

INSTRUCTIONS FY 2005 EQIP RANKING SHEET

The following instructions will assist in completing the FY 2005 EQIP Ranking Sheet.

- 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 (Resource Concerns 15 & 16)
- Complete top section indicating name, Farm/Tract, County, and the “Completed by” section.
- Select a CMU land use from the drop down menu
- Using the following guidance, enter a “score” from the drop down menu. Choices are N/A; 0; 50 or 100 points. **THIS IS A CHANGE**
 - 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%
 - 50 points if the resource concern does exist and the conservation practice(s) will reduce the problem by at least 25% but not to the full Quality Criteria level
 - 100 points if the resource concern does exist and will be treated to the Quality Criteria level
- For CNMP (the only practice in plan) and for conversions from power to gravity on existing sprinkler systems (no sprinkler system included for cost share) – mark applications “High” in the section of the form that says “Special Consideration Ranking as "High Priority". A drop down list is provided. No further ranking is needed. Enter “High” under priority in the application screen in Protracts
- Click on the “Calculate CMU Score” button
- Using the GIS layers provided for the FY 2005 program (Refer to bulletin 300-5-09 for see instructions on how to use the CD); determine if there are any special areas being benefited by the application of conservation practices being applied for in the contract application. Keep in mind the following:
 - The field where the “benefiting” conservation practice is being applied must touch or be totally included in the special area shown on the appropriate GIS layer.
 - There must be the expectation that there will be a benefit that has been identified as a problem or concern in the special area. For example:
 - 303d listed water body – the conservation practice(s) must reduce an identified impairment for that water body
 - TMDL Implementation Watershed – the conservation practice(s) must address (be listed as) a “best management practice” in the adopted implementation plan
 - Critical Drinking Water Protection Area - the conservation practice(s) must address (be listed as) a “best management practice” in the adopted protection plan

- Ground Water Management Area - the conservation practice(s) must address the ground water issue. If that issue is “mining” of the aquifer, the conservation practice must reduce ground water withdrawal. If the issue is nitrates, the conservation practice must reduce the likelihood of nitrates entering the ground water
- In the Blue area under “Livestock Operation” select 1000 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 “Points=” section, award points if there is a conservation practice that is being installed in order to meet Federal, State, Local or Tribal regulations. Do not award points (or even pay for a conservation practice) if the applicant is under a court order to install the practice(s)
- 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 only used when a county is near the end of their available funds and has applications with tied scores. Complete this section and use it (highest points “win”) to break ties. If the selected contract exceeds available funding, contact the EQIP program manager to see if additional funds are available. REMEMBER, THE COST= IS THE TOTAL COST (both cost share and private) FOR INSTALLATION OF THE CONSERVATION PRACTICES IN THE CONTRACT -- NOT JUST THE COST SHARE PORTION.
- It is recommended that you then select “File”, “Save As” and name the file with cooperator’s last name and fiscal year (Smith 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.
- **CMU Documentation Worksheets:** Completion of these worksheets to document which conservation practices are being used to address each resource concern are **now OPTIONAL** and not required **WITH THE EXCEPTION** of documentation when 500 points are given for applying a conservation practice to meet Federal, State, Local or Tribal regulations. Document what regulation, what entity has the regulation, and what practice is addressing this regulation and how this practice helps keep the land owner/operator in “compliance”.