Enter application into ProTracts

Some suggested items you may want to gather before entering the application in ProTracts include:

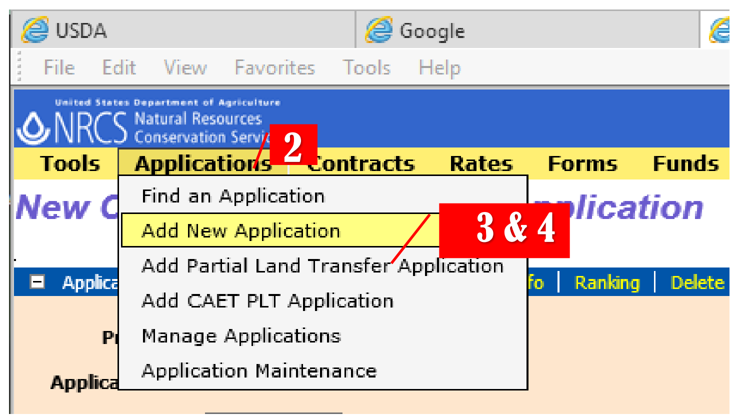
- the application
- a county plat book
- the Producer Farm Data Report for the applicant (ask an NRCS or FSA staff member to print you one)
- FSA Tract map(s) of the land offered for enrollment (in our office, these can be found on the S drive, in the PUB folder, in the FSA-NRCS folder, in the Producer Maps folder, in the proper Farm number range folder)
- the location of the land offered for enrollment (knowing Township, Range, and Section will get you started. The plat book will help you zero-in on nearby landmarks (towns, highways, lakes) and a combination of the plat book roads and the FSA Tract (aerial) map will help you zero-in on the precise location)
- a knowledge of whether or not the application is for a “special” program, purpose, or funding pool (Grazing, Confined Livestock, RCPP funding pool, MRBI funding pool, CAP plan, Forestry)

If you add the Public Land Survey System (PLSS) layer as well as other special funding pool (RCPP/MRBI/special initiative) layers to your GIS template layer, you can save yourself some time locating the tract in your county. With a few clicks you can visually see if the tract lies within your special project (RCPP/MRBI/special initiative) area. Using the Identify icon on the PLSS layer will give you Township, Range and Section for the tract.

Enter an Application

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 ADD NEW APPLICATION
4. Left-click on ADD NEW APPLICATION.

Exhibit 6A: Enter an Application

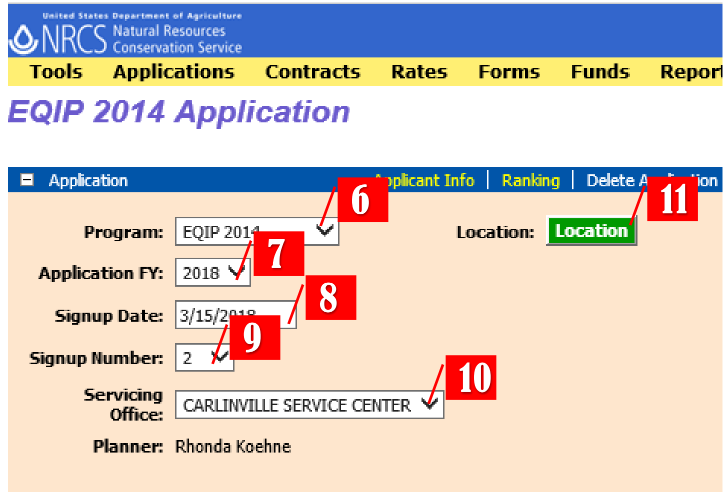


5. A new window will open with the defaults shown to the right.

Exhibit 6B: Enter an Application

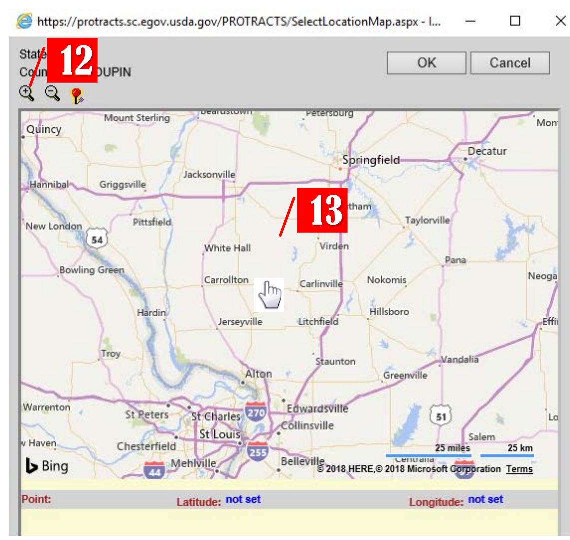
6. In the newly opened window, left-click on the PROGRAM drop-down menu to select the appropriate program. *The information needed to select the proper program can be found in question #2 of the application*.
7. The default APPLICATION FY is the fiscal year you are in the day you open this screen. You can change the fiscal year, if necessary, by using the drop-down menu.
8. The default SIGNUP DATE is the date you open this screen. You can change the date, if necessary, by clicking in the date box and inputting the date.
9. The default SIGNUP NUMBER is blank. You can ask your NRCS staff about sign-up numbers or visit the [Illinois SWCD SharePoint] website to view the FA Programs Calendar under the FA Programs tab.
10. Left-click on the SERVICING OFFICE drop-down menu to select the appropriate service center.
11. Once you have completed steps 6-10, a green LOCATION box will appear to the right of those boxes. Left-click on the green LOCATION box to open the map window.

Exhibit 6C: Enter an Application



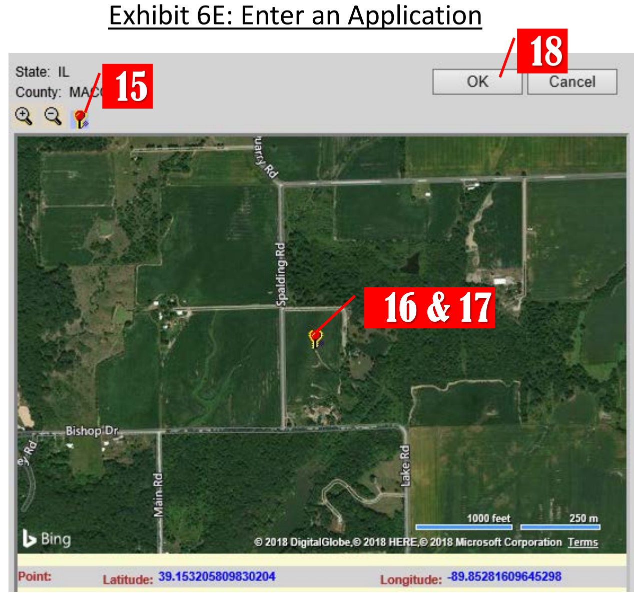
12. In the map window, use the zoom in icon ( ) (or the scroll roller on your mouse) to zoom in on the tract Here is where your plat book and known landmarks (towns, highways, water bodies) will be very helpful.
13. You may also need to hover over the map to get the pointing finger icon to pan the map to the area you need.

Exhibit 6D: Enter an Application



14. If you are using the zoom in icon ( ), once you zoom to the preset scale, the map will convert to an aerial map.
15. After you have zoomed to the tract of ground, left-click on the red pin icon
16. Hover over the map and center the red pin icon on top of your tract of ground.
17. Left-click on the map where you want to place the red pin.
18. Left-click on OK to close the map.

Exhibit 6E: Enter an Application



19. After the map is closed, the application entry screen will now have a green APPLICANT box below the green LOCATION box.
20. Left-click on the green APPLICANT box to open the applicant window.

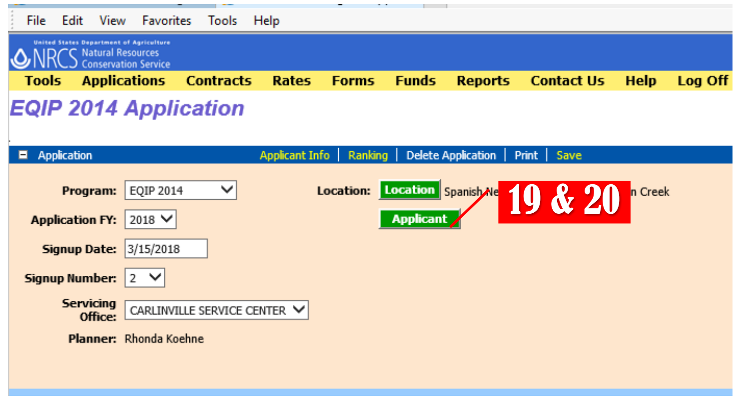


Exhibit 6F: Enter an Application

21. In the applicant window, left-click on the ADD PARTICIPANT box.

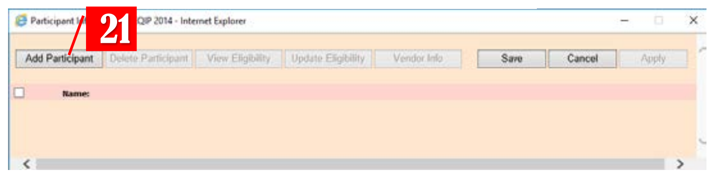


Exhibit 6G: Enter an Application

22. Clicking the ADD PARTICIPANT box will open a link to FSA's SCIMS search screen. The defaults will look similar to the window at the right.

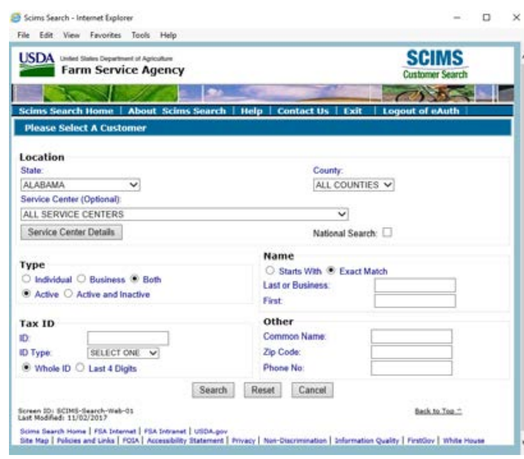


Exhibit 6H: Enter an Application

23. In the SCIMS search box, use the drop-down menu to select ILLINOIS as the State.
24. Use the drop-down menus to choose the appropriate County and/or Service Center for the applicant. Note: this doesn't mean the county you, the SWCD employee, are located in. It is the County/Service Center where the applicant's records can be found, i.e. their control county or the county their ground is carried in.
25. Under the NAME section, click the radial button to select STARTS WITH. This is just a suggestion. You can leave it on EXACT MATCH if you prefer, but your chances of finding the person in the system decrease significantly.
26. In the LAST NAME OR BUSINESS box, enter at least the first few letters of the individual's last name or the first few letters of the business/trust/entity/farm name.
27. In the FIRST box, you can enter a few letters of the person's first name if you would like to narrow the search. *It is recommended to do this if you think there might be several "Smiths" in the system.*
28. Left-click on the SEARCH button near the bottom to produce the search results.

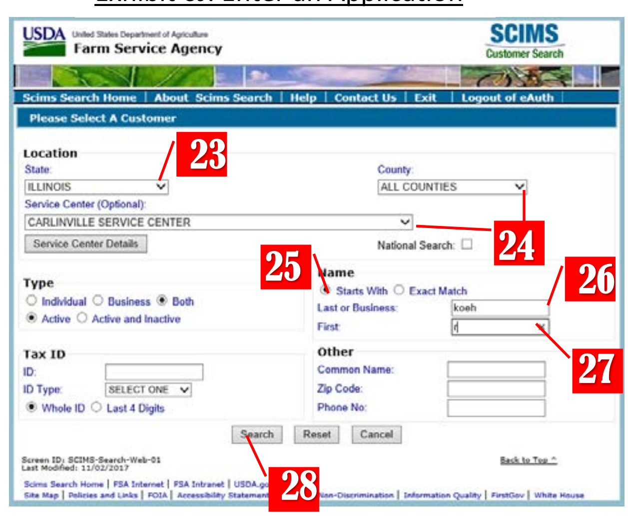


Exhibit 6J: Enter an Application

Exhibit 6K: Enter an Application

29. In the search results, if the person you want appears in the list, click on their name to add them to the application.

Side-Note: if the person you want does not appear, click on SEARCH AGAIN at the bottom and repeat steps 23 to 28 trying different combinations in the FIRST and LAST NAME boxes.

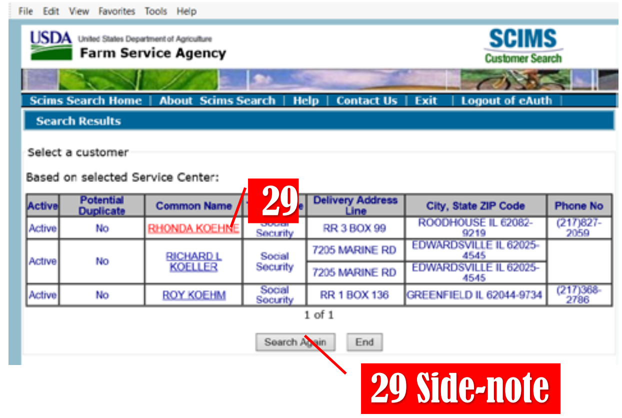


Exhibit 6L: Enter an Application

30. It is possible (and even common) to get a message similar to the one on the right. Take note of what the message says—as addressing these eligibility issues is a future step--, then left-click on OK.

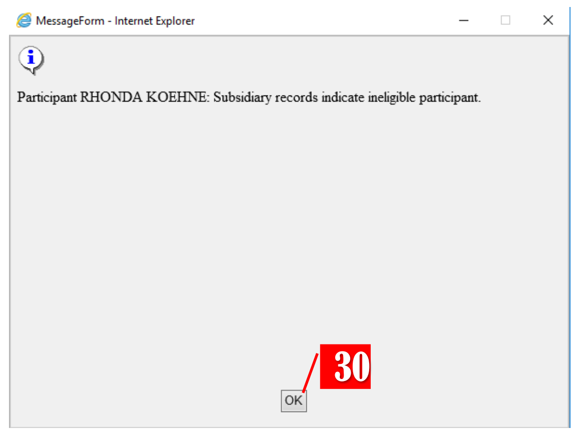
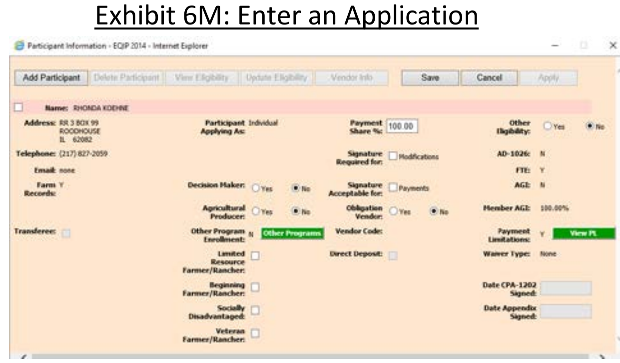


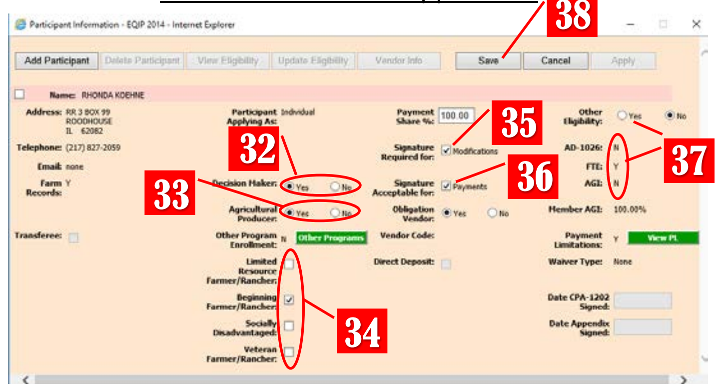
Exhibit 6M: Enter an Application

31. Adding the participant will automatically open the applicant information screen which looks like the screen on the right with the same defaults.



32. Using the YES & NO toggle buttons, indicate whether this applicant is the DECISION MAKER or not. *Note: If there is only one participant, ProTracts will automatically make the participant the Decision Maker when you save the application.*
33. Using the YES & NO toggle buttons, indicate whether this applicant is an AGRICULTURE PRODUCER or not. *Note: The definition of an Ag Producer here can include those who are not actively engaged in farming. i.e. landowners with non-ag related jobs.*
34. Check any and all of the criteria that the applicant meets. *The information to answer this can be found on the application, applicant's response to Question #8.*
35. If this participant's signature is required on a contract modification, left-click this box to place a checkmark in it. If this is the only participant on the application, you will place a checkmark in this box.
36. If this participant's signature is required on a contract payment, left-click this box to place a checkmark in it. If this is the only participant on the application, you will place a checkmark in this box.
37. Make note of the status of these three eligibility criteria for this participant. In order for an application to be eligible to be ranked and considered for funding, the AD-1026, Farm & Tract Eligibility (FTE), and the Adjusted Gross Income (AGI) eligibility **must** all be yes (Y) for __all__ participants under this application. So, if any of these are no (N), the participant needs to be notified via letter so they can work on the appropriate eligibility issue(s). If all three happen to be yes (Y), then change the OTHER ELIGIBILITY toggle button to Yes. If any of them are no (N), leave the OTHER ELIGIBILITY toggle button as No.
38. When you are finished, left-click on the SAVE button.

Exhibit 6N: Enter an Application



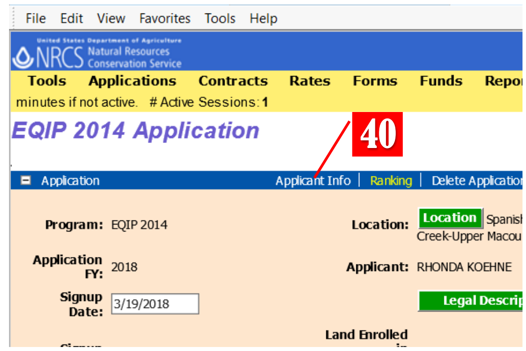
39. It is possible (and even common) to get a message similar to the one on the right. Take note of what the message says—as addressing these eligibility issues is a future step--, then left-click on OK.

Exhibit 6O: Enter an Application

Saving this participant will now take you back to the application screen. If you need to add another participant to this application, follow steps 40 through 43 to add other participants. When you are done adding participants or if you do NOT need to add other participants, skip to step 44.

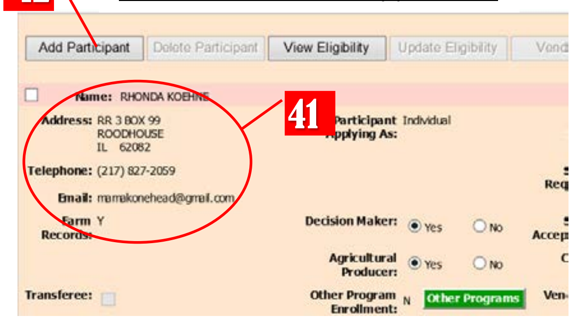
.... Begin Side-note Section – Adding Another Participant ....

Exhibit 6P: Enter an Application



40. To add another participant to this application, from the application screen, left-click on APPLICANT INFO to re-open to the applicant screen.

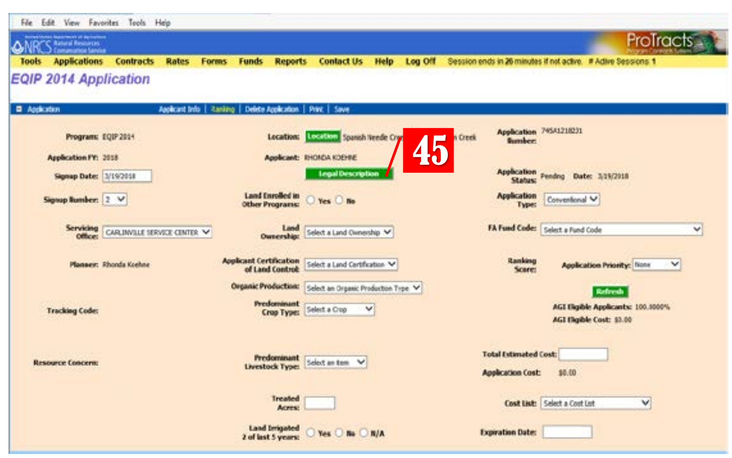
Exhibit 6Q: Enter an Application



41. You should now see any previously entered participants for this application listed on the screen.
42. To add another, left-click on ADD PARTICIPANT button.
43. The link to FSA's SCIMS search screen will open and you will repeat steps 23 to 39 above for your next participant.

.... End Side-note Section – Adding Another Participant ....

Exhibit 6R: Enter an Application

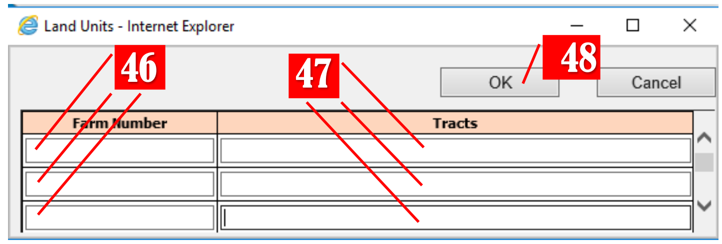


44. With participant(s)now added, the APPLICATION screen expands to look like the screen to the right.

45. Left-click on the green LEGAL DESCRIPTION button to open the LAND UNITS window.

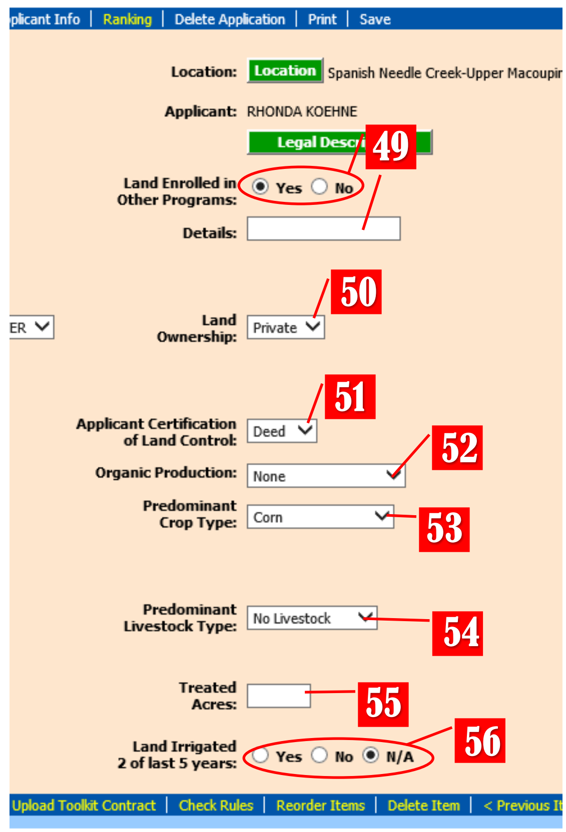
46. Enter the FARM NUMBER(s) of any land offered for enrollment with this application—one farm number per box (row)—under the FARM NUMBER column.
47. Enter TRACT NUMBER(s) of any land offered for enrollment with this application under the TRACTS column. Tract number(s) should appear on the same row as the farm number they are associated with. You can list multiple tract numbers in a box (row), separated by a comma.
48. When finished, left-click the OK button to return to the APPLICATION screen.

Exhibit 6S: Enter an Application



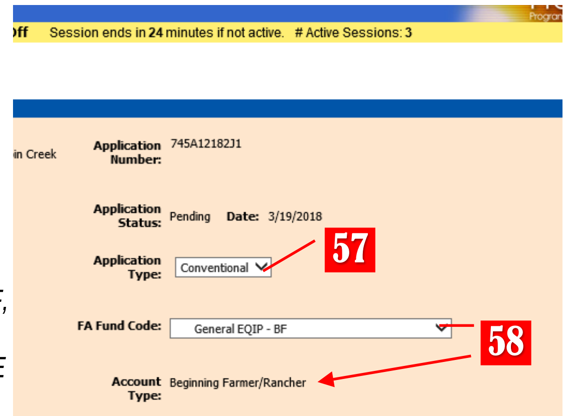
49. Using the YES & NO toggle buttons, indicate whether the land offered for enrollment is enrolled in any other programs. *The information to answer this can be found on the application under applicant's response to Question #7.* If you answer YES, another box will open below the toggle. In this DETAILS box, type the name of the other program (CRP, EQIP, CSP, etc.)
50. Using the drop-down menu, select the type of LAND OWNERSHIP. *The information to answer this is found on the application under applicant's response to Question #5.*
51. Using the drop-down menu, select the type of LAND CONTROL. *The information to answer this is found on the application under applicant's response to Question #6. For LEASE and OTHER options, enter the YEARS OF CONTROL in the newly opened boxes below.*
52. Using the drop-down menu, select the type of ORGANIC PRODUCTION. *The information to answer this is found on the application under applicant's response to Question #9.*
53. Using the drop-down menu, select the PREDOMINANT CROP TYPE. *The information to answer this is found on the application under applicant's response to Question #4, CROP TYPE.*
54. Using the drop-down menu, select the PREDOMINANT LIVESTOCK. *The information to answer this is found on the application under applicant's response to Question #4, LIVESTOCK TYPE.*
55. Unless a planner and/or technician has been to the site and finished their plan of work prior to the application, it is likely you will not know how many TREATED ACRES there will be. If NRCS knows this, put the acres here. Otherwise, leave this box blank.
56. Using the YES-NO-N/A toggle buttons, indicate whether the land offered for enrollment has been irrigated 2 of the past 5 years. *The information to answer this is NOT on the application. If irrigation doesn't happen in your part of the state, N/A may be the way to answer the question. If you are unsure, either ask NRCS or don't make a selection.*

Exhibit 6T-1: Enter an Application



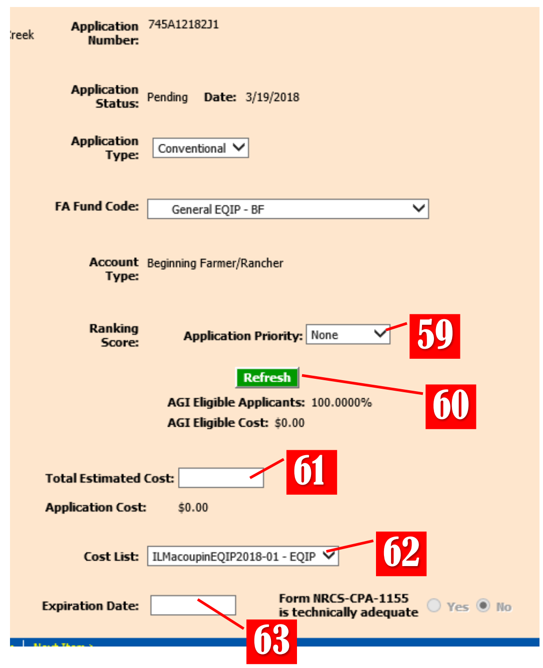
57. Using the drop-down menu, select the type of APPLICATION. *The information to answer this is not necessarily on the application, but the applicant's response to Question #9 may be useful in narrowing the selection. CONVENTIONAL is the common response, but ask NRCS if you are unsure.*
58. Using the drop-down menu, select the FA FUND CODE. *The information to answer this is not fully found on the application. Selecting the proper fund code comes from a combination of a couple factors. 1.Whether or not the application is a special initiative (MRBI, Forestry, Confined livestock, etc.) and whether or not the applicant met any of the special applicant types (Beginning Farmer-BF, Socially Disadvantaged-SD, Limited Resource-LR), which is part of the application and should also appear just below the FA FUND CODE box. Ask NRCS for help*.

Exhibit 6T-2: Enter an Application



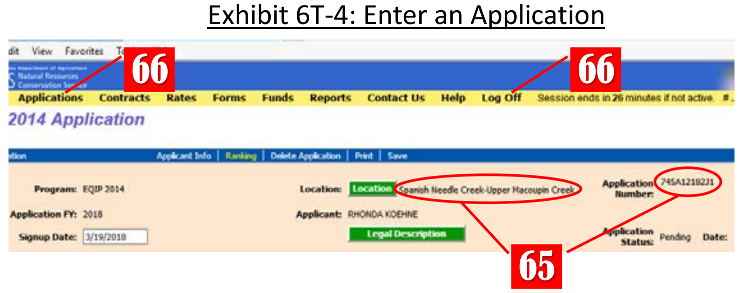
59. Unless a planner and/or technician has been to the site and finished their plan of work prior for the application, it is likely you will not know if this application has a high, medium, or low APPLICATION PRIORITY. If NRCS knows already, select the proper priority. Otherwise, leave this box blank. When the priority is decided, whether or not the applicant is a Veteran Farmer will come into play here as well.
60. The green REFRESH button
61. Unless a planner and/or technician has been to the site and finished their plan of work prior to the application, it is likely you will not know the TOTAL ESTIMATED COST. If NRCS knows this already, enter the total cost estimate. Otherwise, leave this box blank.
62. Using the drop-down menu, select the proper COST LIST. *Many of the special cost lists (Beginning Farmer, etc.) have been combined with the general cost list, decreasing the number of possible cost list choices. There may only be one list choice. (CSP applications will have at least a CSP renewal and a regular CSP cost list as choices.) Ask NRCS for help, if needed.*
63. The EXPIRATION DATE cannot be calculated until after obligation. Leave this box blank.

Exhibit 6T-3: Enter an Application



64. When you are done entering application information, left-click on SAVE to save this appllication.
65. Before leaving this application, in pencil copy the watershed name and the APPLICATION NUMBER into the appropriate boxes at the top of the 1st page of the application (hard copy).
66. Now that it is saved, you can either left-click on APPLICATIONS to start another application entry or left-click on LOG OFF to log out of ProTracts.

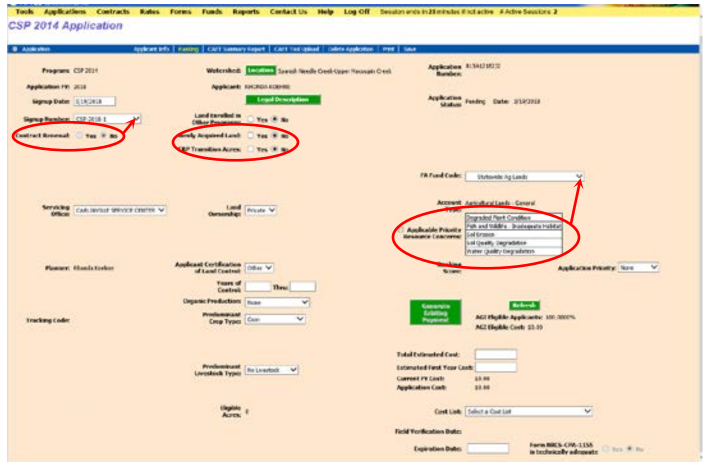
Exhibit 6T-4: Enter an Application



……………………………………………… Begin Side-note Section – CSP Application Screen ………………………………………………

Side-note: A CSP application screen will look slightly different than an EQIP application screen. See the red circles below.

Exhibit 6T Side-note: Enter an Application



The CONTRACT RENEWAL toggle will be auto-selected based on whether you have indicated this application is a new CSP signup number or a CSP renewal signup number.

There will be two additional questions about the land offered with this enrollment…1. whether or not it includes NEWLY ACQUIRED LAND and 2. Whether or not it includes CRP TRANSITION ACRES. If unsure, ask NRCS for help.

After you have selected the FA FUND CODE, a box with a list a APPLICABLE PRIORITY RESOURCE CONCERNS will open. It is likely you will not know which priority resource concern(s) this application addresses at the time you enter the application. If known, you can select the proper concern(s). If unknown, do not make any selection(s).

……………………………………………… End Side-note Section – CSP Application Screen ………………………………………………