Flowchart for New Applications and Funded Applications

START HERE

If an applicant is applying to a special funding pool such as MRBI or RCPP, a Screening Worksheet should first be completed to determine which type of application should be completed.

Applicant completes proper application and submits it to office

- Check application completeness
- Date stamp application
- Review signature authority
- Photocopies to applicant
- Enter application in ProTracts
- Verify FSA subsidiary data

Does the FSA Subsidiary Data for all payment-receiving (>0%) participants read eligible ("Y" for yes)?

YES → Change the "Other Eligibility" for each >0% participant to "Y"

NO → Update participant eligibility

Did updating the participant eligibility change all FSA Subsidiary Data for all payment-receiving (>0%) participants to "Y" (for yes)?

YES → Change the "Other Eligibility" for each >0% participant to "Y"

NO → Has the participant previously been sent a "Program Eligibility Certification Request" or a "Pending" letter and responded by completing the missing documents?

YES → Has it been determined that there is a true reason (other than missing documents) that a payment-receiving participant is ineligible?

NO → Generate & mail either a "Pending" or a "Program Eligibility Certification Request" letter to each payment-receiving participant whose eligibility is not yet met.
- *Scan & upload (or auto-upload. if appropriate) letter to DMS*

Applicant completes proper eligibility forms and submits to FSA office to upload.

Has it been determined that there is a true reason (other than missing documents) that a payment-receiving participant is ineligible?

NO → So, you probably shouldn't have ended up here. But, before sending the "Ineligible" letter, the question above needed to be asked to make sure that the application truly is ineligible. To every yes/no question, there needs to be a "yes" and a "no" path. So, if you did end up here, you need to get NRCS involved to determine where you really need to be. Best of Luck!

YES → Change the application status to "Ineligible"
- Generate & mail an "Ineligible" or an "Ineligibility Determination for Conservation Program Contract" letter
- *Scan & upload (or auto-upload. if appropriate) letter to DMS*

Did the applicant cancel the application?

YES → Change the application status to "Cancelled"
(note: once an application is cancelled, it will not be deferred—manually or automatically—to the next fiscal year. If this is a mistake, the cancelled status can be undone)

NO → Near the end of the fiscal year, when NRCS indicates to do so…
- Change the application status to "Deferred"
- Generate & mail "Deferral" letter
- *Scan & upload (or auto-upload. if appropriate) letter to DMS*

Did the applicant respond to the letter by asking to cancel the application?

YES → Change the "Other Eligibility" for each >0% participant to "Y"

NO → When NRCS indicates to do so…
- Promote EQIP applications to the next fiscal year *(note: CSP apps are normally promoted by NRCS State Office)*

When the new fiscal year begins, and NRCS is ready to start with a new ranking period, look at the application again to determine…

- Check land eligibility
- Check applicant program eligibility

Are both the land and participant eligible to participate in program?

YES → Meet with applicant
- Develop a plan
- Enter plan in Toolkit/CAET
- Upload plan to ProTracts
- Rank the application
- Change the application status from "Pending" to "Eligible"

NO → Change the application status to "Ineligible"
- Generate & mail an "Ineligible" or an "Ineligibility Determination for Conservation Program Contract" letter
- *Scan & upload (or auto-upload. if appropriate) letter to DMS*

Review all Eligible applications in the system
- Announce which applications have been pre-approved

Did the application get pre-approved?

YES → Generate & mail a "Preapproval" or an "Ineligible Members for AGI" letter with SF1199A form and other required enclosures
- Create program 6-part folder

NO → Is this the last ranking period for the year?

NO → Leave application in system as is for next ranking period

YES → Near the end of the fiscal year, when NRCS indicates to do so…
- Change the application status to "Deferred"
- Generate & mail "Deferral" letter
- *Scan & upload (or auto-upload. if appropriate) letter to DMS*

Applicant completes the SF1199A form and submits it to field office

- Obtain completed SF1199A from participant
- Enter vendor information in to ProTracts

Is the vendor active?

NO → Verify your input data is correct
- Keep checking until vendor becomes active

YES → Is the application a CSP or a CSP Renewal application?

YES → Enter the field verification date in ProTracts

NO → DC approves application

Does the application need an Area QAR?

YES → FO prepares documents for review

- *Upload required review documents to DMS*
- Upload other required review documents (those not on DMS spreadsheet) to SharePoint
- Send email to Area reviewer

Area performs QAR review

Did the application pass the QAR?

NO → FO prepares documents for review

YES → Print contract documents (NRCS-CPA-1202, NRCS-CPA-1155, and Appendix)
- Obtain necessary signatures on contract documents
- Enter 1202 and Appendix signature dates in ProTracts
- Provide copies of contract documents to participant
- *Scan and upload required documents to DMS*
- Send "Obligation" email to proper Area staff member

NO → Print contract documents (NRCS-CPA-1202, NRCS-CPA-1155, and Appendix)
- Obtain necessary signatures on contract documents
- Enter 1202 and Appendix signature dates in ProTracts
- Provide copies of contract documents to participant
- *Scan and upload required documents to DMS*
- Send "Obligation" email to proper Area staff member

ASTC approves contract

- Print approved contract documents (NRCS-CPA-1202 and NRCS-CPA-1155)
- *Auto-upload approved contract documents to DMS*

Legend

- = Task performed by NRCS
- = Task performed by SWCD
- = Question needs answered by NRCS (or FSA)
- = Question can be answered by SWCD
- = Path to follow to get to next step
- NO YES = Path to follow depending on the answer to question
- Described task = Task performed in ProTracts
- *Described task* = Task performed in DMS

NOTES

1. While the tasks above don't specify it as part of the task, you should be recording what you did on the NRCS-CPA-6 (Cons6) page in the folder each time you perform a task.
2. While the tasks above don't specify it as part of the task, you should also make copies of any letters you generate and file the copies—and other signed documents—in the program folder.
3. You will notice some of the questions posed above are in a white "circle", while others are in a yellow "circle". Those in white require either NRCS or FSA to make the decision. Those appearing in yellow can be answered by you or another SWCD staff, if you/they feel comfortable doing so. If you/they do not feel comfortable, NRCS can assist.