

Timeline for Fiscal Year 2012 EQIP, AMA Programs

Action	Ranking 1	Ranking 2	Ranking 3	Ranking 4
<input type="checkbox"/> Upload Plan-Contract Documents (FO) ¹ <input type="checkbox"/> Contract Document and Conservation Plan Review by Area Resource Conservationists ² <input type="checkbox"/> Application Priority Worksheet (AO) ⁶	Jan 13, 2012	Mar 9, 2012	May 12, 2012	<i>if needed</i>
<input type="checkbox"/> Complete ProTracts Ranking (FO) ³	Jan 20, 2012	Mar 16, 2012	May 18, 2012	
<input type="checkbox"/> Complete Pre-Approval (AO) ⁴ &(FO) ⁵	Jan 27, 2012	Mar 23, 2012	May 25, 2012	
<input type="checkbox"/> Complete Approval (AO) ⁶	Feb 2, 2012	Mar 30, 2012	June 1, 2012	
<input type="checkbox"/> Upload Signed Contract Documents (FO) ⁷	<i>Target</i>	<i>within 30 -</i>	<i>45 days</i>	
<input type="checkbox"/> Contract Obligation (SO ADP) ⁸				

Ranking 3 - can utilize Regional Equity funds which are contingent on approved/obligating 90% of regular EQIP funds by April 1. Contract obligation for Ranking 1 & 2 are dependent upon expected Continuing Resolutions or a Department of Agriculture Budget being passed and receipt of program funding. FY 2012 Timelines for EQIP, AMA available on the [PIA Share Point Calendar](#)

1. Upload Listed Documents to: <https://nrsc.sc.egov.usda.gov/west/pia/AO/FBDocsReview/default.aspx> by Field Office Share Point sub folder.
 - NRCS-CPA-1200 (5/31/2012) and Appendix (10/2011 and check Protracts for most current version)
 - Proof of Land Control (Deed or Lease Agreement for at least contract length) or
 - Communally-Owned Land Documents or
 - Historical Use or
 - Landowner Concurrence Letter
 - Entity Information (for non-individuals) see Attachment B Application Phase Section IID **only** if applicable
 - Conservation Plan and Map
 - Authorization for NRCS to release information to other agencies
 - NRCS-CPA-52 (signed by planner)
 - Attachment B Application Phase checklist (page 1 only)

Application Naming Convention:
 Program name_last 5 digits of application number_applicant name
 Example: *EQIP_11ONO_AkuPoke_1200*
2. Area Office reviews uploaded documents and determines Applicant and application eligibility and sets application status in ProTracts from "Pending" to "Eligible". Area Office notifies the Field Office of the action. Area Office also notifies the Field Office of missing or incomplete information needed to move pending or ineligible applications to an "Eligible" status.
3. Field Office completes ProTracts Ranking for applications with an "Eligible" ProTracts status and will notify AO that it is ready for review.
4. Area Office conducts technical review of the conservation plan for all "Eligible" applications with a ranking score and NRCS-CPA-1155 and sets the application status in ProTracts from "Eligible" to "Pre-Approved". Area Office notifies the Field Office of the action. Area Office also notifies the Field Office of missing, inaccurate, incomplete information needed to move "Eligible" applications to a "Pre-Approved" status.
5. District Conservationist prints out NRCS-CPA-1155 for "Pre-Approved" applications, signs for technical adequacy, and files in the contract folder for documentation and record.
6. For complete (highly) ranked applications: 1) ADFO reviews "Pre-Approved" applications and sets ProTracts status to "Approved". 2) Area Office notifies the Field Office of the action, 3) Area Office approves in Funds Manager. Attachment B (page two) uploaded with AO signatures. Or Area Office notifies the Field Office of

missing/incomplete documentation needed to move remaining "Pre-Approved" applications to "Approved" status or that the application is not ranked high enough for funding in this period.

7. Field Office prints out contract documents listed from Protracts below for "Approved" applications, secures Participant's signature and uploads the four signed documents to <https://nracs.sc.egov.usda.gov/west/pia/AO/FBDocsReview/default.aspx> by Field Office Share Point sub folder.

- NRCS-CPA-1202 (manually signed by Participant & electronically signed by ADFO)
- NRCS-CPA-1202-CPC (appendix) most current version (manually signed by Participant)
- NRCS-CPA-1155 (manually signed by Participant & electronically signed by ADFO)
- NRCS-CPA-52 (signed by DC when all required permits and consultations are completed)

Upload only the signature page of the NRCS-CPA-52.

Contract Document Naming Convention:

Program name_last 5 digits of application number_applicant name_signed docs

Example: *EQIP_11ONO_AkuPoke_signed docs*

Field Office enters the date the Participant(s) signed NRCS-CPA-1202 and Appendix into ProTracts.

8. ADP reviews uploaded signed documents and signs contract in ProTracts for applications with complete documentation.
9. Field Office prints out and provides the Participant a copy of the obligated contract documents listed below and files the originals in the Field Office contract folder.
- NRCS-CPA-1202 and Appendix
 - NRCS-CPA-1155
 - Conservation Plan and Plan Map

10. Field Office sends:

- Contract Approval letters ("Certified" with "Return Receipt Requested") with enclosures listed in number nine above.
- Application Status letters ("Certified" with "Return Receipt Requested") for all other applications.

Letters are available at: *PIA Sharepoint/Programs/Application-Contract Status Letters*