

# Program Contracts System (ProTracts)

## Task Guide #4

### Application Evaluation and Ranking Tool – Ranking Applications

April 15, 2009

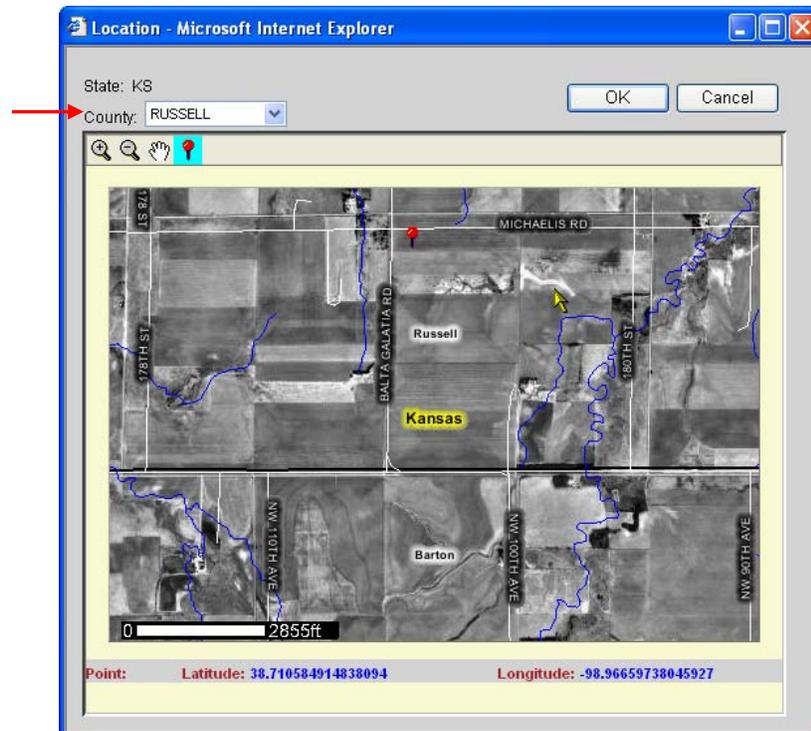
The purpose of this guide is to provide guidance on using the ProTracts Application Evaluation and Ranking Tool (AERT) to rank applications for funding decisions for the Environmental Quality Incentives Program (EQIP) and Wildlife Habitat Incentives Program (WHIP).

### BACKGROUND

Eligible applications for EQIP and WHIP are given a ranking score based on criteria in the ProTracts AERT (ProTracts Task Guide #3 contains additional information on the evaluation criteria). Applications with the highest ranking score will be given first priority for funding. In the event that multiple applications have the same ranking score but all can not be funded, the tracking code will be used as a tie-breaker. The application with the highest tracking code will be selected for funding.

### LOCATION COUNTY

Applications are ranked based on the location county. When setting the location of an application, the location county must be selected from the drop-down county list (placing the pin in an adjoining county does not properly set the county location).



To ensure that applications are not overlooked in the ranking process, the following steps need to be followed for applications where the location county is in a different administrative area than the servicing office administrative area:

1. District conservationist will send a list to their assistant state conservationist for field operations (ASTC-FO) of applications located outside their administrative area. Include the following information: application number, applicant, location county, and servicing office.
2. The ASTC-FO will compile and send the list of applications located in an adjoining administrative area to the ASTC-FO for that area and courtesy copy the appropriate state office program manager.
3. The program manager will review permissions for the area zone managers (AZMs) in ProTracts to ensure the listed applications can be managed by the appropriate area office.

### TRACKING CODE

Tracking codes can be assigned by AZMs. When tracking codes are assigned, ProTracts generates a random number. Tracking codes will be used when a tie-breaker is needed during the funding-decision process when applications have equal ranking scores. See ProTracts Task Guide #3 for more information.

### RANKING APPLICATIONS

The program and financial assistance (FA) fund code of an application will determine the scope of the ranking process (i.e., the group of applications that will compete for a program allocation). Applications can be ranked by state, area, or county by FA fund code. Applications are ranked based on the location county, not the servicing office.

The ProTracts **Manage Applications** option is used to specify the scope of the application ranking.



### Search Criteria

On the search screen, select the appropriate criteria to select a group of applications for ranking. The search should also be restricted to applications with Application Status of Eligible. Contract Cost Display Options should be set to Total Cost.

For state or area-wide (administrative area or special resource concern area) rankings; specify Program, Fiscal Year, and FA Fund Code. Click **Go** to initiate the search.

Tools Applications Contracts Rates Forms Funds Reports Contact Us Help Log Off Session ends in 30 minutes if not active.  
# Active Sessions: 131

### Manage Contract Applications

Program: WHIP 2008	State: KS Location: All Locations	Fiscal Year: 2009	Fund Code: Kansas: Area 3 WHIP
Priority <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> None	Applicant Name: <input type="text"/> <input type="checkbox"/> Name starts with Application Number: <input type="text"/> <input type="checkbox"/> Number starts with	Servicing Office: All Offices <input type="checkbox"/> Show Closed Offices	
Date Range Start Date: <input type="text"/> End Date: <input type="text"/>	Application Status <input type="checkbox"/> All <input type="checkbox"/> Not Eligible <input type="checkbox"/> Pending <input type="checkbox"/> Disapproved <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Deferred <input type="checkbox"/> Preapproved <input type="checkbox"/> Cancelled <input type="checkbox"/> Approved	Appendix & CPA-1202 Signed <input type="checkbox"/> Signed by Participant(s) <input type="checkbox"/> Not Signed	Contract Cost Display Options <input type="radio"/> Estimated Cost <input checked="" type="radio"/> Total Cost (Required to obligate contracts)
Contract <input type="checkbox"/> Requiring RAC approval	Limited Resource Farmer/Rancher <input type="checkbox"/> Limited Resource Farmer/Rancher Beginning Farmer/Rancher <input type="checkbox"/> Beginning Farmer/Rancher	Socially Disadvantaged <input type="checkbox"/> Socially Disadvantaged	<a href="#">Go</a>

### Example 1: Area-wide ranking

Note: ProTracts permissions also play a role in the search operation. Applications will be restricted based on Servicing Office and County listed in your permissions (use Tools, View Permissions to view your current permissions).

### Manage Contract Applications

Program: EGIP 2008	State: KS Location: All Locations	Fiscal Year: 2009	Fund Code: 09 Water Quantity QRA - GMD 1
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### Example 2: Special area ranking

For a county-wide ranking, specify Program, Location, Fiscal Year, and Fund Code. **(DO NOT use Servicing Office on a county-wide ranking.)** Click **Go** to initiate the search.

Tools Applications Contracts Rates Forms Funds Reports Contact Us Help Log Off Session ends in 30 minutes if not active.  
# Active Sessions: 128

### Manage Contract Applications

Program: EGIP 2008	State: KS Location: SALINE	Fiscal Year: 2009	Fund Code: 09 Cropland Health
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## Search Results

Applications meeting the specified search criteria will be displayed sorted by priority, ranking score, and tracking code.

**Note: Kansas ranking criteria for 2009 EQIP and WHIP applications does not utilize the Priority field. All applications should have None for Priority.**

Manage Applications - Microsoft Internet Explorer  
 Address: https://protracts.sc.egov.usda.gov/ProTracts/ManageApplications.aspx?program\_id=18&fy=2007&search\_criteria=fund\_code  
 # Active Sessions: 46  
 Manage EQIP 2002 Applications for Fiscal Year 2007

County	Fund Code	Ranking Score	Priority	Tracking Code	Contract Number	Applicant	Current Status	New Status	Applicant Signature (s)	Contract Cost	Cumulative Calculated Cost
Geary	07 Water Quality	379.54	None		746215070CJ		Eligible	-- Select a Status --	Signed	\$41,982.00	\$41,982.00
Geary	07 Water Quality	231.14	None		746215070DR		Eligible	-- Select a Status --	Signed	\$42,812.00	\$84,794.00
Geary	07 Water Quality	231.14	None		746215070DP		Eligible	-- Select a Status --	Signed	\$35,718.00	\$120,512.00
Geary	07 Water Quality	231.14	None		746215070DQ		Eligible	-- Select a Status --	Signed	\$39,034.00	\$159,546.00
Geary	07 Water Quality	228.49	None		7462150709S		Eligible	-- Select a Status --	Signed	\$35,234.00	\$194,780.00
Geary	07 Water Quality	220.54	None		746215070DL		Eligible	-- Select a Status --	Signed	\$47,246.00	\$242,026.00
Geary	07 Water Quality	220.54	None		746215070DO		Eligible	-- Select a Status --	Signed	\$43,397.00	\$285,423.00
Geary	07 Water Quality	220.54	None		746215070A2		Eligible	-- Select a Status --	Signed	\$61,163.00	\$346,586.00
Geary	07 Water Quality	220.54	None		746215070A4		Eligible	-- Select a Status --	Signed	\$29,812.00	\$376,398.00
Geary	07 Water Quality	220.54	None		746215070A3		Eligible	-- Select a Status --	Signed	\$59,717.00	\$436,115.00
Geary	07 Water Quality	220.54	None		7462150709U		Eligible	-- Select a Status --	Signed	\$71,729.00	\$507,844.00
Geary	07 Water Quality	220.54	None		746215070B8		Eligible	-- Select a Status --	Signed	\$27,077.00	\$534,921.00

Proposed funding cut-off

Use the Cumulative Calculated Cost to determine the funding cut-off. If the cut-off line will split a group of applications that have the same ranking score, the Tracking Code will be used as a tie-breaker.