

EQIP Application and Contract Development Processes Step Table Title

PURPOSE: Develop Environmental Quality Incentives Program (EQIP) contract.

SCOPE: Field Office development of EQIP contract.

Step Action – a verb sentence	Responsibility Any position that is accountable for the completion of this step.	Inputs Items needed to complete the step (forms, tools, people, etc)	Control Practice Standard, Policy, Regulations, etc.	Output Completed object, form, reviewable product, or demonstrated knowledge.
1. Applicant signs up for EQIP.	<ul style="list-style-type: none"> • District Conservationist (DC) • Soil Conservationist (SC) • Soil Conservation Technician (SCT) • State Technician (ST) • Environmental Specialist (ES) • District Secretary • Other Agricultural Agencies • Producer 	<ul style="list-style-type: none"> • Form CCC-1200 and CCC-1200 Appendix (from ProTracts) • ProTracts application database and related links 	<ul style="list-style-type: none"> • EQIP Manual 515.80 and 515.81a-c 	<ul style="list-style-type: none"> • Signed and dated Block 7 on page 1 of CCC-1200 and CCC-1200 Appendix with copy to producer
2. Verify Applicant information is in SCIMS and determine land and producer eligibility.	<ul style="list-style-type: none"> • DC • SC • Farm Service Agency (FSA) (SCIMS database management) 	<ul style="list-style-type: none"> • Personal knowledge of producer and land use. • AD-1026 highly erodible land / wetland conversion (HEL / WC Provisions) • CCC-526 Annual Gross Income (AGI) • CCC-501A and CCC-502 (for entities or entity joint operation) • CCC-1200 and Appendix (from ProTracts) • Payment limitations • ProTracts / SCIMS • Funds Manager • Indian Ocean URL: • https://indianocean.sc.gov.usda.gov/Subsidiary/Subsidiary.do 	<ul style="list-style-type: none"> • EQIP Manual 515.61 and 515.62 	<ul style="list-style-type: none"> • Participant information and land meeting eligibility requirements of HEL/WC, AGI, and Entity eligibility are verified in SCIMS
3. Enter application in ProTracts and designate eligibility.	<ul style="list-style-type: none"> • DC • SC • SCT • ST • ES 	<ul style="list-style-type: none"> • CCC-1200 • Location Maps (aerial photos) • ProTracts/SCIMS 	<ul style="list-style-type: none"> • ProTracts Help Menu – Applications: Application Status & Add New Application 	<ul style="list-style-type: none"> • Application entered in ProTracts. <p><i>If application is ineligible, indicate in ProTracts and stop</i></p> <p><i>If application is eligible, indicate it in ProTracts and proceed to step 4</i></p>

EQIP Application and Contract Development Processes Step Table Title

Step Action – a verb sentence	Responsibility Any position that is accountable for the completion of this step.	Inputs Items needed to complete the step (forms, tools, people, etc)	Control Practice Standard, Policy, Regulations, etc.	Output Completed object, form, reviewable product, or demonstrated knowledge.
4. Complete EQIP ranking.	<ul style="list-style-type: none"> • DC • SC • SCT • ST • ES • Applicant 	<ul style="list-style-type: none"> • Identify EQIP eligible practice(s) to include in EQIP contract • Determine practice quantity and contract amounts • ProTracts ranking application database and related links 	<ul style="list-style-type: none"> • EQIP Manual 515.82 and 515.83 • ProTracts Help Menu 	<ul style="list-style-type: none"> • Ranking completed and entered in ProTracts
5. Make selections based on ranking and funding.	<ul style="list-style-type: none"> • DC 	<ul style="list-style-type: none"> • County EQIP ranking in ProTracts • ProTracts application database and related links 	<ul style="list-style-type: none"> • EQIP Manual 515.83 • ProTracts Help Menu 	<ul style="list-style-type: none"> • EQIP applications selected for funding
6. Verify eligibility in ProTracts.	<ul style="list-style-type: none"> • DC • SC • SCT • ST • ES 	<ul style="list-style-type: none"> • EQIP applications selected for funding • Participant eligibility through ProTracts 	<ul style="list-style-type: none"> • EQIP Manual 515.61 	<ul style="list-style-type: none"> • Participant eligibility verified and “Other Eligibility” is checked in Participant Info (Program Eligibility) in ProTracts
7. Enter/update Conservation Plan in Toolkit.	<ul style="list-style-type: none"> • DC • SC • SCT • ST • ES • Applicant 	<ul style="list-style-type: none"> • EQIP applications selected for funding • Participant Conservation Plan folder • Toolkit application database and related links 	<ul style="list-style-type: none"> • EQIP Manual 515.90 and 515.91 • Toolkit Manual 	<ul style="list-style-type: none"> • Conservation Plan developed in Toolkit
8. Complete Contract Wizard in Toolkit.	<ul style="list-style-type: none"> • DC • SC • SCT • ST • ES 	<ul style="list-style-type: none"> • EQIP applications selected for funding • Conservation Plan from Toolkit and Plan folder • Toolkit application database and related links 	<ul style="list-style-type: none"> • EQIP Manual 515.90 and 515.92 • EQIP Practice List • EQIP Cost List • Toolkit Manual 	<ul style="list-style-type: none"> • Conservation plan contract information developed in Contract Wizard
9. Upload Contract Wizard information from Toolkit to ProTracts.	<ul style="list-style-type: none"> • DC • SC • SCT • ST • ES 	<ul style="list-style-type: none"> • Conservation plan contract information from Contract Wizard • EQIP Cost List • Toolkit and ProTracts application databases and related links 	<ul style="list-style-type: none"> • EQIP Manual 515.90 and 515.92 • ProTracts Help Menu 	<ul style="list-style-type: none"> • Contract information loaded into ProTracts application with appropriate cost list identified
10. Check rules.	<ul style="list-style-type: none"> • DC • SC • SCT • ST • ES 	<ul style="list-style-type: none"> • Application Practice section in ProTracts • ProTracts application database and related links 	<ul style="list-style-type: none"> • ProTracts Help Menu 	<ul style="list-style-type: none"> • Rules are checked and application items are moved from “draft” to “planned” status

EQIP Application and Contract Development Processes Step Table Title

Step Action – a verb sentence	Responsibility Any position that is accountable for the completion of this step.	Inputs Items needed to complete the step (forms, tools, people, etc)	Control Practice Standard, Policy, Regulations, etc.	Output Completed object, form, reviewable product, or demonstrated knowledge.
11. Acquire completed electronic funds transfer (EFT) or waiver from contract participant.	<ul style="list-style-type: none"> • DC • SC • SCT • ST • ES • State Secretary 	<ul style="list-style-type: none"> • EFT Form SF-1199a • ProTracts application database and related links 	<ul style="list-style-type: none"> • Conservation Program Contracting Manual 512.60(a) • ProTracts Help Menu • Toolkit Manual 	<ul style="list-style-type: none"> • Completed EFT Form SF-1199a or Waiver from Contract Participant
12. Enter/validate vendor code (if not already established in the Foundation Financial Information System (FFIS) for participant) and include in ProTracts.	<ul style="list-style-type: none"> • DC • SC • SCT • ST • ES • State Secretary 	<ul style="list-style-type: none"> • Completed EFT Form SF-1199a or Waiver from Contract Participant • ProTracts application database and related link 	<ul style="list-style-type: none"> • Conservation Program Contracting Manual 512.60(a) • ProTracts Help Menu 	<ul style="list-style-type: none"> • Vendor Information in ProTracts and established in FFIS
13. Print CCC-1200 application and appendix.	<ul style="list-style-type: none"> • DC • SC • SCT • ST • ES • State Secretary 	<ul style="list-style-type: none"> • ProTracts Application • Print button on Application bar in ProTracts • ProTracts application database and related links 	<ul style="list-style-type: none"> • EQIP manual 515.111(a) item "Contract Requirements" 	<ul style="list-style-type: none"> • Hard copy of CCC-1200 application and appendix
14. CCC-1200 and appendix review and approval with Participant.	<ul style="list-style-type: none"> • DC • SC • SCT • ST • ES Participant • Applicant 	<ul style="list-style-type: none"> • CCC-1200 application and appendix 	<ul style="list-style-type: none"> • ProTracts Help Menu • EQIP Manual 515.111 	<ul style="list-style-type: none"> • Applicant agreement to EQIP contract via signature and date on CCC-1200 application and appendix
15. DC approves application in ProTracts	<ul style="list-style-type: none"> • DC 	<ul style="list-style-type: none"> • Applicant signed and dated CCC-1200 application and appendix • ProTracts application database and related links 	<ul style="list-style-type: none"> • ProTracts Help Menu – Manage Applications: Application Status • EQIP Manual 515.111 	<ul style="list-style-type: none"> • Electronic version of CCC-1200 approved by DC in ProTracts.

EQIP Application and Contract Development Processes Step Table Title

Step Action – a verb sentence	Responsibility Any position that is accountable for the completion of this step.	Inputs Items needed to complete the step (forms, tools, people, etc)	Control Practice Standard, Policy, Regulations, etc.	Output Completed object, form, reviewable product, or demonstrated knowledge.
16. Assistant state conservationist for field operations (ASTC-FO) reviews application and approves application to a contract obligating funds	<ul style="list-style-type: none"> • ASTC-FO 	<ul style="list-style-type: none"> • Electronic version of CCC-1200 approved by DC in ProTracts • ProTracts application database and related links 	<ul style="list-style-type: none"> • ProTracts Help Menu • EQIP Manual 515.111 	<ul style="list-style-type: none"> • Contract promoted in ProTracts
To obligate funds to application: ≤\$150,000 EQIP funds	<ul style="list-style-type: none"> • State Conservationist or designee (ASTC-FO) 	<ul style="list-style-type: none"> • Completed CCC-1200 If designee, then letter of authorization required • ProTracts 	<ul style="list-style-type: none"> • EQIP Manual 515.111(b) 	<ul style="list-style-type: none"> • EQIP contract
>\$150,000 EQIP funds	<ul style="list-style-type: none"> • Regional Assistant Chief 	<ul style="list-style-type: none"> • Completed CCC-1200 “State contracts review process” 		
17. Deliver Contract to Participant.	<ul style="list-style-type: none"> • DC • SC • SCT • ST • ES • State Secretary 	<ul style="list-style-type: none"> • EQIP contract 	<ul style="list-style-type: none"> • Conservation Programs Manual 512.47(b) 	<ul style="list-style-type: none"> • Participant receives copy of approved EQIP contract.

Field Checked: June 29, 2006

Approved: /s/Richard Van Klaveren
Richard Van Klaveren, State Conservationist

Date Approved: September 7, 2006