

Attachment A
Pacific Islands Area FY-2012 Program Payment Schedule Plan of Work
for EQIP, EQIP Organic, AMA, WHIP, and WRP

Due Date	Activity	Person Responsible
On Feb. 23, 2011 (completed)	1. Hold a State Technical Advisory Committee (STAC) meeting to identify priority "state" resource concerns for FY-2012 programs.	Assistant Director for Programs (ADP)
By April 15, 2011 (completed)	2. Develop a DRAFT FY-2012 "Working Copy" of the PROGRAM Payment Schedule for each of the five programs. Update practice codes, names and lifespans and include new practices based on pending State PIA and National Standards to be released in FY-2012. Add column for Area/FO comments. Send to ADP and State Program Specialists.	ADP with assistance from State Program Specialists (completed this fiscal year by State Economist)
May 6, 2011	3. Send PIA bulletin to ADFOs to request comments from Area and Field Office staff regarding the DRAFT FY-2012 PROGRAM Payment Schedules. (What existing practices and activities to delete or change? What new practices and activities to add? What concerns do you have about typical practice installation costs?)	ADP with assistance from State Program Specialists
By May 11, 2011	4. Develop a "Resource Concern Identification Worksheet" for use by Local Work Groups. Include brief resource concerns definitions, purpose, and instructions for use. Send to DCs to distribute to Local Work Groups.	EQIP Program Specialist
By June 3, 2011	5. Per PIA bulletin, obtain comments from your Area and Field Office staff on DRAFT FY-2012 PROGRAM Payment Schedules and send to ADP and State Economist.	Assistant Directors for Field Operations (ADFOs).
By June 10, 2011	6. Hold Local Work Group meetings to identify priority "local" resource concerns (using the Resource Concern Identification Worksheet) and sent to ADP.	District Conservationists (DCs)
By June 17, 2011	7. Select practices and activities for payment, determine program payment percentages and create an updated DRAFT FY-2012 PROGRAM Payment Schedules for each program, accordingly. Consider: input from STAC, Local Work Groups and Area and Field Offices; program policy and bulletins; Conservation Practice Standards (practice purpose, eligible activities); past and future use; difficulty and past success of installation (cancellations); cost-effectiveness (ability to address National, State, and local resource concerns; environmental benefits (CPPE); and PRS Performance Measure goals).	ADP with assistance from State Program Specialists, RTT, Resource Engineer, and State Office Operations Staff
April – July 1, 2011	8. Develop DRAFT FY-2012 PRACTICE payment schedule workbooks and worksheets for each selected practice and activity. (Schedule a time to work one-on-one with each Technical Specialist.)	State Economist with assistance from RTT, Resource Engineer and others.
By July 1, 2011	9. Ensure that cost data and payment rates are "reasonably consistent" between PIA East and West Areas and across "State lines." (Consider closest western States: Washington, Oregon, and California, etc.).	State Economist
By July 1, 2011	10. Upload DRAFT FY-2012 PRACTICE payment schedule workbook files to the National Payment Schedule Library SharePoint site. Notify ADP and State Program Specialists that the DRAFTs are done and uploaded.	State Economist

Due Date	Activity	Person Responsible
By July 15, 2011	11. Update the DRAFT FY-2012 PROGRAM Payment Schedules per any changes made to the individual PRACTICE Payment Schedule worksheets.	ADP with assistance from State Program Specialists
By July 15, 2011	12. Send PIA bulletin to ADFOs to request comments from Area and Field Office staff regarding the updated DRAFT PROGRAM Schedules. DCs to forward to Local Work Groups for comment.	ADP with assistance from State Program Specialists
On Aug. 25, 2011	13. Hold STAC meeting to review the updated DRAFT FY-2012 PROGRAM Payment Schedules and to identify priority State resource concerns for FY-2013 programs.	ADP with assistance from State Program Specialists
By Aug. 26, 2011	14. Per PIA bulletin, obtain comments from your Area and all Field Office staff on the updated DRAFT FY-2012 PROGRAM Payment Schedules and send to ADP and State Economist.	ADFOs.
By Aug. 26, 2011	15. Obtain comments from Local Work Groups on the updated DRAFT FY-2012 PROGRAM Payment Schedules and send to ADP.	DCs
By Oct. 1, 2011	16. Upload FINAL PRACTICE Payment Schedules to the National Payment Schedules SharePoint Library site, developed in consideration of STAC, Area/FO, and Local Work Group comments.	State Economist
By Oct. 14, 2011	17. Develop practice average annual costs for AERT ranking tool and enter in the PAC web-based application sites for Hawaii, American Samoa, Guam, and CNMI.	State Economist with assistance from RTT, Resource Engineer, and West Area office.
By Oct. 28, 2011	18. Prepare "sanitized" PRACTICE Payment Schedule worksheets with blue box, green box, and sources of cost data removed and post them to the ftp site so they will be available via the eFOTG, Section I.	State Economist
By Nov. 10, 2011	19. Develop FINAL PROGRAM Payment Schedules based on FINAL PRACTICE Payment Schedules.	ADP with assistance from State Program Managers
By Nov. 11, 2011	20. Obtain Director's approval of FINAL PROGRAM Payment Schedules.	ADP
By Nov. 18, 2011	11. Activate and de-activate practices in the CPS (Conservation Practice Standards) web-based application, as needed. Notify Field Offices of changes and need for them to reload Toolkit domain data. Double-check practice codes, names, and lifespans against PROGRAM Payment Schedules.	State Economist
By Nov. 18, 2011	21. Setup AERT ranking tool in ProTracts.	State Program Managers
By Nov. 18, 2011	22. Create "Farmer Friendly" pdf versions of the FINAL PROGRAM Payment Schedules. Have posted to the PIA Programs webpage, upload to the PIA Sharepoint, and distribute to all PIA employees via PIA bulletin.	ADP with assistance from State Program Specialists
By Nov. 18, 2011	23. Create the EXCEL ProTract/Toolkit worksheet versions of the FINAL PROGRAM Payment Schedules. Upload to ProTracts. Upload to the PIA Sharepoint and notify DCs to copy the files to the F drive and planners copy it to their C drive under FOTG, Section I. Notify Field Offices that they may start ranking applications.	ADP with assistance from State Program Specialists

If deadline is missed or activity not completed, decision or data will be the same as last fiscal year.