

C o n s e r v a t i o n P r o g r a m s G I S I n t e r f a c e (**C P G I**)

User Guide

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Version 12.x

Developed for use with
Environmental Systems Research Institute (ESRI)
ArcMap 9.2



United States Department of Agriculture
Natural Resources Conservation Service
Salina, Kansas

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CPGI Overview

The Conservation Programs Geographic Information System Interface (CPGI) has been developed by members of the Resource Conservation Staff at the Kansas Natural Resources Conservation Service (NRCS) State Office. CPGI uses ArcMap and related Python geoprocessing scripts to evaluate the spatial data component of application ranking for NRCS conservation programs. The application boundary and answers to the criteria are saved and available for further use in evaluating conservation program impacts. CPGI is fully compatible with the NRCS Customer Service Toolkit (Toolkit) and uses Toolkit conservation planning data for the application boundary.

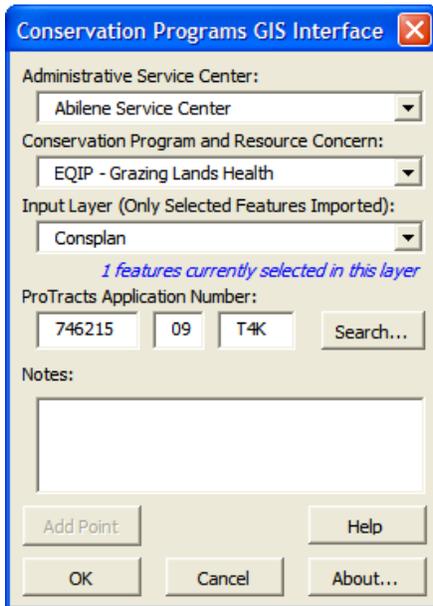
Installing CPGI

The CPGI is installed on a workstation using the Geodata Tools application. The interface is installed by going to the **Tools** tab and clicking the **Update Workstation Tools** button. The geodatabase is installed by going to the **Geodata** tab, selecting **CPGI – Statewide Database** from the listbox and clicking **Download from F:**.

Starting CPGI

The CPGI  button is on the Kansas toolbar in ArcMap.

CPGI Main Dialog Window



Conservation Programs GIS Interface

Administrative Service Center:
Abilene Service Center

Conservation Program and Resource Concern:
EQIP - Grazing Lands Health

Input Layer (Only Selected Features Imported):
Consplan
1 features currently selected in this layer

ProTracts Application Number:
746215 09 T4K Search...

Notes:

Add Point Help

OK Cancel About...

Administrative Service Center

The Administrative Service Center is the first item to select at the top of the CPGI main dialog. All U.S. Department of Agriculture (USDA) service centers in Kansas are available from the list box. CPGI will save the current selection as the default for future use. The Administrative Service Center selection can be changed as needed.

Conservation Program and Ranking Criteria

The Conservation Program and Resource Concern are stored as one item in the second list box on the CPGI main dialog. The Program Contracts System (ProTracts) Application Number on the main CPGI dialog will update to the appropriate code as the conservation program selection changes. The **Add Point** button is also enabled or disabled depending on which item is selected from this list box.

Input Layer

The Input Layer is the source for the application boundary and can be in Shapefile, Personal Geodatabase, or File Geodatabase format. The list box will only list layers of polygon feature types and will convert to the UTM NAD83 Zone 14 coordinate system when the data is copied to the application boundary layer. The number of currently selected features in the Input Layer will be stated below the list box after a layer has been selected.

ProTracts Application Number

The ProTracts Application Number is divided into three parts on the CPGI main dialog; the fund code and state information, the Fiscal Year (FY), and the application identification (ID). Each of these items can be modified as needed, but in most instances, the application ID section of the application number is the only information that should need to be modified by the user.

Notes

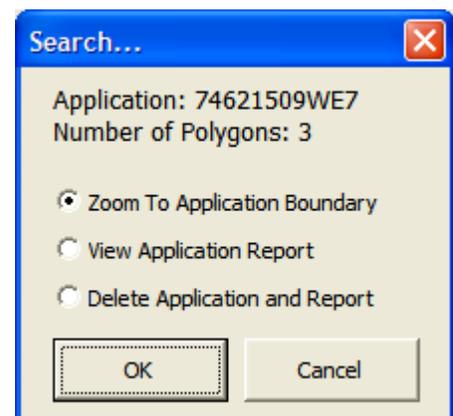
Additional notes up to 256 characters can be entered and will be printed on the CPGI report. **Since the notes will be printed on the CPGI report, users should safeguard Personal Identifiable Information (PII) and not enter this information.**

Search...

Use the **Search** button to determine if an application exists in the CPGI database. If the application number does not exist in the CPGI database, the message to the right will be displayed.



If the application has been previously entered, the CPGI search dialog will display three options. Run one of the three options by clicking the radio button and then clicking the **OK** button.



Zoom to Application Boundary allows the user to easily return to the location of the application. CPGI stores all applications for a service center within one File Geodatabase, which allows all applications from the service center to be viewed, queried, and displayed as one set of data.

View Application Report can be used to display a report from a previously processed application. The report will be displayed using Internet Explorer and is Read Only. This options does not reprocess an application, it only displays the report created previously.

Delete Application and Report removes all boundaries, points, and reports associated with the application number from the CPGI database and directory structure. In some cases, a deletion will be necessary to remove a previously processed application so it can be reprocessed with changes to the boundary or points.

Add Point

The **Add Point** button on the CPGI main dialog activates a point digitizing tool. This feature is available depending on which Conservation Program and Resource Concern is selected. Only those resource concerns that have point data criteria use the **Add Point** functionality. All required information in the CPGI main dialog must be entered prior to using **Add Point**.

OK

The **OK** button checks that all required information has been entered and then calls a Python Geoprocessing Script to process the application boundary against resource data, which then generates the application report.

Cancel

The **Cancel** button closes the active CPGI dialog without processing the application.

Help

The **Help** button on the CPGI main dialog goes to the Kansas NRCS Web site and opens this document.

About...

The **About...** button contains information such as the version of CPGI and contact information.

Basic Steps for Processing an Application

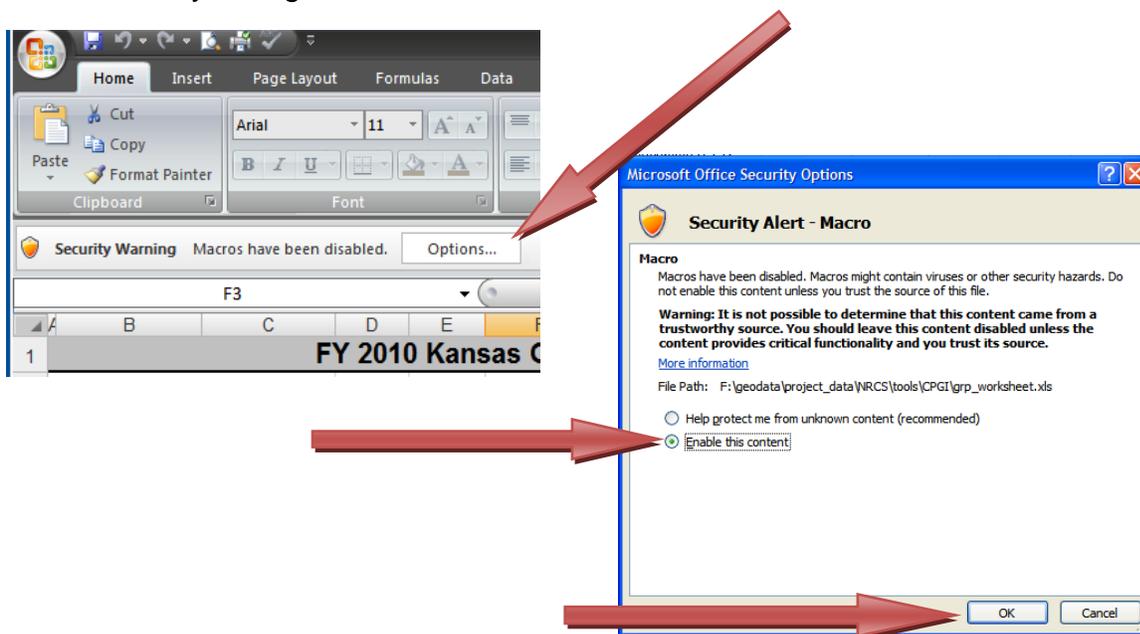
1. Open Toolkit and ArcMap for the customer making application to the conservation program.
2. Load the customer's conservation plan using the Toolkit Select Plan  button.
3. From a polygon layer in the Table of Contents (TOC), select the polygon features that make up the application area. (This step can also be completed after Step 7.)
4. Click the CPGI  button located on the Kansas toolbar in ArcMap.
5. Select or verify the Administrative Service Center for this application.
6. Select the Conservation Program and Resource Concern for this application

7. Select the Input Layer containing the polygons that comprise the application. (The number of currently selected features for the Input Layer will be stated below the Input Layer list box.)
8. Enter the ProTracts Application Number. Only the last 3 digits will require entry, all other digits are automatically populated.
9. Optionally enter notes for this application. **Remember to safeguard PII data.** It should not be entered in the notes section.
10. Add point data if button available (only resource concerns with point data criteria)
 - a. Click the **Add Point** button.
 - b. On the data view, click the location of the point feature.
 - c. Repeat steps (a) and (b) for additional points.
11. Click **OK** to process the application.
12. The report will display in Internet Explorer or Microsoft Excel for the Grasslands Reserve Program (GRP).
13. Print report for documentation.

Grassland Reserve Program (GRP) Ranking

After the **OK** button on the CPGI dialog in ArcMap is clicked, the application will be processed (the black command window) and then Microsoft Excel will open. In Excel, the user must complete all entries not populated by CPGI.

Macros must be enabled by the user for the ranking worksheet to work properly. In Microsoft Excel the **Options...** button directly above the Excel Worksheet must be clicked followed by clicking **Enable this content** and then clicking **OK** on the Microsoft Office Security dialog.



All Applications must be Saved and Printed using the “Save to PDF” button at the lower right of the Ranking Worksheet.

The user can view the application map by clicking the “View Map” button at the lower right of the Ranking Worksheet.

| | | | |
|---|---------------------------|--------------------------|---|
| invasive species. (40) | <input type="radio"/> YES | | 0 |
| species. (50) | <input type="radio"/> YES | | 0 |
| (100) | <input type="radio"/> YES | <input type="radio"/> NO | 0 |
| on (sand/gravel pits). (20) | <input type="radio"/> YES | <input type="radio"/> NO | 0 |
| offers contiguous with 1 or more GRP offers from other applications | | | |
| Ranking Points: | 0 | NRCS Employee | 0 |
| View Map | | Save to PDF | |

The user can view the ranking worksheet by clicking the “View Worksheet” button at the lower right of the Application Map.

| | |
|---|--|
|  United States Department of Agriculture Natural Resources Conservation Service | |
| The USDA is an equal opportunity provider and employer | |
| View Worksheet | |

Note: Close Excel before processing additional applications. Excel will not update to a new document while open for the previous application.

Frequently Asked Questions

Q. The tool says that my version is out of date, how do I update this?

A. The CPGI database is updated using the Geodata Tools application. Refer to the section **Installing CPGI** in this user document.

Q. Can I digitize land units directly into CPGI?

A. No, land units can only be copied from an existing polygon layer. This would normally be the Toolkit conservation plan or alternately the Common Land Unit (CLU).

Q. How do I add fields to an application?

A. Polygons must exist in a layer that is loaded in the TOC. This layer will be used as the Input Layer and any selected polygons will be copied to the CPGI Application Boundary layer when the application is processed by clicking the **OK** button on the CPGI main dialog.

Q. What if I missed a field or had too many fields selected when I processed the application?

A. The application will need to be deleted using the **Delete Application and Report** functionality from the **Search** button on the CPGI main dialog. After the inaccurate application has been deleted, reselect the correct fields and use the same steps to process the application again.

Q. Can I delete an application?

A. Yes, an application can be deleted using the **Delete Application and Report** functionality from the **Search** button on the CPGI main dialog. Do not attempt to add or delete application boundaries by using Toolkit or ArcMap digitizing tools.

Q. Who do I contact if I get an error using the Tool?

A. Contact your area office support staff for assistance using CPGI or questions about the data used. If additional support is required, you will be directed to the Resource Conservation Staff.

Q. How do I know what the application number should be?

A. The application number is automatically generated by ProTracts when the application is created. The last 3 digits of the application number must be manually typed into CPGI.

Q. What is the **Add Point** button for and why is it not available some of the time?

A. The **Add Point** button is only used for resource concerns that include criteria for point locations such as a confined animal feeding location or a point of diversion. The **Add Point** button activates a point digitizing tool that links the location clicked to the application.

Q. Who can use CPGI?

A. All employees that have access to ArcMap and Toolkit can use CPGI, but CPGI does not allow for concurrent use. If CPGI is in use, additional users will see an information window appear that reports the current user's login name.

Q. Are the points that are digitized with the **Add Point** button required to be in the application boundary?

A. Some ranking criteria require the point to be within the application boundary while other ranking criteria do not. For example, a point of diversion may be outside of the application area.