

FARM BILL PROGRAM (CSP, EQIP & WHIP) CONTRACTING

PURPOSE: Develop CSP, EQIP or WHIP contract in Protracts.

SCOPE: Field Office development of CSP, EQIP or WHIP contract. (References: 440- <http://directives.sc.egov.usda.gov/?l=5> Conservation Programs Manual Part 512 – Conservation Program Contracting (CPC), Part 515 EQIP Manual, Part 517 WHIP Manual, Part 518 CSP Manual)

Step Action – a verb sentence	Responsibility Any position that is accountable for the completion of this step.	Inputs Items needed to complete the step (forms, tools, people, etc)	Control Practice Standard, Policy, Regulations, etc.	Output Completed object, form, reviewable product, or demonstrated knowledge.
1. Applicant signs up for Farm Bill Program	<ul style="list-style-type: none"> • District Conservationist • Soil Conservationist • Soil Conservation Tech • State Technician • Environmental Specialist • State Secretary • Other Ag Agencies • Producer 	<ul style="list-style-type: none"> • NRCS-CPA-1200 form and NRCS-CPA-1202 Appendix (From Protracts) • Packet of Applicant Information, specific to program • Protracts application database and related links 	<ul style="list-style-type: none"> • CPC 512.20, 512.21, 512.23 (a-b) • EQIP 515.70 - 515.71(a-c) • WHIP 517.23 • CSP 518.60 – 518.64 	Signed and dated NRCS-CPA-1200 and NRCS-CPA-1202 Appendix with copy to producer, original filed in application folder.
2. Enter application in Protracts and verify applicant information is in SCIMS or if not, enter into SCIMS.	<ul style="list-style-type: none"> • District Conservationist • Soil Conservationist • Soil Conservation Tech • State Technician • Environmental Specialist • State Secretary 	<ul style="list-style-type: none"> • NRCS-CPA-1200 • Location Maps (aerial photos) • Protracts 	<ul style="list-style-type: none"> • Protracts Help Menu – Applications: Application Status & Add New Application 	Applicant is in SCIMS and application is entered in Protracts.
3. Determine land and applicant eligibility.	<ul style="list-style-type: none"> • District Conservationist • Soil Conservationist • Farm Service Agency (SCIMS database management) 	<ul style="list-style-type: none"> • Personal knowledge of producer and land use. • AD-1026 (HEL / WC Provisions) • CCC-526 (AGI) • CCC-501A and CCC-502 (for entities or entity joint operation) • NRCS-CPA-1200 and NRCS-CPA-1202 Appendix (From Protracts) • Payment limitations • Protracts Participant Information 	<ul style="list-style-type: none"> • CPC 512.22 • EQIP 515.51 - 515.52 • WHIP 517.22 • CSP 518.41 – 518.42 	<ul style="list-style-type: none"> • Determination of Participant and land eligibility (HEL/WC, AGI, Payment Limitations and Entity). • “Other Eligibility” verified in Protracts. • <i>If application status is Ineligible Status in Protracts, advise applicant to update eligibility and do not proceed to next step until applicant updates status. For WHIP or EQIP go to Step 4. For CSP go to Step 6.</i> • <i>If application is eligible, indicate it as eligible in Protracts. For WHIP or EQIP go to Step 4. For CSP go to Step 6.</i>

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4. For EQIP or WHIP, complete Ranking	<ul style="list-style-type: none"> • District Conservationist • Soil Conservationist • Soil Conservation Tech • State Technician • Environmental Specialist • Other Agency Partners • Conservation Plan • Applicant Information 	<ul style="list-style-type: none"> • Eligible practice(s) to include in contract. • Practice quantity and contract amounts, if needed. • Protracts ranking application database and related links. 	<ul style="list-style-type: none"> • EQIP 515.72, 515.81 • WHIP 517.25 • Protracts Help Menu 	Ranking is completed and entered in Protracts. <i>Go to Step 5.</i>
5. For EQIP and WHIP, make selections based on ranking and funding.	<ul style="list-style-type: none"> • District Conservationist • State Conservationist • Program Manager 	<ul style="list-style-type: none"> • Ranking in Protracts. • Protracts application database and related links. 	<ul style="list-style-type: none"> • EQIP 515.83 • Protracts Help Menu 	EQIP/WHIP applications selected for funding. <i>Go to Step 8.</i>
6. For CSP, determine tier and category level based on current year National Sign-Up Notice.	<ul style="list-style-type: none"> • District Conservationist • Soil Conservationist • Soil Conservation Tech • State Technician • Environmental Specialist • Applicant Information 	<ul style="list-style-type: none"> • Identify eligible land and enhancements. 	<ul style="list-style-type: none"> • CSP 518.43, 518.44, 518.52, 518.53 • National Sign-Up Notice • Protracts Help Menu 	Tier and category identified in Protracts. <i>Go to Step 7.</i>
7. For CSP, selections made nationally.	<ul style="list-style-type: none"> • National Headquarters 		<ul style="list-style-type: none"> • National Sign-Up Notice 	State Conservationist notified of CSP applications selected for funding. <i>Go to Step 8.</i>
8. Transfer funds to county allocation in Protracts.	<ul style="list-style-type: none"> • Program Coordinator • Program Manager 	<ul style="list-style-type: none"> • Applications selected for funding 	<ul style="list-style-type: none"> • Protracts Help Menu 	AO and FO notified of selection and funds transferred.
9. Enter/Update Conservation Plan in Toolkit	<ul style="list-style-type: none"> • District Conservationist • Soil Conservationist • Soil Conservation Tech • State Technician • Environmental Specialist 	<ul style="list-style-type: none"> • Participant Conservation Plan Folder • Applicant Information • Toolkit application database and related links. 	<ul style="list-style-type: none"> • Toolkit Manual 	Conservation Plan developed in Toolkit

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10. Complete Contract Wizard in Toolkit	<ul style="list-style-type: none"> • District Conservationist • Soil Conservationist • Soil Conservation Tech • State Technician • Environmental Specialist 	<ul style="list-style-type: none"> • Conservation Plan from Toolkit and Plan Folder • Toolkit application database and related links 	<ul style="list-style-type: none"> • Program Practice List • Program Cost List • Toolkit Manual 	Conservation plan contract information developed in Contract Wizard.
11. Upload Contract Wizard information from Toolkit to Protracts	<ul style="list-style-type: none"> • District Conservationist • Soil Conservationist • Soil Conservation Tech • State Technician • Environmental Specialist 	<ul style="list-style-type: none"> • Conservation plan contract information from Contract Wizard. • Program Cost List Toolkit and Protracts application databases and related links. <ul style="list-style-type: none"> • https://protracts.sc.egov.usda.gov/ProTracts/RoboHelp/GetStarted.htm 	<ul style="list-style-type: none"> • CPC 512.10 – 512.11 • Protracts Help Menu 	Contract information is loaded into Protracts application with appropriate Cost List identified.
12. Enter remaining application information in Protracts	<ul style="list-style-type: none"> • District Conservationist • Soil Conservationist • Soil Conservation Tech • State Technician • Environmental Specialist 	<ul style="list-style-type: none"> • Application Practice section in Protracts • Protracts application database and related links 	<ul style="list-style-type: none"> • Protracts Help Menu 	All application information entered in Protracts.
13. Check Rules in Protracts	<ul style="list-style-type: none"> • District Conservationist • Soil Conservationist • Soil Conservation Tech • State Technician • Environmental Specialist 	<ul style="list-style-type: none"> • Application Practice section in Protracts • Protracts application database and related links 	<ul style="list-style-type: none"> • Protracts Help Menu 	Rules are checked and application items are moved from “draft” to “planned” status in Protracts.
14. Acquire Completed Electronic Funds Transfer (EFT) or Waiver from Applicant.	<ul style="list-style-type: none"> • District Conservationist • Soil Conservationist • Soil Conservation Tech • State Technician • Environmental Specialist • State Secretary 	<ul style="list-style-type: none"> • EFT form SF-1199a. • Protracts application database and related links 	<ul style="list-style-type: none"> • CPC 512.60(a) • Protracts Help Menu • Toolkit Manual 	Completed Electronic Funds Transfer (EFT) form SF-1199a accurately verified or Waiver request received from Applicant.

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15. Enter/Validate banking information (if not already established in FFIS for Applicant) and include in Protracts.	<ul style="list-style-type: none"> • District Conservationist • Soil Conservationist • Soil Conservation Tech • State Technician • Environmental Specialist • State Secretary 	<ul style="list-style-type: none"> • Completed Electronic Funds Transfer (EFT) form SF-1199a or Waiver from Applicant. • Protracts application database and related links 	<ul style="list-style-type: none"> • CPC 512.60(a) • Protracts Help Menu 	Vendor Code is established in Protracts and Foundation Financial Information System (FFIS).
16. Print NRCS-CPA-1202 and appendix	<ul style="list-style-type: none"> • District Conservationist • Soil Conservationist • Soil Conservation Tech • State Technician • Environmental Specialist • State Secretary 	<ul style="list-style-type: none"> • Protracts Application Print button on Application bar in Protracts • Protracts application database and related links 	<ul style="list-style-type: none"> • Protracts Help Menu 	Printed copy of NRCS-CPA-1202 and appendix.
17. Applicant approves contract and “contract signed” checked in Protracts.	<ul style="list-style-type: none"> • District Conservationist • Soil Conservationist • Soil Conservation Tech • State Technician • Environmental Specialist • Applicant 	<ul style="list-style-type: none"> • NRCS-CPA-1202 and appendix, including addenda if needed. 	<ul style="list-style-type: none"> • Protracts Help Menu • CPC 512.21, 512.40 – 512.46 • EQIP 515.101 • WHIP 517.40 – 517.47 • CSP 518..90 	Applicant signed and dated NRCS-CPA-1202 and appendix, including addenda if needed, filed in Applicant folder and copy provided to Applicant. “Contract Signed” checked in Protracts.
18. DC approves contract in Protracts	<ul style="list-style-type: none"> • District Conservationist 	<ul style="list-style-type: none"> • Applicant signed and dated NRCS-CPA-1202 and appendix, including addenda if needed. • Protracts application database and related link 	<ul style="list-style-type: none"> • Protracts Help Menu – Manage Applications: Application Status • CPC 512.46(c) 	Electronic version of NRCS-CPA-1202 approved by DC in Protracts. Application status is “Approved” in Protracts.
19. ASTC(FO) reviews and approves contract, obligating funds in Protracts	<ul style="list-style-type: none"> • ASTC-FO 	<ul style="list-style-type: none"> • Electronic version of NRCS-CPA-1202 approved by DC in Protracts. • Protracts application database and related links 	<ul style="list-style-type: none"> • Protracts Help Menu • CPC 512.46(d) 	Application is promoted to contract in Protracts
NOTE: To obligate funds >\$150,000	<ul style="list-style-type: none"> • Regional Assistant Chief 	<ul style="list-style-type: none"> • Electronic version of NRCS-CPA-1202 approved by DC in Protracts. • Protracts 	<ul style="list-style-type: none"> • Protracts Help Menu • CPC 512.46(d) 	Application is promoted to contract in Protracts

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19. Deliver Contract to Participant	<ul style="list-style-type: none"> • District Conservationist • Soil Conservationist • Soil Conservation Tech • State Technician • Environmental Specialist • State Secretary 	<ul style="list-style-type: none"> • NRCS-CPA-1202 contract and appendix, including addenda if needed. 	<ul style="list-style-type: none"> • Conservation Programs Manual 512.47(b) 	Participant receives copy of approved contract, including Conservation Plan Schedule of Operations.

Field checked: June 11, 2007

Approved: /s/ Richard Van Klaveren

Richard Van Klaveren, State Conservationist

Date: October 31, 2007