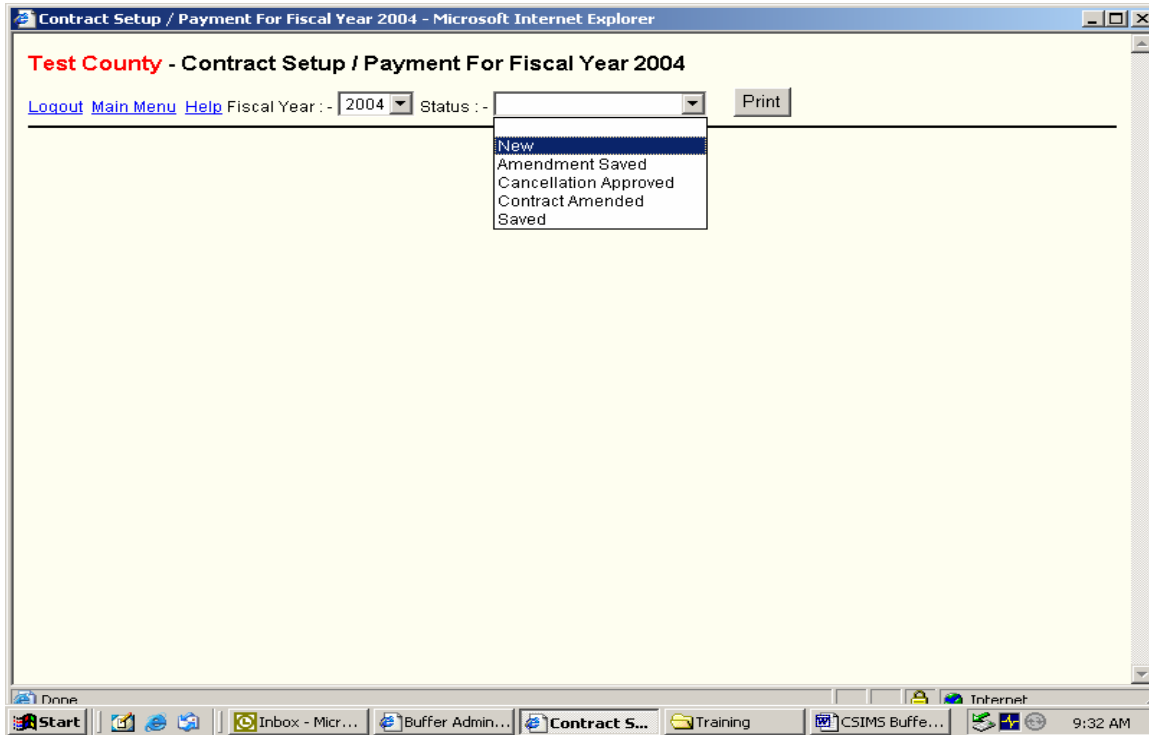
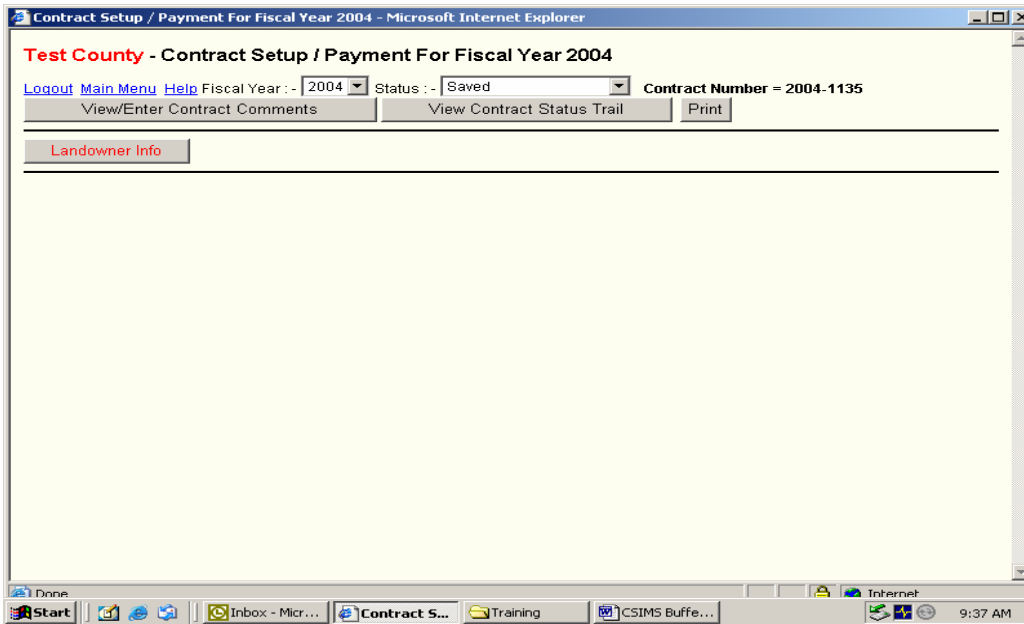


KANSAS BUFFER INITIATIVE

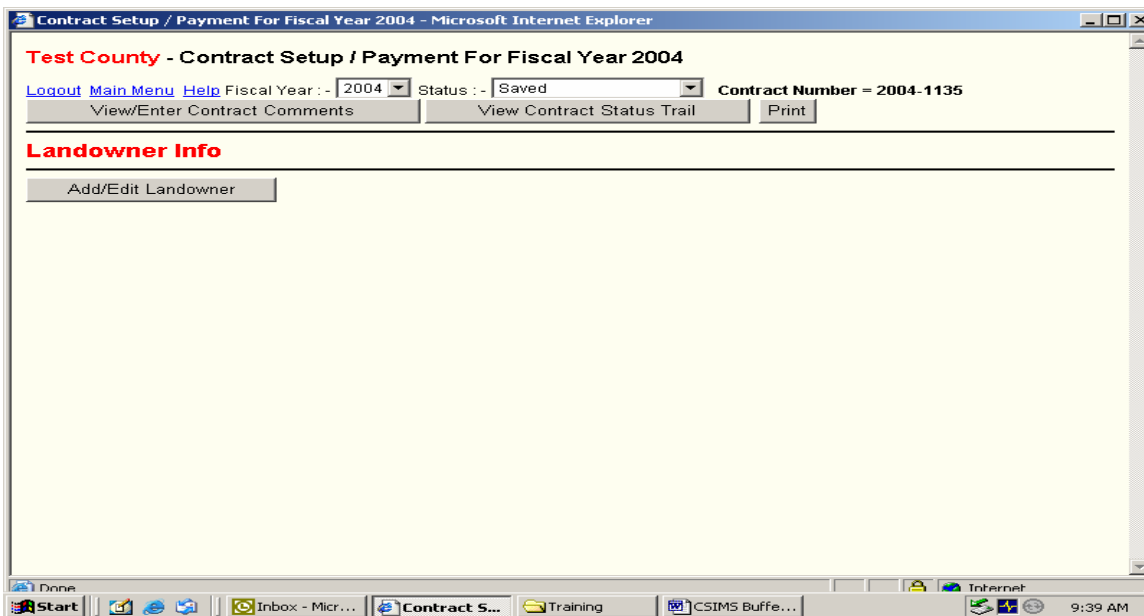
- 1) Log into the CSIMS Program
- 2) Select **Buffer** from the Main Menu
- 3) Select *Contract Setup and Payment* – you will then see a screen like that below.



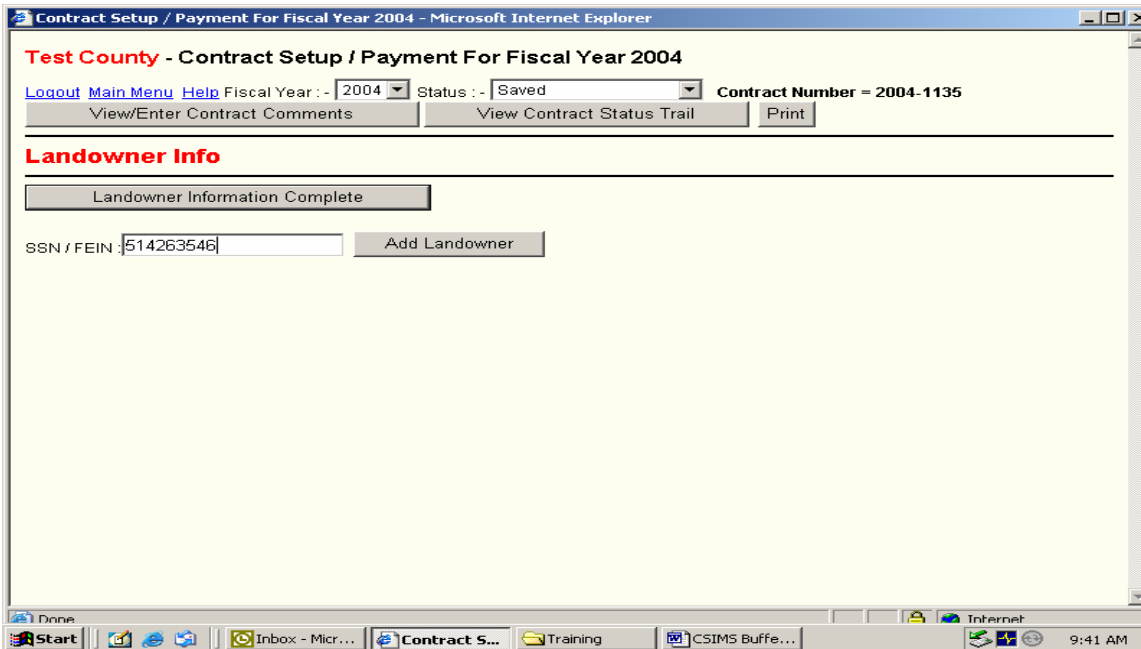
- 4) Select the correct (current) state fiscal year in the first drop down window
- 5) Select New in the second drop down window
If you have not entered any contracts yet the only choice you see will be *New*.
After you have entered contracts you will have additional choices in the second drop down window.
You will see a screen like the one below



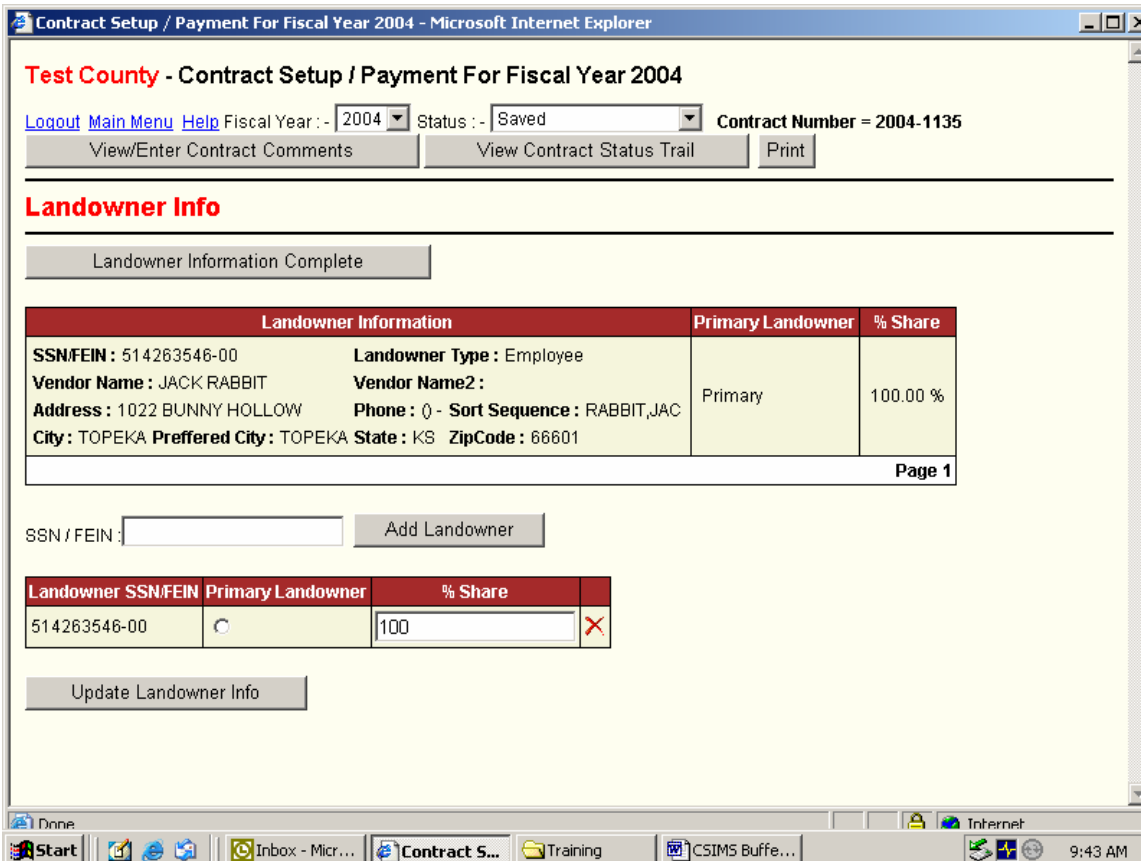
6) Select *Landowner Info*. and you will see a screen like the one below.



7) Select *Add/Edit Landowner*. and you will see the screen below.



- 8) Enter the landowner SSN/FEIN number and click the *Add Landowner* box. If the landowner is already in the system you will see the screen below. If not see 9a & 10a below.



- 9) You will need to select the landowner as the Primary Landowner and enter the %share as 100%. Additional landowners may be added to the contract after you have an approved CRP-1 and know the landowners and the %share they will be receiving. **Be**

sure to enter these additional landowners and %Share prior to entering the CRP-1 info. and submitting for contract approval.

- 10) Click on the *Update Landowner Info* box, in the lower left, to update the landowner information you have entered. If you have not entered the %Share, to total 100%, you will get a warning message. If there is only one landowner and you do not select them as the primary landowner they will default as the primary landowner. You will see the screen below.

Test County - Contract Setup / Payment For Fiscal Year 2004

Logout Main Menu Help Fiscal Year :- 2004 Status :- Saved Contract Number = 2004-1135

View/Enter Contract Comments View Contract Status Trail Print

Landowner Info

Landowner Information Complete

Landowner Information		Primary Landowner	% Share
SSN/FEIN : 514263546-00	Landowner Type : Employee	Primary	100.00 %
Vendor Name : JACK RABBIT	Vendor Name2 :		
Address : 1022 BUNNY HOLLOW	Phone : () - Sort Sequence : RABBIT,JAC		
City : TOPEKA Preferred City : TOPEKA State : KS ZipCode : 66601			

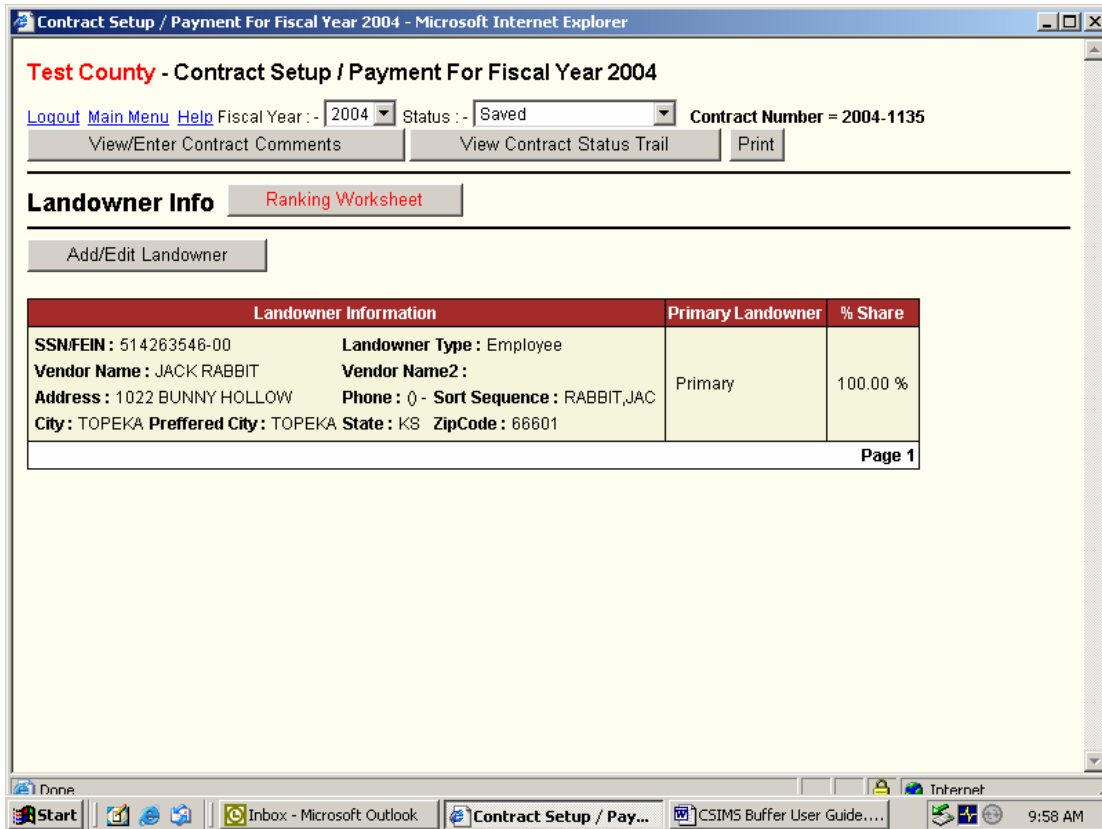
Page 1

SSN / FEIN : Add Landowner

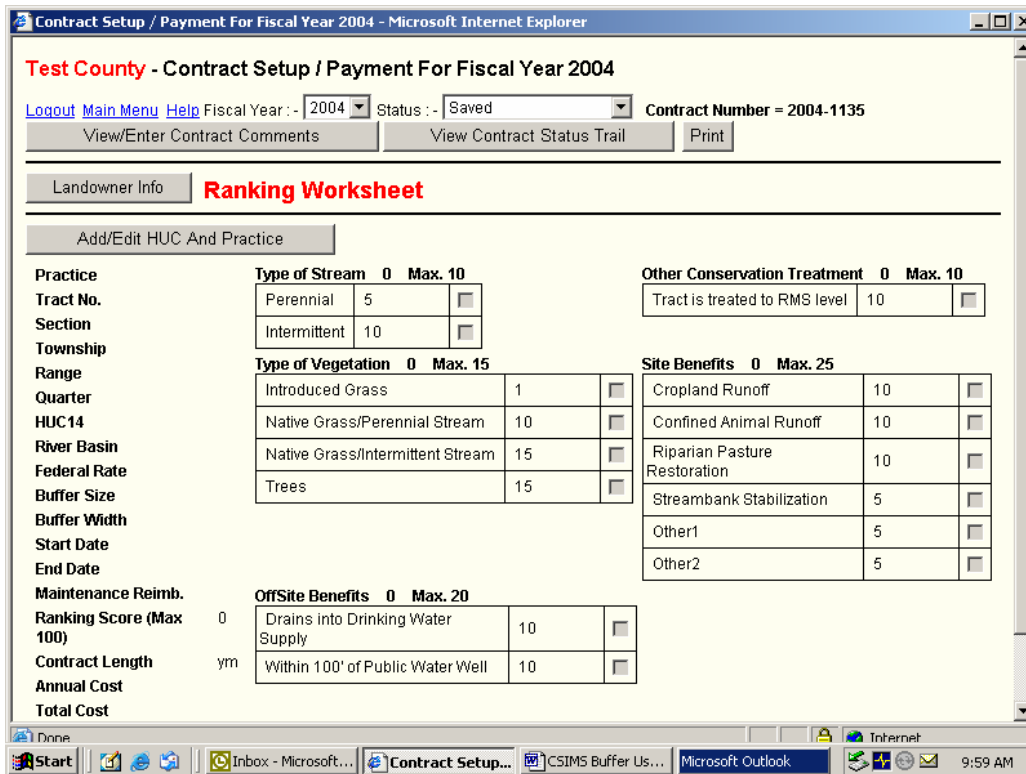
Landowner SSN/FEIN	Primary Landowner	% Share
514263546-00	<input type="radio"/>	100 <input type="text"/>

Update Landowner Info

- 11) Click on the *Landowner Information Complete* box in the upper left of the data entry screen to exit this step.
- 9a & 10a) If the landowner is not already in the CSIMS system, you will need to enter the landowner information as directed in the CSIMS Users Guide Landowner Information Table section.
- 12) Once you have entered the landowner information and selected the *Landowner Information Complete* box you will see a screen like the one below.



13) Select the *Ranking Worksheet* box and you will see the screen below.



14) Select the *Add/Edit HUC and Practice* box and you will be taken to the information entry screen, as seen below.

Contract Setup / Payment For Fiscal Year 2004 - Microsoft Internet Explorer

Test County - Contract Setup / Payment For Fiscal Year 2004

Logout Main Menu Help Fiscal Year :- 2004 Status :- Saved Contract Number = 2004-1135

View/Enter Contract Comments View Contract Status Trail Print

Landowner Info **Ranking Worksheet**

Information Complete

Practice	<input type="text"/>	Type of Stream 0 Max. 10	Other Conservation Treatment 0 Max. 10
Tract No.	<input type="text"/>	Perennial 5 <input type="checkbox"/>	Tract is treated to RMS level 10 <input type="checkbox"/>
Section	<input type="text"/>	Intermittent 10 <input type="checkbox"/>	
Township	<input type="text"/>	Type of Vegetation 0 Max. 15	Site Benefits 0 Max. 25
Range	<input type="text"/>	Introduced Grass 1 <input type="checkbox"/>	Cropland Runoff 10 <input type="checkbox"/>
Quarter	<input type="text"/>	Native Grass/Perennial Stream 10 <input type="checkbox"/>	Confined Animal Runoff 10 <input type="checkbox"/>
HUC14	<input type="text"/>	Native Grass/Intermittent Stream 15 <input type="checkbox"/>	Riparian Pasture Restoration 10 <input type="checkbox"/>
Get HUC	<input type="button"/>	Trees 15 <input type="checkbox"/>	Streambank Stabilization 5 <input type="checkbox"/>
Federal Rate	<input type="text"/>		Other1 5 <input type="checkbox"/>
Buffer Size (Acres)	<input type="text"/>	OffSite Benefits 0 Max. 20	Other2 5 <input type="checkbox"/>
Buffer Width (Feet)	<input type="text"/>	Drains into Drinking Water Supply 10 <input type="checkbox"/>	
Start Date (mm/dd/yyyy)	<input type="text"/>	Within 100' of Public Water Well 10 <input type="checkbox"/>	
End Date	<input type="text"/>		

- 15) CONT. – Enter the indicated information as follows:
- Practice* – select the drop down arrow and select CP21 filter strip or CP22 Riparian Buffer
 - Tract Number* – this is the FSA tract number
 - Section, Township, Range, Quarter* – select the drop down arrows and enter the legal description – if there are two legal descriptions enter the one with the majority of the acres. **Be sure both legal descriptions are in the state High Priority TMDL areas as only the entered legal description will be utilized to pull up the HUC code.**
 - Click on the Get HUC selection box and then on the drop down arrow in the window above this box. Select the appropriate HUC if there is more than one present.
 - Federal Rate* – this is the federal soil rental rate with the 20% federal bonus already added in but **without** the maintenance payment added in.
 - Buffer Size* – enter the estimated buffer size in acres to the nearest tenth.
 - Buffer Width* – enter the estimated buffer width to be enrolled.
 - Start Date* – this date should always be the first of a month. This date can be changed when the CRP-1 information is entered after the federal CRP contract has been approved.
 - End Date* – this date should always be 09/30 of a year. Remember federal rules state a CCRP contract must be a minimum of 10 years and a maximum of 15 years in length. Any contract length less than 10 years or more than 15 years will be rejected when we receive the ranking worksheet.
 - Maintenance Reimb.* – this is the maintenance reimbursement paid yearly through the federal CRP contract. If no figure is entered in this box it will automatically default to \$5.00.

- k. You then need to click into the appropriate boxes to assign points to the worksheet. When completing this task please be sure only one box is checked under the *Type of Stream* and *Type of Vegetation* sections. More than one box may be checked under the *Site Benefits* and *Offsite Benefits* sections depending upon the appropriate practice and conditions.

When you are finished entering the ranking worksheet information you need to click on the *Information Complete* box in the upper left of the information section. Exiting without clicking this box will result in a loss of the data previously entered into this screen. If you have not entered all the information it will not allow you to leave the screen.

- 16) After you have clicked on the *Information Complete* box in the upper left corner, you will see a screen like that below.

Test County - Contract Setup / Payment For Fiscal Year 2004

Logout Main Menu Help Fiscal Year: 2004 Status: Saved Contract Number = 2004-1135

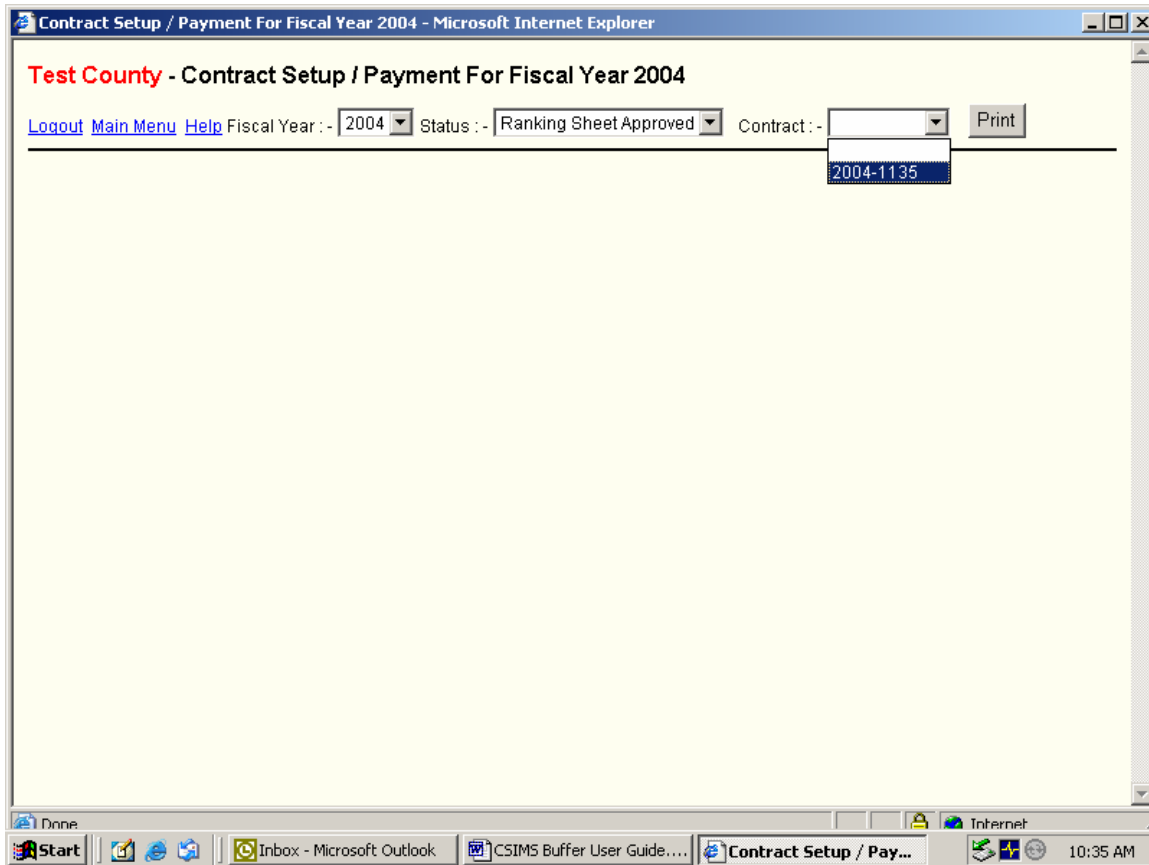
View/Enter Contract Comments View Contract Status Trail Print

Landowner Info **Ranking Worksheet** Submit For Ranking Sheet Approval

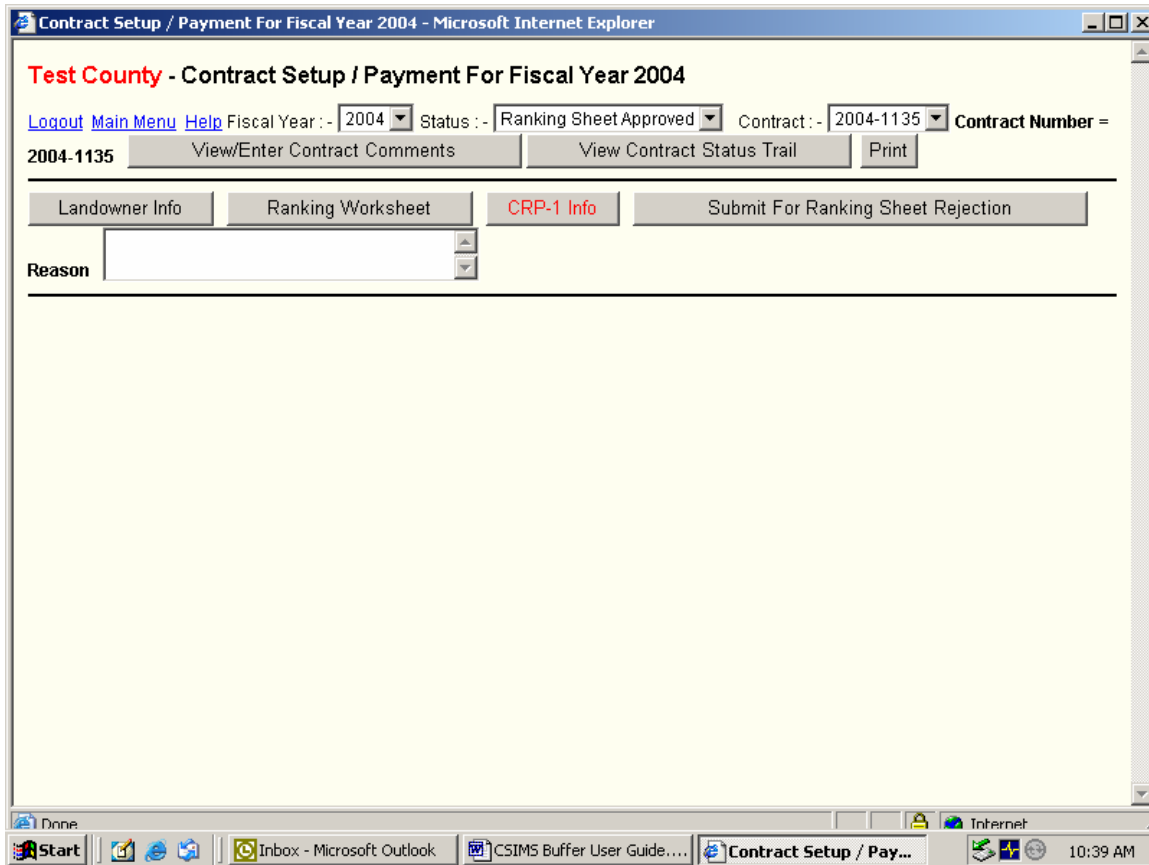
Add/Edit HUC And Practice

Practice	FILTER STRIP	Type of Stream 5 Max. 10	Other Conservation Treatment 10 Max. 10
Tract No.	1224	Perennial 5 <input checked="" type="checkbox"/>	Tract is treated to RMS level 10 <input checked="" type="checkbox"/>
Section	1	Intermittent 10 <input type="checkbox"/>	
Township	1	Type of Vegetation 10 Max. 15	Site Benefits 15 Max. 25
Range	1	Introduced Grass 1 <input type="checkbox"/>	Cropland Runoff 10 <input checked="" type="checkbox"/>
Quarter	NE	Native Grass/Perennial Stream 10 <input checked="" type="checkbox"/>	Confined Animal Runoff 10 <input type="checkbox"/>
HUC14	10270207035010	Native Grass/Intermittent Stream 15 <input type="checkbox"/>	Riparian Pasture Restoration 10 <input type="checkbox"/>
River Basin	KANSAS LOWER REPUBLICAN	Trees 15 <input type="checkbox"/>	Streambank Stabilization 5 <input checked="" type="checkbox"/>
Federal Rate	\$0.00	OffSite Benefits 0 Max. 20	Other1 5 <input type="checkbox"/>
Buffer Size	0	Drains into Drinking Water Supply 10 <input type="checkbox"/>	Other2 5 <input type="checkbox"/>
Buffer Width	0	Within 100' of Public Water Well 10 <input type="checkbox"/>	
Start Date	07/01/2004		
End Date	09/30/2004		
Maintenance Reimb.	\$5.00		
Ranking Score (Max 100)	45		
Contract Length	0y3m		

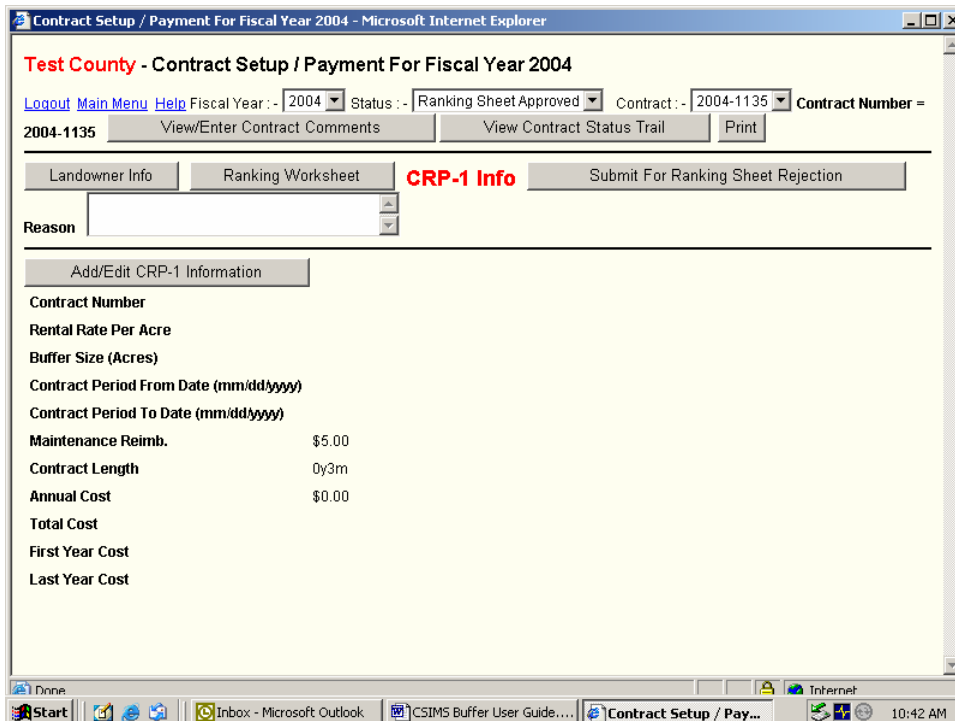
- 17) Click on the *Submit for Ranking Sheet Approval* box.
- 18) Once you have submitted the ranking sheet for approval you cannot enter any additional information until the State Conservation Commission has approved the ranking sheet.
- 19) Once the ranking sheet has been approved by SCC you may access it by going into *Buffer/Contract Setup and Payment* from your main menu. Select the current *Fiscal Year*, select *Ranking Sheet Approved*, and the *Contract Number* in the appropriate drop down windows, as seen at the top of the screen below.



- 20) After selecting a contract with an approved Ranking Worksheet you will see the screen below. No additional final contract information can be entered until you have an approved (signed by the CED or appropriate party) CRP-1 federal contract from Farm Service Agency.
- a. Once you have an approved CRP-1, federal CRP contract, signed by FSA you can complete the state contract by selecting the *CRP-1 Info.* box as seen, in red, in the middle of the screen below.

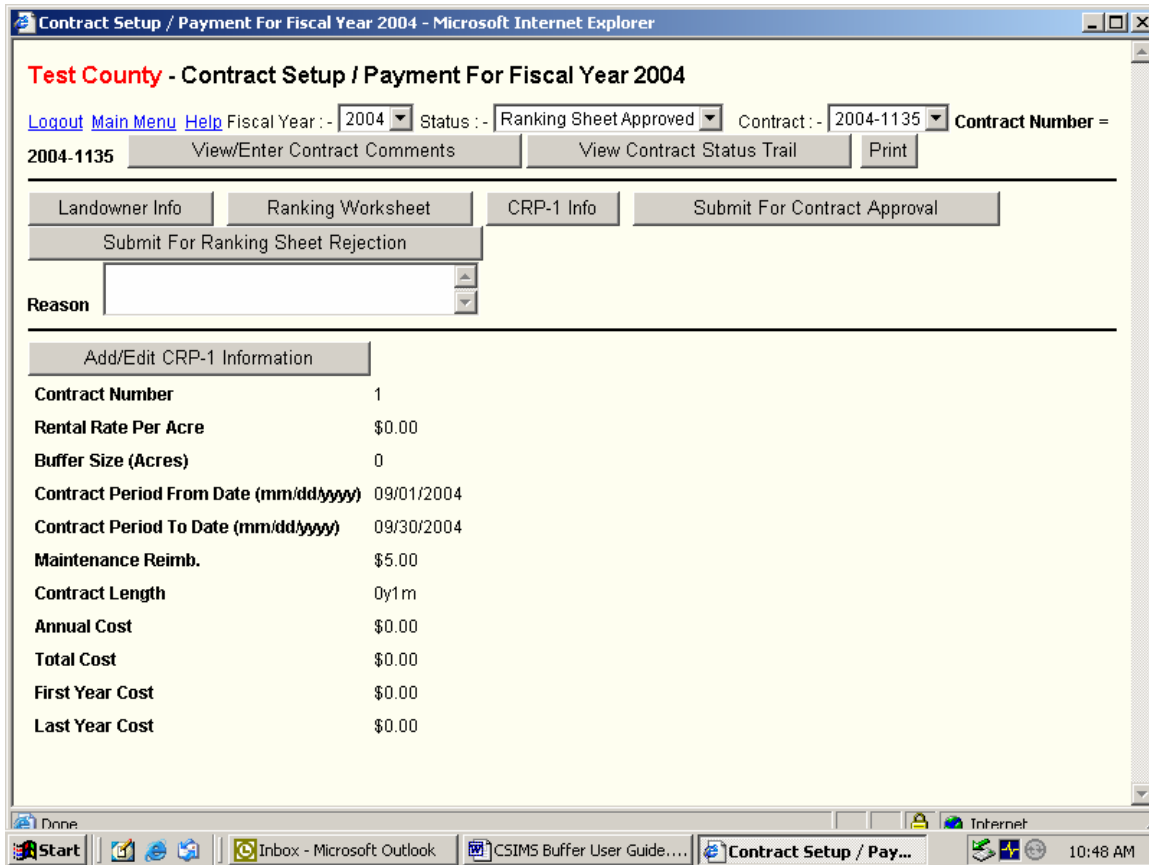


21) Upon selection of the *CRP-1 Info* box you will see the screen below.

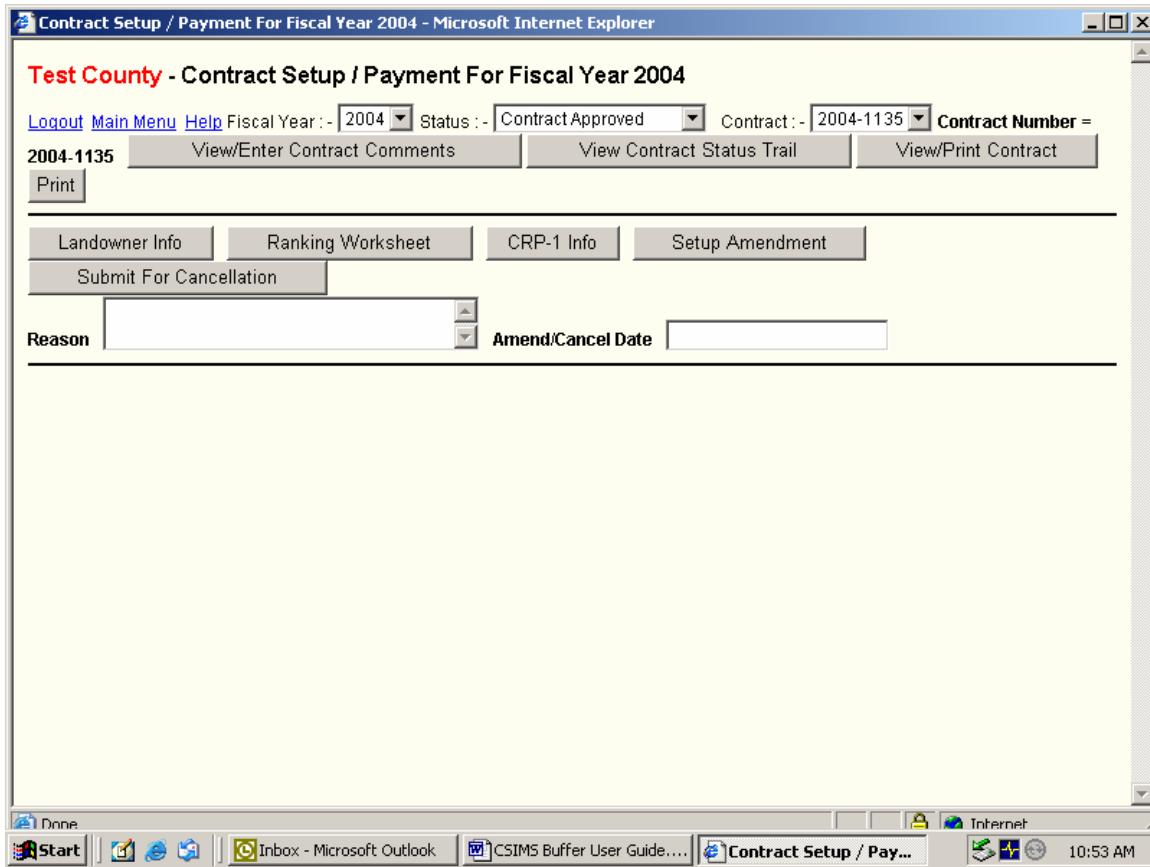


22) Select the *Add/Edit CRP-1 Information* box and you will see the screen indicated below.

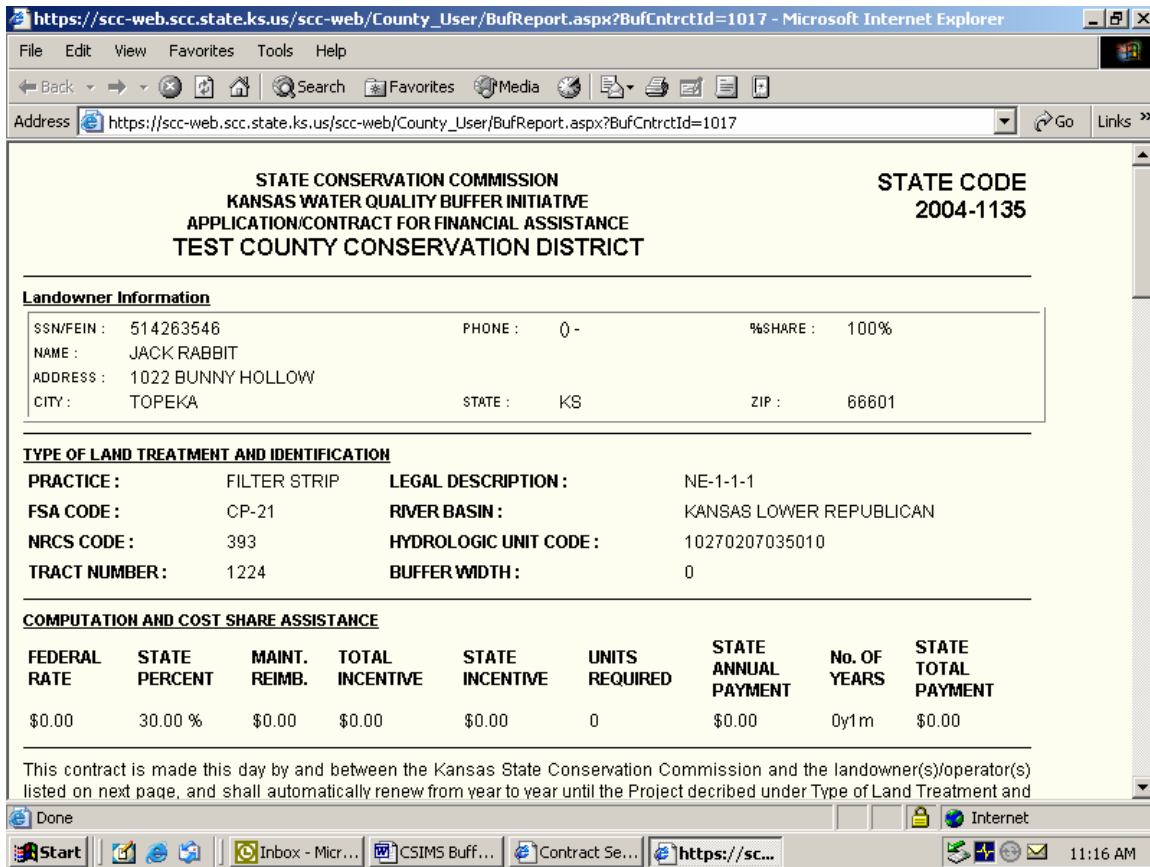
- 23) Enter the indicated information as follows:
- Contract Number* – this is the federal CRP contract number off box 3 of the CRP-1.
 - Rental Rate per Acre* – this is the federal rental rate with the 20% bonus added on, but without the maintenance rate added in. Box 11A on the CRP-1 minus the maintenance payment.
 - Buffer Size* – this is the acres from the CRP-1 box 12D. These acres may be higher than those in box 12D if the state contract includes an infeasible to farm portion of a field.
 - Contract Period From Date* – this is the contract start date from box 9 on the CRP-1. This will always be the first of a month.
 - Contract Period To Date* – this is the contract ending date from box 9 on the CRP-1. This will always be September 30 of the ending year.
- Note: Federal rules state CRP contracts must be a minimum of 10 years in length and a maximum of 15 years in length will be rejected.**
- 24) Once you have completed the above information, click on the *CRP-1 Information Complete* box in the upper left of the entry screen and you will see the screen below.



- 25) Click on the *Submit For Contract Approval* box on the right hand side.
- 26) Once the contract has been approved by SCC you may access it by again going into *Buffer/Contract Setup and Payment* from your main menu. Select the current *Fiscal Year*, select *Contract Approved*, and the *Contract Number* in the appropriate drop down windows. You will see the screen below.



- 27) Select the *View/Print Contract* box on the right and you will see a screen like the one below.



- 28) Once you have the contract on the screen select the *File/Print* option from your Windows menu across the top.
 - a. In order for the contract to print correctly you should utilize the *File/Page Setup* option to adjust all four margins to 0.25 inch. This will allow for the contract to print out on 3 pages. In order to allow for the seal and not cause any cutoff the contract will not print on just two pages.

- 29) If any of the 3 screens *Landowner Info*, *Ranking Worksheet*, or *CRP-1 Info* show in red lettering on the screen from step 22 you will not have the *View/Print Contract* option on your screen.
 - a. You will need to go back into the option showing in red, make sure all information is filled out correctly and exit the screen correctly by clicking on the appropriate *Information Complete* box.

- 30) After printing the contract you will need to obtain producer signatures from all those receiving a payment share, as a minimum. You should maintain a file with the following information in it.
 - a. Signed state contract
 - b. CRP-1 (Federal CRP contract)
 - c. Map

CONTRACT CHANGES AND AMENDMENTS

- 1) Once a contract has been approved by the Commission, if there are any changes/corrections, other than landowner or payment share, you should contact Yolanda or Jon with these changes. They will make them from the Commission office.
- 2) Amendments should **only** be submitted for landowner changes or any change in payment share to contract participants.
 - a. To submit an amendment for one of these reasons go into the contract to be amended so you see the screen below.

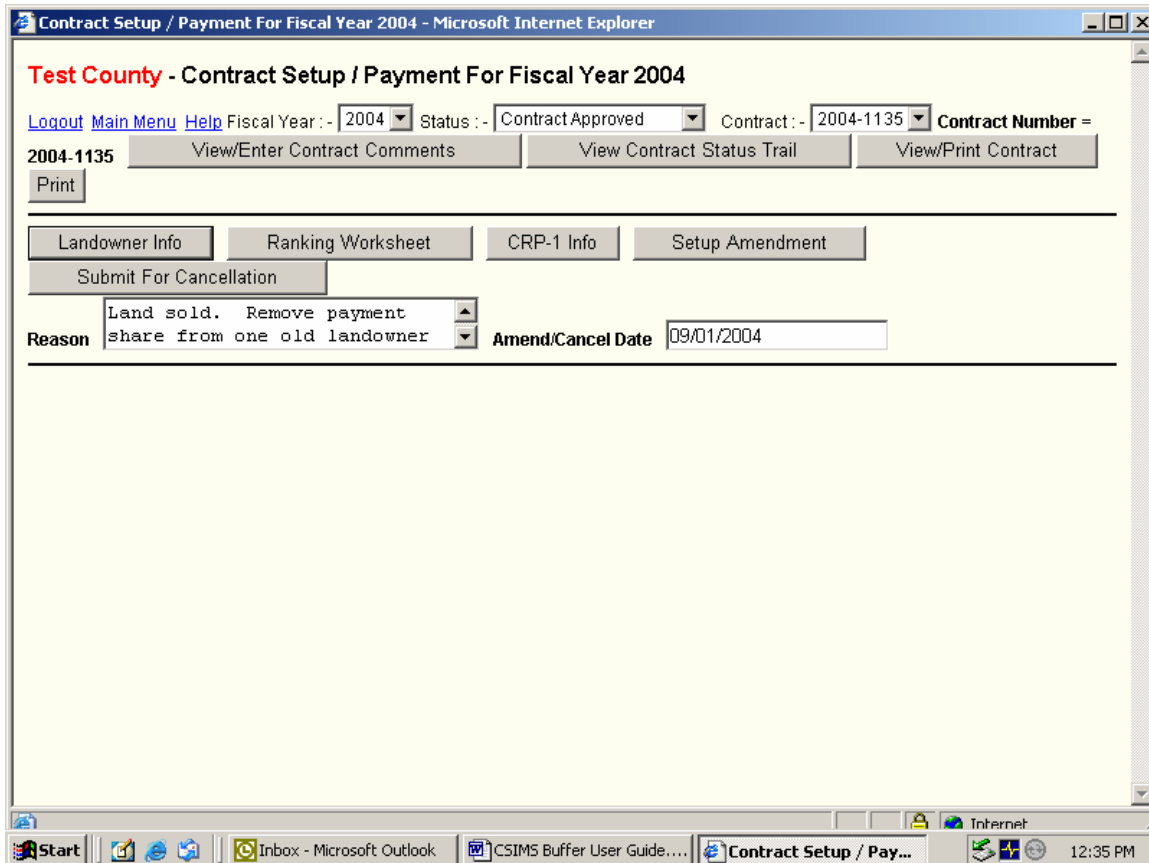
The screenshot shows a web browser window titled "Contract Setup / Payment For Fiscal Year 2004 - Microsoft Internet Explorer". The page content includes a header "Test County - Contract Setup / Payment For Fiscal Year 2004" and a navigation menu with "Logout", "Main Menu", and "Help". The main content area displays "Fiscal Year :- 2004", "Status :- Contract Approved", and "Contract :- 2004-1135". Below this are buttons for "View/Enter Contract Comments", "View Contract Status Trail", and "View/Print Contract". A "Print" button is also present. The main menu includes "Landowner Info", "Ranking Worksheet", "CRP-1 Info", "Setup Amendment", and "Submit For Cancellation". At the bottom, there are two input fields: "Reason" and "Amend/Cancel Date".

- 3) Enter the reason for the amendment and the Amend/Cancel Date in the two identified white boxes of the screen above.
 - a. For landowner changes or changes in payment percentages they will become effective the first of a month. If a date other than the first is entered the change will be effective the first of the next month.
 - b. Cancellations will be considered effective the end of a month. If any other date is entered the cancellation will be effective the end of the month for the date entered.
 - c. In the screen below this information has been entered.
 - i. *Reason* – “Land sold. Remove payment share from one old landowner and add one new landowner to receive 100% of payment.”By stating how many landowners were on the contract and how many new ones there will be it will provide a method to double check that all old participants have

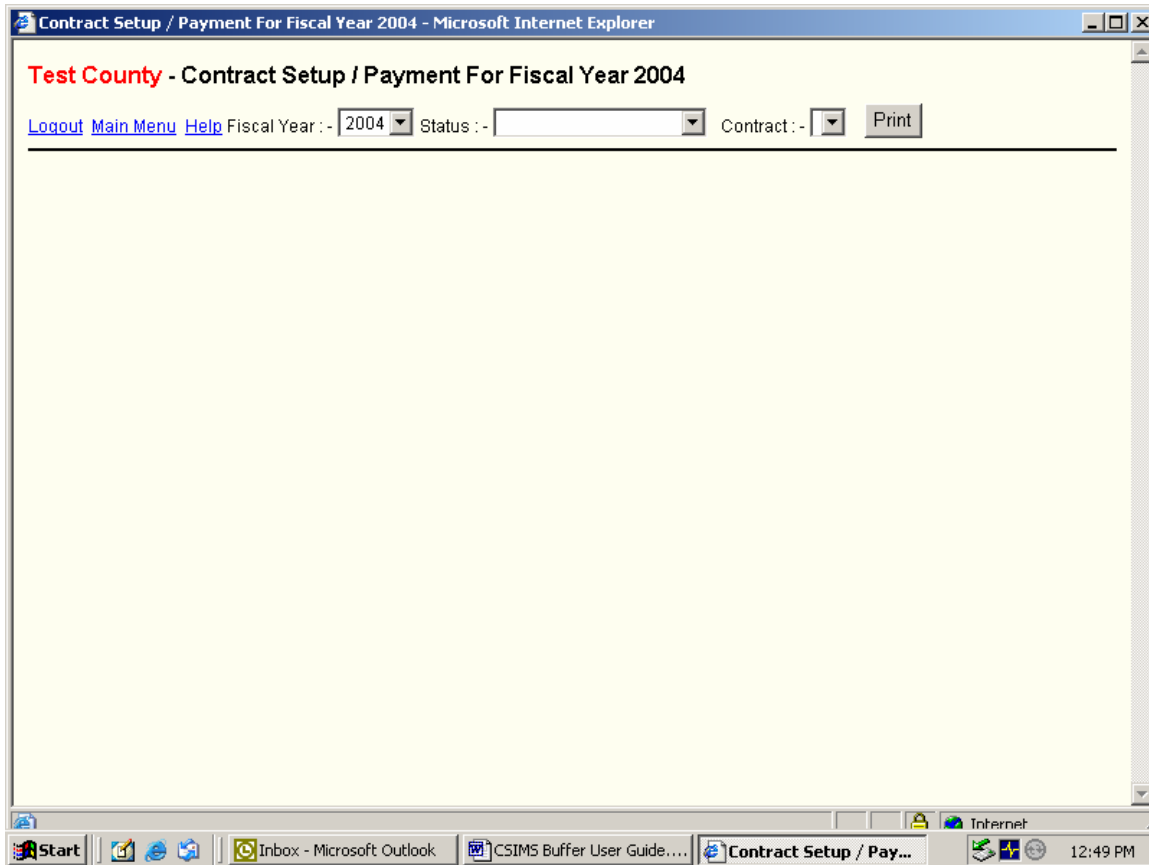
been zeroed out and all new ones added. Old landowners cannot be removed from the contract as they will have already received payment under that contract – they will just be changed to show they are receiving zero percent.

ii. *Amend/Cancel Date* – “09/01/2004”

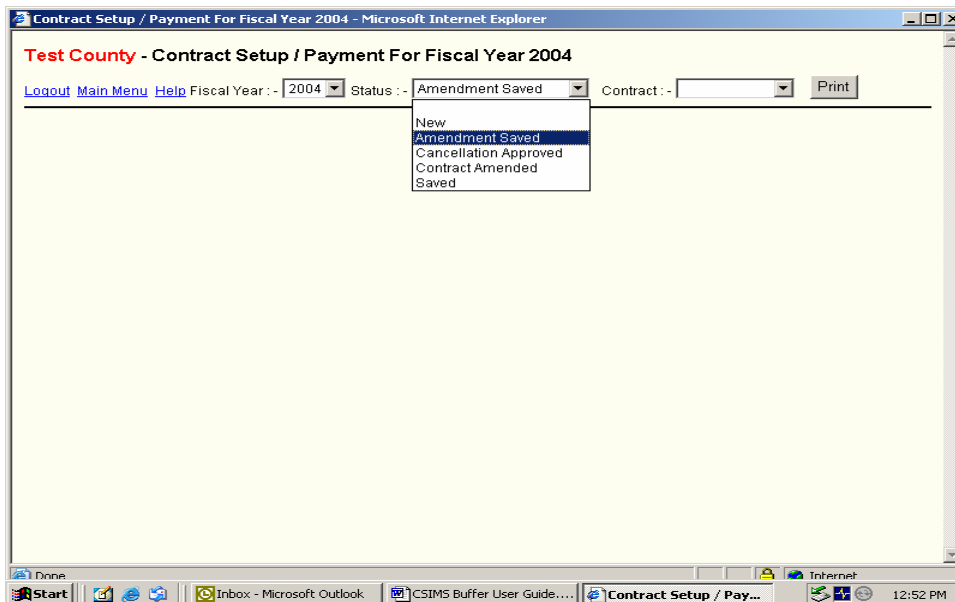
Again this date should be the first of a month.



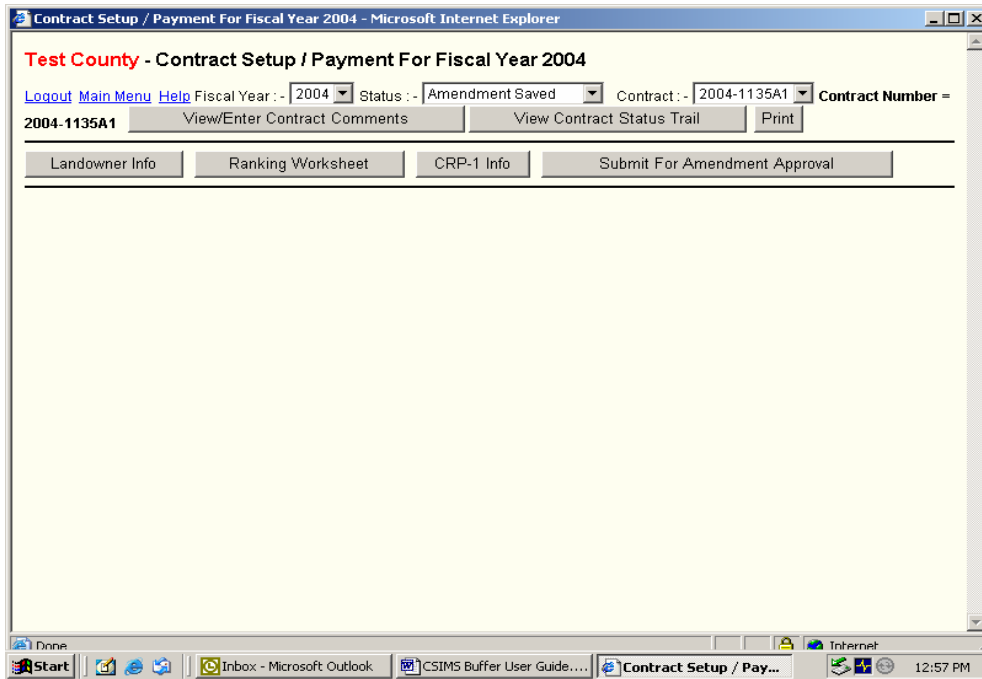
- 4) Click on *Setup Amendment*
 - d. This will save the contract for amendment of information and will take you into the Contract Setup/Payment screen as seen below.



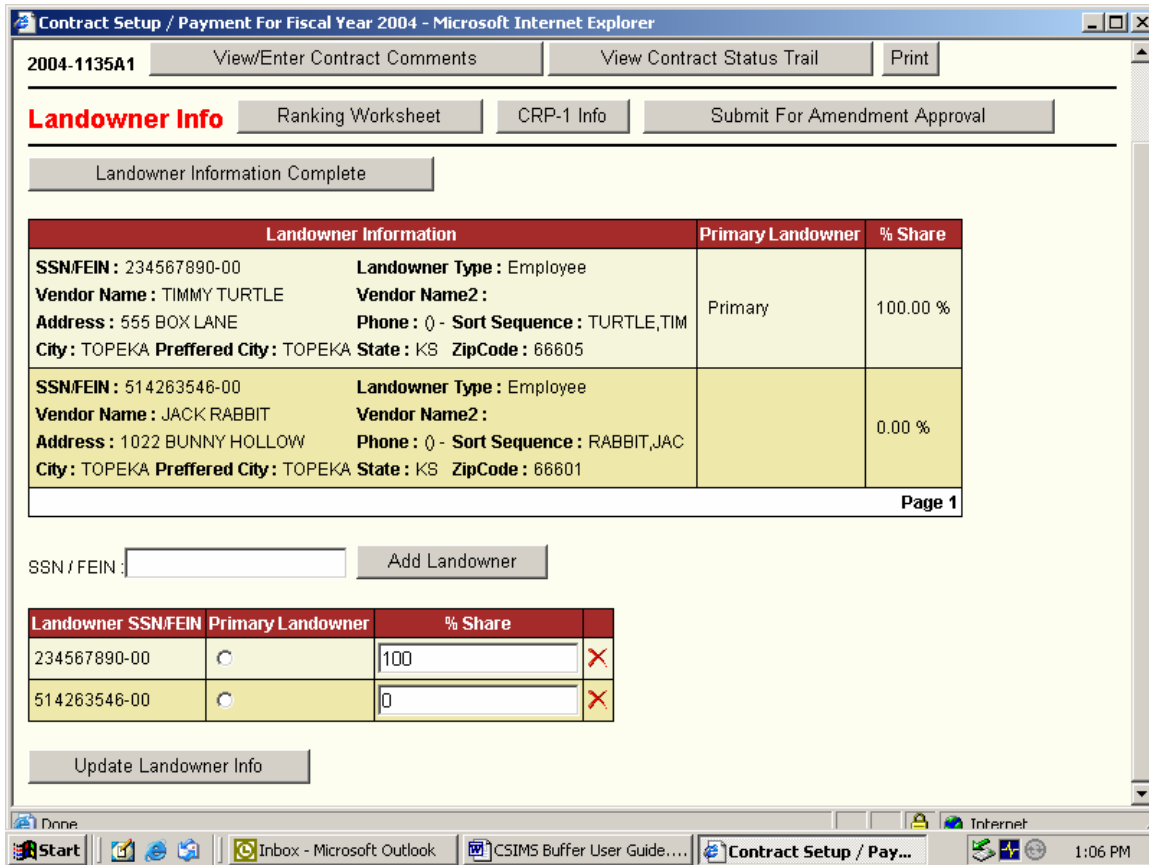
- 5) Select the correct *Fiscal Year* and in the second drop down window select *Amendment Saved* as seen in the screen below. You will also see a *Contract Amended* choice – be sure to select the choice *Amendment Saved*. Select the Contract which will now be identified with an A1 after the number.



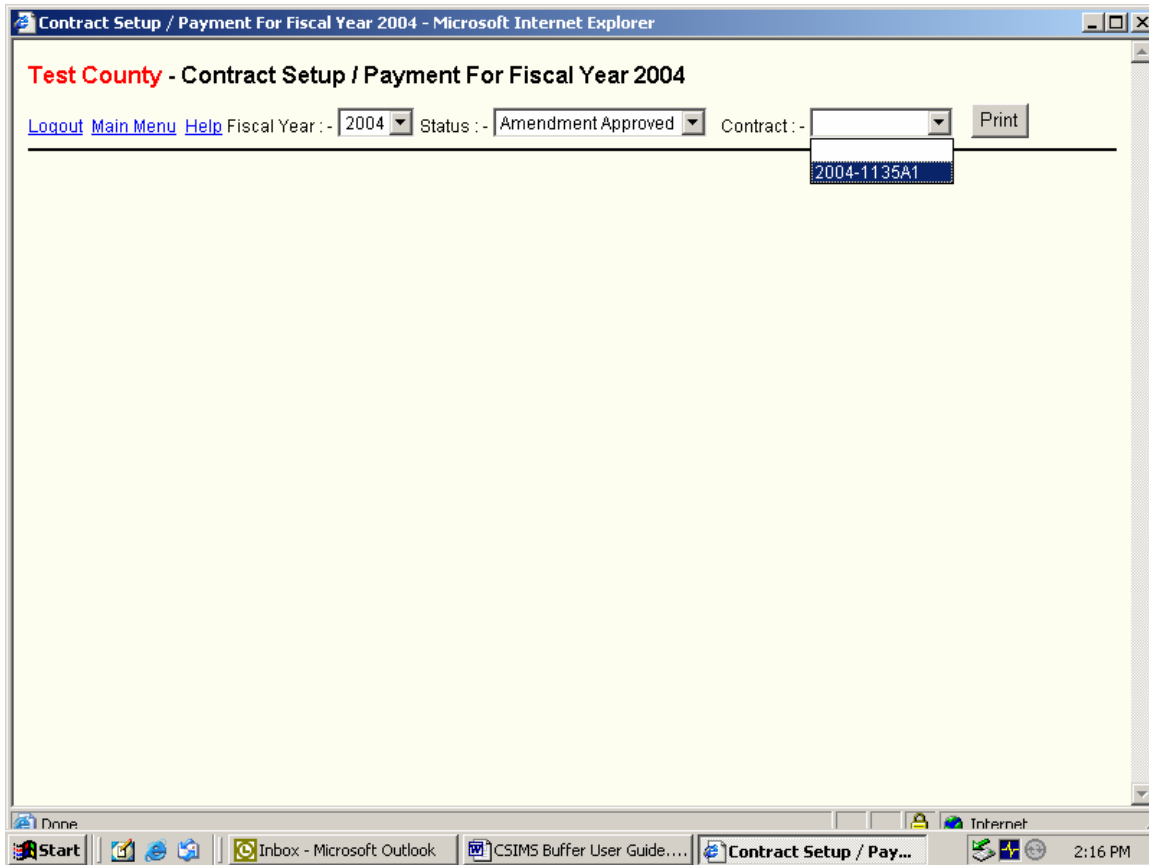
- 6) You will see the screen below.



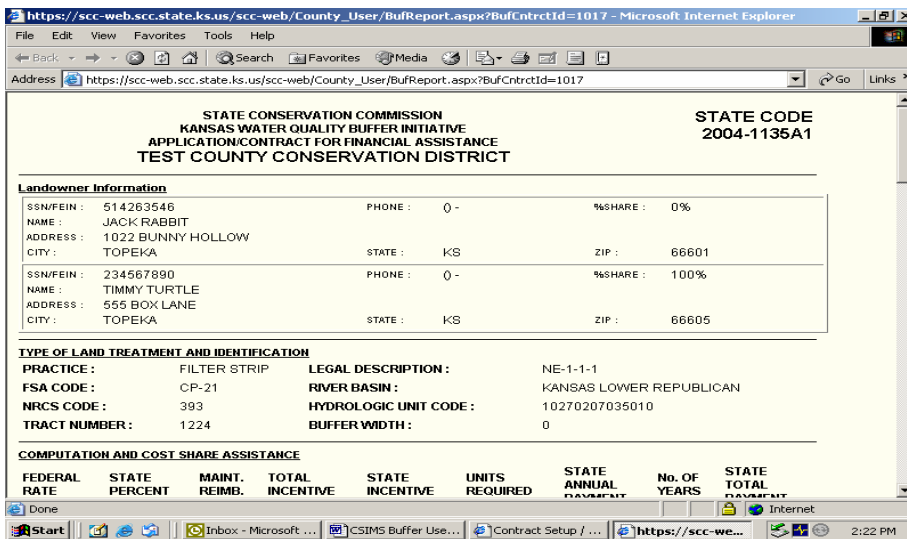
- 7) Select *Landowner Info*. and click the *Add/Edit Landowner* box in that screen.
 - e. Add new landowners and change the payment percentages as appropriate for the change. Also select the primary landowner as appropriate for the new landowner(s). Again, old landowners will stay with the contract but will have zero for a percentage of payment.
 - f. IMPORTANT, after adding new landowners and correcting payment information and primary landowner click the *Update Landowner Info* box in the lower left corner of the screen. Failure to click this box will result in the changes not being entered. This has been completed in the screen below. As you can see Jack Rabbit with SSN 514263546-00 was the original owner of this contract. The new owner Timmy Turtle, with SSN 234567890, is now receiving 100% of the contract payment and is identified as the primary landowner.



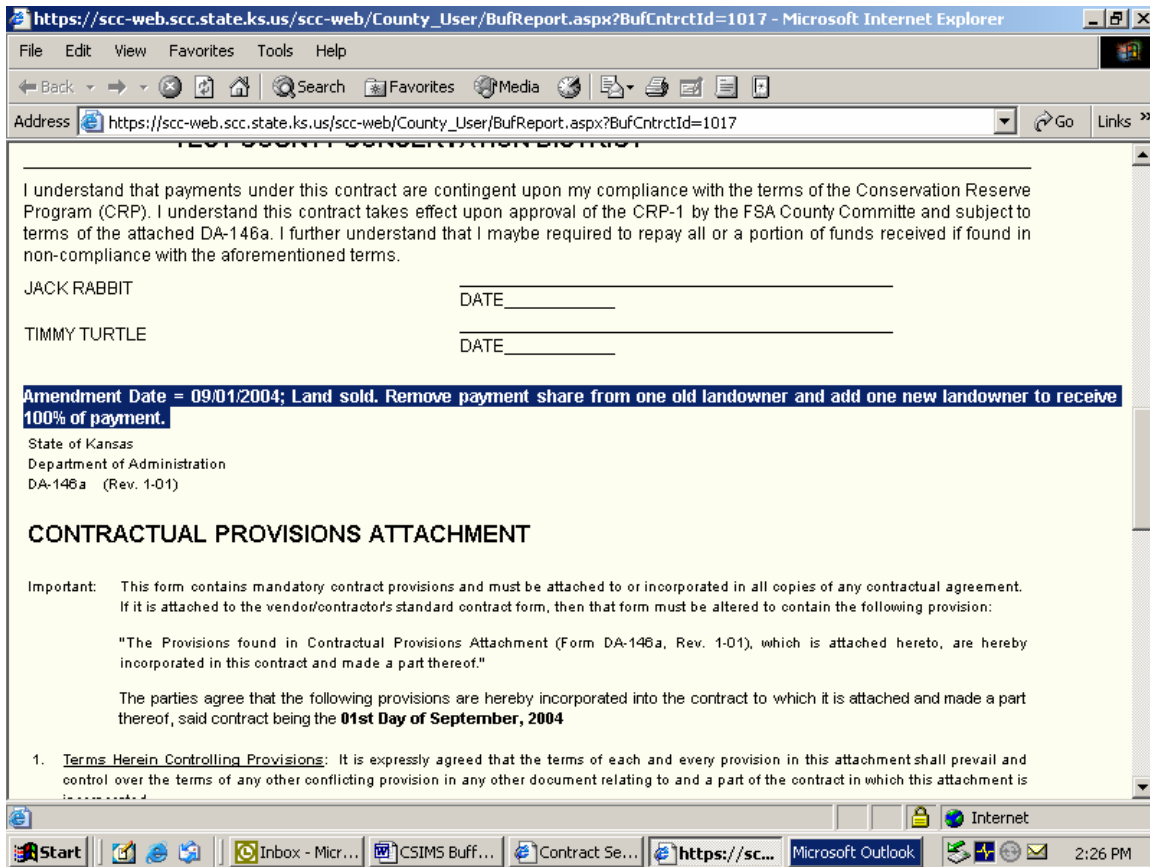
- 8) Click the *Landowner Information Complete* box in the upper left corner of the input screen. WARNING, failure to do this may result in the information not being saved.
- 9) You will see the screen below. Click on the *Submit for Amendment Approval* box in the upper right.
 - a. You now need to wait for the Commission to approve this amendment.
- 10) Once the amendment has been approved you should access it through the main menu by selecting the *Amendment Approved* choice as shown below. There will also be a choice of *Contract Amended*, do not select this choice as it will not have the updated contract information – it is there only to show that the original contract has been amended.
 - a. The contract will be identified with an A1 after the contract number - *2004-1135A1*



- 11) You need to select the contract and print a new contract for the new landowner to sign by selecting the View/Print Contract box in the upper left of the screen.
 - a. Again, the old landowner will still be identified on the contract but will be shown with zero percentage. They do not need to sign the new contract, only those participants receiving a share of payment. An example of how it will look is shown below.



- 12) Amended contracts will print out with amendment date and reason printing below the signature lines as shown below.



- 13) Maintain a copy of the amended state contract along with the new CRP-1 showing the new landowner(s) in the case file.

NOTES

- 1) Approved Ranking Sheets not yet developed into contracts by the end of the state fiscal year (June 30) for which they were entered will be rejected by the Commission on the first of the new fiscal year (July 1).
 - a. If these will be developed into contracts they will need to be reentered by the county after they have been rejected on July 1 of the new fiscal year.
 - b. For any producer enrolling before July 1 but deferring their contract start date till after July 1 you should not enter the Ranking Sheet Information until after July 1 to prevent the need for double entry of the information.
2. Every time you enter a “New” contract it will be saved along with a contract number so check your “saved” contracts before entering new ones to see if you have one in there already.
 - a. If you have a “saved” contract number that will not be used and it has not been submitted for Ranking Sheet Approval you will still have the ability to change the landowner information on it and utilize it. This will keep you from having a number of “saved” contract numbers that will not be developed into contracts.
- 3) Please call Yolanda at 785 296-1050 or Jon at 785 296-0484 with questions or problems.