

Obligation Steps for SWCD

The obligation process has many steps, most of which NRCS will complete. This document pulls the steps that are specific to the administrative items the SWCD employees will perform from the overall process and condenses them here. For reference to the entire obligation process, please refer to the [CSP 2018-1 Obligation Process](#) and [EQIP Obligation Process](#) documents on SharePoint. To see a pictorial overview of how these steps flow together, refer to the [Flowchart for New Applications and Funded Applications](#) supplied with these training materials.

Between each of the SWCD obligation tasks outlined below, NRCS will be completing tasks and/or there will be a time lapse as you wait for something to happen. Time lapses and NRCS task breaks are indicated by a box with a description of what is happening or needs to happen before you move on to the next obligation task.

Before beginning any of the obligation tasks, the vendor information **MUST** be entered, and **MUST** be active.

The first thing you need to do before completing each of the following obligation tasks is to open your application.

OPEN THE 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 **MANAGE APPLICATIONS**.
4. Left-click on **MANAGE APPLICATIONS**

Exhibit 1: Obligation Steps for

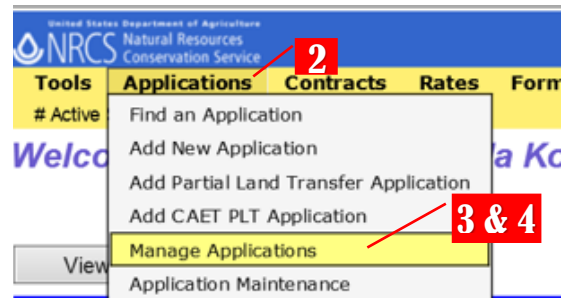
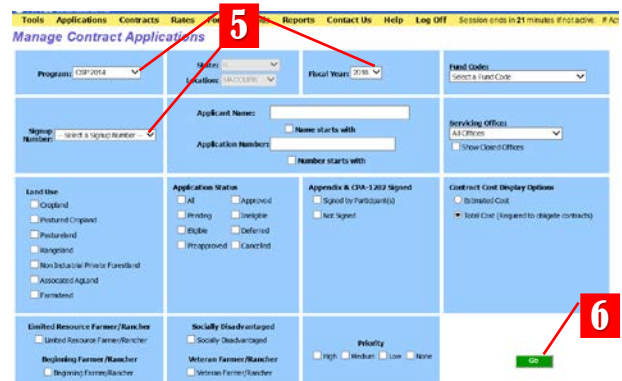
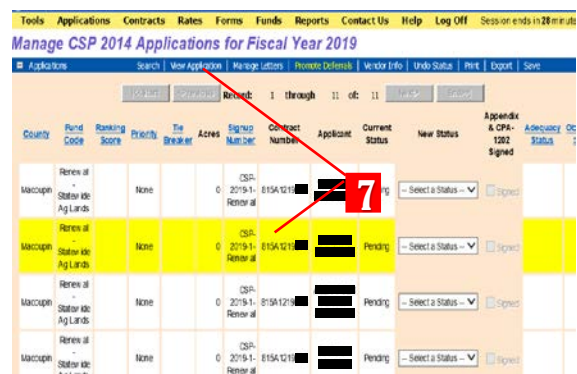


Exhibit 2: Activating Vendor Steps



5. On the **MANAGE APPLICATIONS** screen, use the drop-down menu to select the **PROGRAM**, and the **FISCAL YEAR** (for CSP you also have to select the **SIGNUP NUMBER**) as minimum filtering criteria. You can also use any of the other filtering criteria.
6. When you are done selecting your filtering criteria, click on the green **GO** button to open the list of your filtered applications.

Exhibit 3: Activating Vendor Steps



7. Once you have the list of your filtered applications, Scroll down to find the application you want to open and click on it to hi-light it. You can either double-click on the hi-lighted application or you can click on **VIEW APPLICATION** to open the application.

ENTER CSP FIELD VERIFICATION DATE

This obligation task is only performed for CSP applications. If you are obligating an EQIP application, skip to **Print Contract Documents for Participant Signatures** below.

Before you enter the Field Verification Date for a CSP application that is being obligated, NRCS will make a field visit to the site to verify a number of factors and to see if there needs to be any adjustments made to the application plan. NRCS should record the date of the field visit in the NRCS-CPA-6 (Cons-6) notes. If you cannot find the field verification date in the Cons-6 notes (or you are unsure), ask NRCS for help determining the field verification date.

Exhibit 4: Obligation Steps for SWCDs

1. Open the application by following Steps 1-7 under **Open the Application** above.
2. On the Application screen, enter the field verification date in the FIELD VERIFICATION DATE box using the mm/dd/yyyy format.
3. Click on SAVE

The screenshot shows the 'RCPP-CSP 2014 Application' form in the ProTracts system. The form includes various fields for application details, land ownership, and cost estimates. A red arrow labeled '2' points to the 'Field Verification Date' field, which is currently empty. Another red arrow labeled '3' points to the 'Save' button at the bottom right of the form.

After the Field Verification Date is entered in ProTracts, the NRCS Field Office staff will go through a review process and make any needed adjustments. After the process is complete, the District Conservationist (DC) will approve the contract and complete a portion of the Quality Assurance Checklist. The DC should communicate to you that these two steps have been completed and the application is ready for either the Area QAR process or for printing, whichever the case.

If this application has been selected to be one of the Area Quality Assurance Review (QAR) applications, you will need to upload the appropriate documents to DMS—as outlined on the DMS Upload Table—and any additional requested documents to the appropriate Area SharePoint folder.

After the District Conservationist has approved the contract and completed the first portion of the Quality Assurance Checklist, (and the Area QAR has been completed, if necessary), the contract documents are ready to print for participant signatures.

PRINT CONTRACT DOCUMENTS FOR PARTICIPANT SIGNATURES

This obligation task is performed for both CSP and EQIP applications.

Exhibit 5: Obligating Steps for SWCDs

1. Open the application by following Steps 1-7 under **Open the Application** above.
2. On the Application screen, click on PRINT.
3. In the print window that opens, click on the radial button in front of NRCS-CPA-1202, then click OK.
4. A message will pop up stating the document is being auto-uploaded to DMS. Select NO to not auto-upload.
5. The CPA-1202 will open as a web pdf in a new window. In that new window, click on FILE and PRINT to print as your normally would.
6. Repeat Step 2
7. In the print window that opens, click on the radial button in front of NRCS-CPA-1155, then click OK.
8. A message will pop up stating the document is being auto-uploaded to DMS. Select NO to not auto-upload.
9. The CPA-1155 will open as a web pdf in a new window. In that new window, click on FILE and PRINT to print as your normally would.

Exhibit 7: Obligating Steps for SWCDs

To print a blank Appendix for participant signature...

10. From any open ProTracts screen, click on FORMS
11. From the FORMS drop-down menu, high-light and click on the appropriate type of application you have.
12. The form will open as a web pdf in a new window. In that new window, click on FILE and PRINT to print as your normally would. *(The Appendix starts on page 6, so it is only necessary to print pages 6 thru 22 (or whatever the final page is.)*

You will need to obtain the participant's signature and date on the NRCS-CPA-1202, the NRCS-CPA-1155, the NRCS-CPA-1202 Appendix, and any other documents that may need signed (i.e. Landowner's permission on page 16 of Appendix, Toolkit Conservation Plan, etc.).

After you have obtained the participant's signatures on the NRCS-CPA-1202, NRCS-CPA-1155, the NRCS-CPA-1202 Appendix, and any other documents that may need signed, inform the DC this is complete. The DC will review the signatures and complete a second portion of the Quality Assurance Checklist.

After the District Conservations has completed the second portion of the Quality Assurance Checklist, you are ready to enter the CPA-1202 and Appendix signature dates in Protracts.

ENTER SIGNATURE DATES FOR OBLIGATION

This obligation task is performed for both CSP and EQIP applications. This screen-shot is Step 14 of the NRCS document, EQIP Obligation Process 2-2018.

14. Enter Appendix and CPA-1202 Signed Date into ProTracts

After contract participant signatures are obtained, the field office must enter into ProTracts the dates the NRCS-CPA-1202 and Appendix were signed.

- Enter the application
- Go into the Applicant Info screen
- Enter the date into the cell for "Date CPA-1202 Signed" and "Date Appendix Signed". (See Figure 3) The dates must be the dates the hard copy NRCS-CPA-1202 and Appendix were signed. For situations where multiple participants are on a contract, a date must be entered for each participant.
- Click on Save

Note: When the date is entered and saved, the Appendix & CPA-1202 Signed box on the Manage Applications screen will auto-check. (See Figure 4)

Figure 3 - Applicant Info - Date CPA-1202 and Appendix Signed

Add Participant		Delete Participant		View Eligibility		Update Eligibility		Vendor Info		Save		Cancel	
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☐ **Name:** MILO SMITH

Address: 612 W. MAIN ST
CHAMPAIGN
IL 61821

Telephone: (217) 555-1234

Email:

Farm Y Records:

Transferee: ☐

Participant Applying As: Individual

Payment Share %: 100.00

Signature Required for: ☒ Modifications

Signature Acceptable for: ☒ Payments

Obligation Vendor: ☒ Yes ☐ No

Vendor Code: Active

Direct Deposit: ☒

Decision Maker: ☒ Yes ☐ No

Agricultural Producer: ☒ Yes ☐ No

Other Program Enrollment: N **Other Programs**

Limited Resource Farmer/Rancher: ☐

Beginning Farmer/Rancher: ☐

Socially Disadvantaged: ☐

Veteran Farmer/Rancher: ☐

Other Eligibility: ☒ Yes ☐ No

AD-1026: Y

FTE: Y

AGI: Y

Member AGI: 100.00%

Payment Limitations: Y **View PL**

Waiver Type: None

Date CPA-1202 Signed:

Date Appendix Signed:

Figure 4 – Appendix and CPA-1202 Signed Box Auto-Checked

Manage EQIP 2014 Applications for Fiscal Year 2014

[Applications](#) | [Search](#) | [View Application](#) | [Manage Letters](#) | [Promote Deferrals](#) | [Vendor Info](#) | [Sign Contract](#) | [Assign Tracking Codes](#) | [Undo Status](#) | [Print](#) | [Export](#)

[<<Start](#) | [<Previous](#) | Record: 1 through 50 of: 62 | [Next>](#) | [End>>](#)

County	Fund Code	Ranking Score	Priority	Tracking Code	Signup Number	Contract Number	Applicant	Current Status	New Status	Appendix & CPA-1202 Signed	Adequacy Status	Obligation Status	Contract Cost
Coffee	General EQIP	633.61	High	31714	1	745A1214G1G	MILO SMITH	Approved	<div> -- Select a Status -- </div>	<input checked="" type="checkbox"/> Signed	Accepted		\$27,822.00

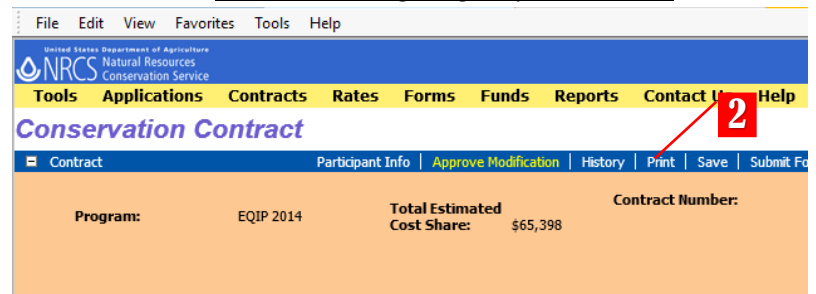
[illegible]

PRINT APPROVED CONTRACT DOCUMENTS

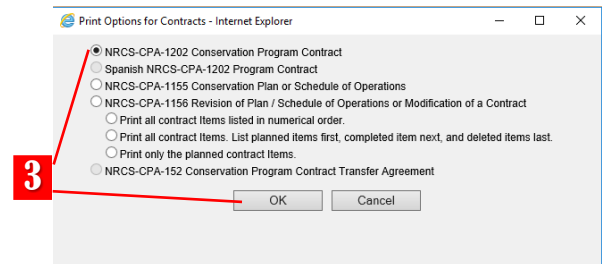
This obligation task is performed for both CSP and EQIP applications.

Exhibit 11: Obligating Steps for SWCDs

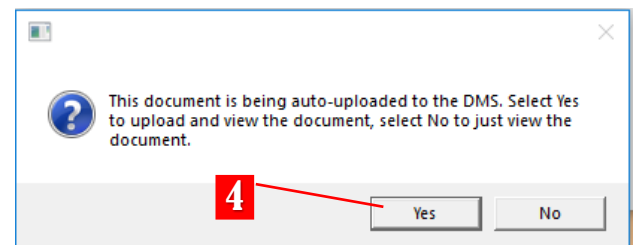
1. Open the contract by following Steps 1-6 under **Open the Contract** above.
2. On the Contract screen, click on PRINT.



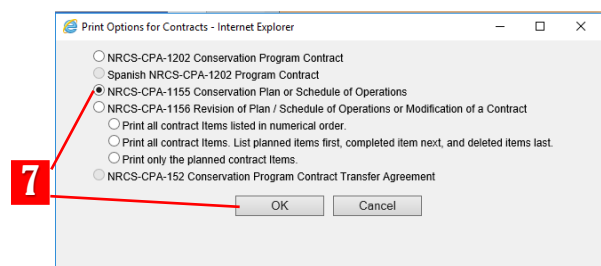
3. In the print window that opens, click on the radial button in front of NRCS-CPA-1202, then click OK.



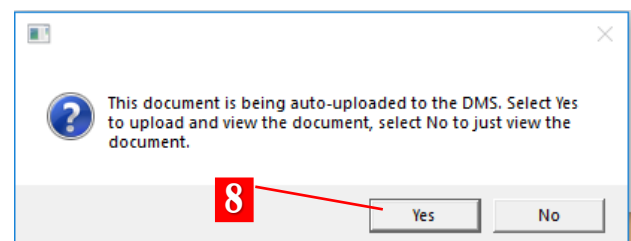
4. A message will pop up stating the document is being auto-uploaded to DMS. Select YES to auto-upload it.
5. The CPA-1202 will open as a web pdf in a new window. In that new window, click on FILE and PRINT to print as your normally would.



6. Repeat Step 2
7. In the print window that opens, click on the radial button in front of NRCS-CPA-1155, then click OK



8. A message will pop up stating the document is being auto-uploaded to DMS. Select YES to auto-upload it.
9. The CPA-1155 will open as a web pdf in a new window. In that new window, click on FILE and PRINT to print as your normally would.



After the ProTracts documents are printed and auto-uploaded to DMS, make a copy of the printed approved contract documents to give to the participant and file the printed approved documents in the contract folder.