

**Fiscal Year 2011 Application Process
EQIP, WHIP, and AMA**

Use this attachment in conjunction with PIA Bulletin, PIA-300-11-01 and the FY-2011 Application Materials Notebook.

APPLICATION PHASE	RESPONSIBLE PARTY
I. Submit FY 2011 EQIP, WHIP, and AMA application materials to NRCS, FSA, or SWCD by ranking deadline. <ul style="list-style-type: none"> <input type="checkbox"/> All applications to be date stamped when received from applicant and mailed or hand delivered to the appropriate NRCS field office. Prior notification by receiving agency is requested. 	Applicant
II. Field Office Staff reviews submitted application materials. <ul style="list-style-type: none"> A. Application <ul style="list-style-type: none"> <input type="checkbox"/> NRCS-CPA-1200 (5/31/2012) & Appendix(10/20/2010) <input type="checkbox"/> HI-SCIMS (Personal Info for FSA SCIMS Database) B. Self Certification Forms (as applicable) <ul style="list-style-type: none"> <input type="checkbox"/> Agricultural Producer Eligibility Self-Certification <input type="checkbox"/> Limited Resource Farmer, Rancher, or Forest Owner Self-Certification <input type="checkbox"/> Beginning Farmer or Rancher Self-Certification <input type="checkbox"/> Irrigation History Self-Certification <input type="checkbox"/> AMA ONLY - Self Certification of Expected Payments from Risk Management Agency (RMA) or Agricultural Management Service (AMS) for FY 2011 C. Proof of Land Control <ul style="list-style-type: none"> <input type="checkbox"/> Deed (Owners) <input type="checkbox"/> Lease Agreement for the Length of the Contract (Operators) <input type="checkbox"/> Communally-Owned Land Documents D. Eligibility <ul style="list-style-type: none"> <input type="checkbox"/> AD-1026 (HEL/WC Certification) <input type="checkbox"/> CCC-926 (Adjusted Gross Income)– Entities must complete one for each member to the 4th level. E. Vendor Information <ul style="list-style-type: none"> <input type="checkbox"/> SF-1199 (Direct Deposit Form) & "Voided" Check F. Entity Information <ul style="list-style-type: none"> <input type="checkbox"/> CCC-901 (Members Information). Each member requires a CCC-926 (AGI) down to the 4th level. G. Entity Documents (Identifies Legal Entity/Business) <ul style="list-style-type: none"> <input type="checkbox"/> Trust, Corporation, General Partnership, Joint Ventures, etc. Note: Online "Search for Business Entity & Documents for Hawaii" through Dept of Commerce & Consumer Affairs. H. Signatory Authority (Identifies Authorized Signers) <ul style="list-style-type: none"> <input type="checkbox"/> Corporate Charter, Bylaws, etc. <input type="checkbox"/> Power of Attorney (Optional) I. DUNS Number (Entities Receiving >\$25,000 in Funding) 	NRCS DC or Planner (SC or CRC)
ELIGIBILITY PHASE	RESPONSIBLE PARTY
I. Determine program eligibility and conduct pre-screening <ul style="list-style-type: none"> A. ProTracts Data Input <ul style="list-style-type: none"> <input type="checkbox"/> Participant & Land Information <input type="checkbox"/> Vendor Information B. "Food Security Act" Compliance <ul style="list-style-type: none"> <input type="checkbox"/> Highly Erodible Land Determination <input type="checkbox"/> Wetland Determinations C. Pre-Screening of Application/Plan <ul style="list-style-type: none"> <input type="checkbox"/> Conservation Plan Completed & Accepted (Signed by Participant) <input type="checkbox"/> NEPA ESA & Cultural Requests are Submitted <input type="checkbox"/> Required Permits Are Submitted (Suggested) <input type="checkbox"/> Lease Agreement - Contains Statements To: <ul style="list-style-type: none"> ~ Cover the Contract Length and ~ Allows the Participant to install Structural & Vegetative Practices 	FO Staff

<p>D. ProTracts</p> <ul style="list-style-type: none"> <input type="checkbox"/> Application Status: Change from "Pending" to "Eligible" if Eligibility Met. See Application Phase II. F <p>F. Eligibility Notification Letter</p> <ul style="list-style-type: none"> <input type="checkbox"/> Send "Eligibility" Determination Letter ("Certified" with "Return Receipt Requested"). Template letters available in ProTracts. 	
PRE-APPROVAL PHASE	RESPONSIBLE PARTY
<p>I. Complete "Plan-Contract Validation Review" (PCVR) Documents:</p> <p>A. Planning (Toolkit)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Toolkit <i>Conservation Plan</i> Completed (Participant Signed) <input type="checkbox"/> Toolkit <i>Contract Wizard</i> Completed <p>NOTE: The Conservation Plan & draft contract (from Toolkit) can be reviewed simultaneously with the applicant at this time. It will give him an idea of the reimbursements and what his part will need to be if he has been getting bids for practice implementation.</p> <p>B. Contracting (ProTracts)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Rank Application Based on Resource Concerns <input type="checkbox"/> Upload Toolkit Plan to ProTracts & Review Practices for Contracting. <input type="checkbox"/> Print NRCS-CPA-1155. <p>C. Upload "PCVR" Documents for Review by Area Resource Conservationist to NRCS Share Point/West/PIA/Area Office/Farm Bill Docs for Review/FY2011 Contract Documents/Field Office. ARC will communicate deficiencies. PCVR Naming Convention: Program Name_Last 5 digits of application number_Applicant Name_PCVR (Example: <i>EQIP_11ONO_AkuPoke_PCVR</i>)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conservation Plan & Plan Map <input type="checkbox"/> ProTracts Ranking Summary <input type="checkbox"/> Protracts NRCS-CPA-1155 <p>D. Upload Contract Documents (CD) for Review by Program Staff to NRCS Share Point/West/PIA/Area Office/Farm Bill Docs for Review/FY2011 Contract Documents/Field Office. Program Staff will communicate deficiencies. Contract Document Naming Convention: Program Name_Last 5 digits of application number_Applicant Name_CD_Doc Type (Example: <i>EQIP_11ONO_AkuPoke_CD</i>)</p> <ul style="list-style-type: none"> <input type="checkbox"/> SF-1199 (Direct Deposit Form w/Cancelled Check) <input type="checkbox"/> Proof of Ownership (Deed or Lease Agreement) <input type="checkbox"/> Entity Documents <input type="checkbox"/> Signature Authority <input type="checkbox"/> CCC-901 (Entity Membership) <p>E. ProTracts Status</p> <ul style="list-style-type: none"> <input type="checkbox"/> Program Staff will changed status from "Eligible" to "Pre-Approved" if review PCVR and CD's are met. See IC & ID above. <p>G. Send "Pre-approval" Notification Letter ("Certified" with "Return Receipt Requested"). In PIA Sharepoint/Programs/Application-Contract Status Letters</p>	<p>FO Staff</p> <p>FO Staff</p> <p>FO Staff & ARC</p> <p>FO Staff & Program Staff</p> <p>Program Staff</p> <p>DC</p>
APPROVAL PHASE	RESPONSIBLE PARTY
<p>I. Contract Documents</p> <p>A. NRCS-CPA-1202 (Electronic signature of DC & Manual Signature of Applicant)</p> <p>B. NRCS-CPA-1155 (Electronic signature of DC & Manual Signature of Applicant)</p> <p>II. Upload Contract Documents to NRCS Share Point/West/PIA/Area Office/Farm Bill Docs for Review/FY2011 Contract Documents/Field Office. Contract Document Naming Convention: Program Name_Last 5 digits of application number_Applicant Name_Approved (Example: <i>EQIP_11ONO_AkuPoke_Approved</i>)</p> <p>III. Send "Approval" Notification Letter ("Certified" with "Return Receipt Requested"). In PIA Sharepoint/Programs/Application-Contract Status Letters</p>	<p>FO Staff</p> <p>FO Staff</p> <p>FO Staff</p> <p>DC</p>
OBLIGATION PHASE	RESPONSIBLE PARTY
<p>I. Assistant Director for Programs Obligates Application in ProTracts.</p> <p>II. FO Prints NRCS-CPA-1202 & NRCS-CPA-1202 for Participant & Field Office Files.</p> <p>III. Send Contract Obligation Letter to Applicants ("Certified" with "Return Receipt Requested"). Those not obligated by the last ranking period will be deferred or cancelled.</p> <p>IV. Provide Participants "consent to Disclosure of Tax Information" (CCC-927 or CCC-928). Refer to PL-213 for more information regarding these forms.</p> <p>V. Finalize NEPA for ESA and Cultural Resources.</p> <p>VI. Finalize designs and practice specifications. Begin practice implementation.</p>	<p>ADP</p> <p>FO Staff</p> <p>FO Staff</p> <p>FO Staff</p> <p>FO Staff</p> <p>FO Staff</p> <p>FO Staff</p>