

Attachment A - Proposed 2017 Work Item Descriptions

Required items to participate in agreement (1a., 1b., and 1c.)

Item*	Actions	Deliverables
1a. Scan and Upload of Document Management System (DMS) information (\$108 - 75% = \$81; 25% match = \$27)	Scan and upload CSP and EQIP contracts into DMS as per DMS User guide	All needed documents scanned, named & loaded into DMS. This includes initial uploads and follow up items after contracts obligated and documents signed.
1b. Assemble Contract Files and Send Letters (\$58 - 75%=\$43.50; 25% match=\$14.50)	Assemble and maintain six part contract file folders-including EQIP, CSP, and CTA	File assembly for Farm Bill Programs
	Print and file documents relating to contracts	
	Complete six part folder checklist	
	Prepare, print and mail contract practice reminder letters. All letters are physically filed in contract folder.	All appropriate letters are mailed and filed
	Prepare, print and mail application deferral letters. All letters are physically filed in folder.	
	Prepare, print and mail program application letters such as eligibility, preapproval, etc. contract obligation letters. All letters are physically filed in contract folder.	
Prepare, print and mail status review notification letters. All letters are physically filed in contract folder.		
Send Sam.gov letter to active contract participants		
1c. Contract Maintenance (\$25 - 75% = \$18.75; 25% match = \$6.25)	Verify FSA form 156EZ in contract folder	File Management for Farm Bill Programs
	Reviews and checks folder for Farm Data reports	
	Print Farm Maps	
	Assures that appropriate land is reflected on the contract and for 156EZ	
	Complete disposition of older contracts in accordance to policy	

Optional Additional Items (Pick and Choose Below)

2a. HELC/WC Basic Administrative Support (\$25 - 75% = \$18.75; 25% match = \$6.25)	Collect, scan, and copy HEL/WC AD-1026 Determination request to the appropriate delineator	Administrative Support for HEL/WC
	Update things to do tracking sheet	
	Print and mail determinations including certified determinations-includes letters, forms, maps, etc.	
2b. HELC/WC Advance Administrative Support (\$50 - 75% = \$37.50; 25% match = \$12.50)	Create map and letters for HELC/WC Determination	Full HEL/WC Determination Completed (This includes creating the map from the NRCS onsite information and letters for NRCS signature along with all other components of Determination including 3 actions in 2a.)
3. Payments (\$37.50 - 75%=\$28.13; 25% match=\$9.37)	Reviews and processes payments for contracts	Processed Contract Payment
	Ensure FMMI payment checklist is correct for contract payments and information is loaded into DMS for review	
	Ensures payment documents are up to date and the 1199 form is valid	
4. Applications (\$25 - 75% = \$18.75; 25% match = \$6.25)	Enter program applications (Form CCC-1200) into Protracts	Viable application entered into Protracts
	Print contract (application) information packet to provide to participants	
5. Toolkit Database Support (EQIP & CTA \$100 - 75%=\$75; 25% match=\$25)	Digitizing land units to Plan status (Green) per tract boundary.	Ensuring Toolkit Tract is set to Green to begin conservation planning
6a. CRP Toolkit Documentation Support (\$98 - 75%=\$73.50; 25% match=\$24.50)	From field map and assistance notes - Create a Toolkit plan map identifying the location of practices/fields and any identified maintenance issues for status reviews and re-enrollments.	Plan map identifying scheduled practices and maintenance issues
	In Toolkit, schedule appropriate practices based on NRCS/FSA Guidelines for CRP	AD-1155 (Schedule of Operations)
	For practices requiring Mid-Contract Management (MCM), schedule the appropriate MCM practices based on NRCS/FSA Guidelines for CRP	
	Select the appropriate narratives in the Toolkit practice scheduler and utilize the contract wizard to develop the CPA-1155.	
	Run the Toolkit Add-In's in the Excel contract that will insert: 1. Standard CRP Maintenance and MCM Language, 2. Fit Text and 3. inserts FSA Signature Block	Electronic posting documents
	Save the final CPA-1155 in Toolkit	
Post the CRP Practice Job Sheet and other documentation into Toolkit.	CPA-52	
6b. CRP On-site Evaluations Completed (\$87 - 75%=\$65.25; 25% match=\$21.75)	Contact program participant and schedule field I&E visit	Make contact with the program participant regarding visit
	Complete field I&E of the installed practice and document findings including GPS coordinates of areas of concern and photographs of visual concerns	Completed field I&E visit and findings documented in Toolkit assistance notes
	Develop a plan map that clearly identifies any issues with the installed practice (re-enrolls and status reviews), suitable practice locations and extents (new enrolls) and include GPS coordinates of areas of concern (all).	Plan Map and GPS Log with description of identified points
	Provide clear written guidance as to any actions that need to be taken for the practice to be re-enrolled or brought up to specifications or communicated or discussed with others (such as CDT personnel, Area Office, State Office, etc.).	Assistance notes and NRCS CRP practice job sheet
6c. CRP Documentation Completed (\$25 - 75% = \$18.75; 25% match = \$6.25)	Complete NRCS-CPA-13 for status reviews or appropriate NRCS CRP practice job sheet for re-enrolls and new enrolls	Completed NRCS-CPA-13 or job sheet

* See Program Support Specialist (PSS) Deliverable Standard Operating Procedure for additional guidance.