























Handouts included in the training materials

-  Training Disclaimer
-  Flowchart for New Applications and Funded Applications
-  Flowchart for Active Contracts
-  Receive and check Application for completeness
 - Print a Blank Application
 - Check application for completeness
 - Date stamp application
 - Check Signature Authority
- ProTracts "How-To" sheets
 -  Enter an Application
 -  Checking and Updating Subsidiary Data
 - Verifying FSA Subsidiary Information
 - Updating Participant Eligibility
 -  **Generate a Letter** ([SharePoint - FA Programs - Documents - ProTracts Guidance - Creating letters or mailing list for ProTracts applications or contracts 9-2011](#))
 -  **Deferring Applications** ([SharePoint - FA Programs - ProTracts Guidance - Deferring CSP & EQIP Applications in ProTracts 10-2015](#))
 - Change Application Status
 - Promote a Deferred Application
 -  Activating Vendor steps
 - Enter Vendor Information** ([SharePoint - FA Programs - CSP - CSP 2018-1 Obligation Process - Step 2 with process shown in Appendix B](#))
 - Check to see if vendor is active** ([SharePoint - FA Programs - CSP - CSP 2018-1 Obligation Process - Step 2 with process shown in Appendix B](#))
 -  Obligation Steps for SWCDs
 - Enter CSP Field Verification Date
 - Print Contract Documents for participant signatures (NRCS-CPA-1202, NRCS-CPA-1155, & Appendix)
 - Enter Signature dates for Obligation** ([SharePoint - FA Programs - EQIP - Guidance for Funded Applications - EQIP Obligation Process 2-2018 - Step 14](#))
 - Print approved NRCS-CPA-1202 & NRCS-CPA-1155
 -  EQIP Contract Payment Steps for SWCDs
 - Print payment document for participant signature (NRCS-CPA-1245)
 - Enter Signature dates for Payment (NRCS-CPA-1245)
 - Print approved NRCS-CPA-1245
 -  CSP Contract Payment Steps for SWCDs
 - Certify CMT supported CSP contract items for payment** ([SharePoint - IL Directives & Forms - IL Bulletins - FY18 Bulletins - IL Bulletin 300-18-7 - Making Conservation Stewardship Programs \(CSP\) Payments for CMT Supported Contracts](#))
 - Print payment document for participant signature (NRCS-CPA-1245)
 - Enter Signature dates for Payment (NRCS-CPA-1245)
 - Print approved NRCS-CPA-1245
 -  Contract Modification Steps for SWCDs
 - EQIP Commencement Modification** ([SharePoint - FA Programs - Protracts Guidance - Commencement, Practice Waiver, and CPA-153 Deadline Dates - Entering Commencement Date or Practice Waiver Expiration Date in ProTracts](#))
 - Print modification document (NRCS-CPA-1156)** ([SharePoint - FA Programs - Protracts Guidance - Modifications - EQIP Modification Guidance for ProTracts](#))
 - Enter Signature date for Modification (NRCS-CPA-1156)** ([SharePoint - FA Programs - Protracts Guidance - Modifications - EQIP Modification Guidance for ProTracts](#))
 - Print approved NRCS-CPA-1156
- DMS Help
 -  **Guidance on using the DMS 5-2018** ([SharePoint - FA Programs - Documents - DMS - Guidance on using the DMS 5-2018](#))
 -  Condensed DMS upload tables (with comments)
- Other helpful information
 -  Obligation tracking spreadsheet
 -  **Program 6-part folder assembly** ([SharePoint - FA Programs - Documents - Program Policy - Illinois Contract File Assembly and Management 7-2013](#))
 -  **Reading a contract number** ([SharePoint - FA Programs - Documents - Shared Documents - Winter Training FAP Business Tools Dec 2017](#))
 -  Websites (repeat from Summer Conference 2017)
- SharePoint
 -  Uploading documents to SharePoint for Area Quality Assurance Review (QAR)
 -  **SharePoint Outline** ([SharePoint - FA Programs - Documents - Shared Documents - FA Programs SharePoint Outline 8-20-2018](#))

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|---|---|
|  | = Indicates the handout - if the handout covers several items/steps, the subparts are listed below it |
| Handout title | = NRCS produced document or a portion of an NRCS produced document |
| (location) | = Where the NRCS document can be found |
| Handout title | = SWCD produced document |