

2008 Emergency Conservation Program (ECP) STEP-BY-STEP PROCESS

CONTRACTING PHASE		
Step #	WHO	DOES WHAT
1.	FSA	1) Makes producer and site eligibility determinations. 2) If ECP funds are available: a) Refers only EC4 (Restoring Conservation Structures and Other Installations) approved requests to NRCS using the form AD-862 .
2.	NRCS	For Each EC4 AD-862 received from FSA : 1) Indicate the extent needed. 2) Complete the needs statement on AD-862 . NOTE for unfavorable or questionable determinations: the AD-862 will be documented accordingly with sufficient justification to support the decision. 3) Enter estimated cost of the practice. 4) Sign and date AD-862 . 5) Return AD-862 to COC for review. NOTE: if the estimated costs change before the practice is completed – a revised estimate will be provided to the COC.
3.	FSA	1) Completes ECP contracting requirements.

IMPLEMENTATION PHASE		
Step #	WHO	DOES WHAT
1.	NRCS	For each approved ECP EC4 Practice : 1) Arranges to provide technical assistance to the Participant . a) Refers engineering practices to the Conservation Implementation Team using accepted procedures.
1a.	NRCS CIT	For each ECP EC4 referred by the NRCS DC for technical assistance 1) Provides requested technical assistance for the necessary establishment of the ECP practice, and notifies the NRCS DC when completed. a) If the AD-1155 planned practice or acreage will be different from the requested technical plans, refer back to the NRCS DC for coordination with FSA . 2) When the requested technical plans are completed, forward to the NRCS DC : a) Requested engineering or establishment plan

IMPLEMENTATION PHASE - <i>continued</i>		
Step #	WHO	DOES WHAT
1b.	NRCS DC	<p>For each Engineering plan received from the CIT:</p> <ol style="list-style-type: none"> 1) Notifies participant of availability of the plan for review 2) Reviews plan with landowner/producer obtaining their signature on Form IN-ENG-49 acknowledging receipt of the technical plan 3) If requested, Provides FSA with a copy of the engineering and/or establishment plan and IN-ENG-49.
2.	Producer	<ol style="list-style-type: none"> 1) Arranges to have the practices installed according to the <i>engineering plans</i>. <ol style="list-style-type: none"> a) Questions concerning the implementation of the practices will be directed to NRCS. <p>NOTE: Any deviations from approved practice designs <u>must</u> be communicated to FSA immediately.</p> 2) Certifies practice completion on AD-245 and submits receipts to FSA.
3.	FSA	<p>For each certified AD-245 received:</p> <ol style="list-style-type: none"> 1) Date stamp, initial and make copies of producer's receipts. 2) Verify producer's expenses. 3) Forward AD-862 to local NRCS for certification of completion for all practices with engineered components
4.	NRCS	<p>For each engineered practice AD-862 received from FSA:</p> <ol style="list-style-type: none"> 1) Completes site visit to verify that the practice was installed in accordance with the engineering plan. 2) Certifies completion, or notes deficiencies, on AD-862 and returns to the originating FSA Office