

Application Priority Worksheet - Fiscal Year 2012 EQIP, AMA, and WHIP Programs

Applicant's Name:	the farm		
Program Applying for:			
Application Number (from ProTracts)		Field Office:	
Worksheet Completed by Area Office:	Select One	Date:	

Note: This Worksheet will be completed in conjunction with Attachment B - FY 2012 Application Checklist. Attached both to the program application and file in the official program case file.

Answer all questions below.

1. Applicant has a natural resource concern that is consistent with the State Resource Assessment and Program Funding Pool.	<input type="checkbox"/>	Yes		<input checked="" type="checkbox"/>	No
2. Program eligibility requirements are met.	<input type="checkbox"/>	Yes		<input checked="" type="checkbox"/>	No
3. Technical planning requirements met.	<input type="checkbox"/>	Yes		<input checked="" type="checkbox"/>	No

If one or more of the questions are answered "No," then the Application Priority is LOW. If all of the questions are answered "Yes," then Application Priority is HIGH.

Application Priority Determination:

Application is LOW priority. Enter "**LOW**" in ProTracts. Send Notification Letter to applicant advising of priority and reason why application is not ranked.

Application is HIGH priority. Enter "**HIGH**" in ProTracts, rank the application, progress through the program application/contracting process.

Note to Area Office Program Staff: Enter the priority in ProTracts under the "Application Priority" section. Inform the District Conservationist of Priority Determination and follow up action.

Worksheet Instructions

This Application Priority Worksheet is to be completed for each application by PIA Area Office staff to determine and document program Application Priority as required by National Bulletin 300-11-31.

Applications must determined as "High" to be ranked in ProTracts. This Worksheet is used in conjunction with the FY 2012 Application Checklist to verify the applicants' program and planning requirements status. **The completed worksheet and Attachment B shall be filed with the application in the applicant's folder to verify the ranking in ProTracts.**

All of the questions must be answered either "Yes" or "No". If any of the questions in this section are answered "No," then the application will be considered LOW priority and will not be ranked in ProTracts during this ranking period.

The questions in the Application Priority section will determine if the application is assigned a HIGH or LOW priority for ranking. HIGH priority applications will be ranked first and the applications with the highest ranking scores being funded as budget allows.

ELIGIBILITY PHASE		RESPONSIBLE PARTY
I. Review uploaded documents and determine applicant and land eligibility. II. Change ProTracts application status from "Pending" to "Eligible" if all criteria are met. III. Complete "Application Priority Worksheet – FY 2012". Rank "HIGH" applications. IV. Complete ProTracts Ranking for applications with an "Eligible" ProTracts status.		Lehua, Colleen, Kevin (I,II & III) Field Office
PRE-APPROVAL PHASE		
I. Technical review of uploaded conservation plans and ProTracts ranking summary. II. Change ProTracts application status from "Eligible" to "Pre-Approved" if technical review is found complete. AO signs and uploads page two of Attachment B. III. Print out NRCS-CPA-1155, sign for technical adequacy, and file in contract folder. IV. ADP loads funds into appropriate funding pool by field office.		Jackie Flores, Ted McArthur (I & II) Field Office ADP
APPROVAL PHASE		
I. Review "Pre-Approved" applications and set ProTracts status to "Approved". II. Print out contract documents with an "Approved" status for signature. <ul style="list-style-type: none"> i. NRCS-CPA-52 (DC signs when all required permits and consultations are completed) ii. NRCS-CPA-1202 (manually signed by Participant with ADFO electronic signature for Application Approval) iii. NRCS-CPA-1202-CPC (appendix) most current version (manually signed by Participant) iv. NRCS-CPA-1155 (manually signed by Participant with ADFO electronic signature as Approving Official) III. Send or hand deliver a Pre-Approved status letter with the three enclosures (II. ii-iv). The Pre-Approval letter is at Pacific Island Area > Programs > Application/Contract Status Letters IV. Upload the four signed documents (Attachment A, section 7) to SharePoint Link: Application Documents using the naming convention below. V. Document Naming Convention: Program name_last 5 digits of application number_applicant name_signed Example: EQIP_11ONO_AkuPoke_signed VI. Area Office Fund Manager Approval		ADFO Field Office (II - V) Lehua, Colleen, Kevin
OBLIGATION PHASE		
I. ADP reviews uploaded signed documents and signs contract in ProTracts for applications with complete documentation. II. Print and provide Participant copies of the obligated contract documents (i.e. with the Participant manual signature and ADP and ADFO electronic signatures). File the originals in the Field Office contract file. <ul style="list-style-type: none"> i. NRCS-CPA-1202 and Appendix ii. NRCS-CPA-1155 iii. Conservation Plan and Plan Map III. Send Contract Approval letters ("Certified" with "Return Receipt Requested") with enclosures. Send Application Status letters ("Certified" with "Return Receipt Requested") for all others. Letters are in Pacific Island Area > Programs > Application/Contract Status Letters		ADP Field Office (II –III)

Area Office - Programs	Date

Area Office - Technology	Date

Ranking Score: _____ Obligated Date: _____ By: _____