

EQIP Workload Management Tool FY2013

Instructions:

This workload management tool will be completed for each eligible producer applying for EQIP assistance under _____ fund code. The goal of this workload management tool is to ensure that conservation technical assistance and EQIP program benefits are efficiently allocated to address priority conservation needs. Completion of this worksheet and documentation does not constitute agreement to provide EQIP program benefits or approval of an EQIP contract. The original workload management tool worksheet must be filed with the applicant case file or EQIP program file and the screening priority (High, Medium, and/or Low) will be recorded in ProTracts. Upon request, a copy of any completed management worksheet may be provided to the applicant. **All applications must be entered in ProTracts, including priority determination and estimate of EQIP cost. High priority applications will be ranked. Medium priority applications will not be ranked until all High priority applications have been funded. Low Priority applications will not be ranked.**

Applicant Name: _____ County: _____
Application Number: _____ Field Office: _____
Evaluator Name: _____ Date: _____

A. Does the application include soil conservation practices that will reduce soil loss to tolerable limits (i.e., T) (Note: if already at T answer No)?

Yes, (1 point) No, (0 points)

B. Is the application supported by a current conservation plan¹ that addresses all resource concerns on, at least, land use type (e.g., crop, grazing, forest, etc) at the time of application batching?

Yes, (3 point) No, (0 points)

C. Do the practices in the application address the identified Ag related nonpoint source impairment within a TMDL, a watershed listed in "Iowa Section 303(d) Impaired Waters Listings" or one of the following water quality approved projects: Watershed Protection Program Fund (WSPF), Water Protection Fund (WPF) EPA 319 Project, or Iowa Watershed Improvement Review Board (IWIRB) Fund?

Yes, (3 point) No, (0 points)

D. Do the practices in the application address the identified Ag related nonpoint source impairment in a locally identified priority watershed?

Yes, (2point) No, (0 points)

E. Is/was the applicant on schedule and maintaining all currently or previously held program (Federal, State, or Local) contracts? (Note: if the applicant has never had any program contract before answer question yes)

Yes, (1 point) No, (-6 points)

F. Was the application area cropped prior to May 1, 2008? (Note: pasture or headquarter only applications can answer yes)

Yes, (1 point) No, (-6 points)

G. The field that has the conservation practice is adjacent to a water body and the practice contributes in protecting the water body?

Yes, (2 point) No, (0 points)

H. Does the application include practice(s) that will treat or finish treating the resource concern for the entire tract?

Yes, (2 point) No, (0 points)

I. Is this application for a livestock waste facility that will treat all the livestock waste resource concerns for the entire farmstead [When a producer's existing livestock facilities are within 2,500 feet of each other (at the closest point) it is considered one farmstead].

Yes, (0 points) No, (-6 points)

J. Is the application for a livestock facility that did exist prior to March 1, 2009 and currently has a resource concern?

Yes, (0 points) No, (-6 points)

Total Points: _____

Determination for Protracts – Select One: High Priority: Medium Priority: Low Priority:

D.C. Approval: _____ Date Approved: _____

Workload Management Tool Description:

At the end of the first round batching period an office will determine if the workload management tool will be used for each subaccount. If the workload management tool is used on a subaccount it must be used on that subaccount for the rest of the fiscal year.

¹The plan will consist of inventory and evaluation, NEPA documentation, needs and feasibility with preliminary design, alternatives for the entire land use, and have a record of decisions of the producer.

Workload Management Tool Instructions:

- All applications will be entered into Protracts with an estimated (program) cost and priority (high, medium or low).
- If using the workload management tool to determine priority, all applications in the subaccount must be screened.
- All High Priority applications will be ranked in Protracts.
- When all High Priority applications have been selected for funding Medium Priority applications will be ranked in Protracts.
- Low Priority applications will not be ranked in Protracts.

If a subaccount has any application(s) that include livestock waste treatment practices all applications in that subaccount must use the workload management tool. All Historically Underserved subaccounts must also use the workload management tool.

Priorities are established at the following levels for the HU Subaccounts:

High Priority = 7 or more points

Medium Priority = 4-6 points

Low Priority = 3 points or less

If using the Workload Management Tool to determine priority for local subaccounts choose one of the following methods to determine priority.

1) Sort applications by Workload Management Tool score. Multiply the fund code's allocation by 150%. High priority applications are those whose cumulative estimated cost falls within 150% of the fund code's allocation. Medium priority applications are those whose cumulative estimated cost falls between 150% and 300% of the fund code allocation. Example: Fund code allocation of \$100,000 X 150% = \$150,000. The cutoff point for high priority is all sorted applications above the cumulative total of \$150,000.

2) Sort applications by Workload Management Tool score. Choose a percentage of the applications for each priority level. Set the break at a whole point cutoff. Example: Set the high priority for the top third of the applications, medium as middle third and low as the bottom third. If the top 20% is at 6 points and when you reach down to 5 points it includes a total of 40% of the applications you could cut off the high priority at 5 points. The breakdown you establish on the cut off for the points should be based on spreading out your workload. The splits you establish should help to spread applications throughout the High, medium and low categories.