

## Watershed Agricultural Program SOP

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### 2.1.11.01

#### **AWEP Sign-up and NRCS Contracting**

##### **Background:**

The Watershed Agriculture Council (WAC) was awarded two AWEP grants:

- 2009 Partnership Agreement No. 68-2C31-9-046 for livestock waste management (Agreement period July 23, 2009 to July 22, 2014)
  - Original Requests for funding: 2009 (\$500,000), 2010 (\$500,000), 2011 (\$500,000), 2012 (\$500,000)
- 2010 Partnership Agreement No. 68-2C31-0-132 for nutrient management (Agreement period July 28, 2010 to July 27, 2015)
  - Original Requests for funding: 2010 (\$140,000), 2011 (\$140,000), 2012 (\$140,000)

The WAC makes an annual request for funding to NRCS for each grant. NRCS, based on availability of national AWEP funding, provides an allocation each fiscal year. The allocation in FY2012 is \$398,737 (includes both grants). Guidance from NRCS Headquarters is that WAC may split the funding received between the two grants as they choose.

##### **Operating Procedure:**

| <b>TASK</b>   | <b>RESPONSIBLE STAFF</b>   |
|---|--|
| <b>Application</b><br>– Accept CPA-1200, enter into ProTracts   | <i>All NRCS Staff, Watershed Coordinator has lead</i>                                      |
| <b>EQIP Eligibility Documentation Checklist</b><br>– Complete Fillable Checklist from 440 Programs Manual   | <i>All NRCS Staff</i>  |
| <b>Eligibility</b><br>– Farm Records, all necessary FSA certifications                                      | <i>Participant Letter / Notification - FSA / Watershed Coordinator</i>                     |
| <b>Ranking</b><br>– AERT  | <i>WAP Planner assigned to participant</i>   |
| <b>Pre-Approval</b><br>– WAC decides split between nutrient and livestock \$                                | <i>EQIP State Program Manager (Power) completes pre-approval in Protracts</i>              |
| <b>Toolkit Plan</b><br>– Create Plan & Maps - Customer Service Toolkit                                      | <i>All NRCS Staff ( in consultation with assigned WAP planner &amp; nutrient mgt team)</i> |
| <b>Application Approval</b><br>– ProTracts  | <i>District Conservationist</i>  |
| <b>Pre-Obligation</b><br>– Create contract folder on FNM Drive<br>– Populate folder with required documents | <i>Administrative Management Specialist</i>  |

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| <b>TASK</b> <i>(Continued)</i>  | <b>RESPONSIBLE STAFF</b>                           |
|---|--|
| <b>Contract Obligation</b>  | <i>Watershed Coordinator</i>                       |
| <b>Post Obligation</b><br><ul style="list-style-type: none"> <li>- CPA-1202 - Participant signature</li> <li>- Provide participant Contract document package</li> </ul> | <i>WAP Planners</i>                                |
| <b>Practice Certification</b><br><ul style="list-style-type: none"> <li>- Provide all required documents and records</li> </ul>   | <i>WAC staff (nutrient mgt team, WAP Planners)</i> |
| <b>Annual Contract Review</b>   | <i>All Staff</i>                                   |
| <b>Practice Certification in ProTracts</b>  | <i>District Conservationist</i>                    |
| <b>Payment Approval in ProTracts</b>  | <i>District Conservationist</i>                    |
| <b>Payment</b>  | <i>NRCS Administrative Management Specialist</i>   |
| <b>Contract Modification</b><br><ul style="list-style-type: none"> <li>- Activity modification in Stewardship Plan</li> </ul>   | <i>WAP Planner/District Conservationist</i>        |
| <b>Modification Approval</b>  | <i>Watershed Coordinator</i>                       |