

PACIFIC ISLANDS AREA
FY12 PROGRAM PAYMENT SCHEDULE
FIRST COMMENT PERIOD INSTRUCTION SHEET

The PIA State Office established a process to develop the PIA Program Payment Schedule for fiscal year 2012 for the Environmental Quality Incentives Program (EQIP), EQIP Organic Initiative, Wildlife Habitat Incentives Program (WHIP), Agricultural Management Assistance Program (AMA) and Wetland Reserve Program (WRP). The process is clearly described in the attached PIA FY12 Program Payment Schedule Plan of Work.

There will be two comment periods during fiscal year 2011 for all to provide input into the FY12 Program Payment Schedule. **The first comment period deadline is June 3rd, 2011.** Follow the instructions below for this comment period. The second comment period, which will be announced with a second PIA bulletin soon after the July 1st deadline for uploading the PIA draft FY12 Program Payment Schedule onto the national SharePoint site, is August 26th, 2011.

These are the instructions, for the first comment period, for PIA State, Area and Field Office personnel to submit their input regarding the development of the PIA Fiscal Year 2012 Program Payment Schedule. There are two documents to access and on which one can submit their comments. The first is the "PIA FY12 Draft Program Payment Schedule (see attached), and the second is the PIA FY11 Practice Payment Scenario Cost Data box, also known as the "gray box" (see attached example). Both are described below.

1) Comment on the Program Payment Schedule worksheets in the attached Excel file entitled "PIA_FY-12_DraftProgramPaymentSchedule_4-15-11.xlsx." Please use the columns on the right of each worksheet to add your comments, as follows:

- a) What existing practices and activities do you feel should be deleted or changed?
- b) What new practices (highlighted in red) and activities do you feel should be added? (Link to website with National Standards for new practices: <http://www.nrcs.usda.gov/technical/Standards/nhcp.html>)
- c) What concerns do you have about typical practice installation costs?
- d) Please send the worksheets with your comments to both: jeff.harlow@hi.usda.gov and kara.nelson@hi.usda.gov.

2) Comment on the Practice Payment Scenarios, Cost Data Box ("gray box") of typical practice installation cost data for individual practices. See the attached example ("SamplePracticeScenarioCostDataBox.xlsx") for the Cover Crop practice. If you think the cost data does not represent your service area, please feel free to help us update the cost information as follows:

- a) Download the Practice Payment Scenario for the practice you're interested in commenting on from the National Payment Schedule SharePoint Site (<https://nrcs.sc.egov.usda.gov/st/cost/default.aspx>) and save it to your personal computer under a file name with your initials (do not try to save it to the National SharePoint Site).
- b) Make comments in "red" text directly on the "gray box" worksheet. Provide new cost data and data sources. We cannot accept any cost estimates without data references and at least three cost estimates are needed. Acceptable sources of

cost estimates include: receipts, vender quotes, internet citations, university extension service data, or similar data.

- c) Please upload your updated Practice Payment Scenario(s), "gray box" comments, to the [PIA Sharepoint site, Shared Documents, 300 LTP Land Treatment Programs, FY-2012 Program and Practice Payment Schedule Comments](#). Don't forget to also upload your documentation of those costs such as the actual contract receipts, if applicable.

PLEASE NOTE: The public does not have access to the National Payment Schedule SharePoint site, only NRCS employees have access. You are not allowed to share the individual Practice Payment Scenario and cost data with the public, because this might reveal our "data references" and we do not want to appear to promote one vendor over another vendor.

Be aware that we may receive multiple comments about the same Practice Payment Scenario. State Office personnel will do their best to balance the comments to be most fair to everyone and also meet policy. If there are sufficient data to develop additional scenarios because of conflicting cost data (e.g. between islands or East/West Areas), we will likely do so.

To see cost data and data sources from other states, simply pick a different state in the National SharePoint site (<https://nrsc.sc.egov.usda.gov/st/cost/default.aspx>) and view that state's practices scenarios. There is also a search function on this National SharePoint site. To use the search function: 1) Select the year you're interested in, from the menu on the right hand side of the webpage, 2) Find the text box in the upper right hand corner of the screen, 3) Type in key word(s), 4) Select the "magnifying glass" button. The software will list all payment scenarios, from all states, that have your key words.

REMEMBER: The deadline for comments is June 3rd, 2011. There will, however, be a second opportunity to comment after the first draft of the FY12 Program Payment Schedule worksheets, which incorporate input during the first comment period, are uploaded onto the National SharePoint site on July 1st, 2011.

See also, the revised Program Payment Schedule Plan of Work timeline for other tasks and dates associated with the Program Payment Schedule development.

If you have any questions, please contact Kara Nelson, Resource Conservationist/State Economist at (808) 541-2600 ext 121; Jeff Harlow, Assistant Director for Programs at (808) 541-2600 ext. 149; or Colleen Simpson, West Area Resource Conservationist (Programs) at 671.472.7467