

INSTRUCTIONS

Some instructions will "pop-up". These generally have to do with data entry rules.

Ranking sheet can be customized to reduce data entry by adding additional drop down lists. For example, a list of F.O. staff could be added for columns like "By" to reduce typing time.

If the little pop-up gets in the way - just drag it to where you want it and for that session, all the pop-ups will show up in the new location.

Local working groups assign the weighted value between 1 and 25 in the yellow column based on their local priorities.

Local Work Groups may also include two (2) Resource Concern in cells A20 and A21 (Items #15 and 16).

Conservation Management Unit land use is selected in the Orange box using the drop down menu. A CMU may only have one designated land use. The ranking sheet can be used to score a potential application for an EQIP contract covering one or more CMUs. If more than one CMU is ranked on a sheet, you must use the average score, and the application will compete in the land use fund designation (if used in the county) for the CMU that ranked the highest individually

Points are awarded as follows: **N/A** if the resource concern is not evident in the CMU or is already at the Quality Criteria level; **0 points** if the resource concern is below the Quality Criteria level and the producer is unwilling to apply a conservation practice in the EQIP contract to address the concern; **25 points** if the producer will apply a conservation practice(s) in the contract that will decrease the resource concern by 25-49%; **50 points** if the producer will apply a conservation practice(s) in the contract that will decrease the resource concern by 50 to 99% BUT the concern will not reach the Quality Criteria minimum level. **100 points** if a practice or practices are planned in the contract that will treat the concern to the Quality Criteria level.

Ranking of multiple CMU single applications: If a producer chooses to include more than one CMU in a contract application, after two or more CMU ratings are completed, click the "Calculate CMU Average Score" button. This will be the ranking score shown in the yellow box to the left of the button. This is the score for the application. The application will "compete" in the CMU which scored the highest points individually, but not has a lower "Average Score". **Example: CMU #1 "Irr. Cropland" - 7000 pts.; CMU #2 "Range/Past." - 4000 pts. = Ave Score of 5,500 pts would compete in the EQIP "fund" for Cropland with a score of 5,500 pts.**

In cases where the average score is less than one or more of the single CMU scores, it may be advantageous for the producer to make multiple applications - one in each of the CMU's (land uses).

'NOTE: Points are subtracted when a resource concern exists and the producer refuses to address that concern at some level ("0" value is entered). It is possible to have negative points. Applications with negative points will not be considered.

CMU Documentation Sheets: Each CMU needs to have documentation on what practice(s) you feel contributed to a reduction of the problem. There are **5** worksheets, one for each CMU. You may not be able to "see" all the worksheets unless you use the arrow buttons on the bottom left of the screen.

Resources Benefited Check Boxes: **On the right side of the scoresheet there is a blue area with 7 "check boxes". These will be used as tie breakers** should you end up with rankings that have the same score in any given category -- in the case of a tie, select the application with the most benefits checked off. In the case where this does not break the tie, the Protract's random number generator will be used.

These decisions are to be made using your professional judgement. GIS layers or maps will be provided to assist in the decision making process. You may wish to develop local criteria (ideally in conjunction with your Conservation District or Local Work Group) to aid in the decision making process and to assure local equality in your decisions. There are too many variables for the State Office to set one criteria for the entire State.

Questions on how to use this ranking sheet should be made to Bob Bartholomew, EQIP Program Manager. E-mail: bob.bartholomew@id.usda.gov or 208-378-5703