

PRESCREENING WORKSHEET FY 2016
Environmental Quality Incentives Program – EQIP

Applicant Name: _____ County: _____

Application Number: _____ Field Office: _____

Evaluator Name: _____ Date Application Accepted: _____

Accepting Applications

Do not accept Applications from applicants that have not, as indicated by their response to question 1 on their NRCS-CPA-1200 Conservation Program Application, established farm records with USDA's Farm Service Agency. Assist the applicant with completing the following: AD-2047, AD-1026, CCC-941, and the appropriate Farm Operating Plan form.

For applications that are accepted/received:

- All signed and dated applications for which the applicant has established farm records with FSA must be immediately:
 - Date stamped; (in lieu of a date stamp, the application **MUST** be entered into ProTracts the same day as the received/signed by the participant;)
 - Entered into ProTracts; the Signup Date should be the same as the date stamp and,
 - Reviewed for completeness.

- Is the applicant eligible (given the latest exceptions issued from the NRCS State Office, e.g. software AGI issues, etc.)?
 - Refer to the Producer-Applicant Eligibility section of latest [515.152 EQIP Eligibility Documentation Checklist](#).
 - All applicable responses to the 515.152 EQIP Eligibility Documentation Checklist **must be a Yes to** proceed. If not, immediately send the applicant the [512.91 Eligibility Certification Request Letter](#) which will inform the applicant of any missing certifications or eligibility issues. Additionally, the letter will state, "Failure to complete this action within 30 calendar days of the date of this letter, but no later than 5:00 PM 2/19/2016, will result in your application being determined as ineligible."

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(Follow these steps to determine when to proceed with processing of the application.)

A “Yes” to one or more of the questions below will result in the application being assigned a Low Priority. Applications assigned a Low Priority will not be ranked or considered for funding until all eligible applications with a higher priority, that address an eligible resource concern, have been ranked and considered for funding.

Application Priority:	None
	Low
	Medium
	High

- Has the applicant had a contract terminated within the last five fiscal years ? If yes, this application is a Low Priority.
_____ Yes _____ Contract Number
_____ No

- Does the applicant have Active contracts that are behind schedule as of October 5th 2015? If yes, this application is a Low Priority.
_____ Yes _____ Contract Number
_____ No

- Does the applicant have Active OR Completed contracts where they have not exhibited proper Operation & Maintenance for the Practice Lifespan*, and such findings have been documented by the field staff in the case file, the application is a Low Priority.
_____ Yes _____ Contract Number
_____ No

*Practice Lifespan: Conservation practice lifespans are established and maintained in the Conservation Practice Standards Web application. *All conservation practices established through a CPC should be maintained for the established lifespan.* Operation and maintenance (O&M) must be included for each practice with O&M requirements. This can be incorporated as part of the practice narrative or through a separate O&M plan, as necessary. The lifespan of a practice may extend beyond the length of the program contract. The practice lifespan is defined as the time period in which the conservation practices are to be used and maintained for their intended purposes, as defined by NRCS technical references.

NRCS District Conservationist

Date