User Guide for Preparing the Regional Conservation Partnership Program (RCPP) Fiscal Year 2017 Full-Proposal Application

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Contents

Introduction and Quick Tips

Welcome to the User Guide for preparing the Full-proposal application for the Fiscal Year 2017 United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) Regional Conservation Partnership Program (RCPP).

This User Guide includes step-by-steps with screen shots for submitting your application including an orientation and tab-by-tab guide for the data entry tool, uploading the project area map JPEG, and completing and uploading the fillable PDF for the eighteen Full-proposal narrative elements required in the RCPP 2017 Announcement for Program Funding (APF).

Here are some quick tips to get you started:

- **Prepare Before Starting the Tool:**
    1. Items you need:
        - **RCPP FY17 Announcement for Program Funding** (APF)
        - **RCPP FY17 Full-Proposal Data Entry Tool** (Excel)
        - **RCPP FY 17 Full-Proposal Narrative** (PDF)
        - **RCPP Data App** ("RCPP_RFP.rcpp") that was emailed to you
        - **Project map** (JPEG)
        - **Letters of Commitment**, signed and combined into <u>one</u> PDF file
        - **Project GIS files** (ZIP)
        - **A PC** (not Mac computer) to work through the Data Tool.
The current version of the tool is not compatible with Mac computers
    2. Refer to the **RCPP FY2017 Announcement for Program Funding (APF)** for application information and program guidance.
    3. Read through the **User Guide** to see the information and documents needed to submit the complete application.
    4. You will need to complete and upload the Full-proposal **PDF Narrative** into the tool. Work with your partners, including the relevant NRCS State Office, to gather all the necessary information before beginning the data entry tool. Devote some time on your calendar so you can complete the tool in one sitting to ensure the information you provide is consistent.
    5. You will need the **RCPP data app** ("RCPP_RFP.rcpp) that was emailed to you (from RCPP@wdc.usda.gov) with the 2017 RCPP Full-Proposal Data Entry Tool. Save that file to your computer. This file contains your Pre-proposal data. Once you open the Data Tool, you will "Browse" and "Upload" the .rcpp file into the tool and develop your Full-proposal from the existing data.

- **Close Excel Spreadsheets before Opening the Data Tool:** If you have other excel spreadsheets open, opening the RCPP proposal tool will close them. Wait to open any spreadsheets necessary to fill out the data until the tool is running.

- **Write Executive Summary Outside the Tool:** If you are manually typing in your executive summary and exceed 300 words, pressing the "submit" button will clear the text in the box. Write your executive summary in another program, then paste (Control + V) the text into the executive summary box.

- **Click Add Partner/Line for Last Entry for Project Partners/Financials Tabs:** Make sure you click "Add Partner" for the last partner on the Project Partners tab and "Add Line" for the last line of data on the Project Financials tab. If you do not, the tool will not include the contribution or request for that last entry.

- **Make Sure to click the "Confirm" Button:** If a tab is complete with information, but does not show green on the indicators at the bottom, ensure you have clicked the "confirm" button for the tab. Once you have successfully confirmed each tab, you will be able to send the information to the RCPP team.

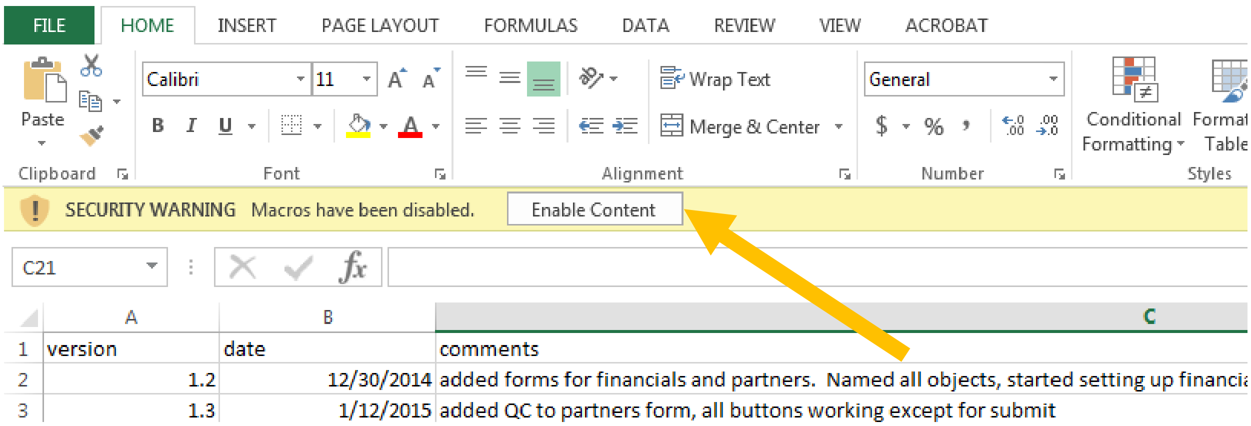
- **NRCS is Here to Help:** If you have any questions, contact the National Headquarters RCPP team at: RCPP@wdc.usda.gov. Or you can contact your states' NRCS State Office, whose contact information is listed at the end of the Fiscal Year 2017 Announcement for Program Funding. If you encounter issues during application submission, please take screen shots and be as specific possible in describing the issue. This will help the team trouble-shoot the issue.

Thank you for your interest in forming diverse partnerships that leverage contributions to bring innovative solutions for on-the-ground conservation. We, at NRCS, look forward to working with you.

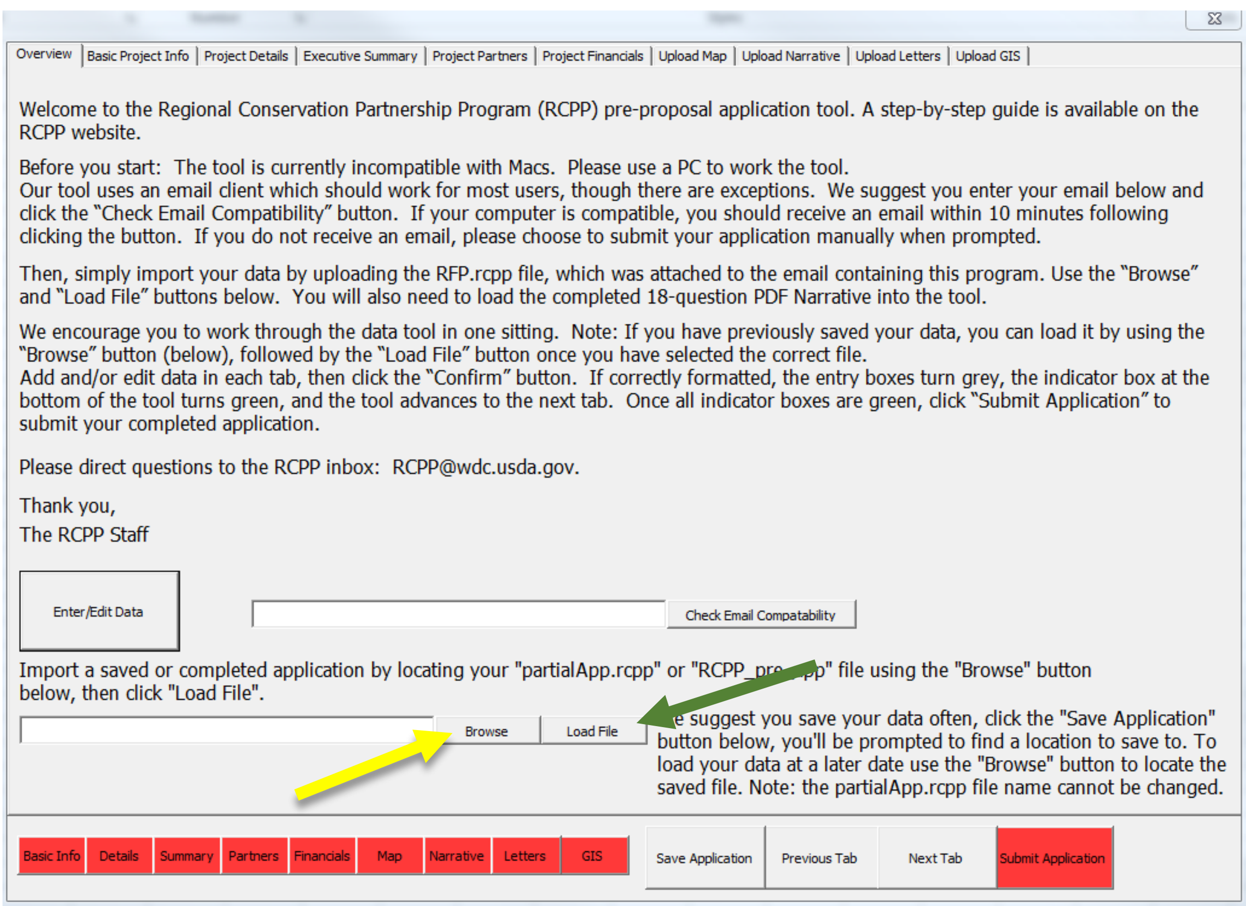
Beginning the Tool

When you open the excel spreadsheet for the first time, you may need to enable macros for editing.

To enable macros, click the “Enable Content” button located in the top middle of the Excel window, indicated by the orange arrow.



After you enable content, you will see the following welcome screen.



Orientation to the Tool

Navigation

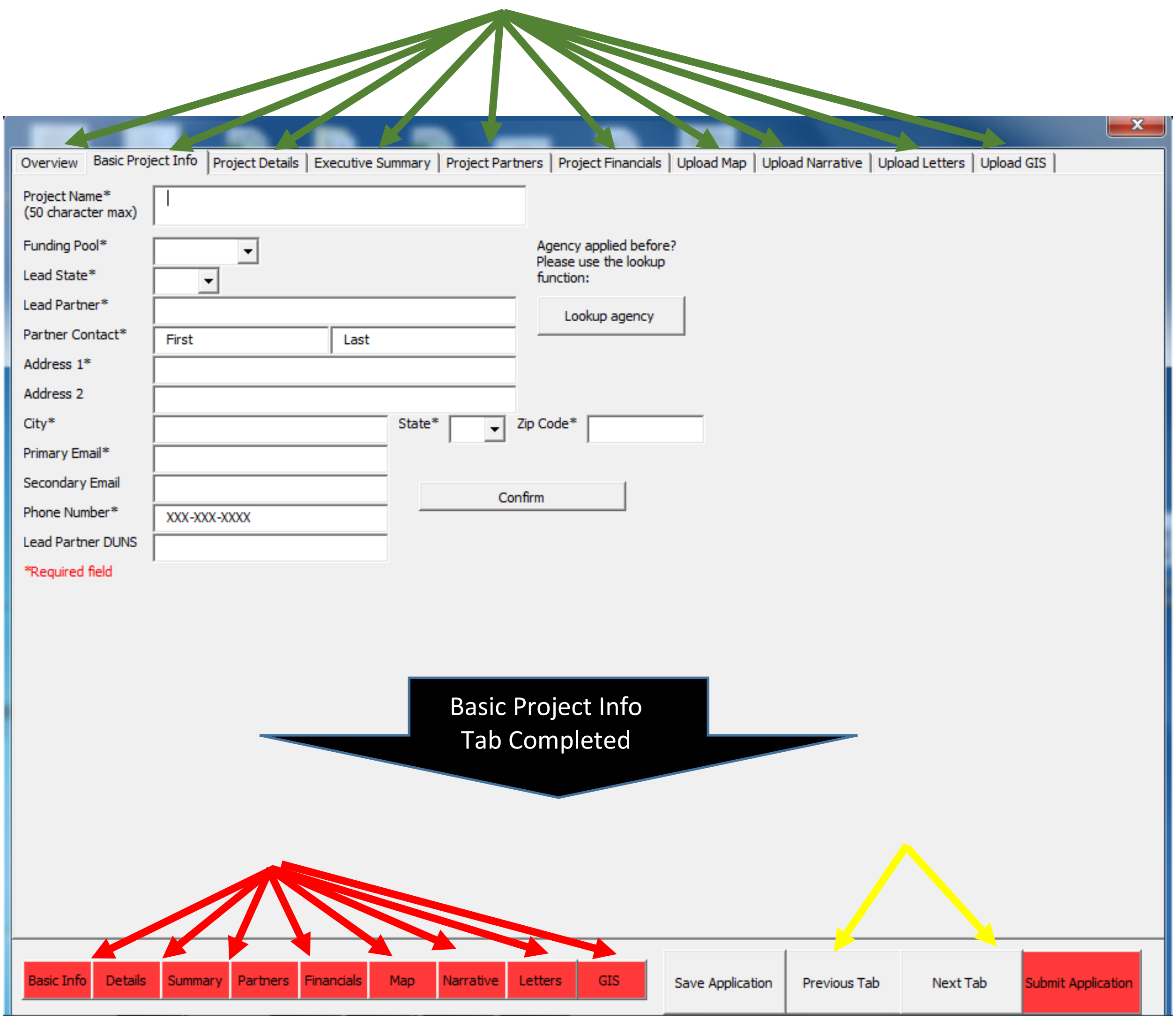
You can navigate through the various parts of the application by:

1. Clicking on the tab at the top of the application tool (green arrows) or
2. Clicking the "Previous Tab" and "Next Tab" buttons at the bottom of the application tool (yellow arrows).

Progress Indicator

The bottom left of the tool indicates your progress in completing the application. Each box on the bottom left relates to a tab of information.

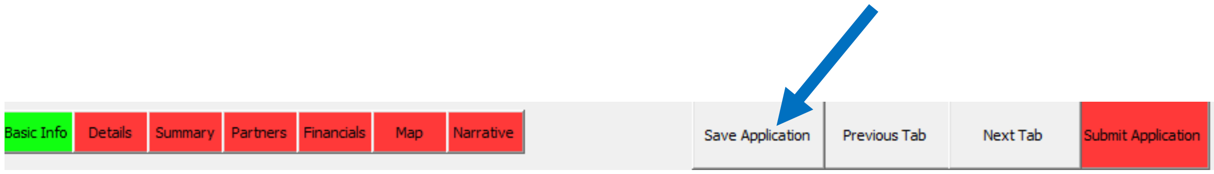
- When the tab is incomplete, the box is red colored (red arrows).
- When the tab is complete, the box turns green (purple arrow).
- When all the tabs are complete, the "Submit Application" button on the bottom right will turn green and become active.



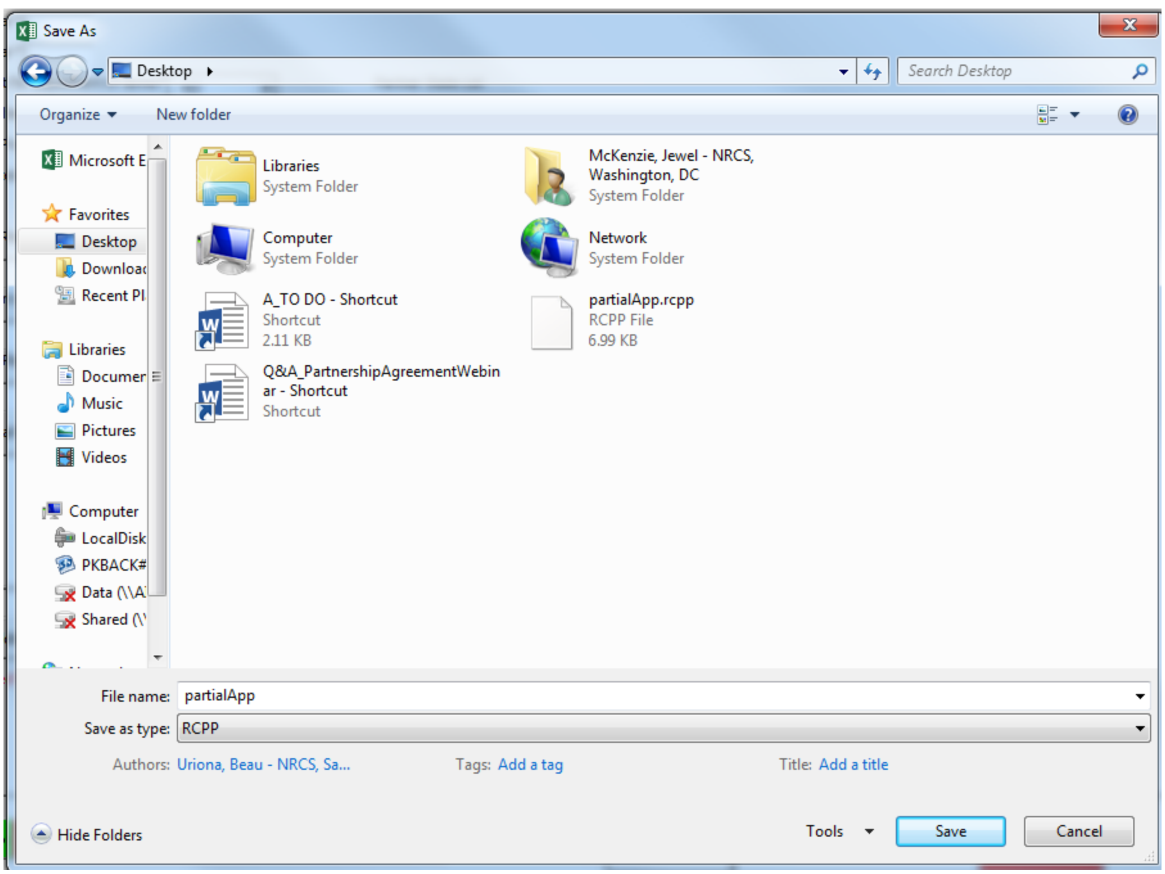
Saving before Completion

You can save a partially-completed application.

1. Click on the “Save Application” button at the bottom center of the application tool (blue arrow).

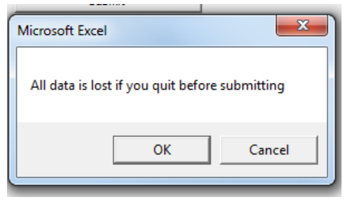


“Save application” will generate the following window:



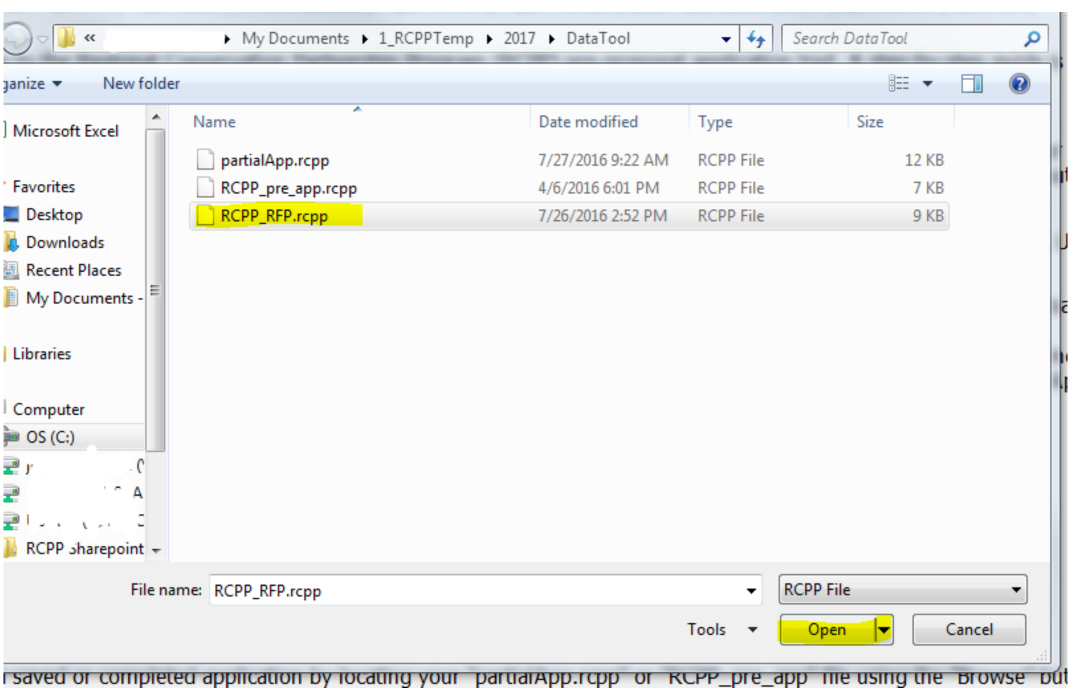
2. Navigate to the location you want to save the file.
3. Fill in a name in the “File Name” line at the bottom of the newly opened window or leave the default “partialApp.”
4. Press the “Save” button.
5. Close the tool.

NOTE: If you have saved the partial application, you can ignore this error message that opens when you close the tool:



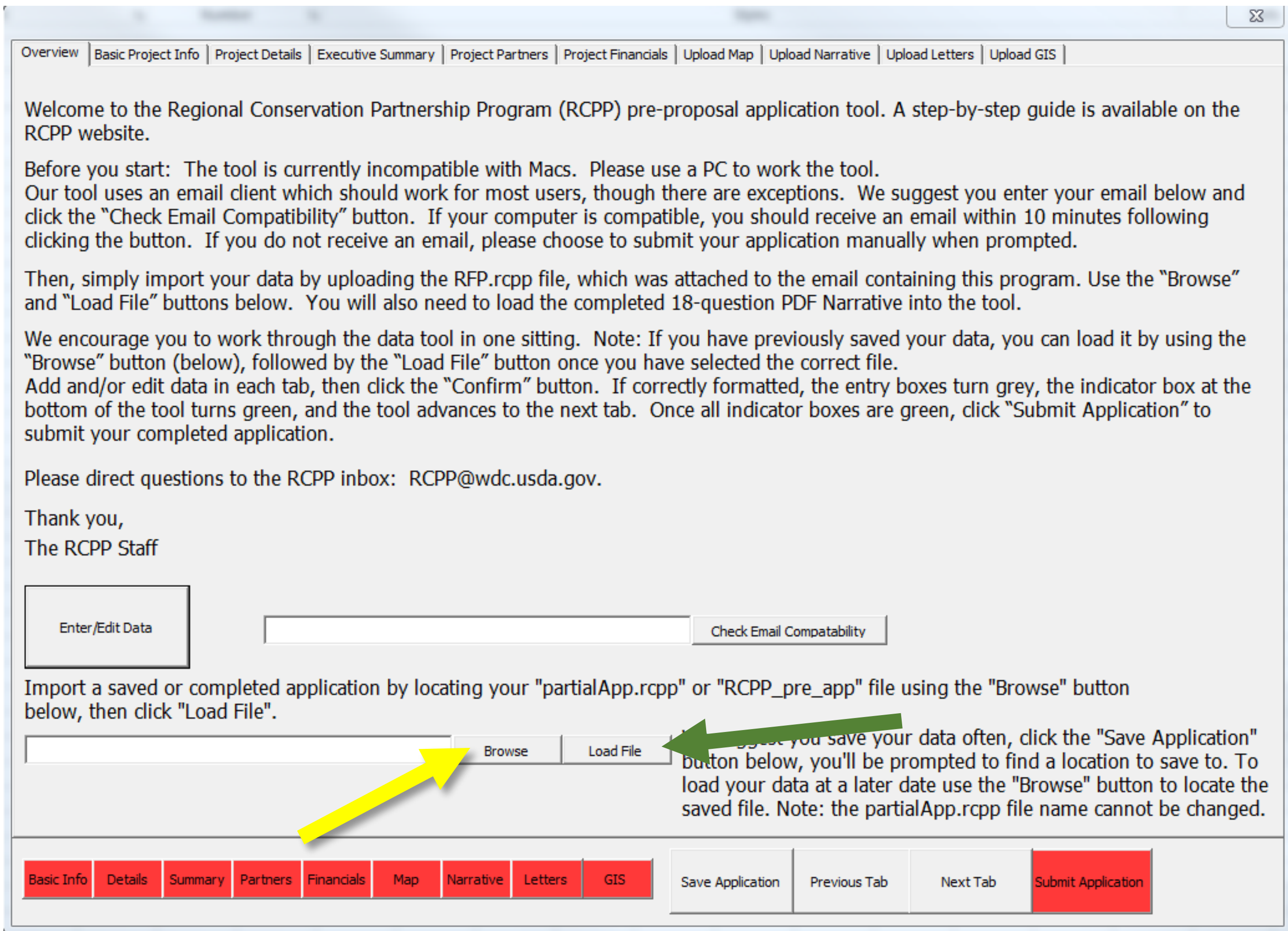
Loading your Pre-proposal application data

1. Open the proposal Data Entry tool.
2. Click on the “Browse” button in the “Overview” tab (indicated with the yellow arrow).
3. Navigate to the location you saved Pre-proposal application file that was sent to you with the Data Tool.

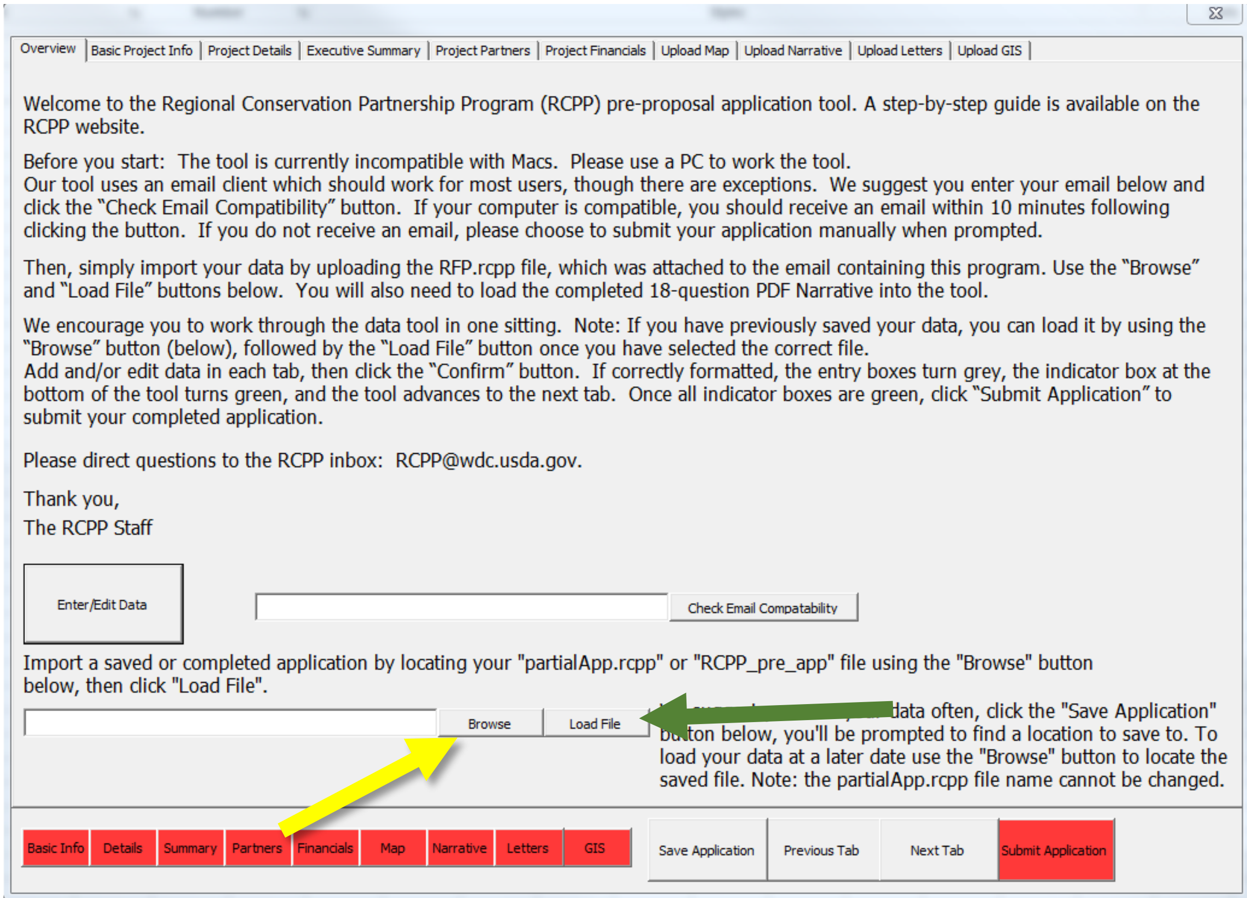


4. Click on the “RCPP_RFP.rcpp” file.

5. The tool will enter the file pathway into the box to the left of the “Browse” button.
6. Click on the “Load File” button (indicated with the green arrow).
7. The tool will populate the various tabs with the information you prepared in the Pre-proposal Data Tool.



Reopening a saved partially completed application



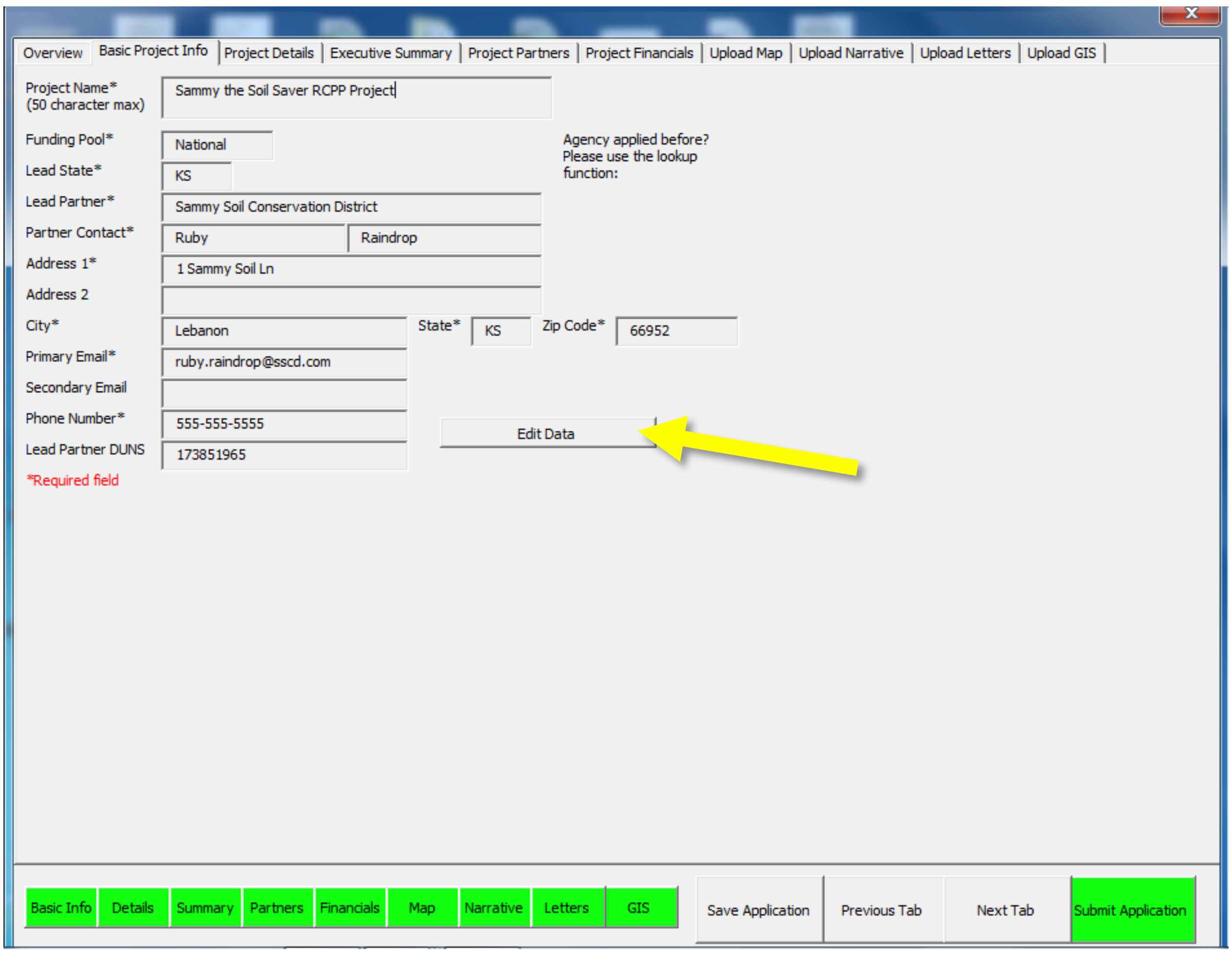
8. Open the proposal tool.
9. Click on the "Browse" button in the "Overview" tab (indicated with the yellow arrow).
10. Navigate to the location you saved the partially completed application file.
11. Click on the partially completed application file. The file name will appear in the "File Name" line at the bottom of the window.
12. Click on the "Save" button.
13. The tool will enter the file pathway into the box to the left of the "Browse" button.
14. Click on the "Load File" button (indicated with the green arrow).
15. The tool will reload the information you saved.

NOTE: You cannot click on the file to open the saved partial application. You must load it through the proposal tool.

Editing data entered after pressing "Confirm" button on a tab

After you press the "Confirm" button on a tab, the data entry boxes will be locked, indicated with a grey color. To change the data entered follow these steps.

1. Navigate to the tab with the data you want to revise.
2. Click on the "Edit Data" button (indicated with the yellow arrow). For the Upload Map and Upload Narrative tabs, click on the "Change File" button instead of the "Edit Data" button.

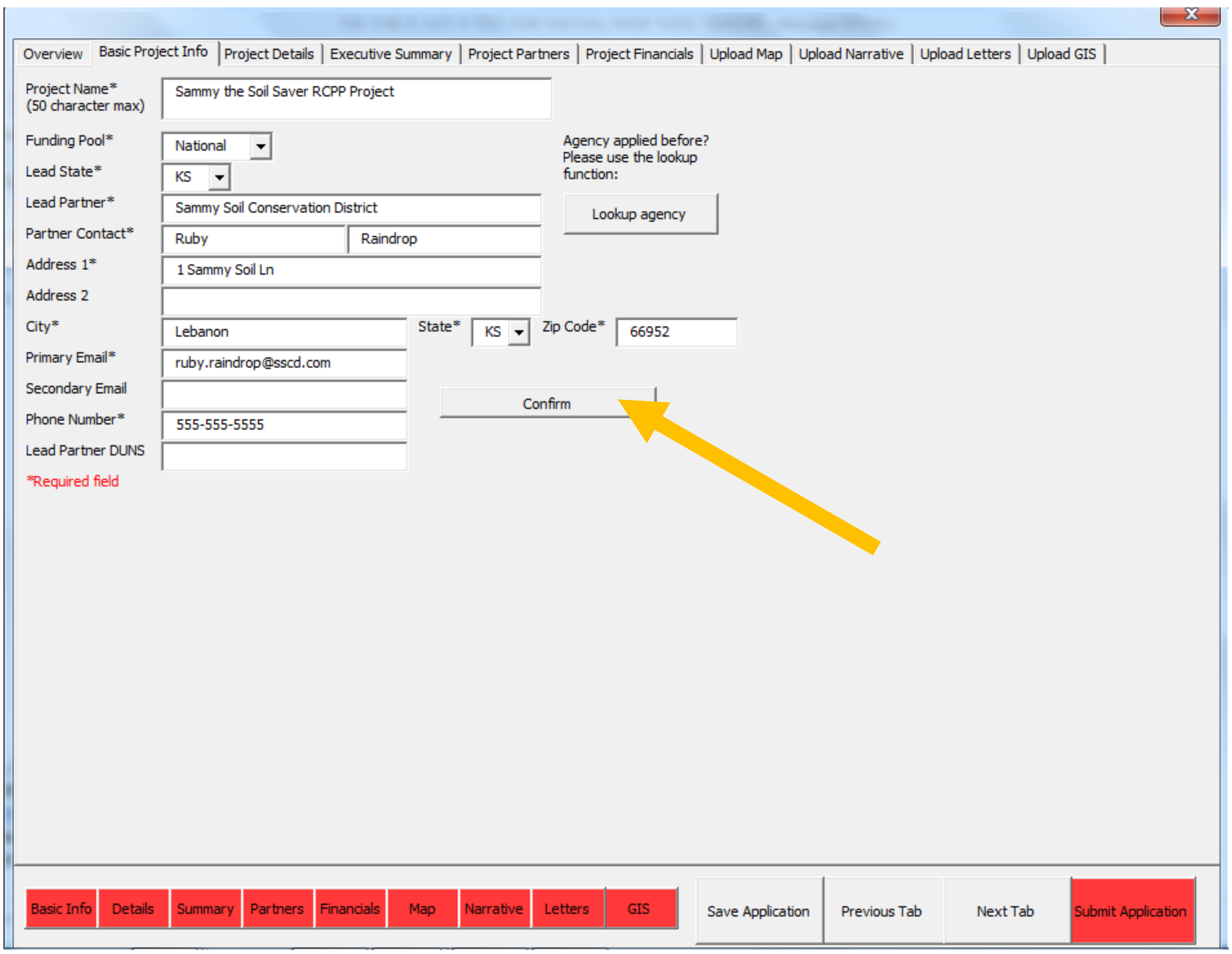


3. The data entry boxes will turn white.
4. Revise the necessary data entry fields.
5. Click "Confirm" button again to relock the data and complete the tab.

Guidance for Each Tab

Basic Project Info Tab

Use this tab to provide information on the project name, funding pool, lead state and partner, and contact information. The data you provided through the Pre-proposal Data Tool should populate in the tab. You can edit the information as needed with the Edit button.



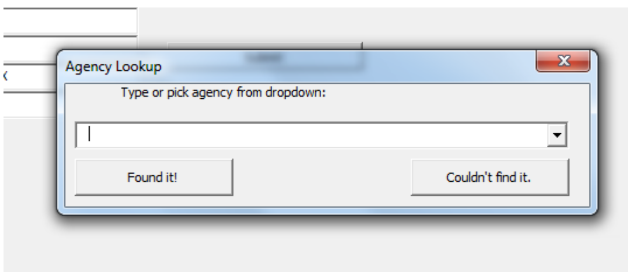
1. *Project Name* – Provide a name for the project. The tool limits the title to 50 characters.

2. *Funding Pool* – Drop down menu providing three options:
   a. National
   b. State
   c. CCA (Critical Conservation Area) – if you select the CCA option, another drop down menu appears that provides eight options
      i. Great Lakes Region

ii. Chesapeake Bay Watershed
iii. Mississippi River Basin
iv. Longleaf Pine Range
v. Columbia River Basin
vi. California Bay Delta
vii. Prairie Grasslands Region
viii. Colorado River Basin

3. *Lead State* – Identify the lead state for NRCS for the project

4. *Lead Partner* – Identify the lead partner
   a. If the lead partner applied for RCPP in a previous year, click the "Lookup Agency" button. The tool will open the "Agency Lookup" window.



   b. Scroll through the drop down menu looking for the name of the lead partner organization
   c. If you find the name, select it and click "Found it!"
   d. If you could not find it, select "Couldn't find it." If you are unable to find it, type the **full name** of the lead partner organization into the box.

5. *Partner Contact* – List the first name of a contact for the Lead Partner in the first box on this line and the last name of the contact in the second box on this line.

6. *Address 1* – Identify the address for the lead partner organization

7. *Address 2* – If needed, include a second line for the lead partner organization

8. *City, State, Zip Code* - Identify the city, select the state from the drop down menu, and identify the zip code for the lead partner organization

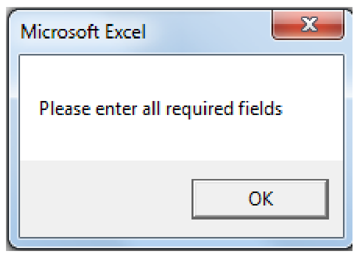
9. *Primary Email* – Identify an email address for the lead partner contact

10. *Secondary Email* – If needed, identify a second email address to contact the lead partner organization

11. *Phone Number* – Identify the phone number for the lead partner contact

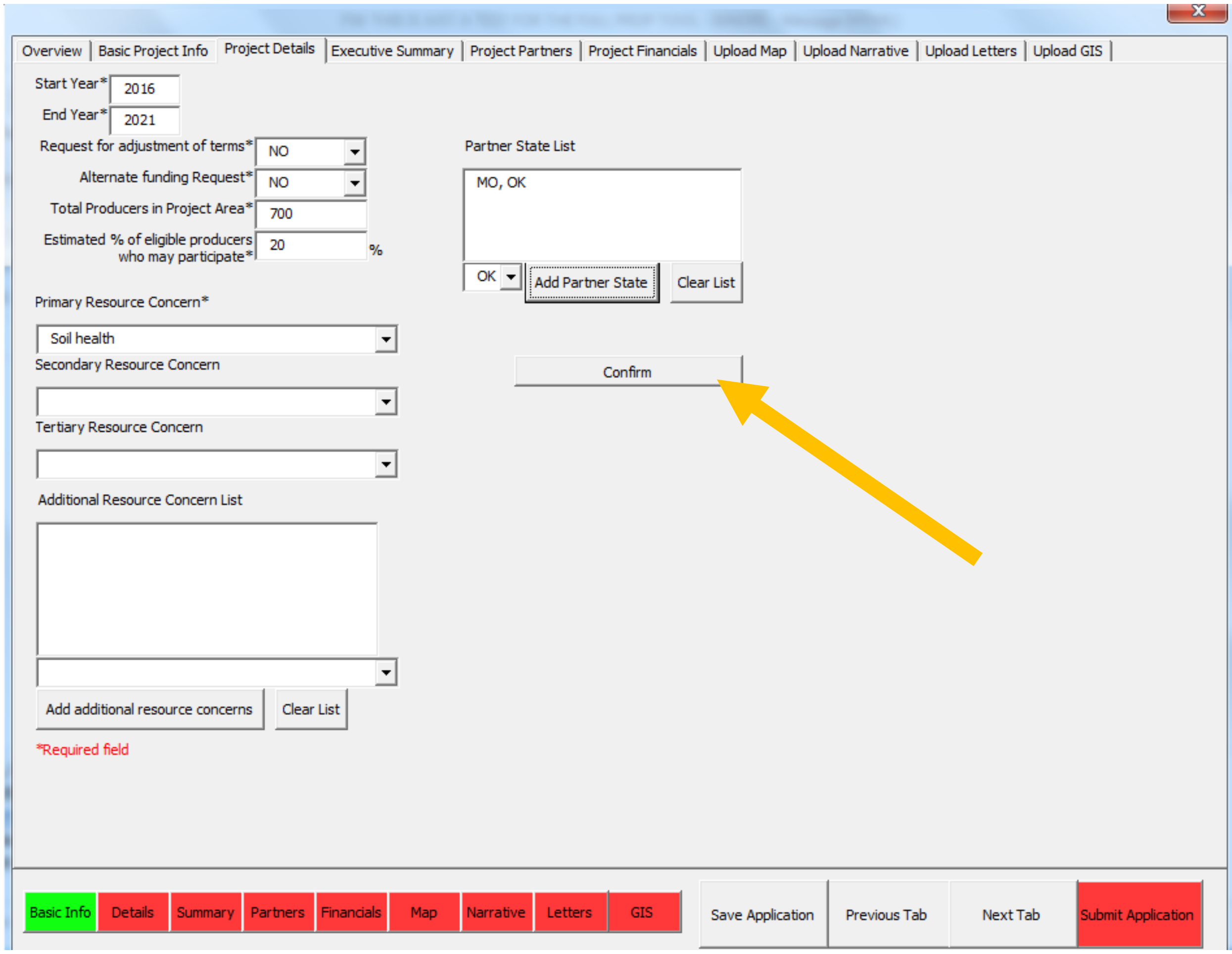
12. *Lead Partner DUNS* – Identify the Dun and Bradstreet Data Universal Numbering System (DUNS) number for the lead partner organization. This is required for the Full-proposal stage of the application. See the Announcement for Program Funding for more information about obtaining a DUNS number.

13. *Click the "Confirm" button* (indicated with the orange arrow) –
    a. If you have completed all the required fields, the tool will advance to the next tab, "Project Details."
    b. If you have not completed all the required components, the tool will generate an error message (below) indicating the field to fix or complete. The error message will not specify which field is incomplete or incorrect. However, after you click "OK", the cursor will likely be in a field that needs to be completed.



Project Details Tab

Use this tab to provide information on the project timeline, requests for adjustment of terms and alternate funding, information on producers likely to be involved, and resource concerns addressed. The data you provided through the Pre-proposal data tool should populate in the tab. You can edit the information as needed with the Edit button.



1. *Start Year* – Identify the start year for the agreement. The application tool requires the start year to be between 2017 and 2022.
2. *End Year* – Identify the end year for the agreement. The application tool requires the end year to be between 2017 and 2022. The tool requires the end year to be greater than the start year.

3. *Request for Adjustment of Terms* – Identify whether the agreement includes a request to adjust the rules of the covered program. See the Announcement for Program Funding for more detail on adjustment of covered program terms.

4. *Alternate Funding Request* – Identify whether the agreement includes a request for alternate funding arrangements with a multi-state water resource agency or authority. See the Announcement for Program Funding for more information on alternate funding arrangements.

5. *Total Producers in Project Area* – Identify the number of agricultural producers in the area covered under the agreement. See the Announcement for Program Funding for the definition of a producer and more detail on defining the project area.

6. *Estimated % of Eligible producers who may participate* – Identify the percentage of eligible producers who may participate. See the Announcement for Program Funding for more detail on eligible producers.

7. *Primary Resource Concern* – Select the primary resource concern that the agreement will address from the drop-down list. Options are limited to those identified as priority for the Critical Conservation Area or at the national level.

8. *Secondary Resource Concern* – If applicable, select the secondary resource concern that the agreement will address from the drop-down list. Options are limited to those identified as priority for the Critical Conservation Area or at the national level.

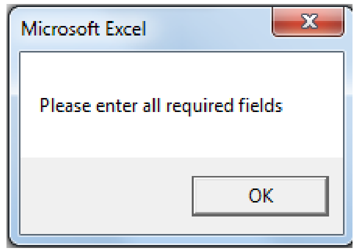
9. *Tertiary Resource Concern* – If applicable, select the tertiary resource concern that the agreement will address from the drop-down list. Options are limited to those identified as priority for the Critical Conservation Area or at the national level.

10. *Partner State List* – If applicable, select a state other than the lead state that is included in the agreement area from the drop down menu, indicated with the purple arrow. Once selected, click the "Add Partner State" and the state will be added to the Partner State List box above. If you enter an incorrect state, click the "Clear List" button, which will clear the Partner State List box.

11. *Additional Resource Concern List* – If applicable, select additional resource concerns that the agreement will address from the drop-down list, indicated with the green arrow. Options are limited to those identified as priority for the Critical Conservation Area or at the national level. Once selected, click the "Add Additional Resource Concerns" button and the resource concern will be added to the Additional Resource Concern List box above. If you enter an incorrect resource concern, click the "Clear List" button, which will clear the Additional Resource Concern List box.

12. *Click the "Confirm" button* (indicated with the orange arrow) –
    a. If you have completed all the required fields, the tool will advance to the next tab "Executive Summary"

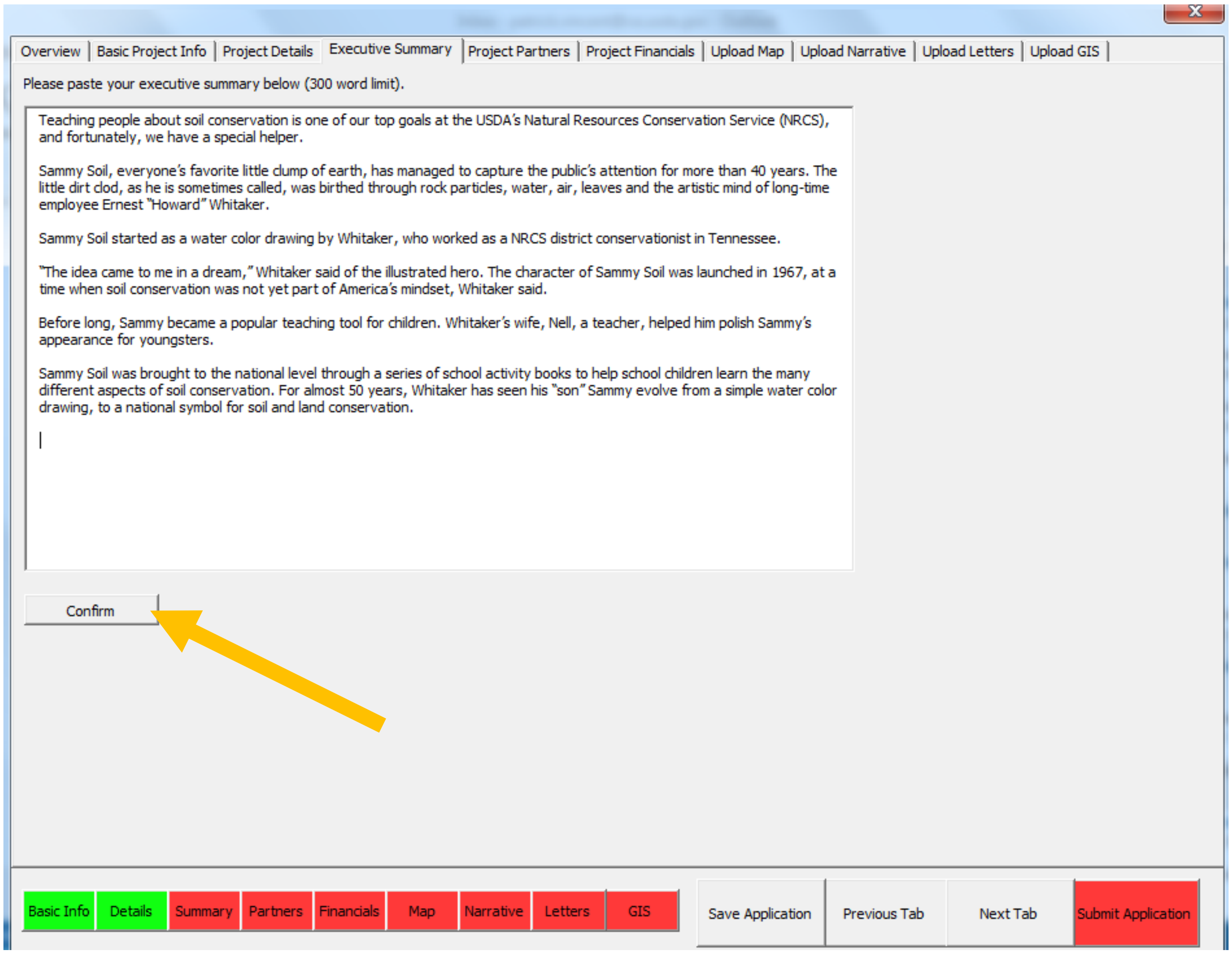
b. If you have not completed all the required components, the tool will generate this error:



The error message will not specify which field is incomplete or incorrect. However, after you click “OK”, the cursor will likely be in a field that needs to be completed.

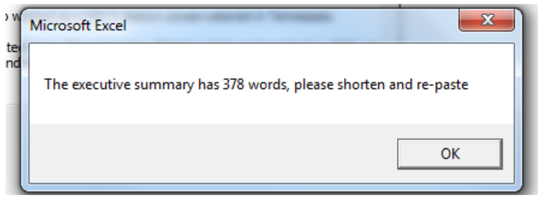
Executive Summary Tab

Use this tab to enter an executive summary of the project. The data you provided through the Pre-proposal data tool should populate in the tab. You can edit the information as needed with the Edit button.



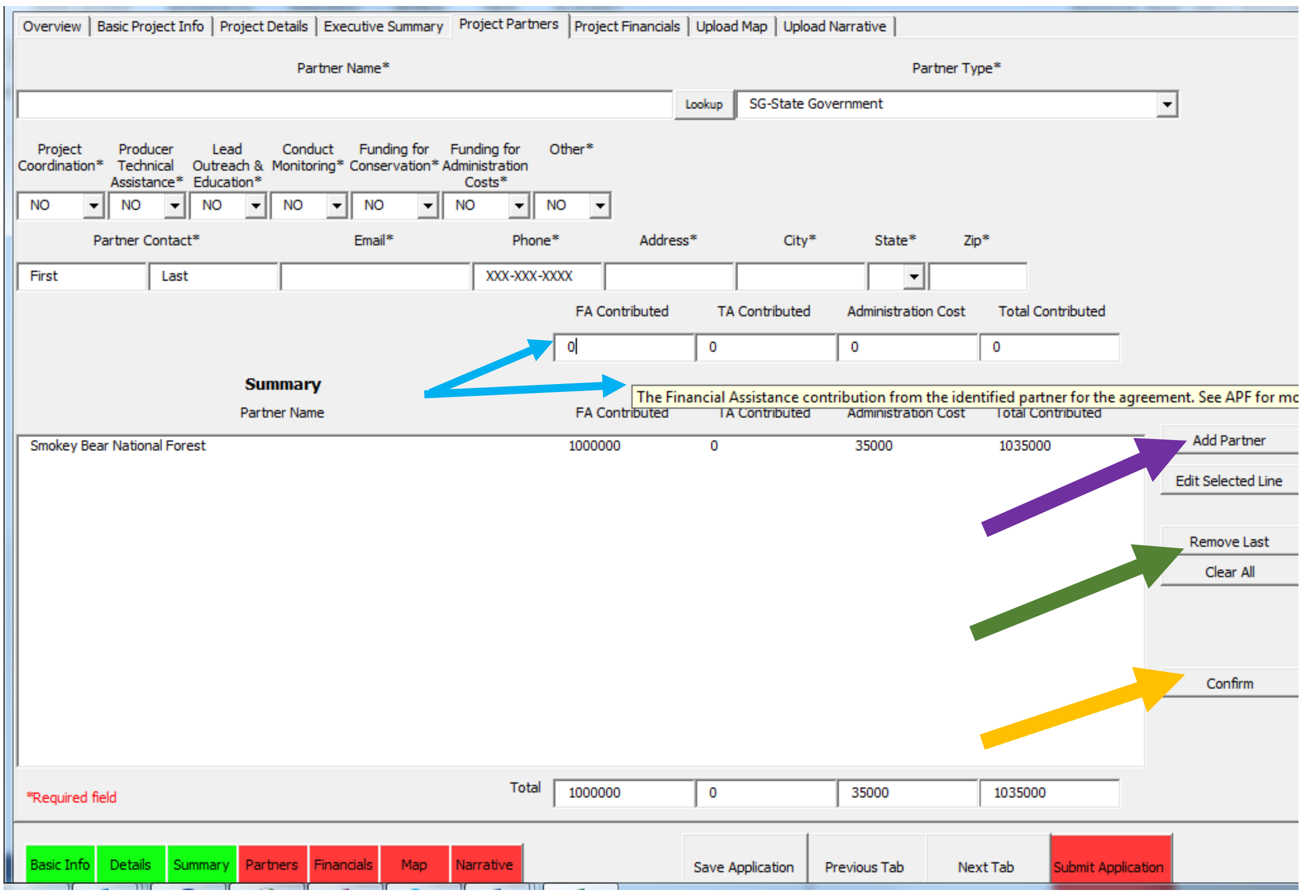
You can copy and paste up to 300 words describing the project into this box.

1. Copy your original text.
2. Click in the box in the tool to place the cursor in the box.
3. Hold the “Ctrl” button and press the letter “v” (Control + V) to paste the text into the box.
4. Click the “Confirm” button (indicated with the orange arrow) –
    a. If you have completed all the required fields, the tool will advance to the next tab.
    b. If you have exceeded 300 words, the tool will generate this error and clear the existing text:


Microsoft Excel
The executive summary has 378 words, please shorten and re-paste
OK

Project Partners

Use this tab to provide information on each partner's contact information and contribution as well as their type of contribution. The data you provided through the Pre-proposal data tool should populate in the tab. You can edit the information as needed with the Edit Data button.



This screen is split into two components.

The top portion is used for entering data about each partner, while the bottom portion summarizes the data entered. You cannot change the numbers in the summary. You must delete the incorrect information using "Remove Last" or "Clear All", then enter the correct information.

For the top portion:

1. *Partner Name* – Begin by entering the name of a partner contributing financial assistance, technical assistance, or administration costs.

2. *Partner Type* – Select the Partner Type from the drop down list of options:
    a. CD-Conservation District
    b. AA-Agricultural Association

c. WD-Water district with water delivery authority to agricultural producers
d. FC-Farmer Cooperative
e. HE-Institution of Higher Education
f. FG-Federal Government
g. IT-Indian Tribe
h. LG-Local Government
i. MW-Municipal water or wastewater treatment entity
j. FP-For profit organization or entity
k. NP-Not-for-profit organization or entity
l. SG-State Government
m. CO-County Government

3. *Contribution Type* – Select Yes or No from the dropdown menus to indicate the types of contributions the partner is providing
    a. Project Coordination
    b. Producer Technical Assistance
    c. Lead Outreach & Education
    d. Conduct Monitoring
    e. Funding for Conservation
    f. Funding for Administration Costs
    g. Other

4. *Partner Contact* – Provide Partner Contact Information including
    a. First and Last Name
    b. Email
    c. Phone
    d. Address, City, State, Zip

5. *Contribution Amount* – See the Announcement for Program Funding for a description of Financial Assistance (FA), Technical Assistance (TA), and Administration Cost. Note: Placing your cursor into the blank field (e.g. FA Contributed) will create a pop-up definition of the term, indicated by the blue arrows.

    a. *FA Contributed* – Click and type an amount for Financial Assistance contribution from the identified partner for the agreement.
    b. *TA Contributed* – Click and type an amount for Technical Assistance contribution from the identified partner for the agreement.
    c. Administration Cost – Enter the administration costs from the identified partner for the agreement.
    d. *Total Contributed* – This will automatically total the FA and TA Contributed

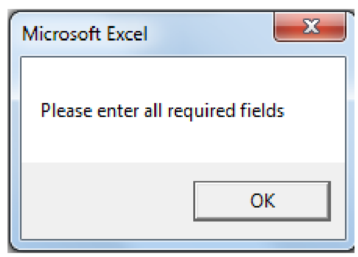
6. *Click the "Add Partner" button* – Once you have complete contribution information, click the "Add Partner" button, indicated with the purple arrow. The tool will transfer the upper portion

information into the summary portion, clearing the boxes in the upper portion. You can now add contributions for additional partners to the tool.

   a. If you realize you made a mistake after you click add partner, you can click the “Remove Last” button (indicated with a green arrow) and the tool will delete the last entry.
   b. If you realize none of the information you entered is correct, you can click the “Clear All” button (indicated with a green arrow) and the tool will delete all entries.

7. *Enter all partner contribution information* – Repeat step 1 through step 6 until you have entered all partner contributions into the tool.

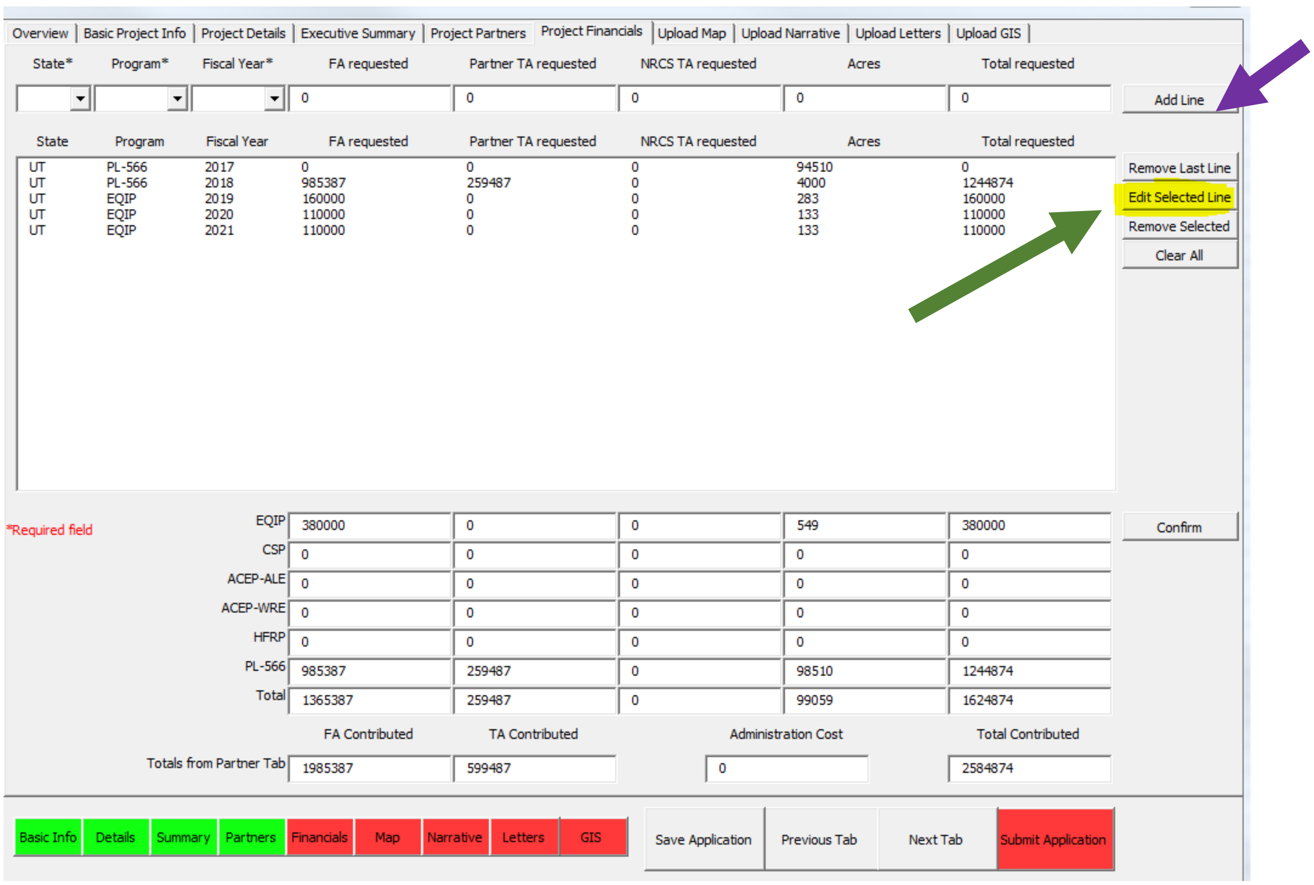
8. Click the “Confirm” button (indicated with the orange arrow) –
   a. If you have completed all the required fields, the tool will advance to the next tab “Project Financials.” Be sure you click “Add Partner” for the last partner information entered.
   b. If you have not completed all the required components, the tool will generate this error:



The error message will not specify which field is incomplete or incorrect. However, after you click “OK”, the cursor will likely be in a field that needs to be completed.

Project Financials

Use this tab to provide information on the request for NRCS funds including the states involved, NRCS programs included, fiscal years, amount and type of funding, partner contributions, and acres. The data you provided through the Pre-proposal data tool should populate in the tab. You can edit the information as needed with the Edit Selected Line button (highlighted).



This screen is split into two components.

The top portion is used for entering data about the agreement's funding request, while the bottom portion summarizes the data entered. The bottom row, "Total from Partner Tab" will display the totals input from the Project Partners tab. You cannot change the numbers in the summary portion of the screen. You must delete the incorrect information using "Remove Last Line" or "Clear All", then enter the correct information.

For the top portion:

1. *State* – Use the drop down menu to select the state where the funding will be used.

2. *Program* – Use the drop down to select the NRCS program under which the agreement will implement conservation practices or other conservation work.

3. *Fiscal Year* – Use the drop down to select the fiscal year

4. *FA Requested* – Enter the amount of Financial Assistance requested under the program for the year in the state. See the Announcement for Program Funding for a description of Financial Assistance (FA). Note: Placing your cursor into the blank field will create a pop-up definition of the term.

5. *Partner TA Requested* – Enter the amount of Technical Assistance requested under the program for the year in the state. See the Announcement for Program Funding for a description of Technical Assistance (TA). Note: Placing your cursor into the blank field will create a pop-up definition of the term.

6. *NRCS TA Requested* – Enter the amount of Technical Assistance requested under the program for the year in the state. See the Announcement for Program Funding for a description of Technical Assistance (TA). Note: Placing your cursor into the blank field will create a pop-up definition of the term.

7. *Acres* – Enter the estimated amount of acres that the financial assistance will affect. Note: Placing your cursor into the blank field will create a pop-up definition of the term.

8. *Total Requested* – This box will automatically fill with the total from the FA Requested and TA Requested box. *FA Contributed* – This box will automatically fill with the totals from the project partner tab.

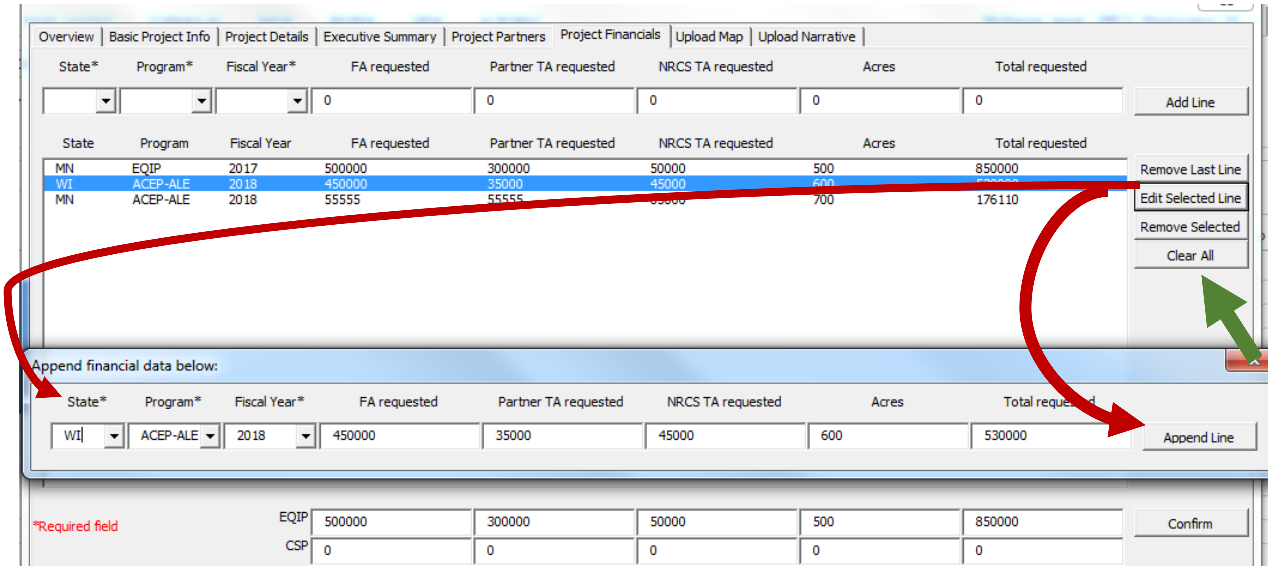
9. *FA Contributed* – This box will automatically fill with the totals from the project partner tab.

10. *TA Contributed* – This box will automatically fill with the totals from the project partner tab.

11. *Administration Cost* – This box will automatically fill with the totals from the project partner tab.

12. *Click the Add Line button* - Once you have complete contribution information, click the “Add Line” button, indicated with the purple arrow. The tool will transfer the upper portion information into the summary portion, clearing the boxes in the upper portion. You can now add contributions for additional partners to the tool.
    a. If you realize you made a mistake after you click add partner, you can do one of the following (screenshot follows):
        1) Click the “Remove Last Line” button (indicated with a green arrow) and the tool will delete the last entry.
        2) Highlight the line of data and click “Edit Selected Line”, indicated by the red arrows. Make the correction(s) in the white field, and click “Append Line”.

b. If you realize none of the information you entered is correct, you can click the "Clear All" button (indicated with a green arrow) and the tool will delete all entries.



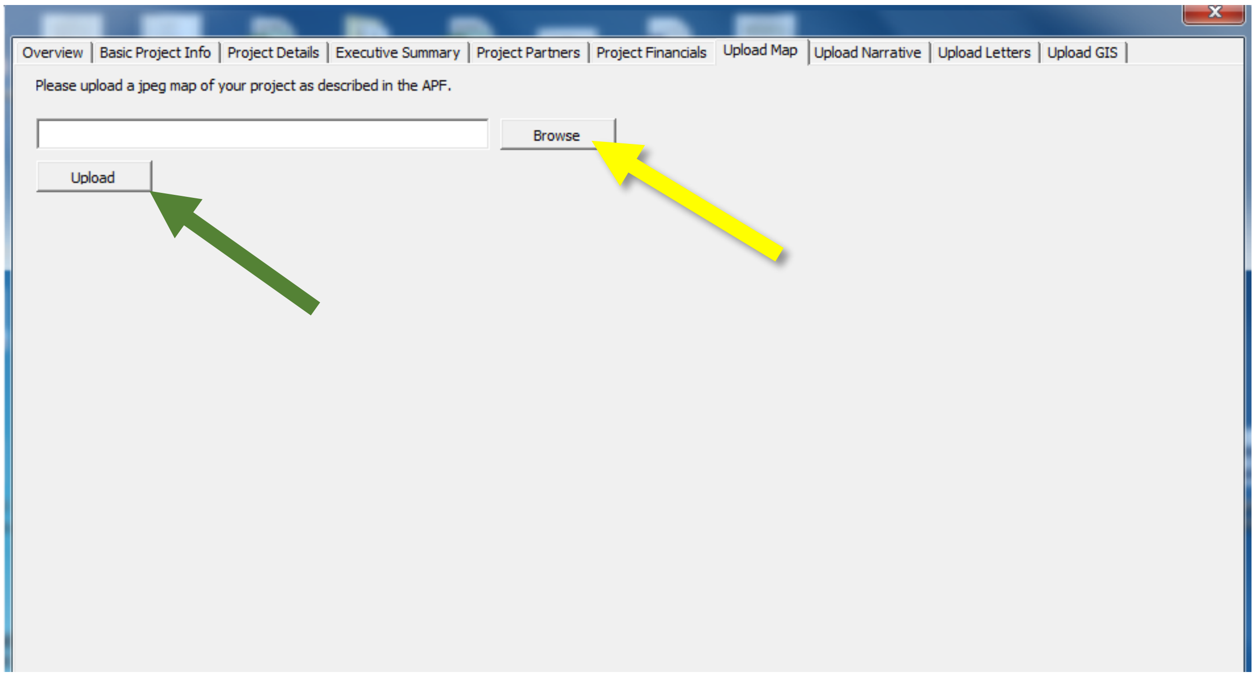
13. *Enter all requests for NRCS funding as well as associated partner contributed* – Repeat step 1 through step 10 until you have entered all the information into the tool.

14. *Click the "Confirm" button* (indicated with the orange arrow) –
    a. If you have completed all the required fields, the tool will advance to the next tab "Upload Map." Be sure you click "Add Line" for the last line of information entered.
    b. If you have not completed all the required components, the tool will generate this error:

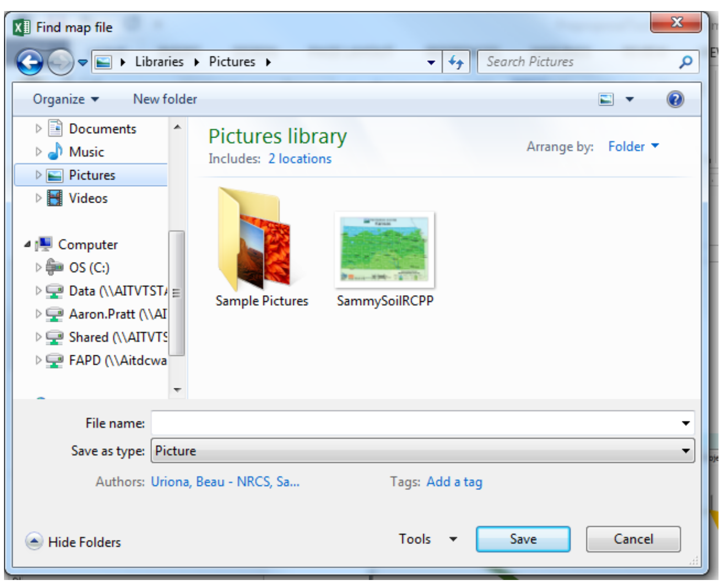
The error message will not specify which field is incomplete or incorrect. However, after you click "OK", the cursor will likely be in a field that needs to be completed.

Upload Map

Use this tab to upload a map of the project area.

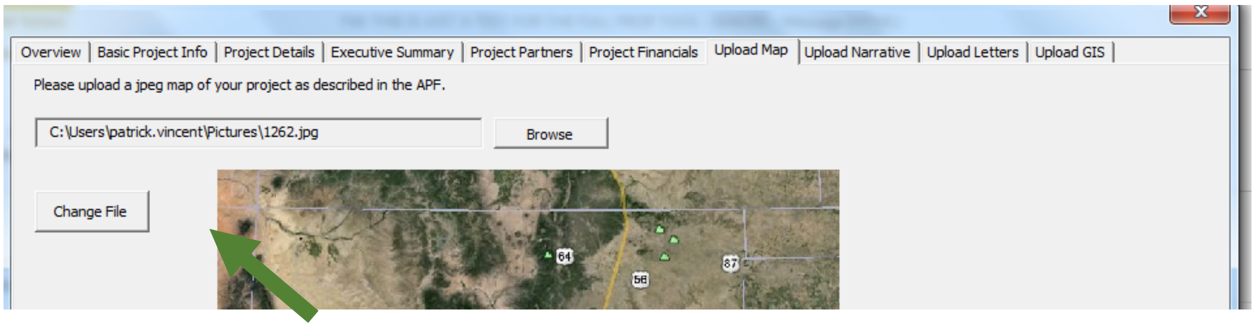


1. Click on the “Browse” button in the “Overview” tab (indicated with the yellow arrow). This window will open.



2. Navigate to the location you saved the map of the project location as a JPEG file. The tool restricts the file type to pictures.

3. Click on the map file you wish to upload. The name appears in the “File Name” line at the bottom of the window.
4. Click on the “Save” or “Upload” button (green arrow). The file will upload.
5. Click on the “Next Tab” button to advance to the next tab of the Data Tool.
6. Please note after uploading files a “Change File” button will appear. You can select that button at any time when a file needs to be removed or changed.



Completing the fillable PDF for the narratives

1. A required component of the proposal application is the fillable PDF for narrative elements for the proposal application**.** Follow these steps to complete the fillable PDF.

2. Enter the Project Name in the first box on the first page.

3. Select the appropriate funding pool from the dropdown menu.

4. Select the lead state from the dropdown menu.

5. Click in the box under the 18 narrative elements. You can either type directly or paste text into the textbox. The PDF limits the response to 4,000 characters for each element. The elements are listed below and are on the RCPP website. Please review the **2017 RCPP Full-Proposal Narrative** questions, which should have been emailed to you with the 2017 RCPP Full-Proposal application items.

    1) Describe the lead partners and the partnership team. What makes this partnership adept at addressing the resource concern(s) and capable of accomplishing the proposed project? Describe past successes of the lead partner with respect to experience executing projects of similar size and duration. Characterize the expertise of individuals recruited to help solve the complex resource challenges. Are any of the project partners new to agricultural conservation activities? If so, describe the expertise these partners bring to the project.
    2) Describe the natural resource challenge(s) that your project proposes to address. Provide information that validates the critical need for both federal and partner investment of resources. Your description should include relevant scientific data such as resource assessments, models, physical data, and/or historic trends, etc.
    3) Characterize the geographic focus of the project. Provide sufficient background that explains why this area was selected. Consider how the project size will lead to successful, measurable outcomes in addressing the defined resource challenges. Discuss any prioritization or targeting that will achieve maximum success and whether it will be based on relevant scientific data.
    4) Describe the proposed conservation systems selected to accelerate outcomes. This includes conservation practices, activities, enhancements, restoration work, easement acquisition, and other partner approaches.
    5) Describe any activities that have already taken place addressing the resource concerns in the geographical focal area. Describe any previous attempts to resolve or any barriers to project success. Consider geographic scope, participation rates, implementation and project goals/outcomes in your response.
    6) Consider how your proposed activities relate to past and current NRCS accomplishments. Describe how a team approach will lead to more efficient and effective outcomes. Does your approach supplement or enhance an existing project, initiative, or local/regional plan? If so, please elaborate.

7) Describe the project approach and timeline. Conceptually consider how the partnership team (including NRCS) will work together on tasks. Describe roles, responsibilities and capabilities of each partner as they relate to project goals, solutions, and accomplishments.
8) Describe any innovative or creative methods the project and partnership will utilize to provide solutions to the identified resource concerns. For example, will new or emerging markets be utilized, will practice standards or enhancements be expanded upon, or will new strategies be employed to overcome previous adoption limitations?
9) Clearly state intended uses of partner cash and in-kind resources. Describe partner commitments to perform specific activities, particularly ones that are not typically performed by NRCS. Letters of Financial Contribution are required in the Full-proposal submission package. Please upload them into the Data Tool, “Letters” tab.
10) What is your plan for documenting project success? Is there a feedback mechanism or evaluation criteria that will determine whether the final product has accomplished the project goals? Describe how changes will be detected once implementation is complete?
11) How can the methodology and accomplishments of this project be transferred or expanded to other geographic focal areas with similar resource challenges?
12) Describe any available data that demonstrates demand for project solutions. This can include surveys, existing application demand, etc. Estimate how many eligible producers, in the geographic scope, are likely to participate, and how this was calculated. Describe the basis of your estimation. Does the project include comprehensive strategies for encouraging participation of **historically underserved producers** (see definition)?
13) Describe potential criteria to evaluate and rank RCPP applications. Ranking criteria should be transparent, fair, and allow for any size operation to participate. Was any resource data or research used to justify ranking criteria? Describe any local and/or partner input that was considered and the process utilized to gather input.
14) Describe the cost-effectiveness of the approach. Explain alternative approaches that were considered, including a no-action alternative. Consider these questions in your response: Are the project costs in line with current regional averages? Are there additional values that can be attributed to project success, such as local economic gains? Will this project address social issues, particularly with respect to environmental justice or persistent poverty that have long term economic consequences if not addressed?

Additional Questions

15) If applicable, indicate how the project will assist "producers in meeting or avoiding the need for natural resource regulatory requirements” Section 1271B (d)(4)(A) of the 1985 Act. Briefly describe the regulation or potential regulation; the impact or potential impact of the regulation on producers, including any economic impact or impact on production; what mechanism (e.g., State-level or “safe-harbor” agreement

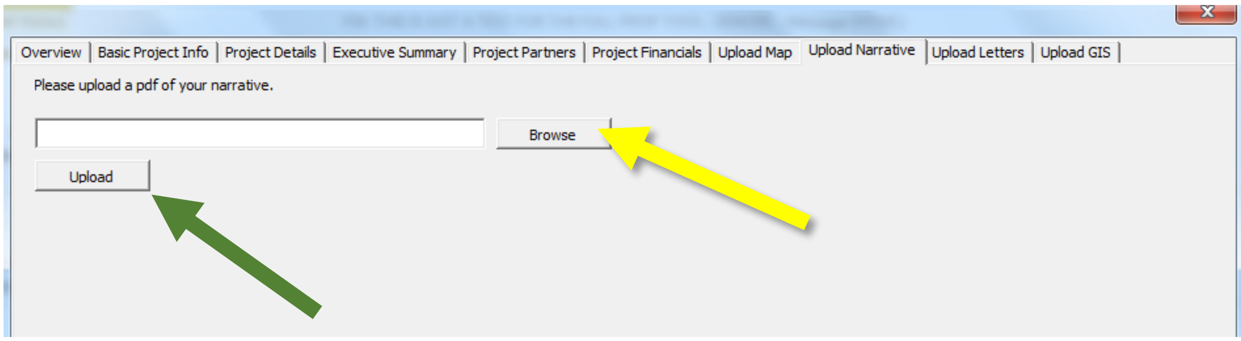
or Candidate Conservation Agreement with Assurances) will allow project activities to be considered under the regulation.

16) Does the proposal include any activities that are <u>not</u> included in an NRCS conservation practice standard or enhancement? If so, briefly identify the beneficial and adverse effects of those activities on affected natural resources (soil, water, air, plants, and animals) and specifically statutorily protected resources (e.g., cultural and historic resources, wetlands, threatened and endangered species, etc.). This information will help NRCS determine the appropriate National Environmental Policy Act (NEPA) documentation needed. If project actions are covered by an existing NEPA document, provide the name of the document, a link, or indicate how a copy can be obtained.
17) If **Adjustment of Terms** are needed in order to achieve project objectives, please describe here. Partners are strongly encouraged to work with NRCS to fully understand NRCS program purpose and limitations. If any Adjustment of Terms are being requested, please refer to Appendix A in the APF for Definitions.
18) Does the project require **Alternative Funding Arrangements**? If the project requires Alternative Funding Arrangements, please describe how it will meet the goals and objectives of RCPP. Refer to Section III, Part C. for AFA eligibility and requirements and Appendix A in the APF for Definitions.

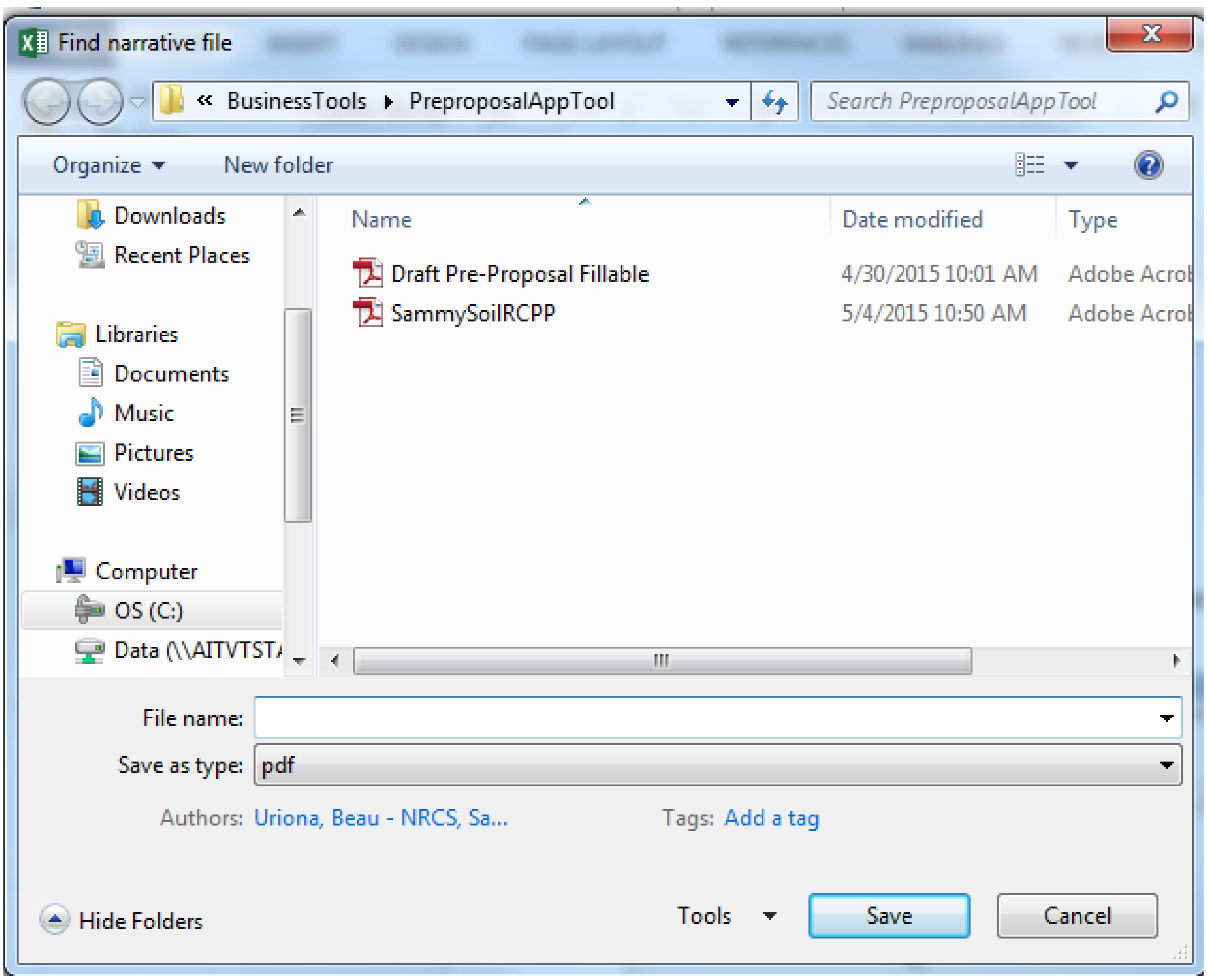
6. Save the PDF before closing.

Upload Narrative

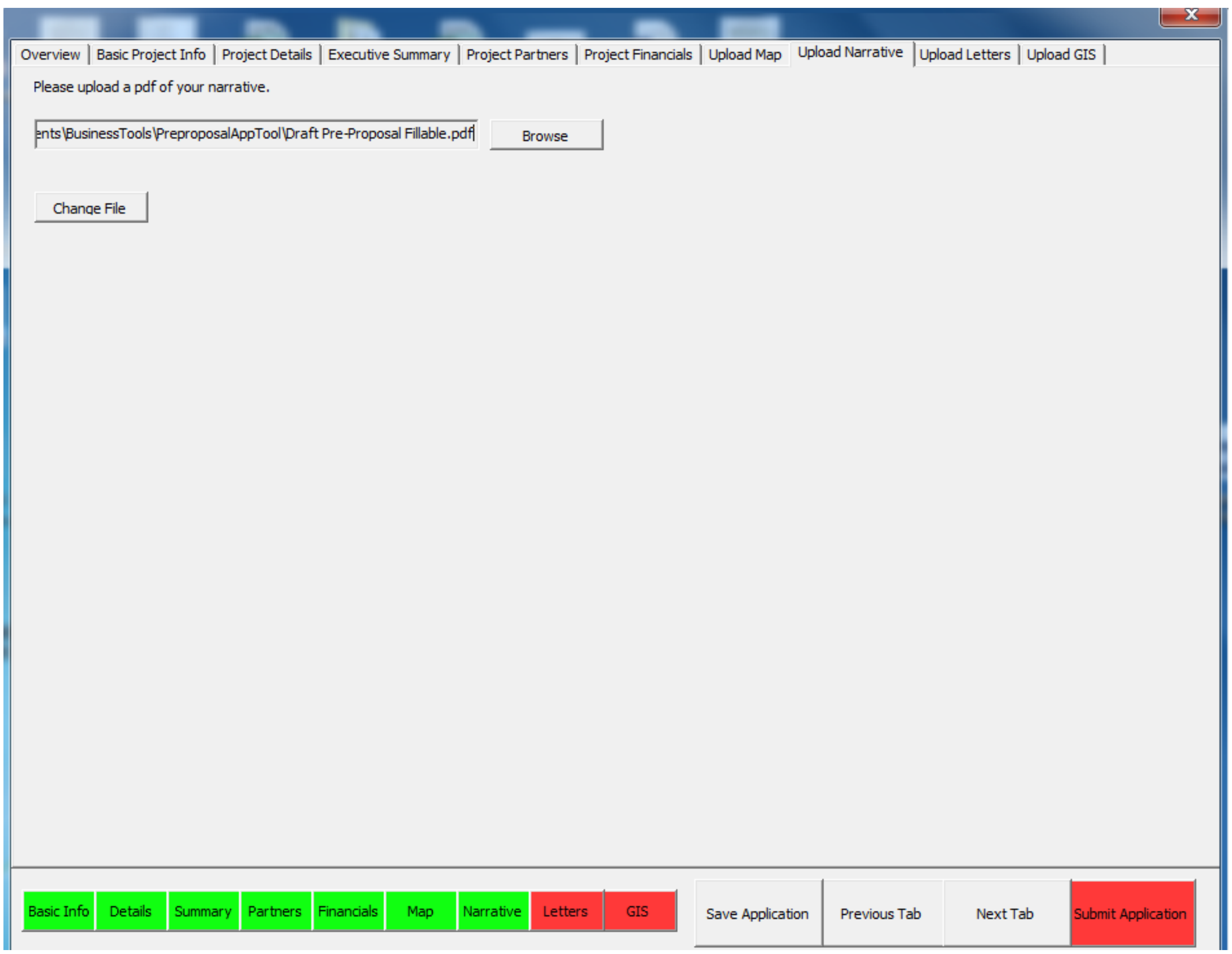
Use this tab to upload the fillable PDF for the narrative responses for the Announcement for Program Funding.



1. Click on the “Browse” button in the “Overview” tab (indicated with the yellow arrow). This window will open.

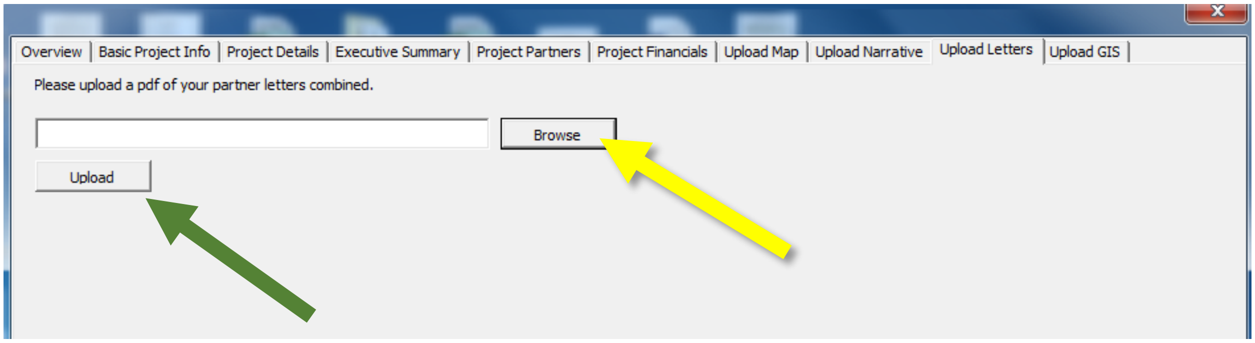


1. Navigate to the location you saved the fillable narrative. The tool restricts the file type to PDF.
2. Click on the fillable narrative file. The file name will appear in the "File Name" line at the bottom of the window.
3. Click on the "Save" button.
4. The tool will automatically upload the fillable PDF for the narratives to the tool. If it does not, click on the "Upload" button (green arrow).
    a. If you have completed all the tabs, the indicators at the bottom of the screen will all be green and the "Submit Application" button will be green.
    b. If you have not completed all the tabs, the indicators at the bottom of the screen will be red for the incomplete tabs. Navigate to the incomplete tab, complete the information and press the "Submit" button within the tab. The "Submit Application" button at the bottom right of the window should turn green.

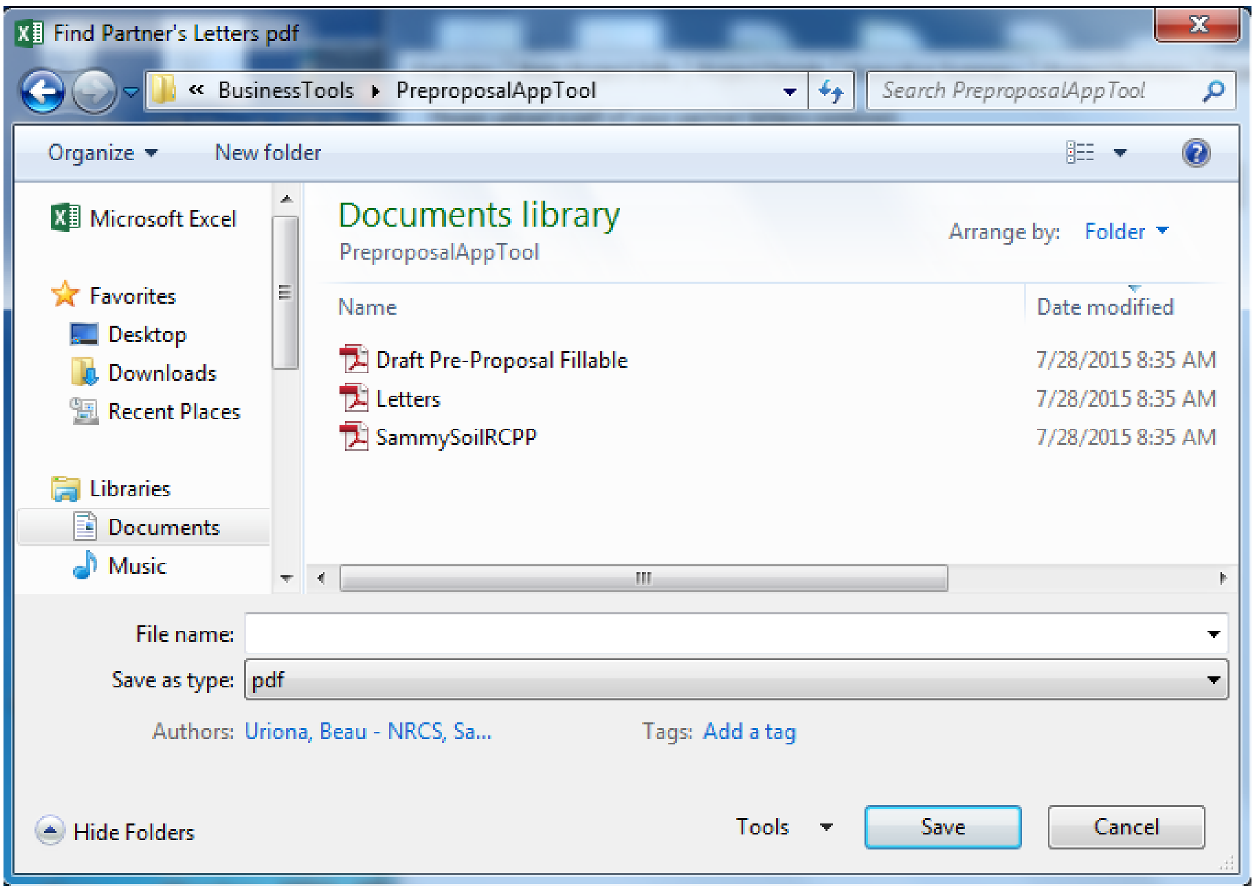


Upload Letters

Use this tab to upload a PDF of your partners letters, which should be combined into a single file.



1. Click on the "Browse" button in the "Upload Letters" tab (indicated with the yellow arrow). This window will open.

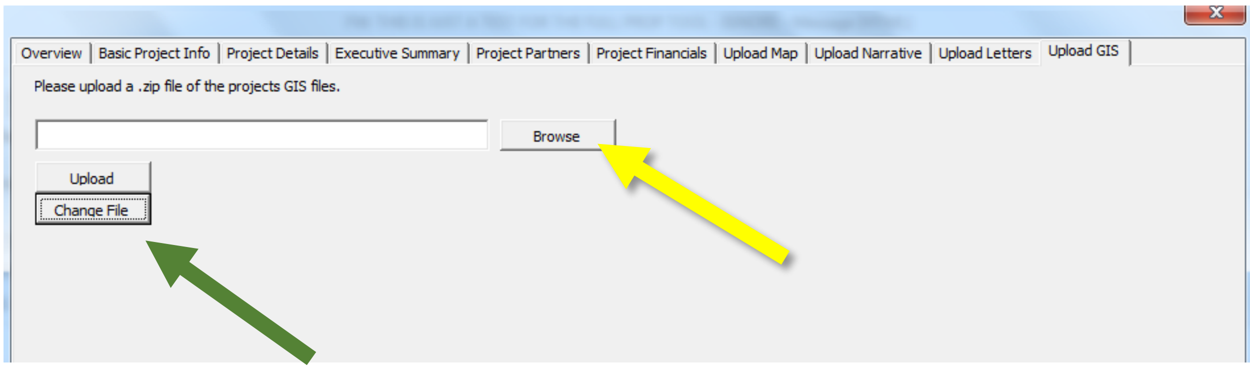


2. Navigate to the location you saved the letters. The tool restricts the file type to PDF.
3. Click on the letters file. The file name will appear in the "File Name" line at the bottom of the window.
4. Click on the "Save" button. The file will upload. If it does not, click on the "Upload" button (green arrow).

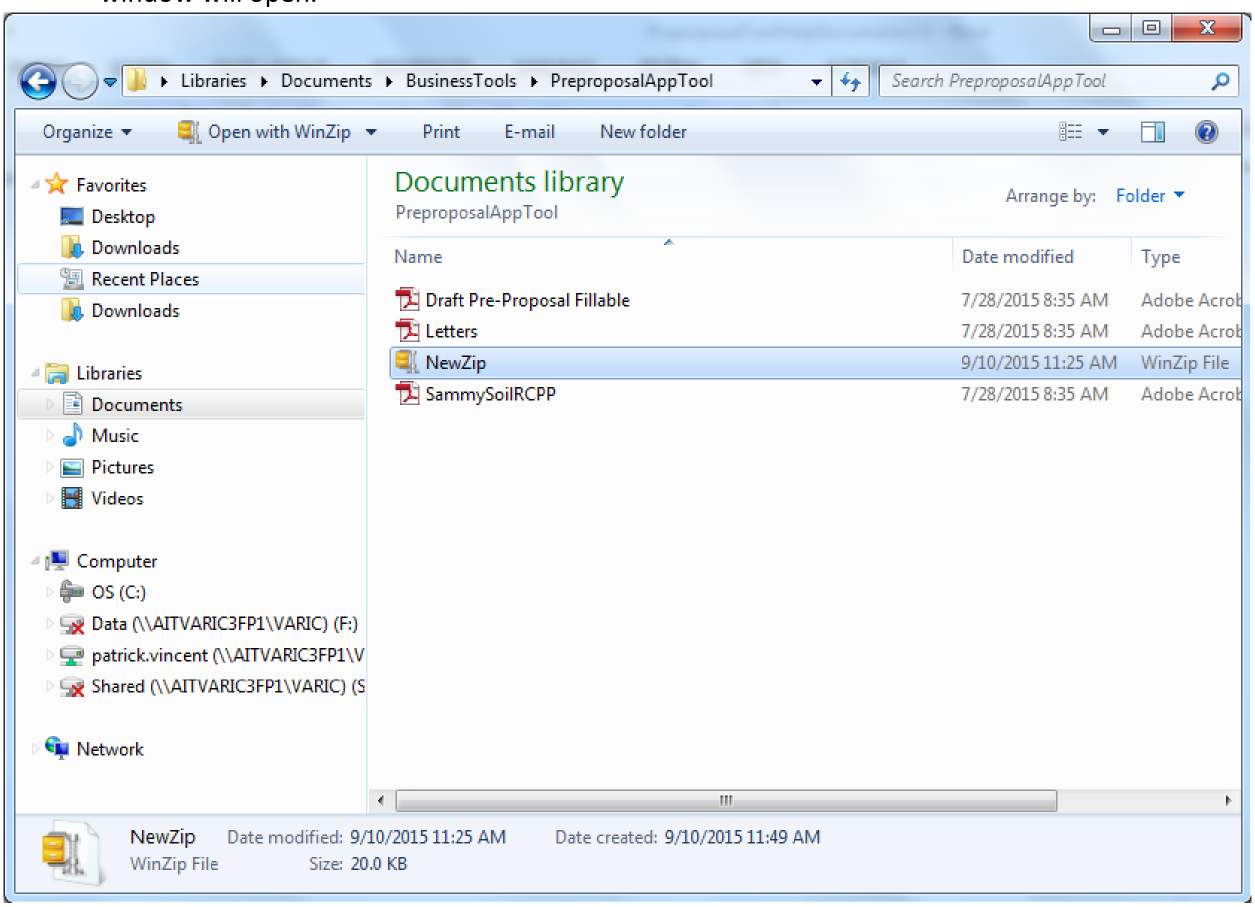
5. Click on the “Next Tab” button to advance to the next tab of the Data Tool.

Upload GIS

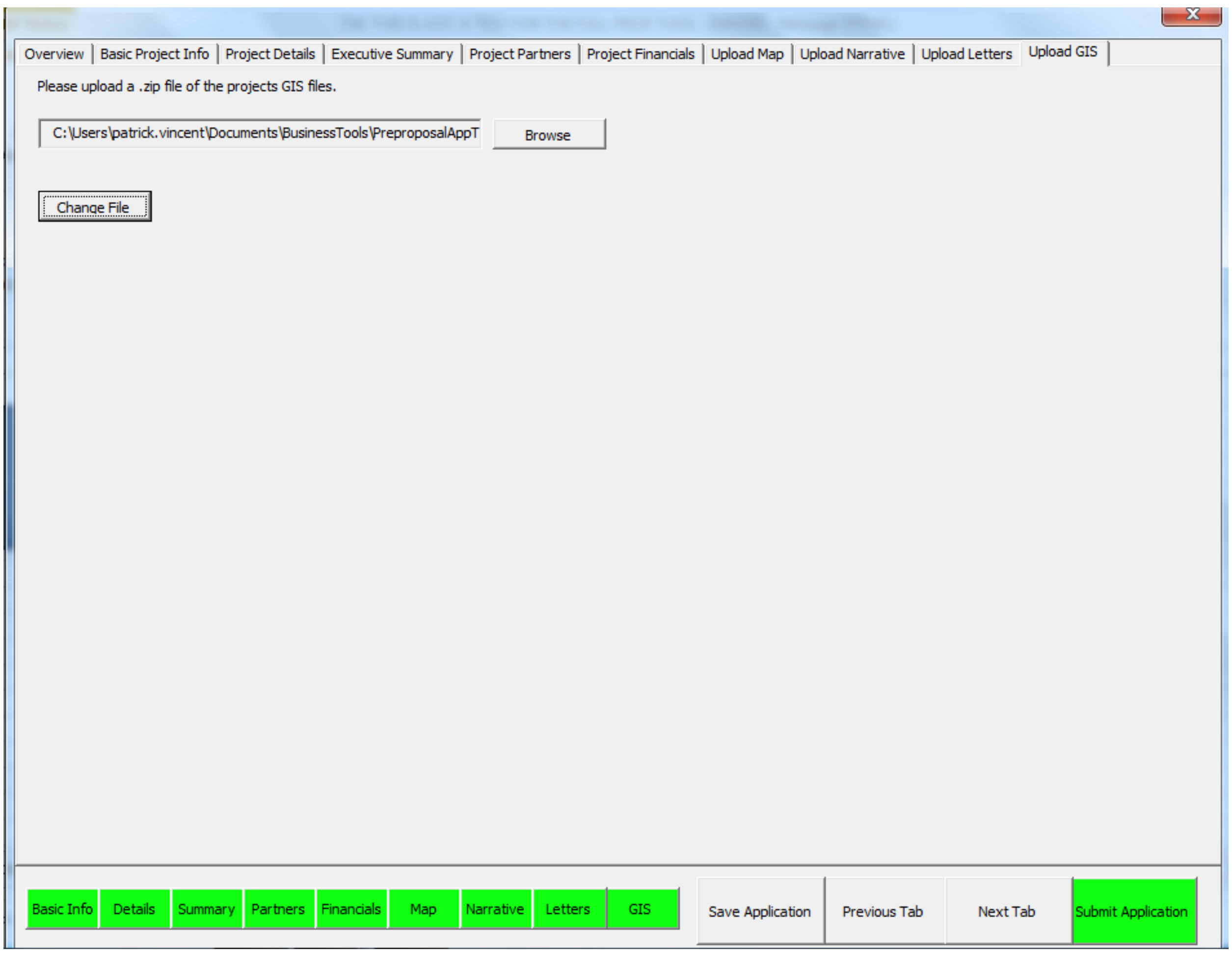
Use this tab to upload a .zip file of the projects GIS files.



1. Click on the “Browse” button in the “Upload GIS” tab (indicated with the yellow arrow). This window will open.



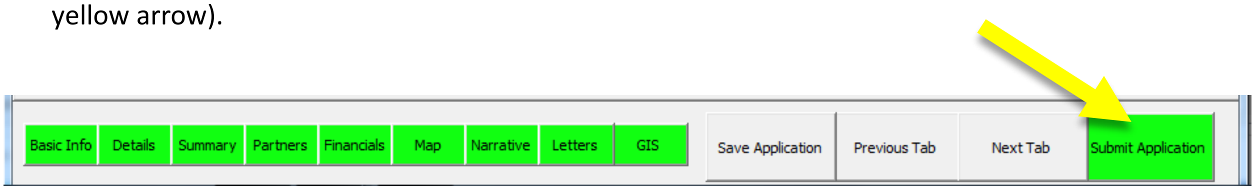
2. Navigate to the location you saved the zip file. The tool restricts the file type to PDF.
3. Click on the letters file. The file name will appear in the "File Name" line at the bottom of the window.
4. Select the file. The name appears in the "File Name" line at the bottom of the window.
5. Click on the "Save" button. The file will upload. If it does not, click on the "Upload" button (green arrow).
6. Click on the "Next Tab" button.
    a. If you have completed all the tabs, the indicators at the bottom of the screen will all be green and the "**Submit Application**" button will be green.
    b. If you have not completed all the tabs, the indicators at the bottom of the screen will be red for the incomplete tabs. Navigate to the incomplete tab, complete the information and press the "Confirm" button within the tab. The "Submit Application" button at the bottom right of the window should turn green.



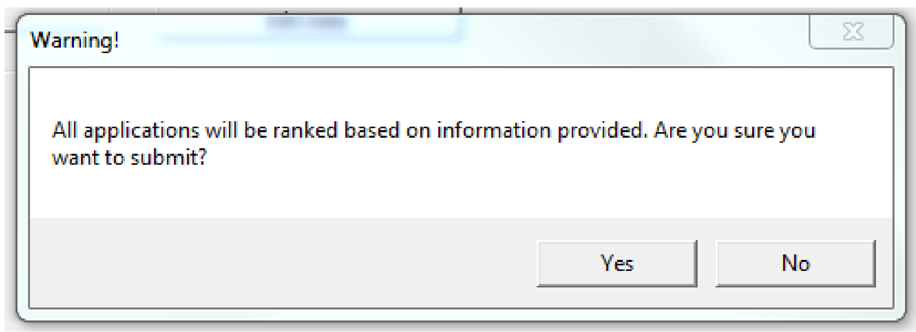
Submit Application

After you have completed the proposal application tool so that all the indicators at the bottom of the window are green and you are ready to submit the application. The tool can email the application to the RCPP team if you use Microsoft Outlook or generate a file for you to manually attach to an email to the RCPP team.

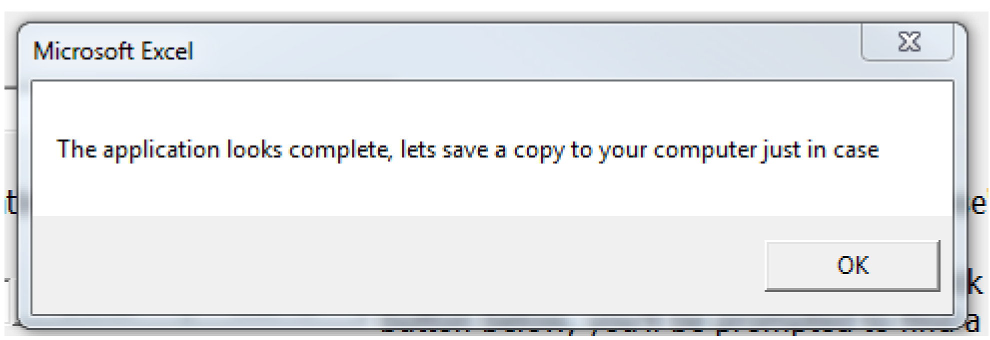
1. Click the green "Submit Application" button at the bottom right of the screen (indicated with yellow arrow).



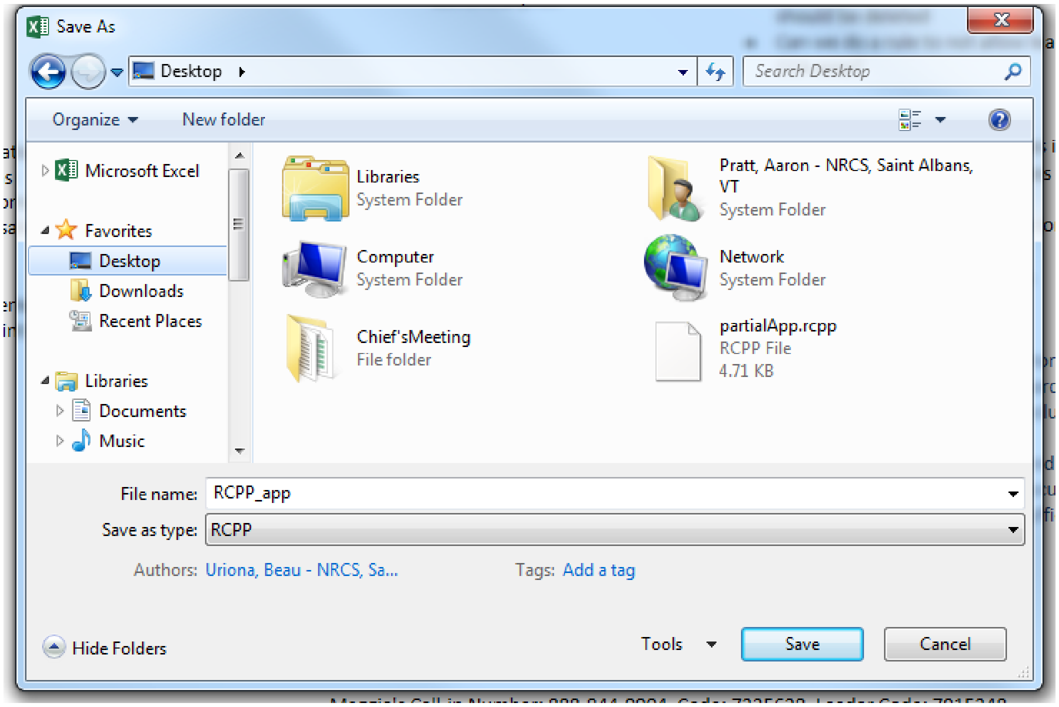
2. The tool will show this window. Click "Yes" to indicate that you are ready to continue.



3. The tool will show this window. Click "Yes" to indicate that you are ready to continue.

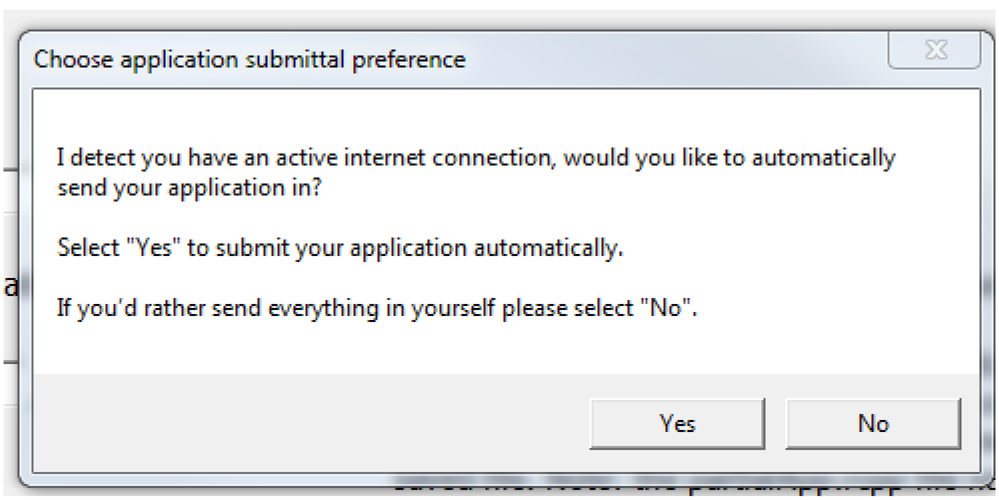


4. The tool will prompt you to save your application. Navigate and save your file.

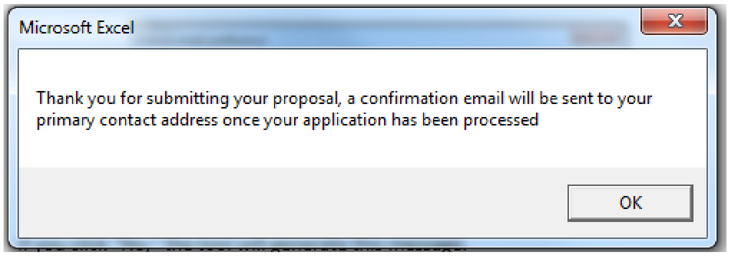


a. Navigate to the location you want to save the file.
b. Leave the file default name, "RCPP_app."
c. Click the "Save" button.

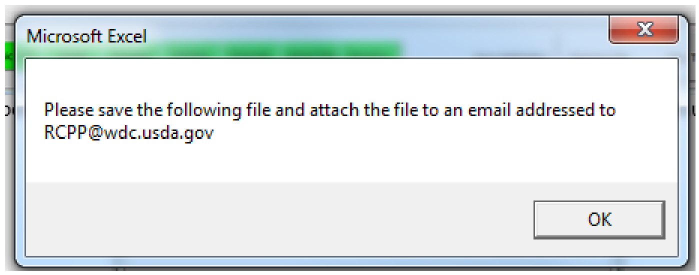
5. Click "OK." The tool will generate the following window. Select your submittal preference.



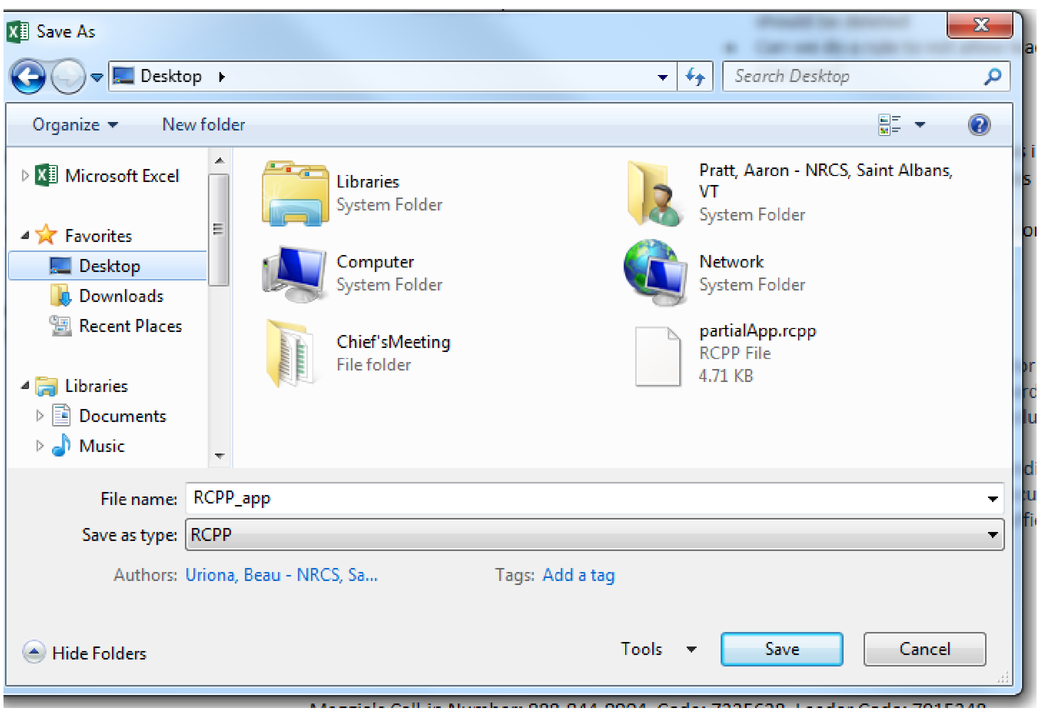
- **If you click "Yes,"** the tool will generate this message:



- **If you click "No**," the tool will generate this message:



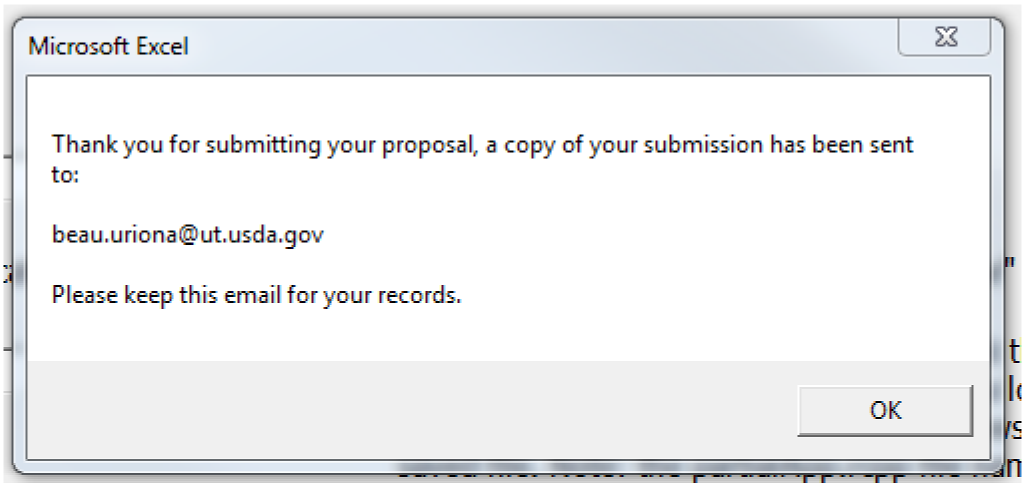
- Click "OK." The tool will generate the following window:



a. Navigate to the location you want to save the file.
b. Fill in a name in the "File Name" line at the bottom of the newly opened window or leave the default "RCPP_app."
c. Click the "Save" button.
d. Send an email to RCPP@wdc.usda.gov with the subject "New RCPP application" with the following attachments:

1) The saved file generated from the proposal application tool
2) Project map as a JPEG file
3) PDF fillable form for the narrative elements

6. After submitting, you will see the following window:



7. A follow-up email confirming submission will be sent to the applicant's email.
8. **Check your email to verify that your application has been submitted.** If needed, send an email to RCPP@wdc.usda.gov with the subject "RCPP – Project ID # + name of project".
9. Notify the team if you encounter application trouble. Please take screen shots and be as specific as you can to help the team trouble-shoot the issue.