice	Narr ID	Year	Cost Share Prog	Component	Amount	Unit Cos	Share Rate %	Prog Cost
1	a	329B	OM	2007	EQUIP	Limited to 5	30.1	\$3.00	100	\$91.00
2	a	329B	OM	2008	EQUIP	Limited to 5	30.1	\$3.00	100	\$91.00
3	a	329B	OM	2009	EQUIP	Limited to 5	30.1	\$3.00	100	\$91.00
4	a	410	1	2007	EQUIP	Geotextile	1	\$1,500.0	50	\$750.00
4	b	410	1	2007	EQUIP	Non-Veget	1	\$4,000.0	50	\$2,000.00

Click Save.

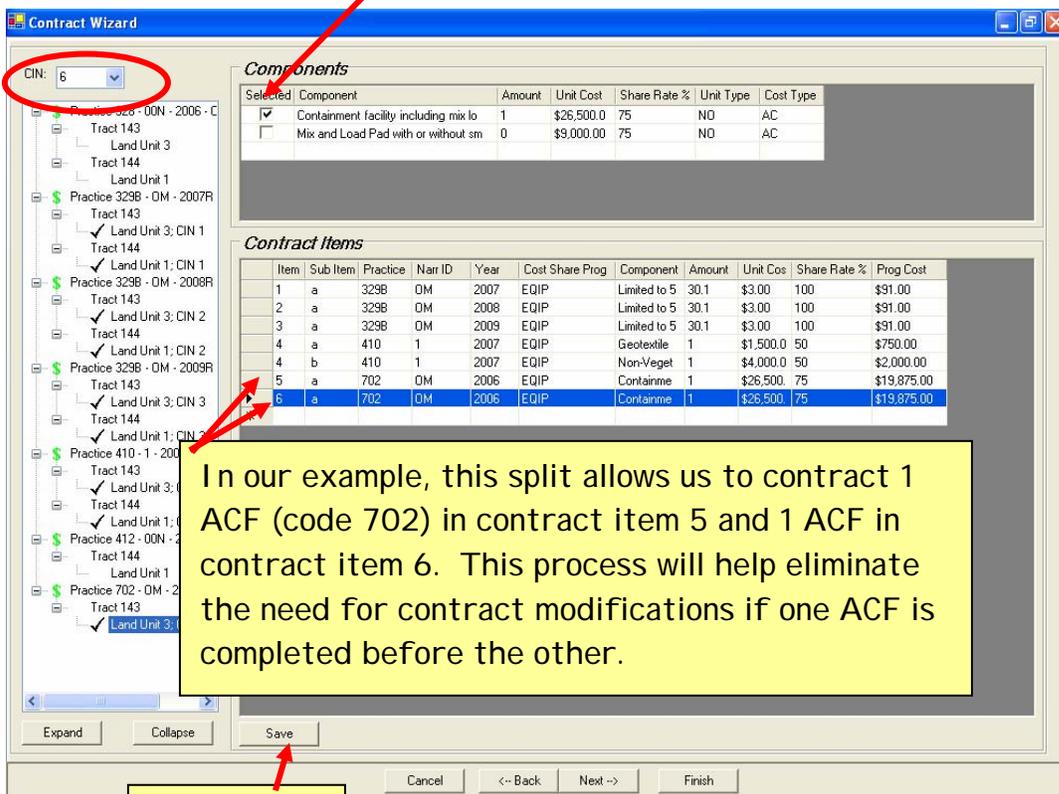
The Contract Wizard

Split One Practice into 2 Contract Items

When you select another practice in the Practices list, the contract item number automatically advances the next number. If desired, you can override this feature by selecting a **different CIN** from the CIN list (upper left corner).



Add your first contract item as described above. To develop the second contract item, click the CIN drop-down list and the next contract item from the list (6 in the example). Click the check box to select one or more components from the Components grid.



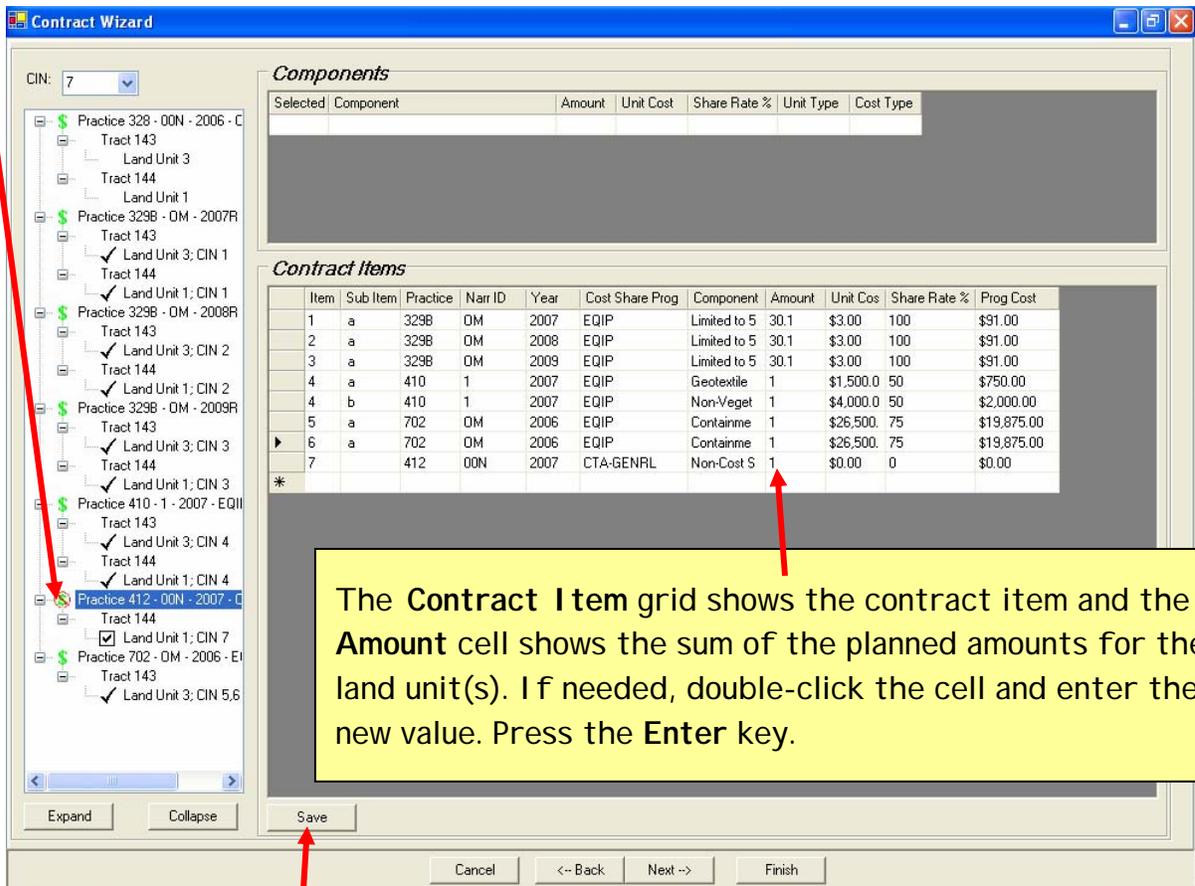
In our example, this split allows us to contract 1 ACF (code 702) in contract item 5 and 1 ACF in contract item 6. This process will help eliminate the need for contract modifications if one ACF is completed before the other.

Click Save.

The Contract Wizard

Adding Non Cost Shared Contract Items

Click once on the dollar sign  next to a practice to mark it as "non cost-shared". The land unit(s) where the practice is scheduled is selected automatically. The dollar sign changes to a non cost-shared icon .



Item	Sub Item	Practice	Narr ID	Year	Cost Share Prog	Component	Amount	Unit Cos	Share Rate %	Prog Cost
1	a	329B	OM	2007	EQUIP	Limited to 5	30.1	\$3.00	100	\$91.00
2	a	329B	OM	2008	EQUIP	Limited to 5	30.1	\$3.00	100	\$91.00
3	a	329B	OM	2009	EQUIP	Limited to 5	30.1	\$3.00	100	\$91.00
4	a	410	1	2007	EQUIP	Geotextile	1	\$1,500.0	50	\$750.00
4	b	410	1	2007	EQUIP	Non-Veget	1	\$4,000.0	50	\$2,000.00
5	a	702	OM	2006	EQUIP	Containme	1	\$26,500.	75	\$19,875.00
6	a	702	OM	2006	EQUIP	Containme	1	\$26,500.	75	\$19,875.00
7		412	00N	2007	CTA-GENRL	Non-Cost S	1	\$0.00	0	\$0.00

The Contract Item grid shows the contract item and the **Amount** cell shows the sum of the planned amounts for the land unit(s). If needed, double-click the cell and enter the new value. Press the Enter key.

Click Save.

Stop here if the contract will be uploaded to ProTracts. The AD-1155 should be printed from ProTracts. Exit the Wizard by clicking the red  at the top of the screen. The customer must be checked back into the National Conservation Planning Database prior to uploading the contract to ProTracts.

If the contract will not be uploaded to ProTracts, continue to the next section.

The Contract Wizard

Finish the Contract Wizard

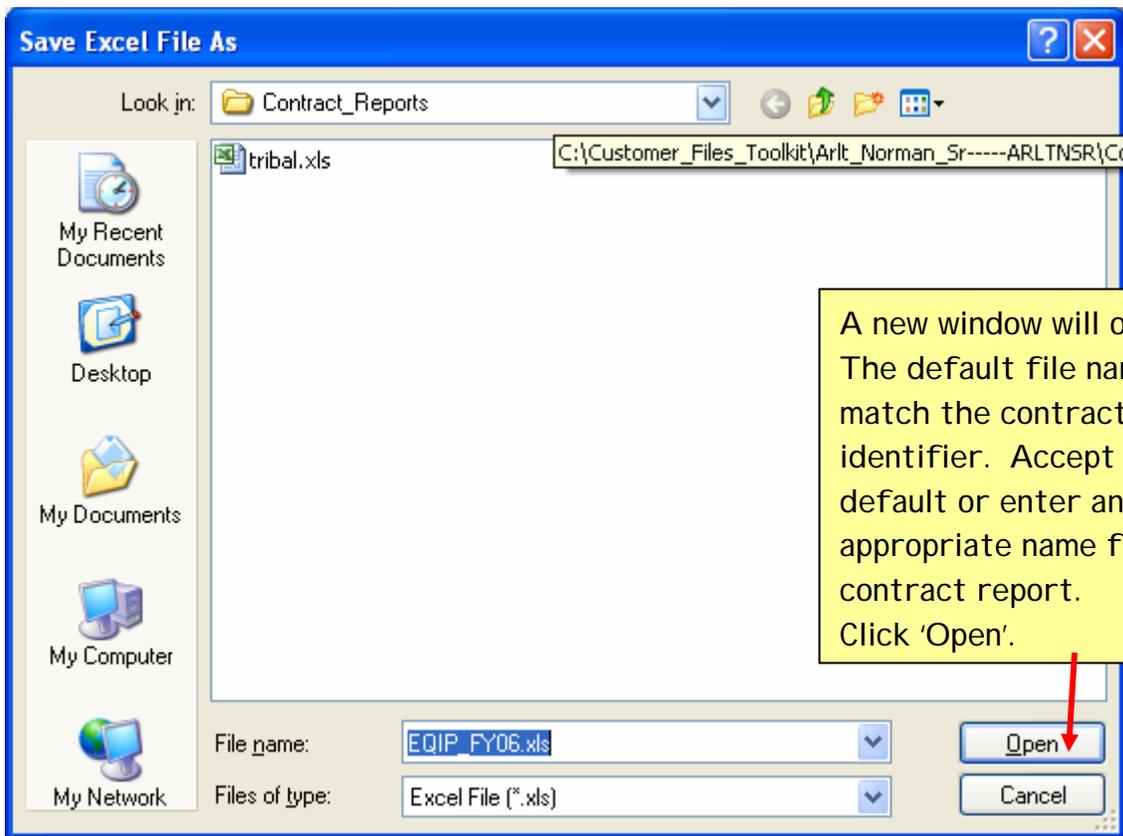
Select Associated Customers from the choice list or type in the boxes if necessary. Click 'Add'. Click 'Next'. Note: The decision maker will automatically be added as a participant.

Name	Address	City	State	Zip Code
▶ ARTHUR NORM	5751 BYRON R	HOWELL	MI	48855
*				

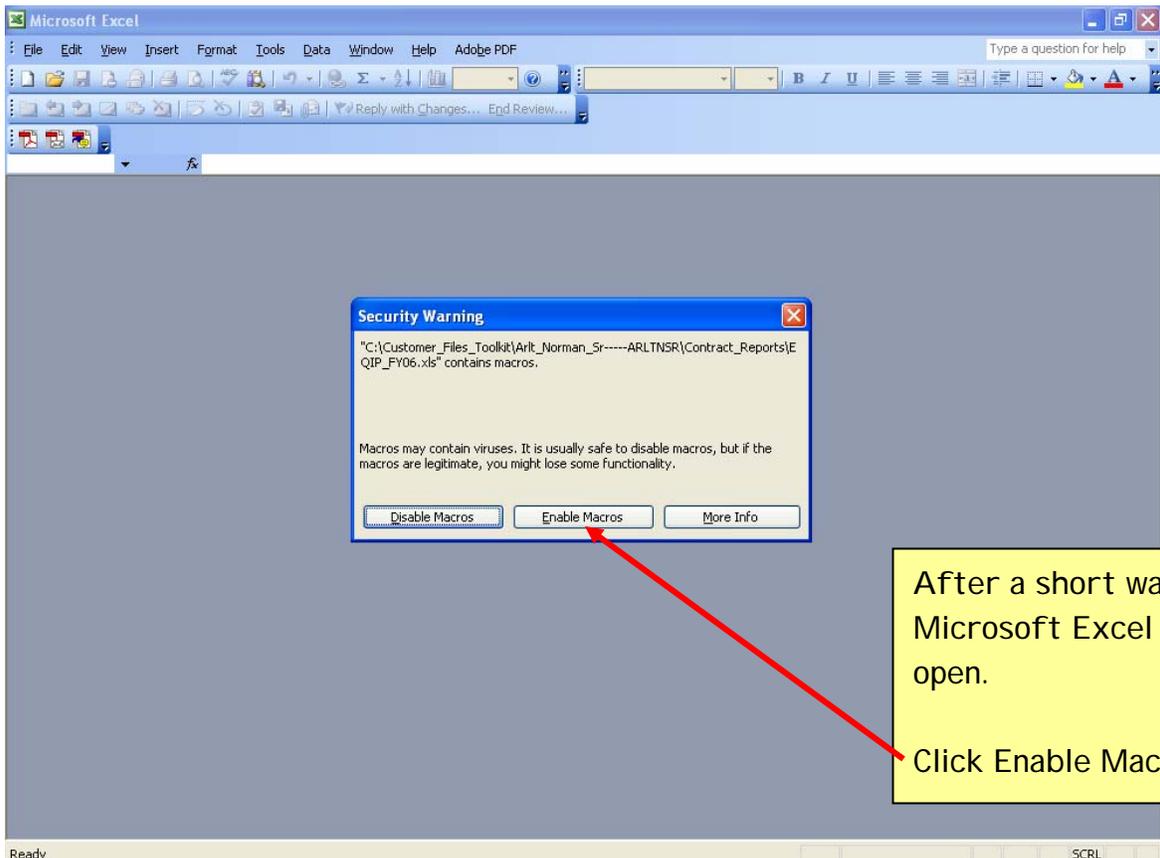
Review/correct/add additional information to the boxes on this screen if necessary. If completed, the other sponsoring agent box will add an additional signature box at the end of the contract.

Click Finish.

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A new window will open. The default file name will match the contract identifier. Accept the default or enter an appropriate name for the contract report. Click 'Open'.



After a short wait, Microsoft Excel will open. Click Enable Macros.

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Microsoft Excel - EQIP_FY06.xls

1. To be completed by NRCS; check appropriate box: This transaction is for CCC. This transaction is for NRCS. OMB No. 05

CONSERVATION PLAN SCHEDULE OF OPERATIONS

Press To Complete Contract

3. NAME ARTHUR NORMAN 4. COUNTY MECOSTA 5. STATE Michigan 6. CONTRACT OR AGREEMENT NO. 7. TOTAL ACRES UNDER CONTR. 28.6

CONTRACT ITEM NUMBER	FIELD	PLANNED CONSERVATION TREATMENT (Record of Decisions)	ESTIMATED AMOUNT (UNITS)	COST BASIS \$	COST SHARE OR PAYMENT RATE %
8	9	10	11	12	13
13		Residue Management, Mulch Till (329B) - Manage amount, orientation and distribution of organic residues as chisels, sweeps and harrows. This practice will be installed, operated and maintained.	30 ac		\$91
14	1	Tract: 143 Fields: 3Tract: 144 Fields:			
15	1a	Limited to 500 acres per year	30.1 AC	3.00	100% FR
17		Residue Management, Mulch Till (329B) - Manage amount, orientation and distribution of organic residues as chisels, sweeps and harrows. This practice will be installed, operated and maintained.	30 ac		\$91
18	2	Tract: 143 Fields: 3Tract: 144 Fields:			

Contract / crp maint / crp mgmt / crp graze-hay / wrp uses /

If you need to add the standard CRP or WRP contract language to the end of the contract, click 'Press to Complete Contract' and continue to the next section of this document.

If not use Excel to make any last minute edits, adjust the page breaks, etc.

Save your changes, print the plan and exit Excel. You will be returned to the practice schedule.

Add standard CRP or WRP contract language to the end of the contract

Choose Conservation Program

Conservation Program

Conservation Reserve Program (CRP, CCRP, CREP)

Wetland Reserve Program

Other (EQIP, WHIP, etc)

OK

After clicking 'Press to Complete Contract,' a new window will open. Select the appropriate program and click ok.

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For CRP the following window will open. Make the appropriate selections.

Options

Select the Activities included in this plan...

1. Maintenance (NOTE: CRP Maintenance is required regardless of the practices and will be added to the plan.)
2. REQUIRED MANAGEMENT (Note: this is required unless the only practices in the plan are practices with trees or CP8A)
3. Managed Grazing and/or Haying (only eligible with CP1, CP2, CP4D, or CP10 in approved wellhead protection areas).

OK

The maintenance statement will always be added.

For WRP the following window will open. Make the appropriate selections.

Compatible Uses

Select the Compatible Uses currently required to manage the easement area...

<input checked="" type="checkbox"/> Access Roads	<input type="checkbox"/> Hunting Blinds (portable)
<input type="checkbox"/> Deep-Water Pond (sited)	<input type="checkbox"/> Mowing
<input type="checkbox"/> Deep-Water Pond (future siting)	<input type="checkbox"/> Timber Management
<input type="checkbox"/> Grazing	<input checked="" type="checkbox"/> Walking Trails
<input type="checkbox"/> Haying	<input type="checkbox"/> Wildlife Food Plots

OK

Note: Some standard language will always be added. This includes compatible uses for all contracts such as 'recreational use', etc.

The screen will flash a few times. Use Excel to make any last minute edits, adjust the page breaks, etc.

Save your changes, print the contract and exit Excel. You will be returned to the practice schedule.

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