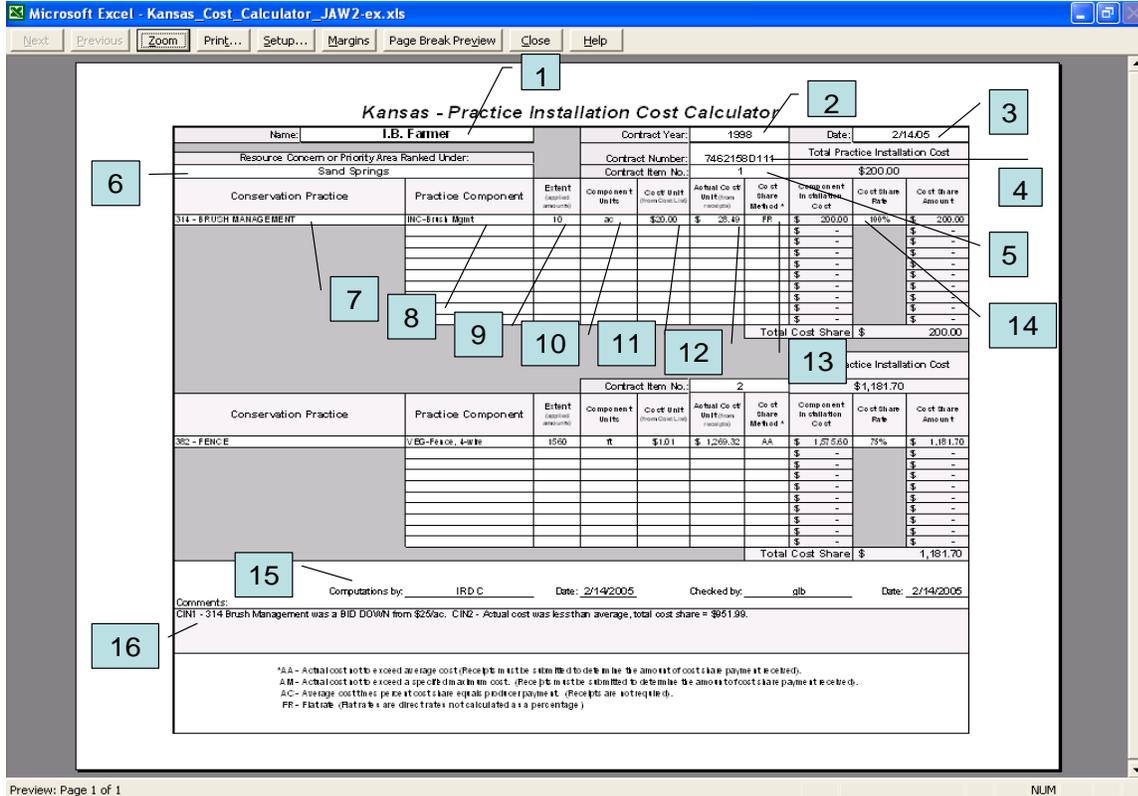


KANSAS PRACTICE INSTALLATION COST CALCULATOR TASK GUIDE



The Kansas Practice Installation Cost Calculator will be required as documentation for all contracts prior to Fiscal Year (FY) 2004 and FY 2004 contracts that were not merged prior to migration (note the "EQIP Conversion Cost List"). Entry is required in the following locations:



1. Contract Participant (decision-maker)
2. Contract Year
3. Date Calculator Completed
4. ProTracts Contract Number
5. Contract Item Number (from ProTracts)
6. Resource Concern or Priority Area Ranked Under (cost list used).
 - Ensure that the appropriate cost list is noted.
 - Drop down list is available. See Exhibit 1.
7. Conservation Practice (to be paid and must match data in ProTracts).
 - Drop down list is available. See Exhibit 2.

8. Practice Component (to be paid and must match official cost list from that contract year)
 - Please ensure that entries match components from official cost list. (For example, cost list states "T2-Metal,Antiseep,2pc,42"diaX84",14ga.Alum" - then it should be stated as such on the cost calculator.)
9. Extent (completed)
10. Component Units
 - Drop down list is available. See Exhibit 3.
11. Cost/Unit (average)
 - This will match official cost list.
12. Actual Cost/Unit
 - This is a per unit cost (component cost divided by applied component units) and will be determined from receipts received from participant.
 - Actual cost/unit is a required entry for "AA" and "AM" cost-share methods.
13. Cost-Share Method
 - Drop down list is available. See Exhibit 4.
 - This will match cost-share method outlined on cost list.
14. Cost-Share Rate
 - Drop down list is available. See Exhibit 5.
 - This will match cost-share rate from cost list. *If Beginning or Limited Resource Farmer or drought assistance area enter the appropriate cost-share rate and please note basis in the "Comments Section."*
15. Computations By (completed by) and Checked By
 - See Exhibit 6.
16. Comments Section
 - *Enter any additional information that is necessary for the second-party reviewer to know. (For example, BID DOWN information, Actual cost was LESS THAN average, etc.)* See Exhibit 7.

EXHIBIT 5

Microsoft Excel - Kansas_Cost_Calculator_JAW2-ex.xls

File Edit View Insert Format Tools Data Window Help

Arial 11

J7 100%

Kansas - Practice Installation Cost Calculator

Name: I.B. Farmer		Contract Year: 1998		Date: 2/14/05					
Resource Concern or Priority Area Ranked Under: Sand Springs		Contract Number: 7462158D111		Total Practice Installation Cost					
		Contract Item No.: 1		\$200.00					
Conservation Practice	Practice Component	Extent (applied amounts)	Component Units	Cost/ Unit (from Cost List)	Actual Cost/ Unit (from receipts)	Cost Share Method	Component Installation Cost	Cost Share Rate	Cost Share Amount
314 - BRUSH MANAGEMENT	INC-Brush Mgmt	10	ac	\$20.00	\$ 28.49	FR	\$ 200.00	100%	200.00
							\$ -	0.40	-
							\$ -	0.45	-
							\$ -	0.50	-
							\$ -	0.55	-
							\$ -	0.60	-
							\$ -	0.65	-
							\$ -	0.70	-
							\$ -	0.75	-
Total Cost Share							\$		200.00
								Total Practice Installation Cost	
				Contract Item No.: 2				\$1,181.70	
Conservation Practice	Practice Component	Extent (applied amounts)	Component Units	Cost/ Unit (from Cost List)	Actual Cost/ Unit (from receipts)	Cost Share Method	Component Installation Cost	Cost Share Rate	Cost Share Amount
382 - FENCE	VEG-Fence, 4-wire	1560	ft	\$1.01	\$ 1,269.32	AA	\$ 1,575.60	75%	\$ 1,181.70
							\$ -		-
							\$ -		-
							\$ -		-
							\$ -		-
							\$ -		-

Two Item Sheet / One Item Sheet

Ready NUM

EXHIBIT 6

The screenshot shows a Microsoft Excel spreadsheet with the following data:

Conservation Practice	Practice Component	Extent (applied amounts)	Component Units	Cost Unit (from Cost List)	Actual Cost Unit (from receipts)	Cost Share Method	Component Installation Cost	Cost Share Rate	Cost Share Amount
382 - FENCE	VEG-Fence, 4-wire	1560	ft	\$1.01	\$1,269.32	AA	\$ 1,575.60	75%	\$ 1,181.70
							Total Cost Share		1,181.70

Summary Totals:

- Total Cost Share: \$ 200.00
- Total Practice Installation Cost: \$1,181.70

Contract Item No.: 2

Computations by: IRDC Date: ##### Checked by: qlb Date: 2/14/2005

Comments:
CIN1 - 314 Brush Management was a BID DOWN from \$951.99. CIN2 - Actual cost was less than average, total cost share = \$951.99

Footnote:
*AA - Actual cost not to exceed average cost (Receipts must be submitted to determine the amount of cost share payment received).
*AM - Actual cost not to exceed a specified maximum cost. (Receipts must be submitted to determine the amount of cost share payment received).
*AC - Average cost times percent cost share equals producer payment. (Receipts are not required).
*FR - Flat rate (Flat rates are direct rates not calculated as a percentage).

