

INSTRUCTIONS
FY 2005 EQIP RANKING SHEET
For
Species of Concern

The following instructions will assist in completing the FY 2005 EQIP Ranking Sheet for Species of Concern

- Start with a new electronic copy of the sheet which has been customized for your county by having resource concern “weights” entered and any additional county resource concerns
- Complete top section indicating name, Farm/Tract, County, and the “Completed by” section.
- Select a CMU land use from the drop down menu. The only choice is “Special Projects – Wildlife”
- Using the following guidance, enter a “score” from the drop down menu. Choices are N/A; 0; or 10 points. **THIS IS A CHANGE.** Award 10 points if a biologist agrees that the conservation practice will positively benefit the species or its habitat and the species exists or will likely occupy this habitat
 - N/A if the resource concern does not exist or is at the Quality Criteria level of treatment for the CMU covered in the contract application
 - 0 points if the resource concern does exist but is not being treated to reduce the concern by at least 25%
 - 10 points if the resource concern does exist and will be treating the concern to the benefit of the species
- Click on the “Calculate CMU Score” button
- In the Blue area, complete the appropriate point choices according to the “pop up” instructions that can be seen by holding your cursor over the description block (blue part)
- In the Blue area under “Livestock Operation” select 250 points IF THE CMU selected is part of a livestock operation. In the case of a farming/ranching operation that is both livestock and farming, if the CMU is on the farming part of the operation and no benefit will take place from the installation of the planned conservation practices to the livestock portion, do not award 1000 points. Example: Mixed operation of row crop ground and livestock operation and the conservation practice(s) are on fields always growing row crops (no livestock feed) then do not award points
- In the Brown section, list each cost shared conservation practice (one per line) that will be included in the contract. Do not list a practice twice. Example, if two pipelines are going to be installed, only list pipeline one time
- The **“Offer Index” section is ALWAYS COMPLETED FOR THIS RANKING SHEET.** Complete this section by entering the TOTAL COST (BOTH COST SHARE AND PRIVATE). The total cost is the total cost for installation of the conservation practices in the contract. Not just the cost share total.

- It is recommended that you then select “File”, “Save As” and name the file with cooperator’s last name and fiscal year (Smith EQIP 05) and save into one of the Customer Service Toolkit directories (your choice of which one)
- Print ranking sheet out, review with applicant and have applicant sign if there are no changes.
- **MAIL A HARD COPY OF THE SIGNED RANKING SHEET TO Jan Mervin or Bob Bartholomew by May 1, 2005**
- The State Office will make funding selections and notify the Field Office that a contract must be completed and signed.