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December 5, 2012

KANSAS BULLETIN NO. KS300-13-20

SUBJECT: LTP-Environmental Quality Incentives Program–Screening Tool Guidance

Purpose. Provide guidance on the use of the fiscal year (FY) 2013 General Environmental Quality Incentives Program (EQIP) screening tool.

Expiration Date. September 30, 2014

For FY 2013, Kansas has developed a screening tool to screen EQIP applications in the Water Quality and Soil Health ranking categories for the purpose of reducing the application workload by prioritizing as High, Medium, and Low priority.

The tool is intended to be used prior to ranking EQIP applications as a way to screen out those applications that are medium or low priority. Sufficient time will be saved by high workload field offices by prioritizing EQIP applications for ranking. Water Quality and Soil Health ranking categories will be screened during the FY 2013 ranking process (see Attachments 2 and 3). Applications will be screened following the fund codes outlined in Protracts.

The screening process is a two part process (see Attachment 1). The first part is to digitize and assign Program Contracts System (ProTracts) generated application numbers to all Water Quality and Soil Health EQIP applications. A set of digitizing and attribution tools will be used to complete this part. The second part which occurs after all applications have been added into the screening boundary dataset will be done at the state office. The applications each management unit (MU) has digitized will be copied to the state office and grouped by ranking category of EQIP Water Quality and EQIP Soil Health. Each application within a ranking category will be assigned a priority of High, Medium, or Low. The state office will provide one report for each ranking category to the area office and MU. The reports will include the priority ranking status for each application in the ranking category for the MU.

(more)

DIST: A, F, S, C. Nelson

The EQIP manager will prepare funding recommendations for all Beginning Farmer/Rancher, Limited Resource Farmer/Rancher, and Socially Disadvantaged Farmer/Rancher fund codes.

NOTE: Using the screening tool is required for Soil Health and Water Quality ranking categories and all eligible applications must have an assigned priority of “High,” “Medium,” or “Low” recorded in Protracts.

Applications were entered into the screening tool database as of November 30, 2012.

On December 3, 2012, the State Office Programs Staff pulled a report from the screening tool database and compared it to the applications entered in Protracts. We anticipate some applications not being entered or missing due to user error. The state office will verify applications entered and inform MUs of corrections if needed.

The final screening tool reports with the assigned priorities will be distributed by December 14, 2012.

Contact: Please forward your feedback and questions through established channels to Corey L. Nelson, Resource Conservationist, at (785) 823-4580 or email corey.nelson@ks.usda.gov.

(Signed)

ERIC B. BANKS
State Conservationist

Attachments