

GREAT LAKES RESTORATION INITIATIVE
Wisconsin FY13 Contracting Guidance Document
Phosphorus Reduction Sign-Up
June 3, 2013

This document provides guidance to field office staff for implementation of the FY13 GLRI-EQIP Phosphorus Reduction Priority Watershed sign-up. This document may be subject to revision as needed to convey updated guidance.

Wisconsin SharePoint:

All forms and documents for the FY13 GLRI-EQIP Phosphorus Priority sign-up are available on the [Wisconsin SharePoint](#) under: FA-Programs > Special Initiatives > GLRI > GLRI FY13 > GLRI FY13 Phosphorus Priority Sign-Up

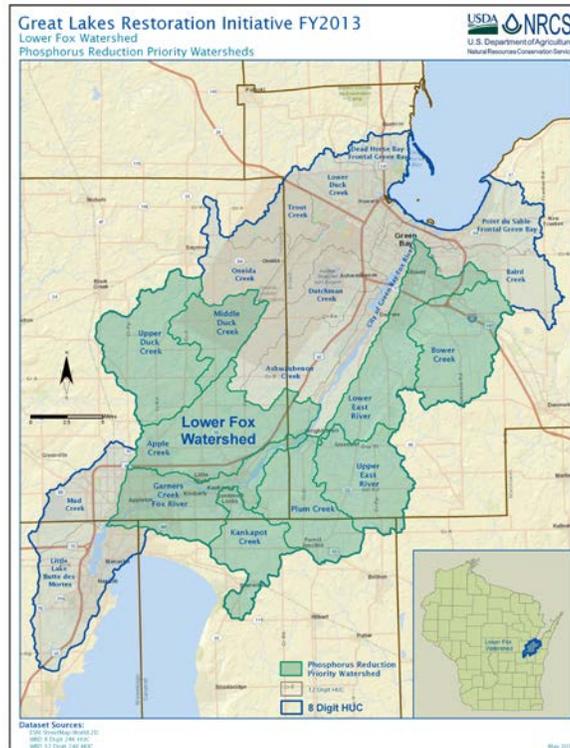


Funds:

Funds provided for the Great Lakes Restoration Initiative are made available to NRCS from the Environmental Protection Agency (EPA) and are reimbursable funds. Wisconsin has received an initial allocation of \$3 million EQIP-FA for the Phosphorus Reduction Priority Watersheds.

Eligible Watersheds:

- Apple Creek
- Bower Creek
- Garners Creek – Fox River
- Kankapot Creek
- Lower East River
- Middle Duck Creek
- Plum Creek
- Upper Duck Creek
- Upper East River



The Watershed Boundary Dataset (WBD) is the boundary delineation NRCS is utilizing for all Landscape Initiatives. Wisconsin NRCS has been using the WBD as the boundary delineation for the GLRI since the inception of the Initiative. NRCS does not use the USGS watershed delineation boundary for defining the GLRI areas.

Application Evaluation Ranking Tool:

For guidance on completing the application ranking tool, see the document titled “WI GLRI FY13 Phosphorus Ranking Companion Document 6-3-2013”.

Funding Sequence:

The following is the funding sequence that will be used to obligate the available FA funds:

- 1) CAPS
- 2) Non-cap applications (High Priority – funding by ranking score)
- 3) Non-cap applications (Medium Priority – funding by ranking score)

Low Priority applications do not need to be ranked and will not be approved for funding.

Deadlines (subject to change by NHQ):

Application Period	Application Deadline	Ranking Deadline	Obligation Deadline
Phosphorus Priority Sign-Up	July 1	July 10	August 1

NRCS-CPA-1200:

A separate application form (i.e. NRCS-CPA-1200) does not need to be submitted if the applicant already has an existing unfunded application submitted for EQIP FY13. If the applicant applies for a CAP (ex. Drainage Water Management Plan CAP) and other conservation practices; only one application form needs to be signed/submitted.

Fund Codes:

The following are the “FA Fund Codes” established in ProTracts:

GLRI-PhosphorusPriority-04030204
GLRI-PhosphorusPriority-04030204-CAP

Please note that Fund Codes are also commonly referred to as “Fund Pools”.

Application Type:

If the application is in the following fund code, then the application type in ProTracts should be selected as “Conventional”:

GLRI-PhosphorusPriority-04030204

Application Type:

If the application is in the following fund code (i.e. CAP), then the application type in ProTracts should be selected as “Planning”:

GLRI-PhosphorusPriority-04030204-CAP

Application Type:

Eligible Practices:

See the document titled “WI GLRI FY13 Phosphorus Sign-Up Conservation Practices 5-23-2013” for the list of approved core and supporting practices and eligible conservation activity plans. Please note that organic payment scenarios in the EQIP cookbook are not eligible for the GLRI.

Resource Concerns:

See the document title “WI GLRI FY13 Phosphorus Sign-Up Conservation Practices 5-23-2013” for the list of approved core and supporting practices and eligible conservation activity plans. Attached to the end of this document is the list of resource concerns linked with each practice. The resource concerns identified on the matrix for each practice will be the only selections available in the Ranking Tool in ProTracts.

Conservation Activity Plans (CAP):

Eligible Conservation Activity Plans include:

- Comprehensive Nutrient Management Plan (102)
- Integrated Pest Management Plan Cap (114)
- Drainage Water Management Plan Cap (130)

Conservation Activity plans are:

- Contracted separately (from non-CAP practices) and are placed in the CAP fund code (see exception below for CNMP)
- Identified as application type “Planning” in ProTracts
- Identified as “High” application priority on Attachment G
- Will be approved for funding ahead of non-CAP fund code applications.
- All CAP applications will rank the same. Thus answer National Question #1 as “yes” and Local Question #1 as “yes”. All other ranking questions shall be answered as “no”.

Exception: If a CNMP is included in a producers application along with other conservation practices (ex. 590, etc.); then the CNMP shall be included in the applicable non-CAP fund pool and thus the producer will have just one application (see additional comment in the CNMP section below). If a CNMP is the only practice the producer is applying for, then the application will be placed in the applicable CAP fund pool.

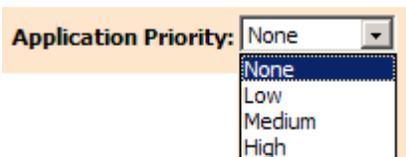
Multiple CAPs: If the applicant only wants to apply for a CNMP (102) and a Drainage Water Management Plan Cap (104); then the applicant will have one application in the applicable CAP fund code (which will include both the 102 and the 104 in the same contract).

CNMP:

If the application includes a CNMP along with other conservation practices (i.e. 590, etc.), then all of the practices will be included in the application and placed in the applicable fund code (ex. “GLRI–PhosphorusPriority040302040402”). However if the applicant desires to also have a separate application in a CAP fund pool which would just include the CNMP as the only item in the contract – this shall be allowed. **Thus the field office shall ask the applicant if they desire to have a standalone application in the CAP fund pool just for the CNMP.** That way if the regular application does not receive funding, at least the applicant would get the CNMP funded in the CAP pool. If the applicant wants two applications (i.e. the 102 in the CAP fund pool; and the 102, 590, etc. in non-CAP fund pool) then both applications must be entered into ProTracts prior to the ranking deadline. If the CNMP is funded in the regular fund pool, then the application for the CNMP in the CAP fund pool will be cancelled.

Attachment G:

All applications shall have form “Attachment G” completed and included in the case file. Attachment G identifies the Application Priority to enter into ProTracts.



A screenshot of a web form field labeled "Application Priority:". The dropdown menu is open, showing four options: "None", "Low", "Medium", and "High". The "None" option is currently selected and highlighted in blue.

On Attachment G where it states “8-digit or 12 digit watersheds”; for ease of reading / interpreting; the term “Phosphorus Reduction Priority Watersheds” is implied (see next page). **The basic premise of Attachment G is to ensure that at least 1 core conservation practice is being installed as part of the application. If the application does not include at least 1 core conservation practice then the application priority will either be “Low” or “Ineligible”; and the application will not need to be ranked, nor would it be funded.**

Note: While practice may be installed outside of the 12 Digit HUC Phosphorus Priority Watersheds; GLRI funding shall not be used to contract installation of practices outside of the Great Lakes Basin (i.e. the Great Lakes Basin is the purple boundary identified on the map to the right).



Priority Determination for ProTracts – Select One:	
<p>Ineligible Category: All of the application acres are located on land that is not within the boundaries of the approved watersheds (8-digit HUC or 12-digit HUC Phosphorus Reduction Priority Watersheds) for the GLRI (enter application in ProTracts, but do not rank; offer alternative program assistance).</p>	Application Status is “Ineligible”
<p>High Priority Category: All of the conservation practices requested in the application will be implemented on land physically located inside the GLRI 8-digit or 12-digit watershed Phosphorus Reduction Priority Watersheds, AND The application includes “core” conservation practices on more than or equal to 25 percent of the offered acres. – OR – The application is for a conservation activity plan (CAP).</p>	High Priority Status in ProTracts
<p>Medium Priority Category 1: All of the conservation practices requested in the application will be applied on land physically located inside the GLRI 8-digit or 12-digit watershed Phosphorus Reduction Priority Watersheds, AND The application contains “core” conservation practices on less than 25 percent of the acres offered.</p>	Medium Priority Status in ProTracts
<p>Medium Priority Category 2: One or more of the conservation practices requested in the application will be applied on land physically located outside the GLRI watershed 8-digit or 12-digit watershed Phosphorus Reduction Priority Watersheds, AND The application contains “core” conservation practices located inside the GLRI 8-digit or 12-digit watershed Phosphorus Reduction Priority Watersheds.</p>	Medium Priority Status in ProTracts
<p>Low Priority Category: All other applications – Low-priority applications will not be ranked for FY 2013 GLRI</p>	Low Priority Status in ProTracts

If the application priority is identified as “Ineligible” or “Low”; it is still possible that the application could be eligible for the GLRI-EQIP General Sign-Up.

The term “Acres Offered” in Attachment G is the same as “Treated Acres”.
The number of “Treated Acres” is entered into ProTracts for each application.
This number is ultimately displayed on the top header of the NRCS-CPA-1155 and NRCS-CPA-1156 (if applicable).

Treated Acres:

To identify the % of “Acres Offered” for Attachment G, follow these steps:

- Step 1: Identify all of the practices that will be included in the application/contract and identify whether the practice is a core or supporting practice (see the list of eligible conservation practices; or the practice matrix at the end of this document). Note that CNMP is considered a neutral practice (i.e. neither core nor supporting practice) and thus does not factor into the “Acres Offered” calculation for the application priority determination for Attachment G.
- Step 2: Identify the fields where each practice will be applied on.
- Step 3: Add up the total number of unique acres that the practice will be applied on.
- Step 4: Divide the acres of unique core practice acres by the total number of unique “Treated Acres”.

“Unique acres” means not duplicative acres. Thus if two practices are applied on the exact same field, you only count the field acreage once.

Example: The application has practices 102, 590, 412, 620

102 (CAP)		
590 (Core)	Fields 1-20	200 acres
412 (Core)	Field 16	10 acres
620 (Supporting)	Field 16	10 acres

- Thus the total unique acres = 200
- Core practices are being applied on 200 unique acres
- $200 / 200 = 100\%$
- Thus core practices will be applied on 100% of “Acres Offered” for Attachment G
- Note that the “treated acres” entered into ProTracts would be a number larger than 200 acres (i.e. to account for the unique acres the CNMP is treating).

Example: The application includes practices 102, 313, 634, 512

102 (CAP)		
313 (Core)	Field 500	12 acres
634 (Supporting)	Field 500	12 acres
512 (Supporting)	Field 25	10

- Thus the total unique acres = 22 acres
- Core practices are being applied on 12 unique acres
- $12 / 22 = 55\%$
- Thus core practices are being applied on 55% of the “Acres Offered” for Attachment G
- Note that the “treated acres” entered into ProTracts would be a number larger than 22 (i.e. to account for the unique acres the CNMP is treating).

Example: The application includes practices 528, 382, 642, 614, 575

528 (Core)	Field 400-412	60 acres
382 (Supporting)	Field 400-412	60 acres
642 (Supporting)	Field 403	15 acres
614 (Supporting)	Field 403	15 acres
575 (Supporting)	Field 500	8 acres

- Thus the total unique acres = 68 acres
- Core practices are being applied on 60 unique acres
- $60 / 68 = 88\%$
- Thus core practices are being applied on 88% of the “Acres Offered” for Attachment G
- Note that the “treated acres” entered into ProTracts would be 68 acres.

The “treated acres” for conservation practices is the field acreage in which the practice is located. Thus for practices such as 313, 558, 632 (and similar practices installed at the headquarters) – the treated acreage is the acreage identified by the CLU for the headquarters polygon.

The “treated acres” for conservation practices physically located on cropland, pasture, or forestland will be the acreage identified by the CLU for the field in which the practice is located. Thus if a grassed waterway is being installed in Field #8; and Field #8 is 25 acres in size; identify the treated acres as 25.

Please note that the “treated acres” number entered in ProTracts may be a different number than is used for the “Acres Offered” calculation for Attachment G – since the CNMP treated area is not included in the acreage calculation for Attachment G.

Toolkit:

All practices which will be uploaded from Toolkit to ProTracts **must** be identified as “EQIP-GLRI” in Toolkit.

Program
EQIP-GLRI

For any associated CTA practices which will be included in the Conservation Plan, identify those practices as CTA-GLRI in Toolkit.

Contract Expiration Date:

All contracts shall have an expiration date of 9/30/2018 or earlier. All contract items must be certified and approved for payment prior to 9/30/2017. Any contract which is not in “Completed” status in ProTracts by 9/30/2017 shall be cancelled or terminated.

Expiration Date:

Energy Benefits (ProTracts):

Since Energy is not one of the primary resource concerns for the GLRI, thus the “Energy Benefits” button in ProTracts does not need to be selected for any conservation practice.

Land Units:	Planned Practices							Energy Benefits		
	Conservation Plan	Tract	Land Unit	Land Use	Land Unit Acres	Planned Amount	Month	Year	Yes	No
<input checked="" type="checkbox"/>	Consplan2010_CIGb_IWG	00264	1	Crop	39.2	1.0	3	2011	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Cost Lists:

The two cost lists for the FY2013 GLRI-EQIP sign-up are:

- “2013 EQIP GLRI”
- “2013 EQIP GLRI HU”

If the applicant certified on the NRCS-CPA-1200 they were Beginning Farmer, Limited Resource Farmer, and/or Socially Disadvantaged, then the HU (i.e. Historically Underserved) cost list shall be selected (regardless of fund pool placement).

These two cost lists will be used for both the GLRI-EQIP Phosphorus and General Sign-Up.

EQIP Cookbook (January 2013 Version):

Payment limitations for 595 (Integrated Pest Management) apply to GLRI for the FY13 sign-up.

Also note that Cover Crop (340) can be contracted up to three years on the same acre. Contracting multiple years of 340 is optional, and not required. If contracted for multiple years, the participant may elect to rotate the cover crop through different acres and/or repeat the cover crop on the same acres. The amount of cover crops planned for each year (if multiple years are being scheduled) should be a conservative amount (i.e. an amount that a producer will actually be able to easily perform each year). The exact field locations and years planned will need to be identified in the contract. The contracted amount in ProTracts is of course the amount the producer agrees to perform for that year. The rescheduling (i.e. modification) of cover crop acres from one year to the next will not be allowed. In addition, the deobligation of large amounts of Financial Assistance funds if the producer does not implement the practice is not desired (thus the contracted amount should be a quantity that the producer can easily implement).

Index Payment Rates:

Index Payment Rates have not applied to prior year GLRI-EQIP contracts and are not anticipated to apply to the FY13 GLRI-EQIP contracts.

Preapproved Applications:

Applications selected for preapproval do not guarantee the applicant a contract (should funds not be available, eligibility issues, etc.).

Pre-approval letters do not need to be sent via certified mail. Pre-approval template letters are available through ProTracts. A preapproval template letter is also posted on the Wisconsin [SharePoint](#).

Any application not selected for preapproval shall not be changed to “Deferred” status in ProTracts until instructed to do so by the Area or State Office. If an applicant desires to remove their application from consideration for the FY13 GLRI-EQIP sign-up, then the application status in ProTracts shall be changed to “Cancelled”. If the applicant desires their application to be considered for EQIP FY14; then make an appropriate six note and re-enter the application in ProTracts for FY14.

Signage:

Please offer a sign to those participants who enter into a GLRI-EQIP contract. If a participant does not desire to display the sign – then do not provide them one. GLRI signs are available from the Area Office.



Photos:

All structural practices and select management practices (ex. tree planting, cover crops, etc) funded through GLRI are **REQUIRED** to have before and after photos taken of the site. Follow these steps to take and post your photos.

1. Set your camera to its highest resolution. Each photo should be at a minimum 1 mb. If your office does not have a camera, please contact your Area Office or Renae Anderson.
2. Pick a couple good vantage points and take a lot of photos – as we have lots of space on those flashcards. We are looking for sets of before/during/after photos from the **SAME VANTAGE POINT.**
3. Pick out your best “before” photos.
4. Labeling and documenting your photos:
 - a. Name them as follows – countyfarmerpracticebefore#.jpg
for example: SheboyganSmithWaterwaybefore3.jpg
 - b. Right click on the photo, and open Properties. See image below for example.
 - c. Click on the Summary tab (not the advanced Summary, use Simple option)
 - d. Under Comments, enter county name, farmer name, contract number, practice code, pre or post, photo number, date.
5. Post them to the State Office shared drive, under [Programs\FA Programs\Photos of Initiative-funded Practices](#) (this is the same shared drive that you post Second Level Reviews)
6. Go back when the practice is done and find the same vantage points – take a print of the photos with you so you can identify the right spot.
7. Take photos during construction and of the completed practice. Take photos of the happy landowner, the GLRI sign, NRCS staff with happy landowner.
8. If possible, have landowner sign a Photo Release form (available in the [Photos subdirectory](#)). Scan and post signed photo release form. Photos used for national publications need to have a photo release form if the farmer/farm is identifiable.
9. Name the best “during” and “after” photos (CountyFarmerPracticepost1.jpg) and enter the data under Properties as described in #4.

Spickerman-hoop house_11-8... ? X

General | Security | Summary

Title:

Subject:

Author:

Category:

Keywords:

Comments: County, Farmer name, contract name, practice code, pre or post, number of photo, date

Advanced >>

OK Cancel Apply

Please note that the value of an “After Photo” is directly proportional to whether or not a “Before Photo” has been taken from the same vantage point. **Thus “After Photos” have low value if no “Before Photo” was taken from the same vantage point.**

Note: If you have a practice that would make a good showcase success story, please let your ASTC-FO know and assistance with photography and write up will be provided by the State Office. The GLRI is a very high profile national initiative and we are expected to document and highlight the accomplishments we achieve.

Great Lakes Restoration Initiative
Wisconsin Eligible Core and Supporting Conservation Practices
Phosphorus Reduction Sign-Up
6/3/2013

Sorted by Practice Code

Practice Code	Practice Name	Type	Soil Erosion							Soil Condition		Water Quality					Domestic Animals
			Classic Gully	Ephemeral Gully	Sheet and Rill	Shoreline	Streambank	Wind	Compaction	Organic Matter Depletion	Excessive Nutrients and Organics in Surface Water	Excessive Nutrients and Organics in Groundwater	Excessive Suspended Sediment and Turbidity in Surface Water	Harmful Levels of Pesticides in Surface Water	Harmful Temperatures of Surface Water	Stress and Mortality	
102	Comprehensive Nutrient Management Plan	CAP										X					
114	Integrated Pest Management Plan Cap	CAP													X		
130	Drainage Water Management Plan Cap	CAP										X					
138	Organic Transition Plan Cap	CAP															
309	Agrichemical Handling Facility	Supporting										X	X			X	
313	Waste Storage Facility	Core										X					
316	Animal Mortality Facility	Supporting										X	X				
317	Composting Facility	Supporting										X	X				
327	Conservation Cover	Core			X				X	X	X			X	X		
328	Conservation Crop Rotation	Core			X				X		X						
329	Residue and Tillage Management, No-Till/Strip Till/Direct Seed	Core		X	X				X		X			X	X		
330	Contour Farming	Core			X							X		X			
332	Contour Buffer Strips	Core			X							X		X			
340	Cover Crop	Core		X	X				X								
342	Critical Area Planting	Core	X	X	X	X	X	X	X	X	X			X			
344	Residue Management, Seasonal	Core							X								
345	Residue and Tillage Management, Mulch Till	Core		X	X				X						X		
350	Sediment Basin	Supporting	X	X								X		X	X		
351	Water Well Decommissioning	Supporting											X				
360	Waste Facility Closure	Supporting										X	X				
362	Diversions	Core	X	X													
366	Anaerobic Digester	Supporting										X					
367	Roofs and Covers	Supporting										X					
380	Windbreak/Shelterbelt Establishment	Core		X	X				X		X						

Practice Code	Practice Name	Type	Soil Erosion						Soil Condition		Water Quality					Domestic Animals	
			Classic Gully	Ephemeral Gully	Sheet and Rill	Shoreline	Streambank	Wind	Compaction	Organic Matter Depletion	Excessive Nutrients and Organics in Surface Water	Excessive Nutrients and Organics in Groundwater	Excessive Suspended Sediment and Turbidity in Surface Water	Harmful Levels of Pesticides in Surface Water	Harmful Temperatures of Surface Water	Stress and Mortality	
382	Fence	Supporting															X
386	Field Border	Core		X	X			X	X	X							
391	Riparian Forest Buffer	Core	X			X	X		X	X	X		X	X	X		
393	Filter Strip	Core							X	X	X		X	X			
395	Stream Habitat Improvement and Management	Supporting					X						X		X		X
410	Grade Stabilization Structure	Supporting	X				X						X				
412	Grassed Waterway	Core	X	X						X							
468	Lined Waterway or Outlet	Supporting	X	X								X	X				
472	Access Control	Supporting	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
484	Mulching	Supporting	X	X	X	X	X	X		X	X		X	X			
490	Tree Shrub Site Preparation	Supporting		X	X			X		X			X	X			
500	Obstruction Removal	Supporting								X							
512	Forage and Biomass Planting	Supporting	X	X	X			X	X	X	X	X	X	X	X		X
516	Livestock Pipeline	Supporting															X
521A	Pond Sealing or Lining, Flexible Membrane	Supporting									X	x					
521D	Pond Sealing or Lining, Compacted Clay Treatment	Supporting									X	x					
527	Karst Sinkhole Treatment	Supporting	X	X							X	x	X	X			
528	Prescribed Grazing	Core		X	X	X	X	X	X	X			X				
533	Pumping Plant	Supporting									X						
554	Drainage Water Management	Core						X		X	X				X		
558	Roof Runoff Structure	Supporting	X	X	X		X				X	X	X				
560	Access Road	Supporting		X					X				X				
561	Heavy Use Area Protection	Core		X	X			X									
572	Spoil Spreading	Supporting								X			X				
574	Spring Development	Supporting	X				X						X				X
575	Animal Trails and Walkways	Supporting							X								X
578	Stream Crossing	Supporting					X						X				X
580	Streambank and Shoreline Protection	Supporting				X	X				X		X		X		
585	Stripcropping	Supporting	X	X	X			X		X	X		X	X			
587	Structure For Water Control	Supporting											X		X		
590	Nutrient Management	Core									X						
595	Integrated Pest Management (IPM)	Supporting		X	X			X	X	X					X		
600	Terrace	Supporting	X	X	X		X	X		X	X		X	X			
606	Subsurface Drain	Supporting	X	X	X		X		X			X	X	X			
612	Tree/Shrub Establishment	Core		X	X			X		X			X	X			
614	Watering Facility	Supporting	X	X	X	X	X	X					X		X		X
620	Underground Outlet	Supporting	X	X													
629	Waste Treatment	Supporting							X	X	X	X					X
632	Solid/Liquid Waste Separation Facility	Supporting								X	X	X					X

Practice Code	Practice Name	Type	Soil Erosion						Soil Condition		Water Quality					Domestic Animals
			Classic Gully	Ephemeral Gully	Sheet and Rill	Shoreline	Streambank	Wind	Compaction	Organic Matter Depletion	Excessive Nutrients and Organics in Surface Water	Excessive Nutrients and Organics in Groundwater	Excessive Suspended Sediment and Turbidity in Surface Water	Harmful Levels of Pesticides in Surface Water	Harmful Temperatures of Surface Water	Stress and Mortality
634	Waste Transfer	Supporting									X	X				
635	Vegetated Treatment Area	Supporting			X			X	X	X	X	X	X			
638	Water and Sediment Control Basin	Supporting	X	X									X			
642	Water Well	Supporting		X	X			X								X
656	Constructed Wetland	Supporting									X	X	X	X		
657	Wetland Restoration	Core				X					X					

The "Core" practices were linked to the primary resource concerns with a positive impact (3+) in the National Conservation Practices Physical Effects (CPPE), with the exception of Drainage Water Management where we used (1+).

The "Supporting" practices were linked to the primary resource concerns that have a positive impact (+1) in the National CPPE.