

# NRCS-SWCD Contribution Agreement Overview

Association of Illinois  
Soil and Water Conservation Districts

Prepared by **Ashley Curran**



# Administrative Support for EQIP and CSP

---





# Overview of Responsibilities

## NRCS

- Identify and delegate assignments to SWCD staff
- Communicate workload and training requirements to districts
- Review and sign monthly invoices
- Conduct quality assurance

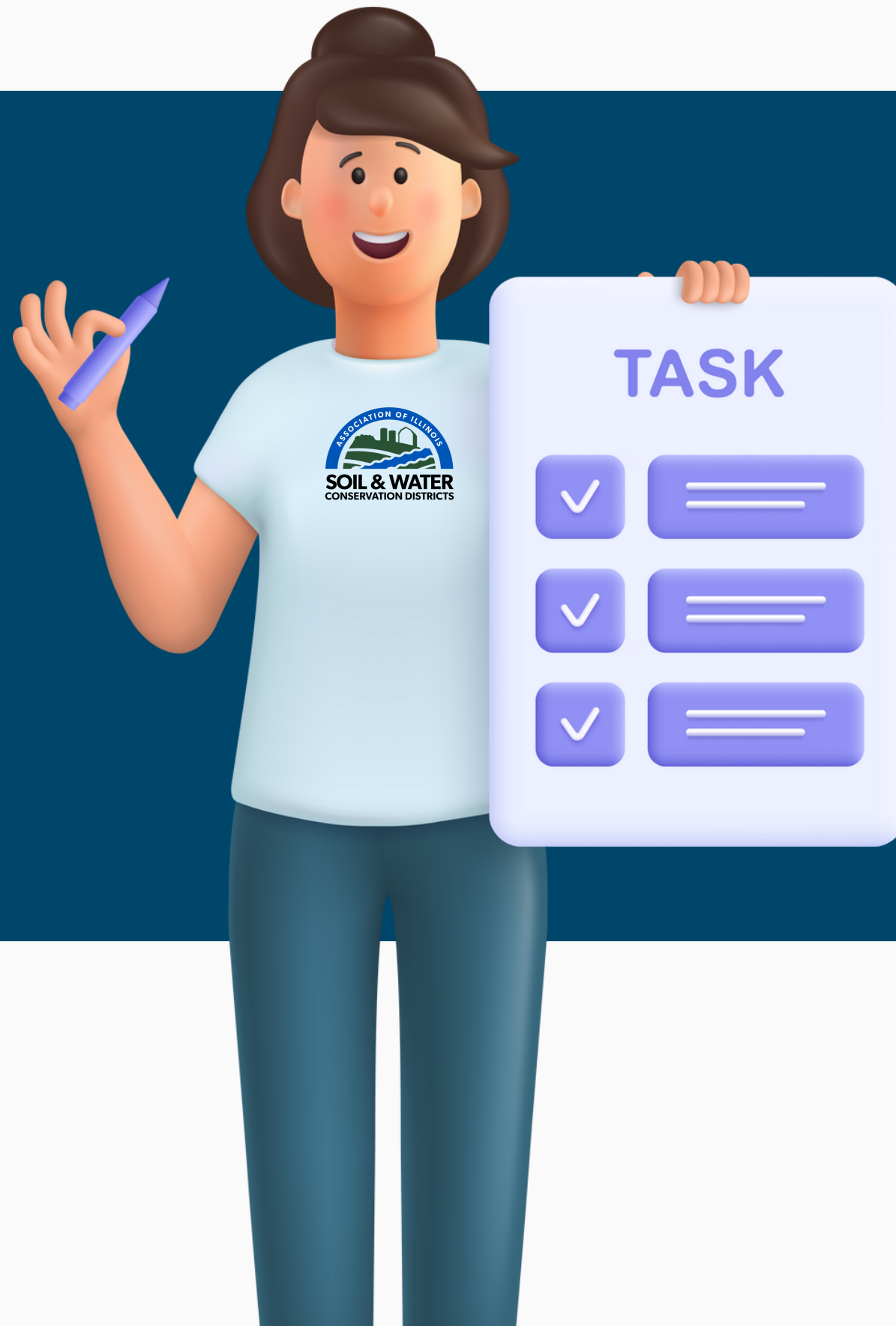
## AISWCD

- Assist SWCD's
- Reporting and invoicing
- Conduct quality assurance
- Ensure 100% coverage statewide

## SWCD

- Provide administrative assistance for EQIP and CSP
- Request reimbursement through monthly invoicing





Administrative Support  
for EQIP and CSP

# TASKS & DUTIES





# New Applications

- Receive and check applications
  - Date stamp
  - Check signatures
- Enter applications into ProTracts
- Send letters
- Run reports
- Maintain files
- Invoice once all tasks have been completed
- List application number from ProTracts





# Funded "Preapproved" Applications

- Generate and mail letters
- Create 6-part folder
  - PII-personally identifiable information locked up
- Obtain SF-1199A information
- Enter information in ProTracts
- Scan and upload required documents into DMS
- Invoice once all tasks completed
- List application number





# Active Contracts

- Send letters
- Annual review of certifications
- Run reports
- ProTracts- certify payments, enter dates
- DMS- scan and upload documents as needed
- Phone calls and emails
- Obtain signatures
- Maintain files
- Invoice for active contracts on November invoice (due December)







# Web Portal Support

- Producer support for Conservation Client Gateway (CCG) or Farmers.gov
- \$22.50 per hour
- Promote the web portal and assist clients





# Other Program Tasks

- CSP and EQIP marketing and promotion
  - Field days, presentations, media
- Administrative support for EQIP contracts that are obligated and completed within the current fiscal year
- \$22.50 per hour



# Technical Assistance for CRP

---







# Overview of Responsibilities

## NRCS

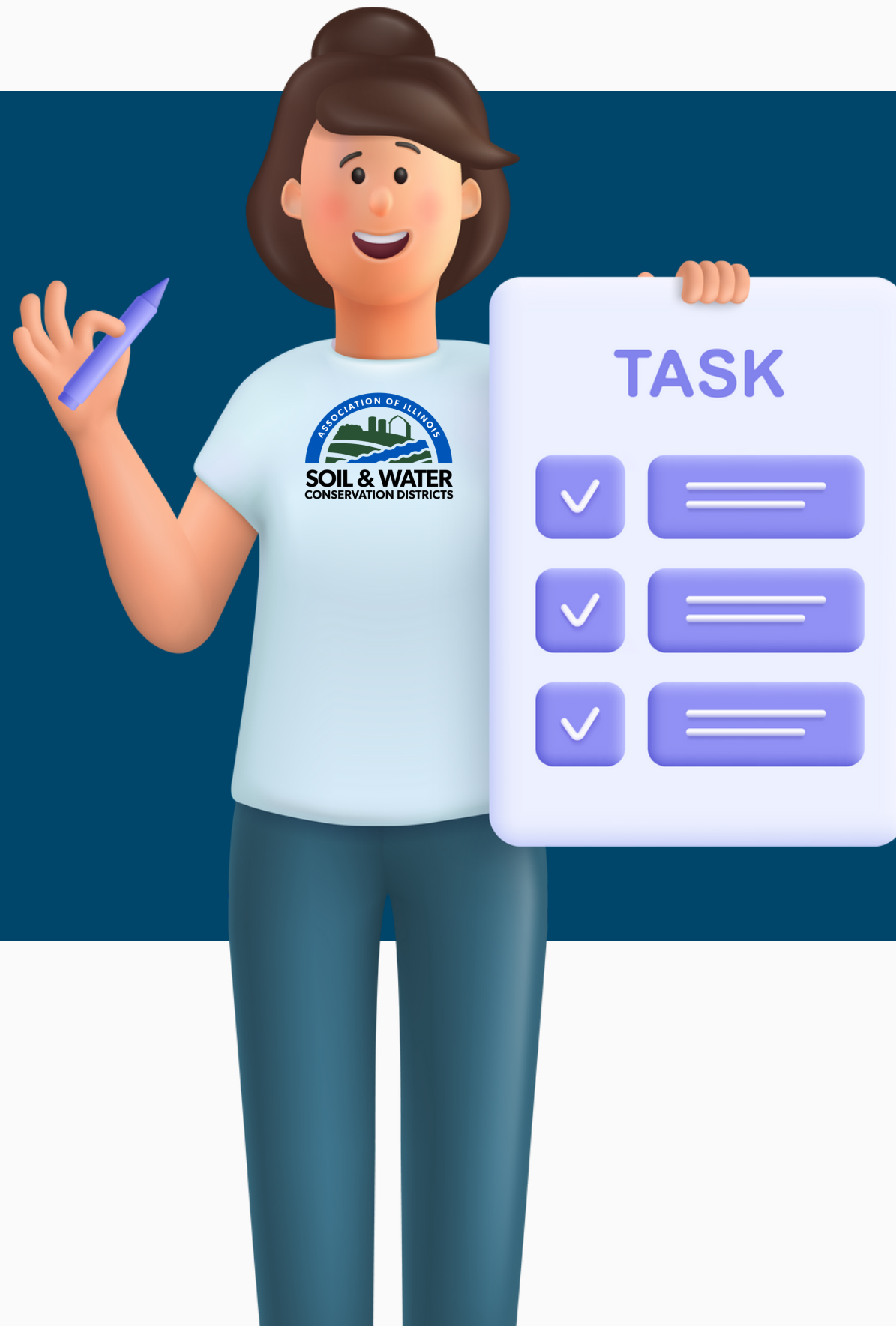
- Provide state-wide training and oversight
- Conduct quality assurance
- DC's communicate workload and training requirements to districts

## AISWCD

- Assist SWCDs
- Reporting and invoicing
- Conduct quality assurance

## SWCD

- Obtain required certifications and job approval authority
- Provide technical support
- Request reimbursement



Technical Assistance  
for CRP

# TASKS & DUTIES



# SECTION A: DEVELOP CONSERVATION PLANS

- Use the Field Office Technical Guide – eFOTG
- Conservation Desktop
- Field visit
- Develop Cost List Agreement
- Plan contains – job sheets, maps, fields identified
- Assess resource concerns through CART
- CPA-52 – Environmental Evaluation Worksheet
- Discuss with landowner and get signatures
- Must be signed by a Level III Planner
- Enter approval date
- “Work performed by” needs to say your name
- Invoice- List tract #, number of plans (should always be 1), plan approval date







# Section B: Conservation Plans for Reenrolled Acres

- Follow all requirements from Section A with a few exceptions:
  - Status review should have already been completed 12 -24 months prior (Shouldn't need field visit)
  - Review of CPA-52
  - New job sheets, maps should be needed
  - Invoice- List tract #, number of plans (should always be 1), plan approval date
- **\*IF practices change then it's a new plan and should be billed as a new plan**





# Section C: Establishment Reviews

- **100% of active contracts are reviewed in 2nd or 3rd year**
- Site visit
- Complete the NRCS-LTP-13 to certify establishment
- Obtain landowner signatures
  - Copies to participant, FSA and then filed
- Enter into PRS monthly





# Section D: Maintenance Reviews

- **100% of active contracts At least 12-24 months before contracts expiration**
- Site visit
- Complete the NRCS-LTP-13 to certify establishment
- Obtain landowner signatures
  - Copies to participant, FSA and then filed
- Enter into PRS monthly

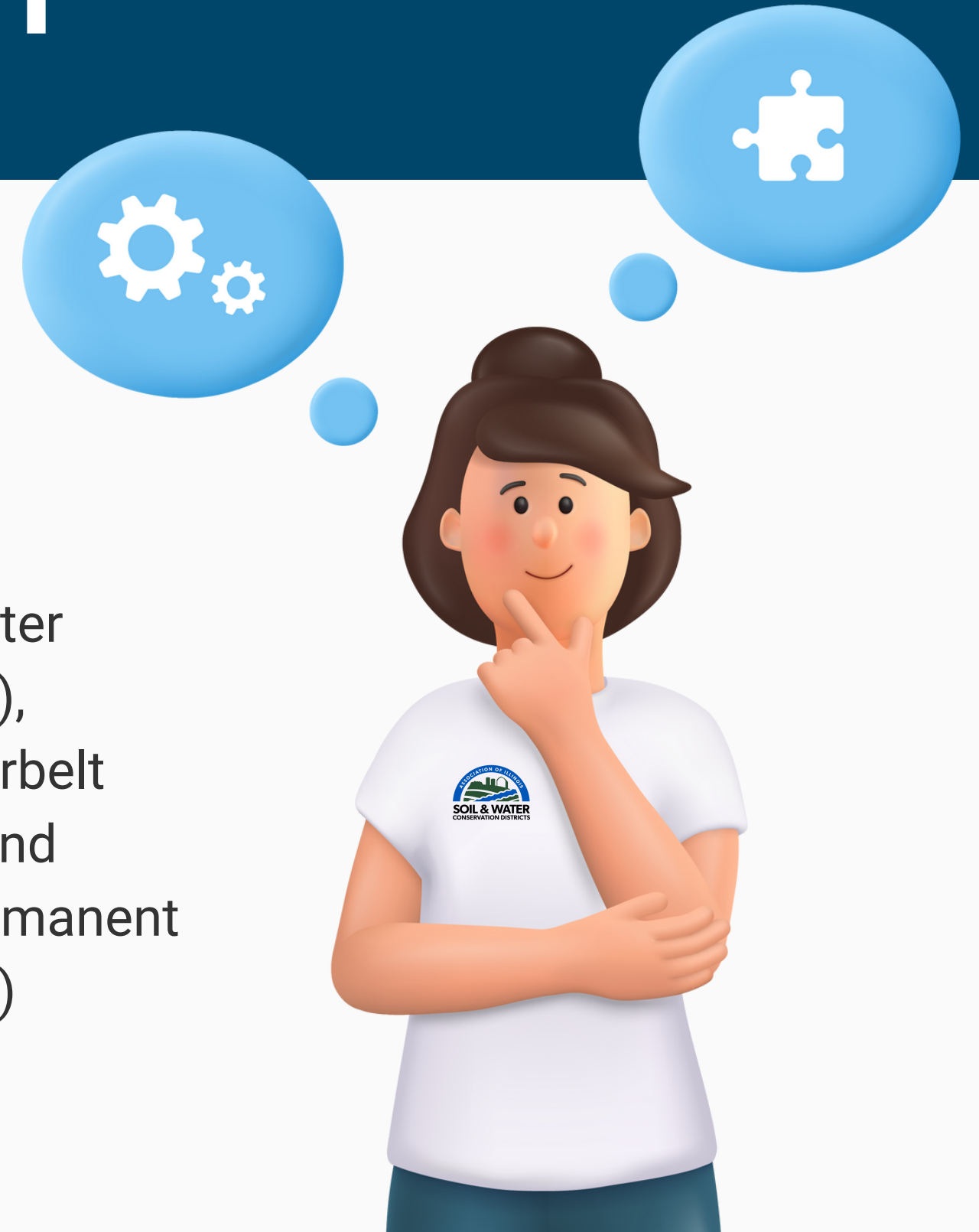






# Section E: Practice Applications

- Practice application includes but is not limited to:
  - Field investigations
  - Topographic survey
  - Practice analysis and design, layout
  - Conservation Cover (327), Field Border (386), Filter Strips (393), Grade Stabilization Structures (410), Riparian Forest Buffers (391), Windbreak/Shelterbelt (380), Shallow Water Management (646), Tree and Shrub Establishment (612), Waterway (412), Permanent Wildlife Habitat (645), Wetland Restoration (657)





# NRCS Guidance: Requesting Reimbursement for Practice Standards



- Seeding practices – select the practice and seed mix, prepare the job sheets and discuss plan implementation with the landowner
- Filter strips, Windbreak/Shelterbelt, Tree and Shrub Establishment and Permanent Wildlife Habitat- all the items listed above for seeding practices plus the additional design component
- Waterways, Grade Stabilization Structures, Shallow Water Management, and Structural Wetland Restoration Practices – Survey, design and layout the practice, plus discuss implementation with the landowner (includes new designs and re-designs)
  - You must also have the job approval authority required for the particular practice. If you do not have the job approval authority for that practice but have done the required work, you may have another district employee with job approval authority sign off on that work. In this instance, you still can add that item to your invoice, if you are in the “on the job training” phase of learning the practice. District staff should be continually working towards gaining the required job approval authority for that practice.



# Section F: Practice Certification and Checkout

- Site visit
- Practice inspection
- 100% completion and certification
- Structural practices – per contract
- Agronomic practices – per contract
- Enter date practice applied by landowner in CD







# Questions?



**Ashley Curran, Grant Manager**  
**[ashley.curran@aiswcd.org](mailto:ashley.curran@aiswcd.org)**  
**Send invoices: [grants@aiswcd.org](mailto:grants@aiswcd.org)**  
**Cell: 815-901-7564**

