

JEFF DOUGLAS

NRCS Program

Participant (customer) and

Land

**ELIGIBILITY**

Since this presentation will be rather boring, here is an “Oh \*\*\*\*” moment.



# Participant (customer) Eligibility

**Participate as an Individual using a SS#  
(Simplest for Programs)**

**OR**

**Participate as a Business using an EIN#**

# Participant (Customer) Eligibility

- Verify Customer is in SCIMS. If customer is not in SCIMS, have them complete a NRCS/RD Customer Information Worksheet.
- If the customer is a business, a Worksheet will need to be completed for each individual with interest in the business, as well as for the Business proper.
- FSA is “Keeper of the Record” and the information collected on the NRCS/RD Customer Information Worksheet will need to be provided to your local FSA for entry into their system.

# Participant (Customer) Eligibility

- For NRCS Program participation by a Business Entity, NRCS requires two additional eligibility criteria.
  - Duns and Bradstreet Number a/k/a DUNS
  - System for Award Management a/k/a SAM Number

The DUNS and SAM Numbers are free of charge to establish, although the process can sometimes be difficult (often called PITA). These numbers must be provided to NRCS to verify eligibility for these two criteria. A Program Application is ineligible without them.

NOTE: A DUNS Number is one time setup. The SAM number MUST be renewed on an annual basis, based on the initial expiration date.

# FSA Eligibility Documents

- CCC-941 AGI: Adjusted Gross Income certification. For a business entity, each member will need to submit an AGI, plus an AGI for the business proper (participant eligibility).
- AD-1026 HEL/Wetland Compliance certification (land eligibility).
- Producer Farm Data Report: FTE – Farm/Tract Eligibility (land eligibility). Shows link between the land/owner/operator
- CCC-901 Entity Members Information and/or CCC-902 Farm Operating Plan (CCC-902 can be used for an individual or business entity) These documents provide NRCS with signatory authority documentation.

# Land Eligibility

- Any land that is to be entered into an NRCS Program must have a valid Farm Number and Tract Number
- The Participant (customer) must show control of this land through ownership or lease agreement
- A link will need to be established, by FSA, between the participant and the Farm/Tract number(s) to be entered into a NRCS Program; also known as Farm-Tract Eligibility (FTE)

# Land Eligibility – control of land

- Proof of land ownership – deed, land contract, property tax bill, property tax payment receipt.
- Lease agreement(s) –
  - Leases can be formal (drawn up by an attorney) or informal
  - Need to indicate the location of property that is leased (Farm/Tract Number, legal description, and/or address of property).
  - Need to indicate length of lease. When lease starts and ends.
  - If permanent vegetative or mechanical practices are planned for installation on leased ground, lease must note acceptance by landowner.
  - Lease must be signed and dated by landowner.
  - Acreage amounts are often included in lease agreements

Another narcissistic self promotion picture to break up this boring PowerPoint – My Alma Mater Won the Div. II Football and Basketball National Titles this year. (They are a pretty darn good Ag school as well)



Way to Go Northwest Missouri State University Bearcats

# Tools to help ease the eligibility pain

- FSA Producer Farm Data Report
- CCC-901 and CCC-902 Reports
- SCIMS
- Know the various eligibility forms customers will need. Be able to provide customers with the forms and assistance to complete these forms.
- Have a working knowledge of the DUNS and SAM websites
- Work with your local FSA representatives. Find out how you can help them save time when working with NRCS customers.

# Eligibility Forms

- Customer Information Worksheet (if person/entity not in FSA system or to provide updated customer information to FSA)
- AD-1026 HEL/Wetland Compliance Certification – updated annually by crop year
- CCC-941 Adjusted Gross Income (AGI) - must re-file annually after FY rollover (October 1<sup>st</sup>)
- Lease agreements (make sure they are valid and cover the length of the proposed contract)
- FSA-211 Power of Attorney Form – may need for additional signatories

# Final Thoughts on Eligibility

Establishing customer eligibility, especially for business entities, can be complex and time consuming.

Learn about the various forms needed to establish eligibility and the forms that will need submitted on an annual basis to maintain eligibility.

Develop a good working relationship with FSA. You need their assistance. Remember, they have deadlines and work priorities too. Take as much of the eligibility burden (for NRCS customers) as you can off of them.

**TIFFARI JENKINS**

# **NRCS CPA-1200 APPLICATION**

**PRESENTED BY: TIFFARI JENKINS, CONSTANCE ZAUHAR, AND KANDREA JOHNSON**



# 1<sup>ST</sup> STEP IN APPLYING FOR PROGRAMS???

US DEPARTMENT OF AGRICULTURE  
NATURAL RESOURCES CONSERVATION SERVICE

NRCS-CPA-1200  
10/2015

## CONSERVATION PROGRAM APPLICATION

<b>Name:</b> JOE BLOUGH	<b>Application Number:</b> 745D3117BX
<b>Address:</b> 1023 ABC DRIVE MARSHALL, MI 49201	<b>Application Date:</b> MARCH 8, 2016
	<b>County and State:</b> CALHOUN, MI
<b>Email:</b> JOEBLOUGH@GMAIL.COM	
<b>Telephone:</b> 269-555-2841	<b>Watershed:</b>
	<b>Subaccount:</b>
<b>Location (Legal Description or Farm and Tract Number):</b>	FARM 2122 TRACT 2965, FARM 4929 TRACT 2022

# FARM RECORDS

1.  Yes  No Do you have farm records established with the appropriate USDA Service Center Agency?

*If no, you must establish them with the appropriate USDA Service Center Agency prior to submitting this application.*

1.  Yes  No Do you have farm records established with the appropriate USDA Service Center Agency?

*If no, you must establish them with the appropriate USDA Service Center Agency prior to submitting this application.*

Producer Farm Data Report					Date: 5/1/17 10:03 AM						
Crop Year: 2017					Page: 1						
DISCLAIMER: This is data extracted from the web farm database. Because of potential messaging failures in MIDAS, this data is not guaranteed to be an accurate and complete representation of data contained in the MIDAS system, which is the system of record for Farm Records.											
Producer Name and Address					Recording County Office Name						
Joe Blough 1023 ABC Drive Marshall, MI 49201					Calhoun, Michigan						
Telephone: (269) - 555-2841											
	Number of Farms	Number of Tracts	Farmland	Cropland	DCP Cropland	CRP Cropland	Eff DCP Cropland				
	7	8	659.66	397.53	399.01	0.0	399.01				
State & County	Farm	Tract	Relationship to Farm Tract	Producer	Farmland	Cropland	DCP Cropland	CRP Cropland	Eff DCP Cropland	HEL Code	Wetland Code
Calhoun, MI	2122	2965	Operator	Joe Blough	65.14	49.21	49.21	0.0	49.21	N	DNC
			Owner	Jolena Blough							
Calhoun, MI	4929	2022	Operator	Joe Blough	74.58	28.83	28.83	0.0	28.83	DNC	WL
			Owner	Joe Blough							

2. This is an application to participate in the:

<input type="checkbox"/> Agricultural Management Assistance (AMA)	<input type="checkbox"/> Environmental Quality Incentives Program (EQIP)
<input type="checkbox"/> Conservation Stewardship Program (CSP) <input type="checkbox"/> CSP Renewal	Agriculture Conservation Easement Program (ACEP) - Wetland Reserve Easements (WRE)
<input checked="" type="checkbox"/> Regional Conservation Partnership Program (RCPP) <input checked="" type="checkbox"/> EQIP <input type="checkbox"/> CSP	<input type="checkbox"/> Regional Conservation Partnership Program (RCPP) <input type="checkbox"/> ACEP- (WRE) <input type="checkbox"/> Healthy Forest Reserve Program (HFRP)

3. Are you applying to participate in a conservation program as an (check one of the following):

Individual

a) Please enter your legal name and tax identification number:

Name: **Joe Blough**

Tax Number: **329-00-0004**

Entity (Corporation, Limited Partnership, Trust, Estate, etc.)

a) Please enter entity legal name and tax identification number:

Name:

Tax Number:

b)  Yes  No Do you have appropriate documents including proof to sign for the entity?

Joint Operation (General Partnership, Joint Venture)

a) Please enter joint operation legal name and tax identification number:

Name:

Tax Number:

b)  Yes  No Do you have appropriate documents including proof to sign for the joint operation?

**4. A Dun & Bradstreet Data Universal Numbering System (DUNS) number and current registrations in the Central Contractor Registration (CCR) System for Award Management (SAM) database are required for receiving payment under an Employer Identification Number (EIN). An EIN is also known as a Federal Tax Identification Number, and is used to identify a business entity.**

*Please note that the entity-applicants must obtain a DUNS number, register it under the legal business name which matches the Internal Revenue Service (IRS) records for the applicable EIN, and such legal business name must match the name identified above as the applicant requesting participation in the named program. If your entity does not have a DUNS number, information is available at <http://fedgov.dnb.com/webform> To register with SAM, go to <https://www.sam.gov/>*

**DUNS Number:**

**Registration Activation Date:**

(IF YOU ARE APPLYING AS ENTITY)



United States Department of Agriculture  
Natural Resources Conservation Service

### Information for Farm Bill Program Applicants & Contractors Using an Employer Identification Number

**Introduction:**  
If your business or organization plans to apply for conservation programs or grant funding through the USDA Natural Resources Conservation Service (NRCS) and you use an Employer Identification Number (EIN), you will need a Data Universal Numbering System (DUNS) number and must be registered with the System for Award Management (SAM). The DUNS number is required for any federal contract applications and applicants must maintain current registrations with SAM to receive payments.

If you apply as an individual and use your social security number as your EIN, you do NOT need to obtain a DUNS number or SAM.

**About the Data Universal Numbering System (DUNS)**  
A DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B), a provider of business information reports. The federal government uses the DUNS number to maintain consistent name and address data about organizations or businesses. This helps maintain and organize applications and contracts across federal agencies.

**Who needs a DUNS Number & SAM?**  
All entities using an EIN and doing business with NRCS must have a DUNS number and current registrations in the SAM database. This requirement applies to ALL financial institutions, ownership, investment and extended programs, as well as grants, cooperative agreements and contribution agreements. NRCS requires applicants to obtain the required registrations when applying for programs. Applications cannot be fully processed without this information. There is NO cost for registration. If you already have a DUNS number, you do not need a new one for NRCS. The following table can be used to help determine if applicants need to complete the DUNS/SAM process based on their business and Tax ID type.

Business Type Code	Business Type	Tax ID Type	DUNS/SAM Required
0	Individual	SSN	No
2	General Partnership	SSN	No
3	Joint Venture	SSN	No
5	Joint Venture	SSN	No
4	Corporation or Limited Liability Company	EIN	Yes
4	Limited Liability Company	SSN	No
0	Limited Partnership	EIN	No
4	Partnership	EIN	Yes
7	Trust (Revocable)	SSN	No
7	Trust (Irrevocable)	EIN	No
00	Churches, Charities & Non-Profit	EIN	No
07	Real Estate/Lease	EIN	Yes
08	Individual Operating as a Small Business	EIN	No

**References for EIN, DUNS and SAM**  
EIN Contact Information: Call the Internal Revenue Service (IRS) assistance for businesses at (800) 853-4855.  
D&B Contact Information: The D&B toll-free request line is (866) 705-8711 and their website is [www.dnb.com](http://www.dnb.com).  
SAM Contact Information: The Customer Service line is (866) 866-4223 and their website is [www.sam.gov](http://www.sam.gov).

USDA Natural Resources Conservation Service  
3001 Cookridge Road, Suite 250 East Lansing, MI 48823

### Obtaining a DUNS Number

Obtaining a DUNS number is free for all entities doing business with the federal government. The following information is needed to request a DUNS number:

- Legal name of the organization, including street name and address.
- Telephone number, name of the CEO or owner.
- Number of employees at the principal location.
- Legal structure and primary line of business.
- Year the organization was established.
- SEC Code: A US Department of Labor business classification system; you may look up your SEC code online at [www.osha.gov/leis/leis/sec.html](http://www.osha.gov/leis/leis/sec.html).

**How to obtain a DUNS Number**  
You may request a DUNS number online at: <http://dnb.com/dunsnew/online>. You can no longer complete the process over the phone. However, you may contact D&B through their toll-free number for federal award applicants at (866) 705-8711 from 8 a.m. to 4 p.m. PST and request a 3-page application to fax back. When you request a DUNS number, identify yourself as a federal grant applicant or prospective applicant. After you provide the information listed above via fax or the online application, you should receive an email confirmation. D&B will assign a DUNS number within one business day.

**Managing your DUNS Number**  
There is no need to establish a new DUNS number in the future for specific programs or agencies, just be sure to update or validate the information on your current listing. D&B periodically contacts organizations with DUNS numbers to verify the information is still correct. D&B is only checking the information you have provided (listed above). Please remain vigilant in protecting your personal information and do not provide social security, bank information, etc. to "cold calls" or questionable mail requests.  
Obtaining a DUNS number may place you on D&B's marketing list, which is sold to other companies. If you DO NOT want your name or organization to be included on this list, simply request to be omitted during the application process.

### Registering with SAM

Once you have a DUNS number, you must also register with SAM. SAM is a government-wide registry for vendor doing business with the federal government which includes Centralized Contract Registration (CCR). If you had an active record in CCR, you have an active record in SAM.  
SAM centralizes information about federal financial assistance recipients and also provides a central location for you to change your organizational information. Upon receipt of the DUNS number, it is the participant's responsibility to maintain current information with SAM.  
SAM registration must be renewed annually.  
Information for registering with SAM can be found at: [www.sam.gov](http://www.sam.gov).  
Quick-Start guides are available at: <https://www.dnb.com/guides>.  
User's guide and step-by-step is available at: [www.fed.gov/eoac/contractors/SAM\\_User\\_Guide\\_v13.pdf](http://www.fed.gov/eoac/contractors/SAM_User_Guide_v13.pdf).  
For additional privacy, consider to "opt-out" when completing the process in order to prevent your company information from being displayed to the public search.  
**What you will need to register with SAM**  
Begin the SAM registration process at [www.sam.gov](http://www.sam.gov). After entering your DUNS number, SAM will return the name and address information from D&B. You will then be prompted for the following information:  
EIN (whether it you already have an EIN number, it will take 2 to 3 business days to clear the EIN/SAM match process. If you have a newly assigned EIN you must wait until you receive the CP-575 notice from the IRS confirming that the EIN is active and valid for use before registering with SAM.) Once a search is confirmed, you can enter the remaining required information to complete your registration.  
Statistical information about your business. This may include information regarding receipts and number of employees.  
Executive Profile Tracker (EPT): Information for payments and services, including the following:  

- ABA Routing number for your bank.
- Account Number and Type, or Lockbox number.
- Automated Clearing House (ACH) point of contact.
- Responsible point of contact.

The U.S. Department of Agriculture is an Equal Opportunity Provider and Employer.

5. Is the land being offered for enrollment used for crop (including forest-related) or livestock production?

X  **Crop Production**

**Crop Type:** Corn, soybeans

X  **Livestock Production**

**Livestock Type:** Dairy cows

6. The land offered under this application is (check all that apply):

X  **Private Land**

**Public Land (Federal, State, or Local Government)**

**Tribal, Alloted, Ceded or Indian Land**

7. You certify that Certification of control of the land offered under the application is evidenced by:

**Deed or other evidence of land ownership (required for all ACEP-WRE applications)**

X  **Written lease agreement**

**Years of control are** 2017 **through** 2020 (At least 3 years or length of program)

**Other agreement or legal conveyance (describe):**

**Years of control are** **through**

# NRCS DOES NOT PROVIDE LEASE AGREEMENTS

## Permission of the Landowners to Implement Structural and/or Vegetative Practices through Environmental Quality Incentives Program (EQIP) and Control of the Land Certification

EQIP Policy requires an applicant proposing to implement a structural or vegetative practice(s) funded through an EQIP contract to obtain written concurrence from the landowner(s) at the time of the application that specifically grants the applicant permission to install, operate, and maintain the practice(s) for the lifespan of the conservation practice(s) as shown on the NRCS-CPA-1155.

Program Applicant Name:

Land Unit Description:

As the owner of the land for Farm # \_\_\_\_\_, Tract # \_\_\_\_\_, I hereby authorize and approve the program applicant to install, operate, and maintain the structural and vegetative conservation practice(s) which are contracted with NRCS for the lifespan of the conservation practice(s) as shown on the NRCS-CPA-1155. **The Program Applicant will also have control of the land** for the purpose of satisfying the terms and conditions of a Conservation Program Contract, for the proposed contract period of 5 years.

Start Date \_\_\_\_\_ to End Date \_\_\_\_\_

Landowner Name (Printed) \_\_\_\_\_

Landowner Signature \_\_\_\_\_ Date \_\_\_\_\_

The Natural Resources Conservation Service provides leadership in a partnership effort to help people conserve, maintain, and improve our natural resources and environment.

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# EXAMPLE

8.  Yes  No Is the land offered under this application enrolled in any other conservation program?
9. Do you meet the criteria for any of the following categories? (mark all that apply)
- Limited Resource Farmer or Rancher
  - Beginning Farmer or Rancher
  - Socially Disadvantaged Farmer or Rancher
  - Veteran Farmer or Rancher
  - Not Applicable

*If you wish to apply in any of these categories, you must meet the self certification requirements. Definitions are provided below. For more information please go to this website:*

<http://lrftool.sc.egov.usda.gov/>

**Limited Resource Farmer or Rancher** – The term “Limited Resource Farmer or Rancher” means a participant:

- With direct or indirect gross farm sales not more than the current indexed value in each of the previous two years, and
- Who has a total household income at or below the national poverty level for a family of four, or less than 50 percent of county median household income in each of the previous two years.

A legal entity or joint operation can be a Limited Resource Farmer or Rancher only if all individual members independently qualify. A Self-Determination Tool is available to the public and may be completed on-line or printed and completed hardcopy at: <http://www.lrftool.sc.egov.usda.gov/>

**Beginning Farmer or Rancher**– The term “Beginning Farmer or Rancher” means a participant who:

- Has not operated a farm or ranch, or who has operated a farm or ranch for not more than 10 consecutive years. This requirement applies to all members of a legal entity, and who
- Will materially and substantially participate in the operation of the farm or ranch.

In the case of a contract with an individual, individually or with the immediate family, material and substantial participation requires that the individual provide substantial day-to-day labor and management of the farm or ranch, consistent with the practices in the county or State where the farm is located.

In the case of a contract made with a legal entity, all members must materially and substantially participate in the operation of the farm or ranch. Material and substantial participation requires that the members provide some amount of the management, or labor and management necessary for day-to-day activities, such that if the members did not provide these inputs, operation of the farm or ranch would be seriously impaired.

**Socially Disadvantaged Farmer or Rancher**- The term “Socially Disadvantaged” means an individual or entity who is a member of a socially disadvantaged group. For an entity, at least 50 percent ownership in the farm business must be held by socially disadvantaged individuals. A socially disadvantaged group is a group whose members have been subject to racial or ethnic prejudice because of their identity as members of a group without regard to their individual qualities.

These groups consist of the following:

- American Indians or Alaskan Natives
- Asians
- Blacks or African Americans
- Native Hawaiians or other Pacific Islanders
- Hispanics.

Note: Gender alone is not a covered group for the purposes of NRCS conservation programs. The term entities reflect a broad interpretation to include partnerships, couples, legal entities, etc.

**Veteran Farmer or Rancher**- The term “Veteran Farmer or Rancher” means a farmer or rancher who:

- Served in the active military, naval, or air service, and
- Who was discharged or released from the service under conditions other than dishonorable, and
- Who has not operated a farm or ranch; or has operated a farm or ranch for not more than 10 consecutive years.

A legal entity or joint operation can be a Veteran Farmer or Rancher only if all individual members independently qualify.

**10. Is any of the land offered for enrollment under this application:**

- Certified Organic by the National Organic Program (NOP)
- Transitioning to become Certified Organic by the NOP
- Exempt from Organic Certification as defined by the NOP
- Not Applicable

*Certification in any of these categories is to assist with planning and will not automatically result in the application being considered in any initiatives made available for organic-related production. Applicants must specifically request to participate in an organic initiative. Note that the EQIP Organic Initiative has a lower payment limitation (\$20,000/year and \$80,000 over any 6-year period per person or legal entity) than payments made to a person or legal entity under General EQIP.*

On the farm(s) identified above, the Applicant agrees to participate in the identified program if the offer is accepted by the NRCS. The undersigned shall hereafter be referred to as the "Participant." The participant understands that starting a practice prior to contract approval causes the practice to be ineligible for program financial assistance. The participant will obtain the landowner's signature on the contract or provide written authorization to install structural or vegetative practices. The Participant agrees not to start any financially assisted practice or activity or engage the reimbursable services of a certified Technical Service Provider before a Contract is executed by CCC. The Participant may request, in writing, a waiver of this requirement for financially assisted practices by the NRCS State Conservationist.

All participants that certify land control or certify eligibility as Limited Resource Farmer or Rancher, Beginning Farmer or Rancher, or Veteran Farmer or Rancher will provide all records necessary to justify their claim as requested by a NRCS representative. It is the responsibility of the Participant to provide accurate information to support all items addressed in this application at the request of NRCS. False certifications are subject to criminal and civil fraud statutes.

The Participant acknowledges that highly erodible land conservation/wetland conservation, adjusted gross income certifications, and member information for entities and joint operations are on file with the FSA.

Each participant that is a non-individual receiving payment under an EIN is required to be registered in the CCR on SAM.gov before submitting this application and must provide a valid DUNS number on this application. Each applicable entity must continue to maintain an active registration with current information at all times during which it has a conservation program contract/agreement or an active application under consideration. NRCS may not enter into a conservation program contract/agreement with a non-individual until the all applicable DUNS and SAM requirements have been met. If a non-individual has not fully complied with these requirements by the time NRCS is ready to award the conservation program contract/agreement, NRCS may determine that the non-individual is not qualified to receive a conservation program contract/agreement and use that determination as a basis for making an award to another applicant.

**11.  Yes  No I have received a copy of the applicable conservation program contract appendix.**

<b>Applicant Signature</b> <i>Joe Blough</i>	<b>Date</b> March 8, 2016
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**NON-DISCRIMINATION STATEMENT**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

US DEPARTMENT OF AGRICULTURE  
NATURAL RESOURCES CONSERVATION SERVICE

NRCS-CPA-1200  
10/2015

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

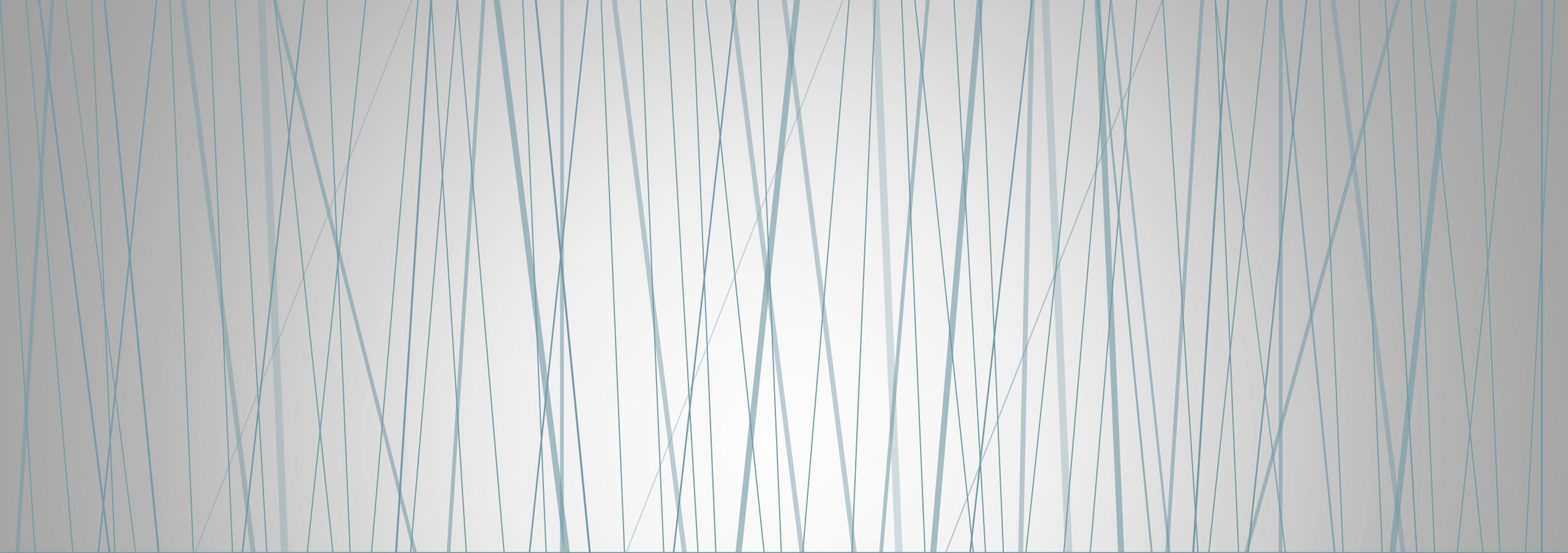
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# QUESTIONS??



**JEAN GAGLIARDO**



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# Introduction to Conservation Client Gateway

RCPP Partner Training - May 2, 2017

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The screenshot shows the USDA Natural Resources Conservation Service Client Gateway website. The browser address bar displays <http://www.nrcs.usda.gov/wps/portal/nrcs/main/national/cgate/>. The page header includes the USDA logo, the text "Natural Resources Conservation Service" and "United States Department of Agriculture", and navigation links for "Topics", "Programs", "Newsroom", and "Contact Us". A search bar is located in the top right corner. Below the header, the breadcrumb trail reads "You are Here: Home / Conservation Client Gateway".

The main content area is titled "Conservation Client Gateway" and features a large graphic with the heading "4 Reasons to Use Client Gateway" and the sub-heading "How Client Gateway can assist your conservation efforts". The graphic lists four reasons:

- 1 REQUEST TECHNICAL ASSISTANCE
- 2 APPLY FOR FINANCIAL ASSISTANCE
- 3 REVIEW, SIGN AND SUBMIT APPLICATIONS, CONTRACTS AND MORE
- 4 TRACK YOUR PAYMENTS

Below the graphic is an "Overview" section with the following text:

Client Gateway is a USDA public website that allows individual landowners and land users the secure ability to request conservation technical and financial assistance from the USDA Natural Resources Conservation Service (NRCS). Client Gateway provides users the alternative to work with NRCS via the Internet as a supplement to in-person support. All you need to get started is a USDA eAuthentication Level 2 account and a Service Center Information Management Systems (SCIMS) record linked to your eAuthentication account.

At the bottom of the overview section, there is a link: [Learn how to obtain a SCIMS record and eAuthentication Account to access Client Gateway](#)

On the left side of the page, there are two sections:

- I Want To...**
  - Contact the Conservation Client Gateway Help Desk
  - Learn how to access Conservation Client Gateway
  - Get a Level 2 USDA eAuth Account
- Related Links**
  - About Conservation Client Gateway
  - Using Conservation Client Gateway
  - More information about Client Gateway access
  - Validate my identity
  - USDA eAuthentication account information
  - Where do I go for Conservation Client Gateway help?

At the bottom of these sections is a large red button labeled "Client Gateway Login" and a link "Login to Conservation Client Gateway".

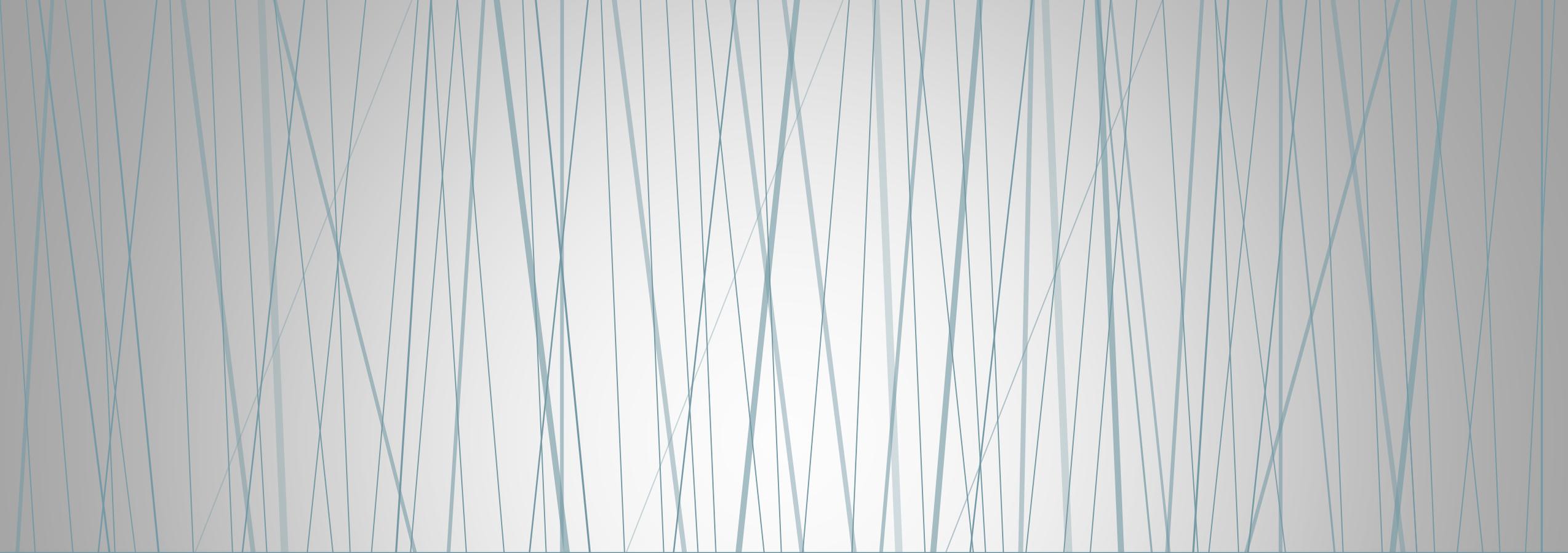
# What type of information will Customers see in Client Gateway?

- Conservation Plans associated with an active NRCS Financial Assistance (FA) Agreement
- Other Conservation Plans that are active and have been updated since January 1, 2014
- NRCS FA Conservation Program contracts that are active and current year FA applications
- NRCS FA Conservation Program contract payments for completed and certified contract items, dated October 1, 2011 or later.
- Many DMS documents

# What type of information is not provided in Client Gateway?

- NRCS Financial Assistance Conservation Program contracts that have been canceled or terminated.
- NRCS easement program agreements.
- Conservation Reserve Program (CRP) agreements.
- Documents Marked “Internal View Only” in DMS





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# How Client's Log in to Conservation Client Gateway

RCPP Partner Training - May 2, 2017

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# Accessing Client Gateway

- Two things are needed:
  1. An individual Service Center Information Management System (SCIMS) record with a primary email address
  2. A USDA Level 2 eAuthentication (eAuth) account that is linked to the SCIMS record.
- If the client already has USDA Level 2 eAuth that is linked to the SCIMS record, the client is ready to login to the Client Gateway.

Clients working with NRCS as an entity need to register as in individual first

# Getting Started for Clients

Step 1 - Confirm your SCIMS Record: Contact your USDA Service Center to confirm you have a SCIMS record that has a primary email address.

NRCS can verify using this url:

<https://scims.sc.egov.usda.gov/scimseauth/scimseauth.aspx>

Step 2 – Obtain a Level 2 eAuth Account: Visit the USDA eAuthentication Service website and create your level 2 eAuth account.

Note – if you already have a level 2 eAuth account, but it is not linked to a SCIMS record, login to Client Gateway, where you will go through the automated process to link your SCIMS record.

## For Clients:

**Step 3 - Completing your SCIMS and USDA eAuth process:** After you complete the eAuth account registration process, you will get one automated email from the USDA eAuthentication Service. You will click the activation link in the email. You then have two options:

**Option 1:** Follow the email instructions exactly as written to get your Level 2 eAuth account activated, which includes visiting a Local Registration Authority (LRA) in person at a Service Center Office to validate your identity. After your eAuth account is validated, login to the Client Gateway, where you will go through the new automated process to link your SCIMS record to your eAuth account.

**Option 2:** Click the activation link in the email and ignore the step that tells you to visit an LRA at a USDA Service Center Office. Login to the Client Gateway, where you will go through the new automated process validate your identity and link your SCIMS record to your eAuth account.

# Conservation Client Gateway NRCS Application Access Assistant (AAA)

- The NRCS Application Access Assistant (AAA), is a service developed as an option to perform the online identity validation of new Level 2 eAuth accounts for Client Gateway users.
  - Using the AAA removes the need to visit a Service Center office in most cases for the traditional in person identity validation and account promotion by a Local Registration Authority (LRA).
  - The AAA can also perform the required link of the SCIMS record to the eAuth account as long as the SCIMS record and eAuth account have the required elements (e.g. primary email address).

# How does the AAA work? (for Clients)

- You will login to the Client Gateway using your eAuth ID and password. Upon successful login, the AAA determines if your account is already a fully functioning Level 2 account, and if it is linked to a SCIMS record. The following actions will occur based on the condition of your account:
- If your account is already a fully functioning Level 2, and is linked to your SCIMS record, you will be taken directly to the Client Gateway home page, where you can view your information and submit requests.
- If your eAuth account is not a fully functioning Level 2 account, your identity will need to be validated and the account promoted. You will be prompted to enter your social security number (SSN) and respond to four questions. After successfully answering the questions to prove our identity, you will receive an email from the USDA eAuthentication Service, to confirm your account has been successfully promoted. Then the AAA will work to link your SCIMS record. The system does not store your SSN.
- If your eAuth account is already a fully functioning Level 2 account, but is not linked to a SCIMS record, you will be prompted to enter your SSN. The AAA will work to automatically link your eAuth account to your SCIMS record online.

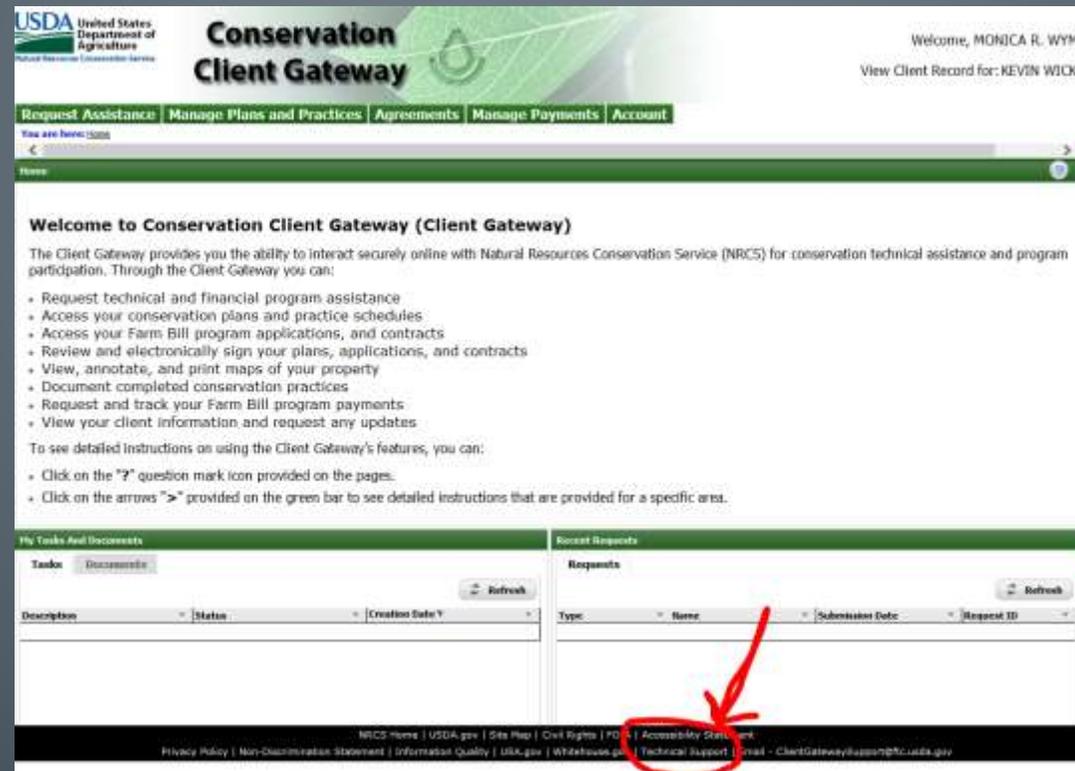
# How are we notified a customer submitted an assistance request using CG?

- An email is sent to the OIP “Office Contact”
- As per MI-270-2 all Field Office POCs to set up email forwarding for CG emails to their AC
  - Using the instructions provided by the National Client Gateway team
  - Update OIP for long term “actings”, ANY vacancies, and permanent changes in staff.



# CLIENT GATEWAY Technical Assistance Portal

- If clients experience technical issues with the Client Gateway, they should be instructed contact the Client Gateway Technical Assistance Portal
- NEW CLIENT GATEWAY Technical Assistance Portal



The screenshot displays the 'Conservation Client Gateway' website. At the top left is the USDA logo. The main header includes 'Conservation Client Gateway' and a user greeting: 'Welcome, MONICA R. WYME' with a link to 'View Client Record for: KEVIN WICKE'. A green navigation bar contains links for 'Request Assistance', 'Manage Plans and Practices', 'Agreements', 'Manage Payments', and 'Account'. Below this is a breadcrumb trail 'You are here: Home'. The main content area features a 'Welcome to Conservation Client Gateway (Client Gateway)' section, followed by a list of services and instructions. At the bottom, there are two tables: 'My Tasks And Documents' and 'Recent Requests'. A red arrow points to a question mark icon in the footer area.

USDA United States Department of Agriculture  
Natural Resources Conservation Service

Conservation Client Gateway

Welcome, MONICA R. WYME  
View Client Record for: KEVIN WICKE

Request Assistance | Manage Plans and Practices | Agreements | Manage Payments | Account

You are here: Home

### Welcome to Conservation Client Gateway (Client Gateway)

The Client Gateway provides you the ability to interact securely online with Natural Resources Conservation Service (NRCS) for conservation technical assistance and program participation. Through the Client Gateway you can:

- Request technical and financial program assistance
- Access your conservation plans and practice schedules
- Access your Farm Bill program applications, and contracts
- Review and electronically sign your plans, applications, and contracts
- View, annotate, and print maps of your property
- Document completed conservation practices
- Request and track your Farm Bill program payments
- View your client information and request any updates

To see detailed instructions on using the Client Gateway's features, you can:

- Click on the "?" question mark icon provided on the pages.
- Click on the arrows ">" provided on the green bar to see detailed instructions that are provided for a specific area.

My Tasks And Documents

Task	Documents
Description	Status
Creation Date	

Recent Requests

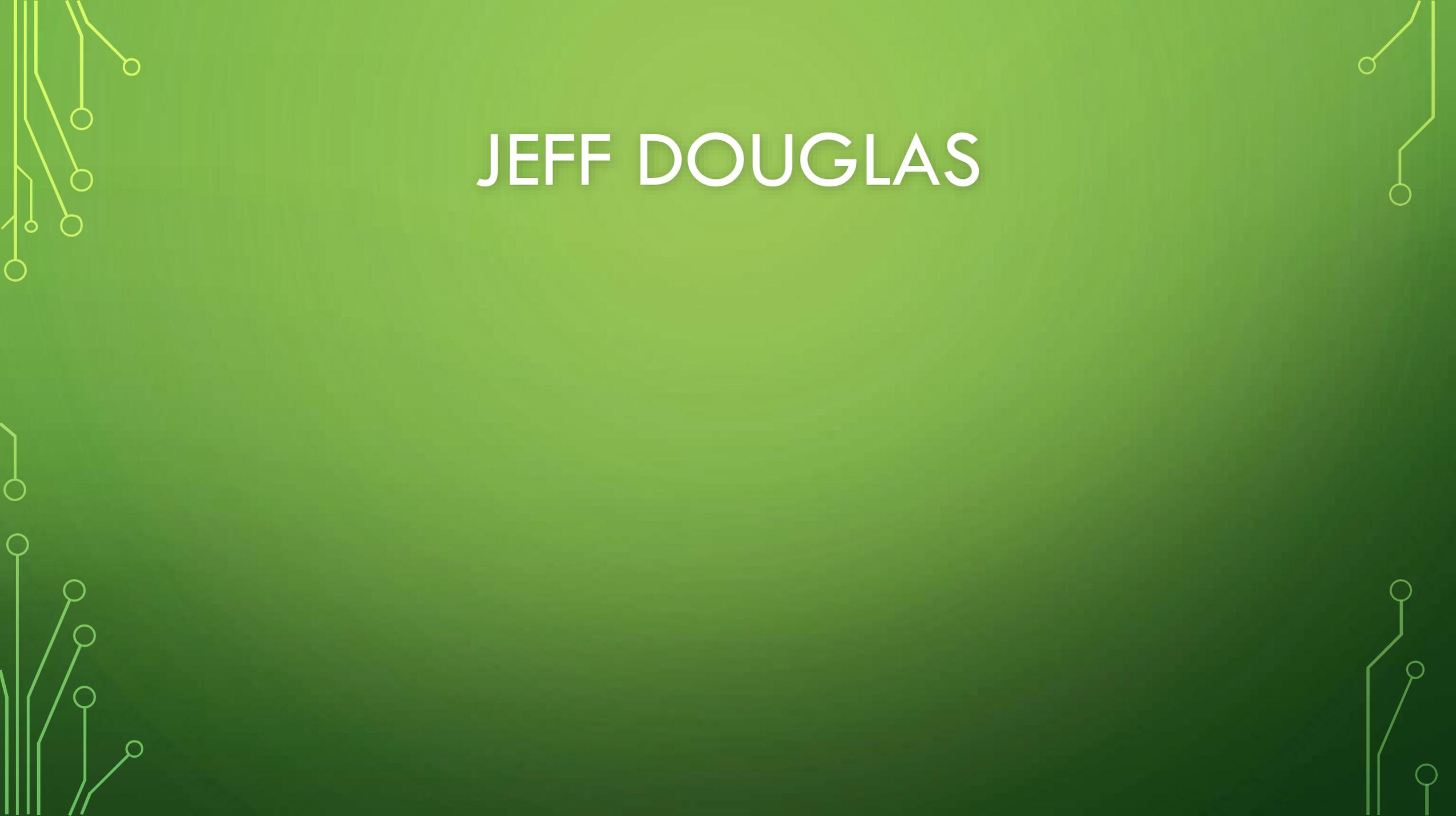
Type	Name	Submission Date	Request ID
------	------	-----------------	------------

NRCS Home | USDA.gov | Site Map | Civil Rights | FOIA | Accessibility Statement  
Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | Whitehouse.gov | Technical Support | Email - ClientGateway@com7@nrc.usda.gov

# Client Gateway usage and Workload

- Its up to you!
- If you encourage its use, **MANY** of your contract participants may use it.
  - Promote the benefits of exchanging signed documents including 1245s, etc using Client Gateway rather than driving to and from the office
  - Participants can check on the status of their payments without calling you.
- If you do not encourage its use, a few of your clients may wish to use it.



The background is a dark green gradient. In the four corners, there are decorative white line-art patterns resembling circuit traces or a stylized tree structure. These patterns consist of vertical lines that branch out at various angles, ending in small circles.

JEFF DOUGLAS

# DOCUMENT MANAGEMENT SYSTEM

- **DMS -**
- **A Basic Overview**

May 2, 2017

# WHAT IS DMS?

**DMS is an electronic database that is utilized by NRCS to store planning, contracting, and payment documentation.**

**DMS is now considered the “Official” customer casefile.**

**DMS is used for application quality assurance reviews, obligation reviews, contract management, contract cancellation & termination requests, and much more.**

**DMS can be accessed by anyone, with appropriate permissions, 24 hours a day, 7 days a week.**

# **DMS PLUSES AND MINUSES**

**Generally, it is easy to access, find, upload, and download documents.**

**Compatible with Client Gateway (More on that by someone less boring than me)**

**All required parties have access and can access the site from tele-work locations, while on travel status, etc.**

**Many of the documents require scanning into a PDF format and separation into individual files for upload. This can be a long and arduous process. This task alone eats up huge amounts of staff time.**

**If documents are not uploaded correctly, they can be a real pain to find.**

**It can be difficult to know if actions have been taken or completed, since there is no notification of actions within DMS.**

# **A LOOK INTO DMS**

**You will need a Login, with permissions, to access and utilize the DMS site. Discuss with your local DC, as they will need to submit an AD-1143 to request access for you. Documents for upload need to be saved in the PDF format. File passwords are NOT required, nor should they be used.**

# IMMEDIATELY AFTER LOGIN, THE “UPLOAD DOCUMENT” TAB OPENS

The screenshot displays the NRCS Document Management interface. At the top left is the NRCS logo with the text "NRCS Document Management". To the right of the logo, it says "User Logged In: JEFFREY DOUGLAS". At the top right is the USDA logo and the text "Session expires in 20 minutes Logout".

The main content area is titled "Upload Document" and contains the following fields:

- File For Upload:** A text input field with a "Browse..." button and an "Upload" button.
- Choose Document Category (Opt.):** A dropdown menu currently showing "--".
- Choose Document Type:** A dropdown menu currently showing "--".
- Comments:** A text area with a vertical scrollbar.

A left-hand navigation menu includes the following items:

- Documents
- Upload Document
- Search
- Agreements
- Clients
- My Uploads
- Audit Review
- My Roles
- Request Id
- Other
- Close All Tabs

# BROWSE FOR THE FILES YOU WANT TO UPLOAD

The screenshot displays the NRCS Document Management web application. The top navigation bar includes the NRCS logo, the user name "User Logged In: JEFFREY DOUGLAS", and a session expiration notice "Session expires in 20 minutes Logout". A sidebar on the left contains navigation links for Documents, Upload Document, Search, Agreements, Clients, My Uploads, Audit Review, My Roles, Request Id, and Other. The main content area features an "Upload Document" button and a "File For Upload:" field with "Browse..." and "Upload" buttons. A "Choose Document" dropdown is also visible. A file explorer window is open, showing a directory structure with a table of files. The table lists files such as "QA Checklist\_12\_2016.pdf", "R02.pdf", "1200.pdf", "Farm\_Data\_Report.pdf", "NOTES.pdf", "Landcontrol.pdf", "organicL.pdf", "SAM verification.pdf", and "Screening-EQIP Organic Initiative Self-Cert Worksheet.pdf". The file explorer also shows a sidebar with navigation options like Favorites, Libraries, and Computer.

**File For Upload:**

**Choose Document:**

Name	Date modified	Type	Size
QA Checklist_12_2016.pdf	4/12/2017 9:47 PM	Adobe Acrobat D...	348 KB
R02.pdf	4/12/2017 2:34 PM	Adobe Acrobat D...	10 KB
1200.pdf	4/12/2017 9:29 PM	Adobe Acrobat D...	2,162 KB
Farm_Data_Report.pdf	4/12/2017 2:37 PM	Adobe Acrobat D...	4 KB
NOTES.pdf	4/14/2017 2:58 PM	Adobe Acrobat D...	54 KB
Landcontrol.pdf	4/12/2017 3:22 PM	Adobe Acrobat D...	192 KB
organicL.pdf	4/14/2017 3:05 PM	Adobe Acrobat D...	37 KB
SAM verification.pdf	7/7/2016 5:06 PM	Adobe Acrobat D...	138 KB
Screening-EQIP Organic Initiative Self-Cert Worksheet.pdf	4/14/2017 2:37 PM	Adobe Acrobat D...	18 KB

# THERE ARE 11 DOCUMENT CATEGORIES. FOR PROGRAM APPLICATIONS, WE TYPICALLY USE 7 OF THEM

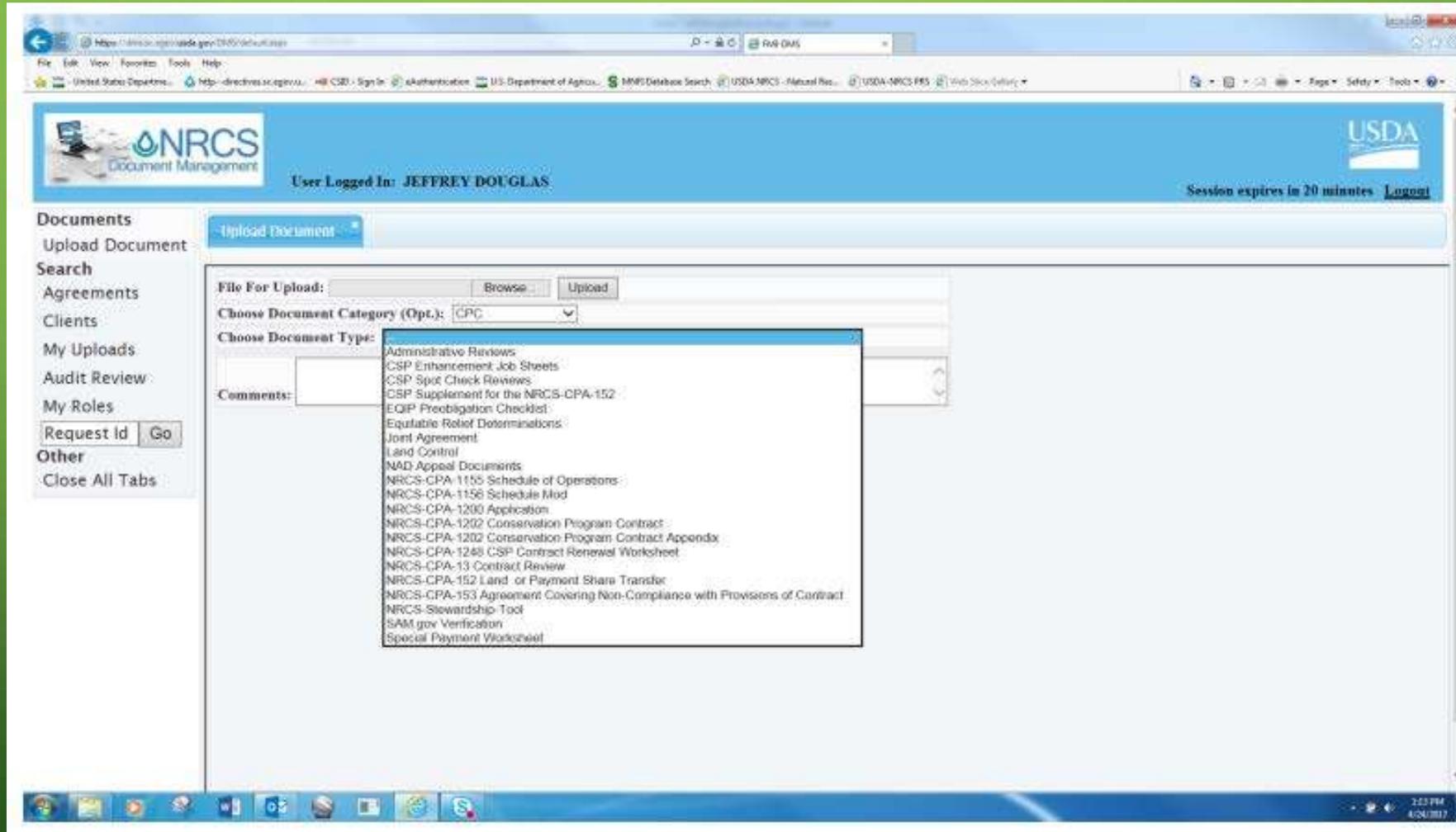
The screenshot displays the NRCS Document Management web application interface. At the top, the NRCS logo is on the left and the USDA logo is on the right. The user is logged in as JEFFREY DOUGLAS, and the session expires in 19 minutes. A 'Logout' link is visible. The main content area is titled 'Upload Document' and contains the following fields:

- File For Upload:** A text input field with 'Browse...' and 'Upload' buttons.
- Choose Document Category (Opt.):** A dropdown menu currently open, showing 11 categories: Assignment, CPC, Conservation Plan, Correspondence, Design/Certify, Evaluate, Other, Payment, Signatory, Vendor, and Waiver.
- Choose Document Type:** A dropdown menu with '--' selected.
- Comments:** A text area for entering notes.

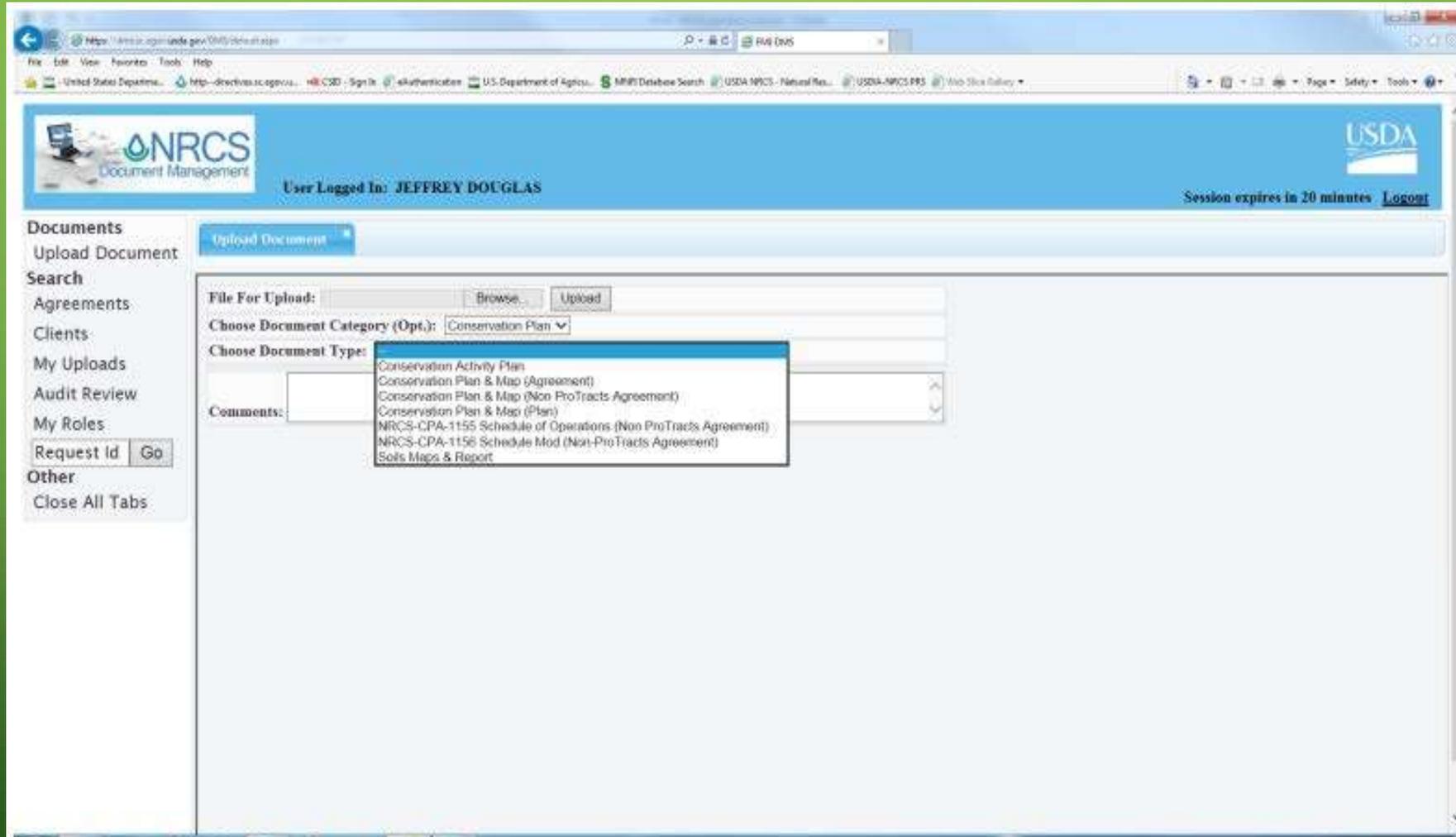
A left-hand navigation menu includes links for Documents, Upload Document, Search, Agreements, Clients, My Uploads, Audit Review, My Roles, Request Id (with a Go button), and Other (with a Close All Tabs button).

# CPC – CONTRACTING, PROGRAM, AND COMPLIANCE DOCUMENTS

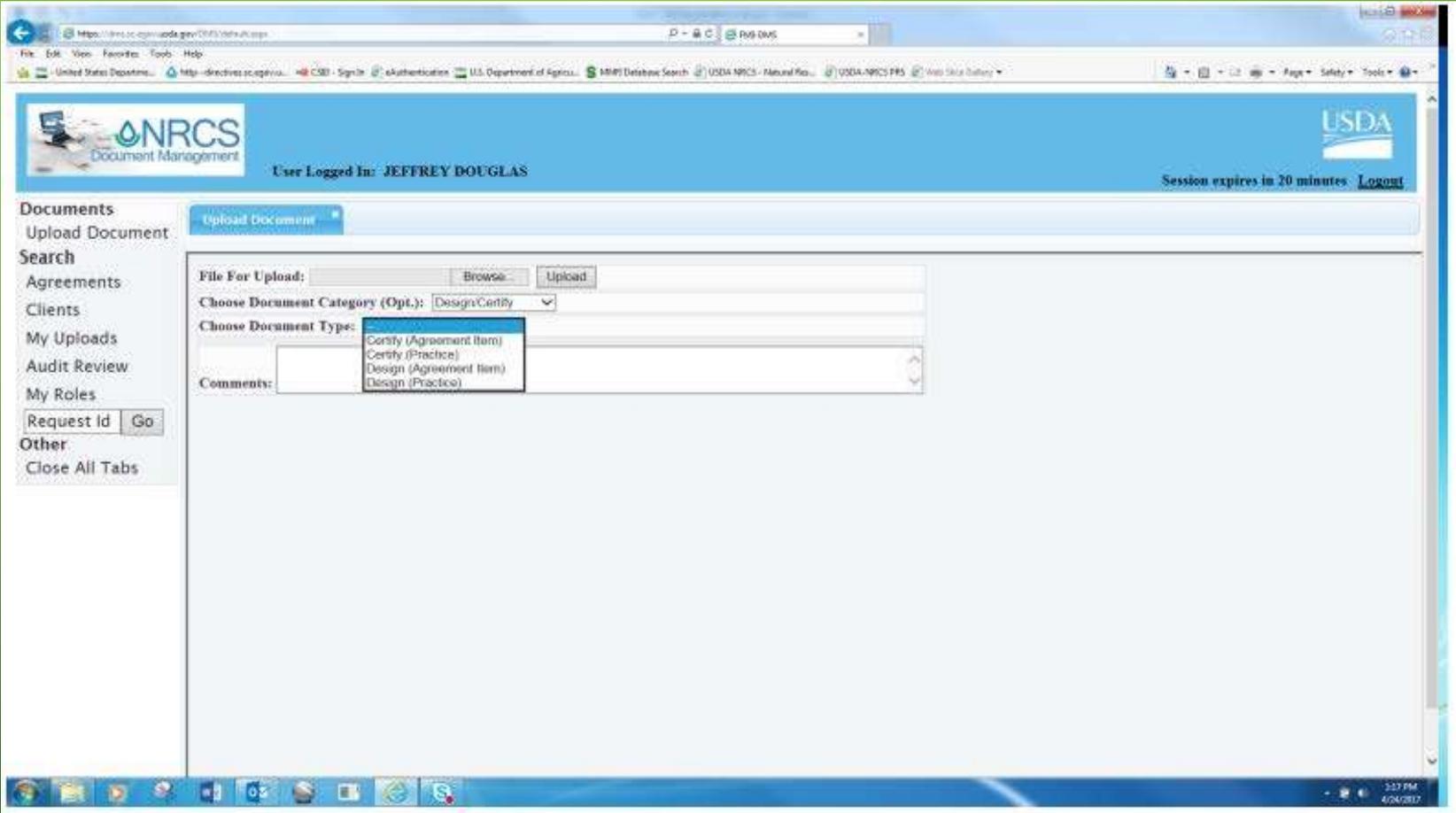
THIS CATEGORY IS UTILIZED EXTENSIVELY DURING APPLICATION PROCESS



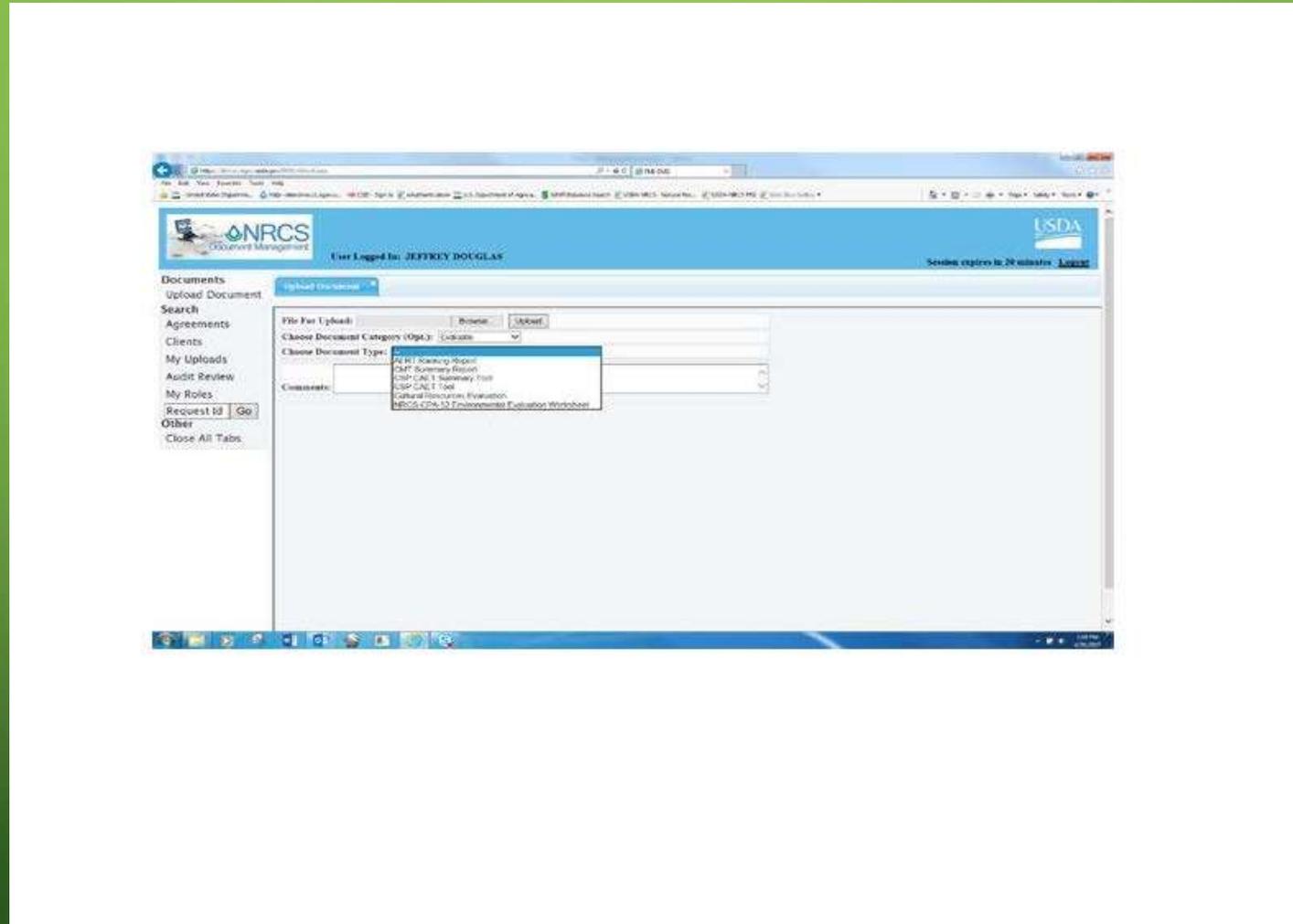
# CONSERVATION PLAN CATEGORY – UTILIZED EXTENSIVELY DURING THE APPLICATION PROCESS



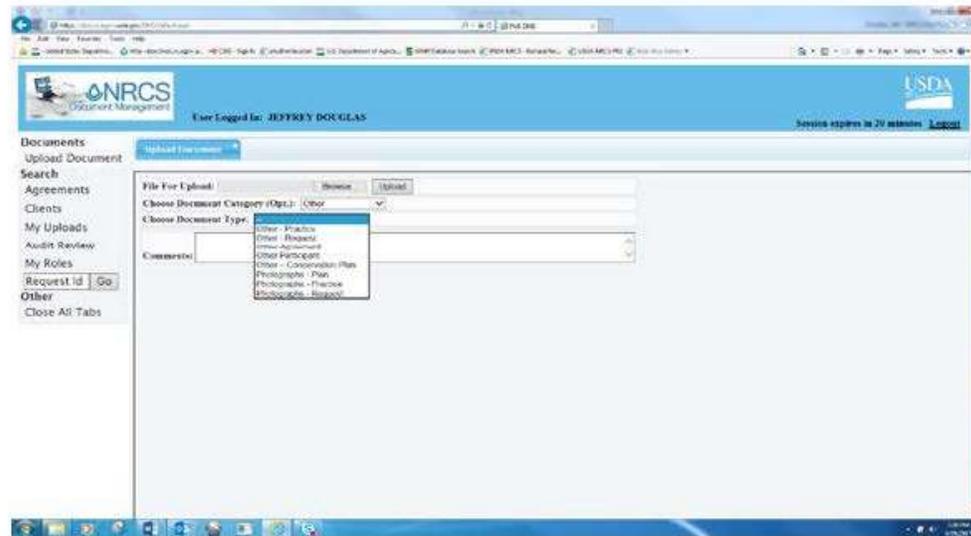
FOR APPLICATIONS, THE “DESIGN (PRACTICE)” DOCUMENT OR THE “DESIGN (AGREEMENT ITEM)” ARE USED TO UPLOAD THE PLANNED PRACTICE DESIGN DOCUMENTS.



THE EVALUATE CATEGORY IS WHERE CRITICAL DOCUMENTS TO SUPPORT APPLICATION VALIDITY AND THE RANKING CRITERIA FOR SELECTION ARE UPLOADED



THE “OTHER” CATEGORY IS A CATCH-ALL CATEGORY FOR ITEMS THAT DO NOT FIT INTO THE PREVIOUS CATEGORIES. THIS IS A VITAL CATEGORY FOR APPLICATIONS TO UPLOAD ITEMS SUCH AS CONS 6 NOTES, LETTERS, PLANNING PHOTOS, ETC.



# SEARCH FOR AN EXISTING AGREEMENT NUMBER TO VERIFY WHAT HAS BEEN UPLOADED, WHEN, AND BY WHOM.

The screenshot shows the NRCS Document Management web application. The top navigation bar includes the NRCS logo, the text "User Logged In: JEFFREY DOUGLAS", and the USDA logo. A session expiration notice "Session expires in 20 minutes" is visible in the top right. A left-hand sidebar contains navigation links: Documents, Upload Document, Search, Agreements, Clients, My Uploads, Audit Review, My Roles, Request Id (with a Go button), Other, and Close All Tabs. The main content area features a search bar with the text "Enter Search String: 745D21" and a "Search" button. Below the search bar is a table titled "Agreements" with the following columns: Agreement Nbr, Decision Maker, Program, Fisc. Year, Servicing Office, County, and State. A single row of data is displayed: Agreement Nbr: 745D21, Decision Maker: [REDACTED], Program: EQIP 2014, Fisc. Year: 2014, Servicing Office: PAW PAW SERVICE CENTER, County: VAN BUREN, State: MI. At the bottom of the page, there is a footer indicating "Page 1 of 1" and "Found: 1".

Agreement Nbr	Decision Maker	Program	Fisc. Year	Servicing Office	County	State
745D21	[REDACTED]	EQIP 2014	2014	PAW PAW SERVICE CENTER	VAN BUREN	MI

CLICK ON THE AGREEMENT NUMBER AND THIS WINDOW OPENS. THIS WINDOW ALLOWS YOU TO SEE MOST OF THE UPLOADED DOCUMENTS THAT UTILIZED THE AGREEMENT NUMBER DURING THE INITIAL UPLOAD PROCESS.

The screenshot displays the NRCS Document Management interface. At the top, the NRCS logo and 'Document Management' text are on the left, and the USDA logo is on the right. The user is logged in as 'JEFFREY DOUGLAS' and the session expires in 20 minutes. A sidebar on the left contains navigation options: Documents, Upload Document, Search, Agreements, Clients, My Uploads, Audit Review, My Roles, Request Id, Go, Other, and Close All Tabs. The main content area shows details for agreement '745D21'. The details include: Status (redacted), Address (redacted), Phase: Contract, Program: EQIP 2014, Phone (redacted), FY: 2014, Email (redacted), Office: PAW PAW SERVICE CENTER, County: VAN BUREN, and State: Michigan. There is an 'Obligation Review' button. Below the details are dropdown menus for 'Choose Document Category (Opt.)' and 'Choose Document Type', followed by an 'Upload Document' button. A table titled 'Documents' lists the following entries:

Doc. Type	Title	Ver.	Client(s)	Ag. Mod	Ag. Items	Last Upd.	Sig. Types	Actions
<input type="checkbox"/> Cancellation Letter	<a href="#">Cancellation Letter</a>	1.0	[redacted]			12/14/2016		replace   version
<input type="checkbox"/> Other Agreement	<a href="#">MI Contract Cancellation</a>	1.0	[redacted]			11/14/2016		replace   version
<input type="checkbox"/> Correspondence	<a href="#">Cancellation Request Letter</a>	2.0	[redacted]			11/14/2016		replace   version
<input type="checkbox"/> NRCS-CPA-1155 Schedule of Operations	<a href="#">NRCS-CPA-1155 Schedule of Operations</a>	2.0	[redacted]	0		11/14/2016	Participant, Technical, NRCS Approving Official	replace   version
<input type="checkbox"/> Conservation Plan & Map (Agreement)	<a href="#">CPA 52</a>	1.0	[redacted]			11/14/2016		replace   version

## SPECIAL NOTE FOR UPLOADING DOCUMENTS:

When uploading a document into DMS, it is not uncommon to receive an “Upload Failed” error. 99% of the time, this is because an earlier version of this document already exists in DMS. You are probably uploading an updated version of the document, which causes this message. You will need to search for the earlier version of the document you wish to upload. Once you find the earlier version, you have two options; “Version” and “Replace”. I usually recommend the “Version” option be used when uploading an updated document. The replace option can be used, but, Be Careful. An earlier version of the document may need to be retained in DMS for documentation related to an application under consideration (as well as the updated version of the document). “Replace” can delete the earlier version of the document.

Use “Replace” cautiously.

YOU CAN SEE THE EXISTING DOCUMENT UPLOADS AND THE DATE THE DOCUMENT WAS UPLOADED. YOU CAN ADD A UPDATED VERSION OF THE SAME DOCUMENT OR REPLACE A DOCUMENT THROUGH THE “ACTIONS” COLUMN. YOU CAN ALSO SEE HOW MANY VERSIONS OF THE DOCUMENT HAVE BEEN UPLOADED

<input type="checkbox"/>	Doc. Type	Title	Ver.	Client(s)	Agr. Mod	Agr. Items	Last Upd.	Sig. Types	Actions
<input type="checkbox"/>	Cancellation Letter	<a href="#">Cancellation Letter</a>	1.0	[REDACTED]			12/14/2016		replace   version
<input type="checkbox"/>	Other Agreement	<a href="#">MI Contract Cancellation</a>	1.0	[REDACTED]			11/14/2016		replace   version
<input type="checkbox"/>	Correspondence	<a href="#">Cancellation Request Letter</a>	2.0	[REDACTED]			11/14/2016		replace   version
<input type="checkbox"/>	NRCS-CPA-1155 Schedule of Operations	<a href="#">NRCS-CPA-1155 Schedule of Operations</a>	2.0	[REDACTED]	0		11/14/2016	Participant, Technical, NRCS Approving Official	replace   version
<input type="checkbox"/>	Conservation Plan & Map (Agreement)	<a href="#">CPA 52</a>	1.0	[REDACTED]			11/14/2016		replace   version
<input type="checkbox"/>	Conservation Plan & Map (Agreement)	<a href="#">Conservation Plan</a>	1.0	[REDACTED]			11/14/2016	Participant, NRCS Approving Official	replace   version
<input type="checkbox"/>	NRCS-CPA-1202 Conservation Program Contract Appendix	<a href="#">NRCS-CPA-1202 Conservation Program Contract Appendix</a>		[REDACTED]			11/14/2016	Participant	replace
<input type="checkbox"/>	NRCS-CPA-1202 Conservation Program Contract	<a href="#">NRCS-CPA-1202 Conservation Program Contract</a>	1.0	[REDACTED]			11/14/2016	Participant, NRCS Approving Official	replace   version
<input type="checkbox"/>	NRCS-CPA-1200 Application	<a href="#">Application 1200</a>		[REDACTED]			11/14/2016	Participant	replace
<input type="checkbox"/>	NRCS-CPA-13 Contract Review	<a href="#">NRCS-CPA-13 Contract Review</a>	1.0	[REDACTED]	0		08/22/2016	NRCS Approving Official	replace   version

Open Selected Documents | Page 1 of 2 | Found: 12

ONE CAN ALSO ACCESS VARIOUS DOCUMENTS THROUGH THE APPLICANT'S NAME. HOWEVER, THIS SEARCH CRITERIA SHOULD BE USED CAREFULLY...



SINCE THERE CAN BE SEVERAL PROGRAM APPLICANTS AND PARTICIPANTS WITH THE SAME NAME. MAKE SURE YOU SELECT THE CORRECT APPLICANT'S NAME, AS YOU CAN UPLOAD DOCUMENTS TO THE WRONG APPLICANT'S FOLDER. THIS IS ESPECIALLY CRITICAL FOR/DURING QUALITY ASSURANCE REVIEWS. I TYPED MY LAST NAME IN AND RECEIVED 26 HITS. (NOTE: ONLY 10 CLIENTS DISPLAYED PER PAGE; THERE ARE 3 PAGES)

The screenshot shows the NRCS Document Management interface. At the top, the NRCS logo and 'Document Management' text are on the left, and the USDA logo is on the right. The user is logged in as 'JEFFREY DOUGLAS' and the session expires in 20 minutes. A left-hand navigation menu includes options like 'Documents', 'Upload Document', 'Search', 'Agreements', 'Clients', 'My Uploads', 'Audit Review', 'My Roles', 'Request Id', and 'Other'. The main content area shows a search for 'Douglas' with 'Exact Word Match' selected. Below the search bar is a table with columns for Name, Street Address, City, State, Zip Code, and Phone. The table content is redacted with a black box. At the bottom of the table, it says 'Page 1 of 3' and 'Found: 26'.

## FINAL NOTES-

- **Most DC's and/or Field Offices have developed naming conventions for documents saved in the PDF file format, ready for upload.**
- **Most, if not all, of the application documents are stored in a designated location on the server; prior to upload.**
- **Scanning documents, extracting and saving them into the required format & naming convention and into the designated server location is a very time consuming process. If this step is completed accurately, then document uploading usually goes smoothly.**

KIM WIEBER

May 2, 2017

ST JOSEPH RIVER WATERSHED  
PARTNERSHIP INITIATIVE  
RCPP

# Agreement

**Purpose:** Bi-state project addressing the primary resource concerns of water quantity (groundwater withdrawal) and water quality (sediment). The secondary resource concerns are soil health and at-risk wildlife species.

**Objective:** Result in groundwater conservation, increased water infiltration, reduced phosphorus and sediment loading, and increased fish and wildlife habitat quality and quantity.

Agreement Length: 5 years

Expires: April 30, 2020

# Agreement Funding

- Financial Assistance (FA) Funds
- NRCS Technical Assistance (TA) Funds
- Partner Contributions

# NRCS TA

TA will be used by NRCS for the following:

- Conservation Planning
- Processing EQIP and WRE applications
- EQIP & WRE Program Contract Administration
- Practice Implementation

# Partner Financial Contribution

Total Committed: \$6,104,612

Contribution to-date: \$452,814

Partner Contributions include:

- Technical Assistance for planning and practice implementation
- Outreach
- In-Kind

# Partnership Responsibilities

- Develop & implement a target outreach campaign
- Develop ranking criteria to best address targeted resource concerns
- Partners Assist in the development of 450 conservation plans
- Increase irrigation conservation practices and reduce sediment and nutrient loading into the SJRW (increase EQIP by 450 contracts)
- Restore and enhance 227 acres of wetlands through ACEP-WRE
- Monitoring to evaluate and adapt efforts to achieve the projects expected results
- Annually evaluate, document and report results to county, sub-watershed and SJRW.
- Submit a written performance report every 6 months
  - Goals and objective accomplishments
  - Quantified project outputs
  - Partner contributions

# Outreach

## EQIP

- Conduct pre-project social indicator study
- Conduct post project social indicator study
- Produce 24 news articles
- Hold 12 workshops
- Hold 12 field days

## WRE

- Produce 12 news articles
- Hold 4 workshops
- Hold 4 field days

# Outreach Accomplishments

- Pre-Project Social Indicator Study – Under development
- Ranking Developed for EQIP and WRE
- 4 news articles

# Technical Assistance

- Assist in the development of 450 conservation plans
  - Restore and protect 227 acres of wetlands
  - Reduce sediment load to surface water by 38,250 tons
  - Reduce phosphorus entering surface water by 96,205 pounds
  - Reduce nitrogen from entering surface water 580 tons
  - Reduce water use by 3,071,428,571 gallons
  - Increase bird populations by 10 percent (pheasant/turkey brood and waterfowl counts)
- Monitoring and modeling outcomes

# Reporting

Report Required every 6 months

- Meeting goals and objectives for the reporting period
- Year-to-date status
- Reasons goals and objectives are not being met
- Monitoring results
- Partner contributions for reporting period and total to-date

# EQIP ACHIEVEMENTS

	Allocated Funds	ACCOMPLISHMENT			Remaining Funds
		Contracts	Acres	Obligations	
Indiana	\$1,632,000	52	16,615	\$1,625,199	\$6,801
Michigan	\$2,448,000	6	1,473.0	\$377,864	\$2,070,136
Total	\$4,080,000	58	18,088	\$2,003,063	\$2,076,937

\*Indian transferred remaining \$6,801 to Michigan

# ACEP-WRE ACHIEVEMENTS

	Allocated Funds	Obligated Funds	Applications
Indiana	\$544,000	\$0	0
Michigan	\$816,000	\$0	0

# Enhancing Project Participation



*Summary*

MIKE STICKLE

# Resource Concern Identification





# NRCS-CPA-52

U.S. Department of Agriculture Natural Resources Conservation Service		NRCS-CPA-52 4/2013	
<b>ENVIRONMENTAL EVALUATION WORKSHEET</b>		<b>A. Client Name:</b>	
		<b>B. Conservation Plan ID # (as applicable):</b> <b>Program Authority (optional):</b>	
<b>D. Client's Objective(s) (purpose):</b>  <input type="checkbox"/>		<b>C. Identification # (farm, tract, field # by landuse, etc. as required):</b>	
<b>E. Need for Action:</b> <i>problem identification statement.</i>	<b>H. Alternatives</b>		
	<b>No Action</b> ✓ if RMS <input type="checkbox"/>	<b>Alternative 1</b> ✓ if RMS <input type="checkbox"/>	<b>Alternative 2</b> ✓ if RMS <input type="checkbox"/>
	<i>describe the current land mgt or structural practices</i>	<i>Enter the practice names &amp; codes</i>	<i>Enter practice names &amp; codes if a second alternative is being recommended.</i>

## Resource Concerns

In Section "F" below, analyze, record, and address concerns identified through the Resources Inventory process.  
(See FOTG Section III - Resource Planning Criteria for guidance).

<b>F. Resource Concerns and Existing/ Benchmark Conditions</b> (Analyze and record the existing/benchmark conditions for each identified concern)	I. Effects of Alternatives					
	<i>No Action</i>		<i>Alternative 1</i>		<i>Alternative 2</i>	
	Amount, Status, Description <i>(Document both short and long term impacts)</i>	√ if does NOT meet PC	Amount, Status, Description <i>(Document both short and long term impacts)</i>	√ if does NOT meet PC	Amount, Status, Description <i>(Document both short and long term impacts)</i>	√ if does NOT meet PC
<b>SOIL: EROSION</b>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
		NOT meet PC		NOT meet PC		NOT meet PC
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
		NOT meet PC		NOT meet PC		NOT meet PC
<b>SOIL: SOIL QUALITY DEGRADATION</b>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
		NOT meet PC		NOT meet PC		NOT meet PC
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
		NOT meet PC		NOT meet PC		NOT meet PC
<b>WATER: EXCESS / INSUFFICIENT WATER</b>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
		NOT meet PC		NOT meet PC		NOT meet PC
<b>WATER: WATER QUALITY DEGRADATION</b>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
		NOT meet PC		NOT meet PC		NOT meet PC
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
		NOT meet PC		NOT meet PC		NOT meet PC

**Special Environmental Concerns: Environmental Laws, Executive Orders, policies, etc.**

In Section "G" complete and attach Environmental Procedures Guide Sheets for documentation as applicable. Items with a "●" may require a federal permit or consultation/coordination between the lead agency and another government agency. In these cases, effects may need to be determined in consultation with another agency. Planning and practice implementation may proceed for practices not involved in consultation.

G. Special Environmental Concerns (Document existing/ benchmark conditions)	J. Impacts to Special Environmental Concerns					
	No Action		Alternative 1		Alternative 2	
	Document all impacts (Attach Guide Sheets as applicable)	needs furthe r actio	Document all impacts (Attach Guide Sheets as applicable)	needs furthe r actio	Document all impacts (Attach Guide Sheets as applicable)	needs furthe r actio
●Clean Air Act <i>Guide Sheet FS1 FS-2</i>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
●Clean Water Act /Waters of the U.S. <i>Guide Sheet Fact Sheet</i>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
●Coastal Zone Management <i>Guide Sheet Fact Sheet</i>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Coral Reefs <i>Guide Sheet Fact Sheet</i> Not Applicable in the State of Michigan	No Effect Not Applicable in the State of Michigan	<input type="checkbox"/>	No Effect Not Applicable in the State of Michigan	<input type="checkbox"/>	No Effect Not Applicable in the State of Michigan	<input type="checkbox"/>
●Cultural Resources /Historic Properties <i>Guide Sheet Fact Sheet</i>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
●Endangered and Threatened Species <i>Guide Sheet Fact Sheet</i>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Environmental Justice <i>Guide Sheet Fact Sheet</i>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
●Essential Fish Habitat <i>Guide Sheet Fact Sheet</i> Not Applicable in the State of Michigan	No Effect Not Applicable in the State of Michigan	<input type="checkbox"/>	No Effect Not Applicable in the State of Michigan	<input type="checkbox"/>	No Effect Not Applicable in the State of Michigan	<input type="checkbox"/>

# E-FOTG

The screenshot displays the E-FOTG (Electronic Field Office Technical Guide) website. At the top, the browser address bar shows the URL <https://efotg.nrcs.usda.gov/branches/25.aspx>. The page header includes the United States Department of Agriculture logo and the text "NRCS Natural Resources Conservation Service". On the right side of the header, it says "BERRIEN COUNTY, MI" and "Field Office Technical Guide".

The main content area is divided into several sections:

- Left Sidebar:** A navigation menu with a search box and a dropdown for "Section I". Below it are links for "Table Of Contents", "Water Quality Monitoring", "Activities", "Reference Lists", "Economic Cost Data", "Maps", "Erosion prediction", "Laws", "eTech Guide Notices", and "Michigan Technical Notes".
- FOTG Home Page:** A section with a green header. It contains a "What Is FOTG?" section explaining that technical guides are primary scientific references for NRCS. It also includes a link to "What's Changed Recently" and a "Draft FOTG" section with a "Draft" icon.
- What's Changed Recently:** A section with a blue header and a "What's Changed Recently" icon. It includes a link to "...more (last 30 days)".
- Draft FOTG:** A section with a blue header and a "Draft" icon.
- What's In FOTG?:** A section with a blue header listing sections I through V with their respective topics: Section I (General References), Section II (Natural Resources Information), Section III (Conservation Management Systems), Section IV (Practice Standards and Specifications), and Section V (Conservation Effects).
- In The Spotlight:** A section with a blue header and a "Tools" sub-section. It features a "Technical Materials" link and a "Notice" icon.
- State Specific Notices:** A section with a blue header and a "Notice" icon.

At the bottom of the page, there is a footer with the text: "NRCS | USDA | Accessibility Statement | USDA Privacy Policy | USDA Nondiscrimination Statement | E-FOIA".

# Job Sheets



## Cover Crops

MI Conservation Sheet

340

Natural Resources Conservation Service (NRCS)

June 2010



### CONSIDERATIONS

#### Timing:

Sow cover crops in a timely manner to maintain a good stand. See the MI NRCS 340 Cover Crop Standard for seeding rates and dates.

Maintain an actively growing cover crop as late as feasible to maximize plant growth, allowing time to prepare the field for the next crop.

Aerial seeded cover crops into soybeans, especially wheat, rye, and oats, are best if seeded prior to soybean leaf drop.

Aerial seeding of oats into soybeans (seeded prior to harvest) can add additional residue cover without the need to kill the cover crop the

COVER CROP SPECIFICATIONS			340
Farm:	Field(s):	Tract:	Date:
Crop Rotation:	Current Crop:	Next Crop:	

**REQUIREMENTS**

Purpose:  Reduce erosion  Increase organic matter  Capture nutrients  Fix nitrogen  
 Weed suppression  Pest Suppression  Soil Moisture Conservation Other \_\_\_\_\_

Seedbed preparation _____ _____ _____	Fertilizer _____ _____ _____
---	------------------------------------

F no.	Species:	Seeding Rates	Seeding Depth	Seeding Dates

Establishment procedure including planned rate and timing of nutrient application if needed, approximate date for destroying cover crop and other information needed to establish and manage the cover crop.

**Certification: This practice meets the Michigan NRCS 340 Standard and Specifications (yes or no)**

Certified by (NRCS or TSP) \_\_\_\_\_ Date: \_\_\_\_\_

This practice was applied according to specifications (yes or no)

Client: \_\_\_\_\_ Date: \_\_\_\_\_

# Conservation Plan



BERRIEN SPRINGS SERVICE CENTER  
3334 EDGEWOOD RD  
BERRIEN SPRINGS, MI 49103-9553  
2694714112 ext. 3

SHERMAN REED/MIKE STICKLE  
DISTRICT CONSERVATIONIST/SCT

## Conservation Plan

Conservation Farmer  
No-till Way  
USA

### Brush Management(314)

Remove, reduce or manipulate brush species to achieve the desired plant community.

Tract	Field	Planned Amount	Month	Year	Applied Amount	Date
117	3	8.3 ac	10	2017		
117	4	2.3 ac	10	2017		
Total:		10.6 ac				

### Conservation Cover(327)

Establish perennial vegetative cover on land temporarily removed from agricultural production.

Tract	Field	Planned Amount	Month	Year	Applied Amount	Date
117	4	2.3 ac	4	2018		
Total:		2.3 ac				

### Forest Stand Improvement(666)

Manipulate species composition, stand structure and/or stocking by killing trees for purposes such as increasing the quantity and quality of forest products, harvesting forest products, initiating tree/shrub regeneration, reducing wildfire hazard, and restoring natural communities. Install the practice per the specifications below or as described in the 666 job sheet provided for this land unit.

Specifications include site-specific information (an engineering design, job sheet, etc.) describing installation, operation, and maintenance of this practice to meet current NRCS standards and specifications at the time of installation. Practice implementation should not begin until you have received this detailed information. If applying for financial assistance, do not begin installation until notified by NRCS.

Tract	Field	Planned Amount	Month	Year	Applied Amount	Date
117	3	8.3 ac	10	2018		
Total:		8.3 ac				

### CERTIFICATION OF PARTICIPANTS

\_\_\_\_\_  
SALLY ALATALO

\_\_\_\_\_  
DATE

### CERTIFICATION OF:

DISTRICT CONSERVATIONIST/SCT

\_\_\_\_\_  
SHERMAN REED/MIKE STICKLE

CONSERVATION DISTRICT

\_\_\_\_\_  
BERRIEN COUNTY CONSERVATI DATE

# Conservation Plan Map

## Plan Map

Date: 7/8/2016

Customer(s): Conservation Farmer  
District: BERRIEN COUNTY CONSERVATION DISTRICT

Field Office: BERRIEN SPRINGS  
Agency: USDA - NRCS  
Assisted By: MICHAEL STICKLE  
State and County: MI, Berrien County, Michigan

Legal Description: USA



### Practice name

- Brush Management
- Conservation Cover
- Early Successional Habitat
- Forest Stand Improvement
- Master\_16
- Roads
- Soil



# Soil Documentation

USDA Natural Resources Conservation Service

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[Area of Interest \(AOI\)](#) | [Soil Map](#) | [Soil Data Explorer](#) | [Download Soils Data](#) | [Shopping Cart \(Free\)](#)

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Search

Map Unit Legend

**Berrien County, Michigan (MI021)**

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
28B	Rumer loamy fine sand, 0 to 4 percent slopes	6.2	43.4%
36	Pewamo silt loam	5.5	38.5%
57A	Thetford loamy sand, 0 to 2 percent slopes	2.6	18.1%
65F	Udorthents and Udipsammments, 18 to 90 percent slopes	0.0	0.0%
<b>Totals for Area of Interest</b>		<b>14.3</b>	<b>100.0%</b>

Soil Map

**Warning: Soil Map may not be valid at this scale.**

You have zoomed in beyond the scale at which the soil map for this area is intended to be used. Mapping of soils is done at a particular scale. The soil surveys that comprise your AOI were mapped at 1:15,800. The design of map units and the level of detail shown in the resulting soil map are dependent on that map scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

# RUSLEII



## RUSLE2 Profile Erosion Calculation Record

### Info:

**File:** Conservation Farmer

**Access Group:** R2\_NRCS\_Fld\_Office

### Inputs: Before Planting

Location	Soil	Slope length (horiz)	Avg. slope steepness, %
USA\Michigan\Berrien County	SSURGO\Berrien County, Michigan\28B Rimer loamy fine sand, 0 to 4 percent slopes\Rimer Loamy fine sand 72	150	1.0

Management	Vegetation	Yield units	# yield units, #/ac
managements\CMZ 04\a.Single Year/Single Crop Templates\ORCHARDS AND VINYARDS\Orchard\Orchard; Mature, Cover between Rows, Year 6+ z4	vegetations\Orchard, cover betw rows	cwt	300
managements\CMZ 04\a.Single Year/Single Crop Templates\ORCHARDS AND VINYARDS\Orchard\Orchard; Mature, Cover between Rows, Year 6+ z4	vegetations\Orchard, cover betw rows	cwt	300

Contouring	Strips/barriers	Diversion/terrace, sediment basin	Subsurface drainage	Adjust res. burial level	General yield level	Rock cover, %
a. rows up-and-down hill	(none)	(none)	(none)	bury 30% less than normal	Base yield	0

### Outputs:

T value	Soil loss erod. portion	Detachment on slope	Soil loss for cons. plan	Sediment delivery	Net C factor	Net K factor	Crit. slope length	Surf. cover after planting, %
4	0	0.0016	0	0	0.00042	0.19	150	

Date	Operation	Vegetation	Surf. res. cov. after op, %
3/30/0	Sprayer, fungicide		60
4/1/0	Begin growth	Orchard, cover betw rows	59
4/10/0	Sprayer, fungicide		57
5/4/0	Sprayer, fungicide		87
5/4/0	Shredder, rotary mower		87
5/12/0	Sprayer, fungicide and insecticide tank mix		84
5/20/0	Sprayer, fungicide and insecticide tank mix		80
5/28/0	Sprayer, fungicide and insecticide tank mix		76
6/4/0	Shredder, rotary mower		93
6/7/0	Sprayer, insecticide post emergence		92
6/11/0	Sprayer, insecticide post emergence		90
6/16/0	Sprayer, fungicide		88
6/24/0	Sprayer, insecticide post emergence		83
7/4/0	Shredder, rotary mower		94

# WEPS



## Run Summary

Fred\_2

<b>Run Date:</b>	Monday, April 24, 2017, 10:50 AM		
<b>Client Name:</b>	Fred		
<b>Farm No:</b>	1234	<b>Tract No:</b> 9876	<b>Field No:</b> 1
<b>Run Location:</b>	C:\Documents and Settings\Mike.Stickle\My Documents\My WEPS Files\Runs		
<b>Management:</b>	Corn, silage, no manure, no fall till, pivot CMZ19.man		
<b>Soil:</b>	Blount_34B_78_L.ifc		

### Location Site Information

	<b>X-Length:</b>	933.4 ft	<b>Mode:</b>	NRCS
	<b>Y-Length:</b>	933.4 ft	<b>Soil Loss Tolerance (T):</b>	5.0 t/ac/yr
	<b>Area:</b>	20.0 ac	<b>Site:</b>	UNITED STATES MICHIGAN BERRIEN
	<b>Elevation:</b>	869.4 ft	<b>Location:</b>	41.95474° N, 86.41226° W
	<b>Orientation:</b>	0.0 °	<b>Cligen:</b>	EAU CLAIRE 4 NE
			<b>Windgen:</b>	Interpolated (41.95474° N, 86.41226° W)

### Erosion

Period	Crop/Residue	Gross Loss t/ac	Net Soil Loss From Field ( t/ac )		
			Total Creep/Salt.	Suspen.	PM10
Rot. year: 1	Corn, silage	0.3	0.2	0.1	Trace
Ave. Annual		0.3	0.2	0.1	Trace

### Crop Interval Erosion

Date Range	Days	Crop	Gross Loss t/ac	Net Soil Loss From Field ( t/ac )		
				Total Creep/Salt.	Suspen.	PM10
Sep 20, 01 - Sep 20, 01	365	Corn, silage				

### Harvests

Date	Crop	Residue lb/ac	Harvest Yield	Yield % Moisture
Sep 20, 01	Corn, silage	157	15.5 ton/ac	65.0

### Barriers

Location	Type	Height ft	Width ft	Porosity %
East	Trees 2r decd est leafon	35.0	31.5	40.0
West	Trees 2r decd 20yr leafon	25.0	22.5	48.0

# QUESTIONS

The slide features a white background with abstract green geometric shapes on the left and right sides. The shapes are composed of various shades of green, from light to dark, and are arranged in a way that creates a sense of depth and movement. The word "QUESTIONS" is centered in a bold, green, sans-serif font.