Obligation Steps for SWCD

- The obligation process has many steps, most of which NRCS will complete. This document pulls the steps that are specific to the administrative items the SWCD employees will perform from the overall process and condenses them here. For reference to the entire obligation process, please refer to the <u>CSP 2018-1 Obligation Process</u> and <u>EOIP Obligation</u> <u>Process</u> documents on SharePoint. To see a pictorial overview of how these steps flow together, refer to the <u>Flowchart for New Applications and Funded Applications</u> supplied with these training materials.
- Between each of the SWCD obligation tasks outlined below, NRCS will be completing tasks and/or there will be a time lapse as you wait for something to happen. Time lapses and NRCS task breaks are indicated by a box with a description of what is happening or needs to happen before you move on to the next obligation task.
 - Before beginning any of the obligation tasks, the vendor information MUST be entered, and MUST be active.

The first thing you need to do before completing each of the following obligation tasks is to open your application.

OPEN THE APPLICATION

1

- 1. Login to ProTracts (e-Authentication site)
- 2. Point to the APPLICATIONS tab on the yellow bar
- 3. Scroll down the list of options and highlight MANAGE APPLICATIONS.
- 4. Left-click on MANAGE APPLICATIONS
- 5. On the MANAGE APPLICATIONS screen, use the drop-down menu to select the PROGRAM, and the FISCAL YEAR (for CSP you also have to select the SIGNUP NUMBER) as minimum filtering criteria. You can also use any of the other filtering criteria.
- 6. When you are done selecting your filtering criteria, click on the green GO button to open the list of your filtered applications.

Exhibit 1: Obligation Steps for



Exhibit 2: Activating Vendor Steps



7. Once you have the list of your filtered applications, Scroll down to find the application you want to open and click on it to hi-light it. You can either double-click on the hi-lighted application or you can click on VIEW APPLICATION to open the application.

Exhibit 3: Activating Vendor Steps

Tools	Applicat	ions I	Contract	s Rate	es F	orms	Funds Re	ports Co	ntact Us	Help	Log Off	Session er	ids in 28 mi	rut
lanag	e CSF	201	4 App	olicati	ions	for F	iscal Ye	ar 2019)					
 Applicat 	kris -		Starch	View Ag	plaixn	Karag	e Letters Pro	note Defenals	Vendor D	nfo Undo	Status Pri	rt Export	Save	
		- 61	12 auto	1	of the last	Record:	I throu	gh 11 cl	t: 11	10.52	Entra			
County	Pund Code	Ranking	Prieta	Te Breaker	Acres	Signup Number	Contract Number	Applicant	Current Status	New	r Status	Appendix & CPA- 1202 Signed	Adequacy Status	00
Naccupin	Renew al Statew ide Ag Lands		Nine		e	CSP. 2019-1- Renev al	815A1219	À	7 *	- Select	a Status 🗸	2 Eispei		
Macoupin	Renew al States ide Ag Lands		None		0	CSP. 2019-1- Rener al	81541219	-	Pending	- Seect	a Status 🗸] 🛛 Speci		
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Nacoupin	Renew all Statesr ide Ad Lands		None		0	CSP- 2019-1- Renew al	81541219		Pending	- Select	a Status - 🗸	I liget		

ENTER CSP FIELD VERIFICATION DATE

This obligation task is only performed for <u>CSP</u> applications. If you are obligating an EQIP application, skip to Print Contract Documents for Participant Signatures below.

Before you enter the Field Verification Date for a CSP application that is being obligated, NRCS will make a field visit to the site to verify a number of factors and to see if there needs to be any adjustments made to the application plan. NRCS should record the date of the field visit in the NRCS-CPA-6 (Cons-6) notes. If you cannot find the field verification date in the Cons-6 notes (or you are unsure), ask NRCS for help determining the field verification date.

- 1. Open the application by following Steps 1-7 under Open the Application above.
- 2. On the Application screen, enter the field verification date in the FIELD VERIFICATION DATE box using the mm/dd/yyyy format.
- 3. Click on SAVE

After the Field Verification Date is entered in ProTracts, the NRCS Field Office staff will go through a review process and make any needed adjustments. After the process is complete, the District Conservationist (DC) will approve the contract and complete a portion of the Quality Assurance Checklist. The DC should communicate to you that these two steps have been completed and the application is ready for either the Area QAR process or for printing, whichever the case.

If this application has been selected to be one of the Area Quality Assurance Review (QAR) applications, you will need to upload the appropriate documents to DMS—as outlined on the DMS Upload Table—and any additional requested documents to the appropriate Area SharePoint folder.

After the District Conservations has approved the contract and completed the first portion of the Quality Assurance Checklist, (and the Area QAR has been completed, if necessary), the contract documents are ready to print for participant signatures.

With Reference with the rest factor facto

Exhibit 4: Obligation Steps for SWCDs

PRINT CONTRACT DOCUMENTS FOR PARTICIPANT SIGNATURES

This obligation task is performed for both CSP and EQIP applications.

- 1. Open the application by following Steps 1-7 under Open the Application above.
- 2. On the Application screen, click on PRINT.
- 3. In the print window that opens, click on the radial button in front of NRCS-CPA-1202, then click OK.
- 4. A message will pop up stating the document is being auto-uploaded to DMS. Select NO to not auto-upload. 3
- The CPA-1202 will open as a web pdf in a new window. In that new window, click on FILE and PRINT to print as your normally would.
- **NRCS** Natural Re Conservati Tools Applications Contracts Rates Forms Funds Reports Contact Us Help Loo EQIP 2014 Application 2 Applicati Program: EQIP 2014 on Spanish Needle Creek-Upper Mac Application FY: 2018 RHONDA KOEHNE Signup Date: 3/19/2018 Legal Descri Land Enrolled in Other Programs: p Number: 2 🗸 🔾 Yes 🖲 No *e* Print Options for Contracts - Internet Explorer × NRCS-CPA-1202 Conservation Program Contract Spanish NRCS-CPA-1202 Program Contract NRCS-CPA-1155 Conservation Plan or Schedule of Operations NRCS-CPA-1156 Revision of Plan / Schedule of Operations or Modification of a Contract Print all contract Items listed in numerical ord Print all contract Items. List planned items first, completed item next, and deleted items last O Print only the planned contract Items NRCS-CPA-152 Conservation Program Contract Transfer Agreement ОК Cancel oaded to the DMS. Select Yes nt, select No to just view the Yes Print Options for Contracts - Internet Explorer х NRCS-CPA-1202 Conservation Program Contract Spanish NRCS-CPA-1202 Program Contract NRCS-CPA-1155 Conservation Plan or Schedule of Operations
 NRCS-CPA-1156 Revision of Plan / Schedule of Operations or Modification of a Contract Print all contract Items listed in numerical order Print all contract Items. List planned items first, completed item next, and deleted ite O Print only the planned contract Items 7 NRCS-CPA-152 Conservation Program Contract Transfer Agre OK Cancel

- 6. Repeat Step 2
- 7. In the print window that opens, click on the radial button in front of NRCS-CPA-1155, then click OK
- 8. A message will pop up stating the document is being auto-uploaded to DMS. Select NO to not auto-upload.
- 9. The CPA-1155 will open as a web pdf in a new window. In that new window, click on FILE and PRINT to print as your normally would.

To print a blank Appendix for participant signature...

- 10. From any open ProTracts screen, click on FORMS
- 11. From the FORMS drop-down menu, high-light and click on the appropriate type of application you have.
- 12. The form will open as a web pdf in a new window. In that new window, click on FILE and PRINT to print as your normally would. (*The Appendix starts on page 6, so it is only necessary to print pages 6 thru 22 (or whatever the final page is.*)

Exhibit 7: Obligating Steps for SWCDs

& NRC	S Natural F Conserva	Resources ition Service								
Tools	Applic	cations	Contracts	Rates	Forms	Funds	Reports	Contact Us	Help	Log
EQIP	2014	Appli	cation			<mark></mark> 10				
😑 Applica	ation			Applicant Info	Ranking	g Delete A	pplication	Print Save		
P	rogram:	EQIP 2014				Location	n: Locatio	Spanish Needle	Creek-Upp	er Maco
Applica	ation FY:	2018				Applican	t: RHONDA I	OEHNE		
Sign	up Date:	3/19/2018	3				Lega	l Description		
Signup	Number:	2 🗸			Lan Othe	id Enrolled i er Program	in 🔾 Yes	• No		

You will need to obtain the participant's signature and date on the NRCS-CPA-1202, the NRCS-CPA-1155, the NRCS-CPA-1202 Appendix, and any other documents that may need signed (i.e. Landowner's permission on page 16 of Appendix, Toolkit Conservation Plan, etc.).

After you have obtained the participant's signatures on the NRCS-CPA-1202, NRCS- CPA-1155, the NRCS-CPA-1202 Appendix, and any other documents that may need signed, inform the DC this is complete. The DC will review the signatures and complete a second portion of the Quality Assurance Checklist

8



After the District Conservations has completed the second portion of the Quality Assurance Checklist, you are ready to enter the CPA-1202 and Appendix signature dates in Protracts.

ENTER SIGNATURE DATES FOR OBLIGATION

This obligation task is performed for <u>both CSP and EQIP</u> applications. This screen-shot is Step 14 of the NRCS document, EQIP Obligation Process 2-2018.

14. Enter Appendix and CPA-1202 Signed Date into ProTracts

After contract participant signatures are obtained, the field office must enter into ProTracts the dates the NRCS-CPA-1202 and Appendix were signed.

- a. Enter the application
- b. Go into the Applicant Info screen
- c. Enter the date into the cell for "Date CPA-1202 Signed" and "Date Appendix Signed". (See Figure 3) The dates must be the dates the hard copy NRCS-CPA-1202 and Appendix were signed. For situations where multiple participants are on a contract, a date must be entered for each participant.
- d. Click on Save

Note: When the date is entered and saved, the Appendix & CPA-1202 Signed box on the Manage Applications screen will auto-check. (See Figure 4)

Figure 3 - Applicant Info - Date CPA-1202 and Appendix Signed

Address:	612 W. MAIN ST CHAMPAIGN IL 61821	Participant 1 Applying As:	individual		Payment Share %:	100.00		Other Eligibility:	Yes	C No
Telephone:	(217) 555-1234				Signature Required for:	Modificat	tions	AD-1026:	Y	
Farm Records:	(I	Decision Maker:	• Yes	C No	Signature Acceptable for:	Payment	s	AGI:	Y	
		Agricultural Producer:	• Yes	C No	Obligation Vendor:	• Yes	C No	Member AGI:	100.00%	
Transferee:		Other Program Enrollment:	Other	Programs	Vendor Code:	<u>Active</u>		Payment Limitations:	Y Vi	ew PL
	Lin Fa	nited Resource rmer/Rancher:			Direct Deposit:	V		Waiver Type:	None	_
	Fa	Beginning rmer/Rancher:						Date CPA-1202 Signed:		
	1	Socially Disadvantaged:						Date Appendix Signed:		
	Fa	Veteran rmer/Rancher:								

Manage EQIP 2014 Applications for Fiscal Year 2014

🗏 Appli	cations		Search 📘	View Applica	tion Man	age Letters P	Promote Deferrals	Vendor Inf	fo Sign Contract A	Assign Tracking Co	des Undo Statu	s Print	Export
		[<	<start< th=""><th><previou< th=""><th>S Recor</th><th>d: 1 thr</th><th>ough 50 d</th><th>of: 62</th><th>Next> End>> </th><th></th><th></th><th></th><th></th></previou<></th></start<>	<previou< th=""><th>S Recor</th><th>d: 1 thr</th><th>ough 50 d</th><th>of: 62</th><th>Next> End>> </th><th></th><th></th><th></th><th></th></previou<>	S Recor	d: 1 thr	ough 50 d	of: 62	Next> End>>				
Count	<u>y</u> <u>Fund Code</u>	Ranking Score	<u>Priority</u>	Tracking Code	<u>Siqnup</u> <u>Number</u>	Contract Number	Applicant	Current Status	New Status	Appendix & CPA- 1202 Signed	<u>Adequacy Obli</u> <u>Status St</u>	<u>gation</u> atus	Contract Cost
Coffee	e General EQI	633.61	High	31714	1	745A1214G1G	MILO SMITH	Approved	Select a Status	Signed	Accepted		\$27,822.00

After the signature dates have been entered in ProTracts, you will need to upload the appropriate documents to DMS—as outlined on the DMS Upload Table.

After the appropriate documents have been uploaded to DMS, you will send an email to the appropriate Area staff member for review. Use the following format for the subject line of the email: New Obligation {county name} {application #} {applicant name}

The appropriate Area staff member will review the uploaded documents. If everything is acceptable, the ASTC will approve the contract obligation and electronically sign the NRCS-CPA-1202 and the NRCS-CPA-1155. The DC will be informed that the contract has been approved. The DC should communicate to you that the approved contract documents are ready to auto-upload, print, and file. *NOTE that, when the ASTC approved the contract obligation, the application automatically became a contract. You will no longer find it under APPLICATIONS, but rather need to search for it under CONTRACTS. It, however, maintains the same number as when it was an application.*

Before you can print the approved documents, open the contract by...

OPEN THE CONTRACT

- 1. Login to ProTracts (e-Authentication site)
- 2. Point to the CONTRACTS tab on the yellow bar
- 3. On the drop- down list, highlight MANAGE CONTRACTS.
- 4. Click on MANAGE CONTRACTS

Exhibit 8: Obligating Steps for SWCDs



5a. On the MANAGE CONTRACTS screen, if you are looking for a particular contract number or one participant, stay on the NAME & CONTRACT NUMBER screen and enter either the name or the contract number, then click on the green GO button.

Exhibit 9: Obligating Steps for SWCDs



OR

5b. If you want to produce a list of contracts, click on one of the other contract filtering options, such as PROGRAMS screen, and enter the PROGRAM, the FISCAL YEAR, (plus any other filtering criteria) and then click on the green GO button.

Programe (Altrogram V Field Year) A V Eader V Eader V Construct Altroduct Status (Altroduct Status Caltred)
A Programe Report
A Programe Report
Constructed agrinul
Constructed
Constructed
Terminated

Contracts Returned: 1 - 9 of 9

ntracts - Programs

6. The list of filtered contracts will be produced. Find the contract you want, click on it to high-light it. Double-clicking on it will open it.)



_ 1		Contracts				
		Program	<u>State</u>	<u>County</u>	Field Office	
	+	EQIP 2014	IL	MACOUPIN	CARLINVILLE SERVICE CENTER	1 6
	+	EQIP 2014	IL	MACOUPIN	CARLINVILLE SERVICE CENTER	
	÷	EQIP 2014	IL	MACOUPIN	CARLINVILLE SERVICE CENTER	1
	+	EQIP 2014	IL	MACOUPIN	CARLINVILLE SERVICE CENTER	4
	+	EQIP 2014	IL	MACOUPIN	CARLINVILLE SERVICE CENTER	1
	+	EQIP 2014	IL	MACOUPIN	CARLINVILLE SERVICE CENTER	
	+	EQIP 2014	IL	MACOUPIN	CARLINVILLE SERVICE CENTER	2
	+	EQIP 2014	IL	MACOUPIN	CARLINVILLE SERVICE CENTER	ī —

PRINT APPROVED CONTRACT DOCUMENTS

This obligation task is performed for both CSP and EQIP applications.

- 1. Open the contract by following Steps 1-6 under Open the Contract above.
- 2. On the Contract screen, click on PRINT.

- 3. In the print window that opens, click on the radial button in front of NRCS-CPA-1202, then click OK.
- 4. A message will pop up stating the document is being auto-uploaded to DMS. Select YES to auto-upload it.
- 5. The CPA-1202 will open as a web pdf in a new window. In that new window, click on FILE and PRINT to print as your normally would.
- 6. Repeat Step 2
- 7. In the print window that opens, click on the radial button in front of NRCS-CPA-1155, then click OK

- 8. A message will pop up stating the document is being auto-uploaded to DMS. Select YES to auto-upload it.
- The CPA-1155 will open as a web pdf in a new window. In that new window, click on FILE and PRINT to print as your normally would.





		×
?	This document is being auto-uploaded to the DMS. Select Yes to upload and view the document, select No to just view the document.	
	8 Yes No]

After the ProTracts documents are printed and auto-uploaded to DMS, make a copy of the printed approved contract documents to give to the participant and file the printed approved documents in the contract folder.