

Instructions for Filling Out FY 09 Contract Information Database

- Open up Access database entry screen

The screenshot shows a window titled "FY09 Contracts (HQ Request)". On the left, under "State:", there is a list of states with their respective regions: AL (Region: E), AK (Region: W), AZ (Region: W), AR (Region: C), CA (Region: W), CO (Region: W), CT (Region: E), DE (Region: E), FL (Region: E), GA (Region: E), HI (Region: W), ID (Region: W), IL (Region: C), IN (Region: E), IA (Region: C), KS (Region: C), KY (Region: E), LA (Region: C), ME (Region: E), MD (Region: E), MA (Region: E), MI (Region: E), and MN (Region: C). The "CA (Region: W)" option is highlighted. In the center, under "Program:", there is a list of program codes: AMA, AWEP, EQIP, FRPP, GRP, HFRP, WHIP, and WRP. The "AWEP" option is highlighted. Below the program list, under "Contract Type:", there are two options: "Most Environmentally Beneficial" and "Largest FA \$". The "Largest FA \$" option is highlighted. Below these options is a button labeled "Open Data Entry Screen". At the bottom right of the window is a button labeled "Exit".

- Select State
- Select conservation program
- Select contract type:
 - Most environmentally beneficial
 - Largest financial assistance contract (FA\$)
- Click “Open Data Entry Screen”

New screen will automatically open for “Contract Information”
 (Note: All items entered will be automatically saved.)

FY09 Contract Information

State: **AK (Region: W)** Contract Type: **Most Environmentally Beneficial**
 Program: **AWEP** Top 10: **02**

Reference Previously Entered Contracts

1. Agreement/Contract #:
 2. Applicant Name:
 3. If applicant is not an individual, who is the primary owner?

Note: If this contract was previously entered in either section (i.e. "Most Environmentally Beneficial" or "Largest FA \$"), only the contract # is required. No other information is required.

4. Nearest Town:
 5. County:
 6. Congressional District (Enter #):

7.

8A. Primary Resource Concern Addressed:

8B. Secondary Resource Concern Addressed:

9. FA \$ in Contract:
 10A. Restoration # (if applicable):
 10B. Restoration \$ (if applicable):
 11. Acres in Contract:
 12. Length of Contract:

13A. Partners Involved?
 13B. FA Contribution (\$):
 14. Historically Underserved Producer?
 15. TSP Involved?:

16. Brief Narrative Describing Problem/Solution/Outcome (incl. partner involvement if applicable):

17. Additional Comments:

Note: To Zoom, Shift + [F2]

Record: of 10 (Filtered)

1. Enter contract or agreement number. For easements (GRP, HFRP, and WRP) that also have an associated restoration contract/agreement, include the contract or agreement number in item 10A and the associated restoration costs in item 10B.
2. Enter applicant's name.
3. If applicant is a corporation or other business entity and not a specific individual, enter name of the primary person who is owner or operator. If the participant in item 2 is an individual, leave this box blank.
4. Enter the town nearest to the land in the contract/agreement.
5. Enter the county where the land is located.
6. Enter number of the congressional district.
 (Items 4–6 are needed to personalize presentations that may be made about this contract/agreement to specific audiences.)
7. Click button and then select from the drop down list. Select practice(s) that are primary to addressing the resource concern; select a minimum of one practice and a maximum of five conservation practices. Enter the planned date of the conservation practices and the applied date; if practice has not been implemented, leave applied date blank.

Practice Code	Date Planned (MM/YYYY)	Date Completed (MM/YYYY)
501: Heavy Use Area Protection	06/2010	06/2010
634: Manure Transfer	06/2010	06/2010

8. Resource concerns
 - A. Enter primary resource concern. The resource concern should relate to the selected conservation practices identified in item 7.
 - B. Enter secondary resource concern.
9. Enter the financial assistance dollars (FA\$) that NRCS is providing in the contract or agreement to the nearest dollar. For GRP, HFRP, and WRP, include only the land acquisition costs; include restoration costs associated with these easements in item 10B.
10. Restoration associated with easements (GRP, HFRP, and WRP)
 - A. Enter restoration contract/agreement number associated with GRP, HFRP, and WRP identified in item 1; otherwise leave blank.
 - B. Enter total financial assistance costs associated with the restoration contract/agreement in GRP, HFRP, and WRP; otherwise leave blank.
11. Enter the number of acres in the contract/agreement.
12. Enter the length of contract/agreement in years (whole number, do not enter part of a year).
13. Partnership involvement with the contract/agreement
 - A. Are partners providing technical and/or financial assistance to implement this contract? If so, check the “Partners Involved” box; otherwise leave blank. If Partners box is checked, please include the partners’ involvement in the brief narrative.
 - B. If Partners box is checked, add the financial assistance dollars provided by the partner(s); otherwise leave blank. Do not include any technical assistance dollars.
14. Check box if participant is a historically underserved producer; otherwise leave blank.
15. Check box if a TSP is involved with implementing the contract/agreement; otherwise leave blank.
16. Write a brief (150 word) narrative describing the conservation problem(s) and the solution to be implemented, explaining why this is a great contract/agreement. Quantify as much as possible (tons, number of livestock, acres, ac-ft of water, people impacted, etc.). Expand upon the practices selected and how they will address the resource concerns stated above. Include partnership involvement, if applicable.
17. Provide any additional comments that would be useful in telling the success story in implementing this contract/agreement with this participant.