

Farm Bill Program Application Approval And Second Level Review Process

1. For eligible Farm Bill applications, the District Conservationist (DC) shall complete the appropriate Farm Bill Program Application Review Worksheet (see Attachment 2) on the Field Office (FO) share drive in the appropriate name and year folder, i.e. "FY08 Farm Bill Application Worksheet FO Name".
2. The DC will complete the Worksheet by selecting the applicable program tab at bottom of Worksheet (either EQIP, WHIP or CSP) and by inputting the Applicant's name and application number and addressing all application and ProTracts requirements listed. Note: Where applicable, review the comment box behind the column header by placing cursor over the cell. Put an "X" in the box when items are completed or type in N/A, if not applicable.
3. The Program Manager reviews Application Packages and changes status to "Pre-approved" on all acceptable applications.
4. When the DC changes the application status from Pre-approved to Approved in ProTracts, they are stipulating that they have reviewed the application and conservation plan and are giving their formal approval and concurrence.
5. The DC notifies the Program Manager, via email, (with a courtesy copy to the Assistant Director of Programs) that the CPA-1202 has been signed by the applicant.
6. The State/Area Office second level approving official will review the application(s) on the worksheet. If acceptable, the application will be promoted in ProTracts. If an application is found deficient, the DC will be notified of the deficiency.
7. The DC shall correct all deficiencies until the application is promoted, found ineligible, or cancelled.