

## CSIMS V2.0 & V2.1 Spring Workshop Handout

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  - ii. Employee Oath Form
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- c. Supervisor Forms
  - i. Supervisor Information Form
  - ii. Supervisor Election Results Form – Hold
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- b. Program Manual.
  - i. Chapter 1 – Programs Overview.
  - ii. Chapter 2 – General Policies and Guidelines.
  - iii. Chapter 3 – Local Program and Contract Procedures.

- iv. Chapter 4 – Practices and Components.
- v. Chapter 5 – Livestock Waste Management Provisions.
- vi. Chapter 6 – NPS Pollution Control Special Provisions.
- vii. Chapter 7 – Irrigation Provisions.
- viii. Chapter 8 – Riparian and Wetland Protection Program.
- ix. Chapter 9 – Kansas Water Quality Buffer Incentive
- c. Kansas Conservation District Handbook
  - i. Administrative Section
    - 1) Division of Conservation Overview.
    - 2) Preface.
    - 3) Chapter 1 – State Conservation Commission and Conservation Districts.
    - 4) Chapter 2 – Conservation District Supervisors.
    - 5) Chapter 3 – Board Meetings.
    - 6) Chapter 4 – Conservation District Annual Meetings.
    - 7) Chapter 5 – Financial Management.
    - 8) Chapter 6 – District Operations.
  - ii. Personnel Section
    - 1) Chapter 1 – Personnel Management Responsibilities.
    - 2) Chapter 2 – Determining Workload and Staffing Needs.
    - 3) Chapter 3 – Recruitment and Employment.
    - 4) Chapter 4 – Qualification Standards.
    - 5) Chapter 5 – Position Description and Performance Appraisals.
    - 6) Chapter 6 – Employee Compensation
    - 7) Chapter 7 – Employee Training.
    - 8) Chapter 8 – Employee Relations.
    - 9) Chapter 9 – Personnel Services.
    - 10) Bibliography.
  - iii. QuickBooks for Conservation Districts.
  - iv. Kansas Conservation District Supervisors Handbook.
  - v. NRCS/Electronic Field Office Technical Guide (eFOTG).
  - vi. NRCS Practice Cost Data.
  - vii. Helpful Links.

## CSIMS V2.0 & V2.1 Training Users Guide

1. Open the CSIMS 2.0 training application link provided in the October 23, 2018 e-mail.
2. First time Login:
  - a. Use the work email address and your CSIMS password.
  - b. You will be directed to setup the security questions and new password.

The screens will look like this:

Cost - Share Information Management System (CSIMS)

Kansas Department of Agriculture Division of Conservation

**Login Here**

Username or Email

Password

Remember

Login

New User Forgot Password? Help

CSIMS User Security Questions Setup

Kansas Department of Agriculture Division of Conservation

Your Question1 ? Answer A Confirm Answer ✓

Your Question2 ? Answer A Confirm Answer ✓

Your Question3 ? Answer A Confirm Answer ✓

Password ? Confirm Password

At least one letter & one number At least one capital letter At least one special character [-!.,@, #, \$, %, ^, &, \*, ~, ~, ~, ~, ~, ~, ~, ~] Be at least 8 characters

Close Submit



### 3. Forgot Password Function.

The screens will look like this:

The first screenshot shows the 'Login Here' modal on the CSIMS login page. It includes fields for 'Username or Email' and 'Password', a 'Remember' checkbox, and a 'Login' button. At the bottom, there are links for 'New User', 'Help', and 'Forgot Password?'. A red arrow points to the 'Forgot Password?' link.

The second screenshot shows the 'Forgot Password?' modal. It has a 'Work Email' input field with a red arrow pointing to it, a 'Close' button, and a 'Continue >' button with a red arrow pointing to it.

The third screenshot shows the 'Forgot Password?' modal after the email is entered. The 'Work Email' field now contains 'county@ks.gov'. Below it are three security questions, each with a red arrow pointing to its corresponding answer field: 'What is the name of your first pet?', 'What is your mother's maiden name?', and 'What was your first car?'. Each question has an 'Answer' input field and a blue 'A' icon. At the bottom, there is a 'Close' button and a 'Continue >' button with a red arrow pointing to it.



5. User Update Profile function. This can be performed after successful login to CSIMS. All security questions or password can also be updated here.

The screens will look like this:

The screenshot displays the CSIMS interface. At the top, the header reads "County Cost - Share Information Management System (CSIMS)" with the Kansas Department of Agriculture logo on the right. A navigation bar includes links for "Favorites", "Cost Share", "Conservation Districts", "Reports", and "Resources". On the left, a calendar for December 2017 is shown, with a red arrow pointing to the "Important Dates" section. A dropdown menu is open, showing options: "Change Password", "Update Profile", and "Logout". The "Update Profile" option is selected, leading to a form titled "Update Profile".

The "Update Profile" form contains the following fields and sections:

- Metadata:** County Name: Scott, Email: county@ks.gov, Explanation for Registration: Dummy text dummy text dummy text dummytext.
- Personal Information:** Title (Ms.), First Name (A), Last Name (A), Job Title (Test).
- Security Questions:**
  - Question: "What is the name of your first pet?" Answer: 1, Confirm Answer: 1.
  - Question: "What is your mother's maiden name?" Answer: 1, Confirm Answer: 1.
  - Question: "What was your first car?" Answer: 1, Confirm Answer: 1.
- Password Section:** Includes a "Change Password?" link, Password field, and Confirm Password field.
- Validation Rules:**
  - At least one letter & one number
  - At least one capital letter
  - At least one special character [-,!,@,#,\$,%,&,'\*,~.,:;"]
  - Be at least 8 characters
- Buttons:** "Close" and "Save" (highlighted with a red arrow).

6. User Logout function. This can be performed after successful login to CSIMS.

The screen will look like this:

This screenshot shows the CSIMS interface, similar to the previous one, but with the "Logout" option selected in the dropdown menu. The "Logout" option is highlighted with a red arrow. The rest of the interface, including the header, navigation bar, calendar, and main content area, remains the same.

7. New Calendar function. This can be performed after successful login to CSIMS. All events are entered by Division of Conservation (DOC) staff and can be displayed on the Home Page for three months (Previous month, Current month and Next month) period only. Click the Important Dates to see full year calendar and previous year events also.

The screens will look like this:

The screenshot displays the County Cost - Share Information Management System (CSIMS) interface. The top navigation bar includes links for Favorites, Cost Share, Conservation Districts, Reports, and Resources. The sidebar on the left contains a calendar for December 2017, January 2018, and February 2018, along with a list of important dates. The main content area is divided into several sections: Work List, Message Board, Forums, Cost-Share Tools/Documents, CD Document Submittal, and a Cost - Share Information Management System section. The Cost - Share Information Management System section features three pie charts for the years 2018, 2017, and 2016, showing the distribution of allocations. Red arrows point to the calendar and important dates sections.

**Important Dates calendar**

2016 2017 2018 2019 2020

**January**

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**February**

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

**March**

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**April**

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**May**

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**June**

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**July**

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**August**

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**September**

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**October**

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**November**

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**December**

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

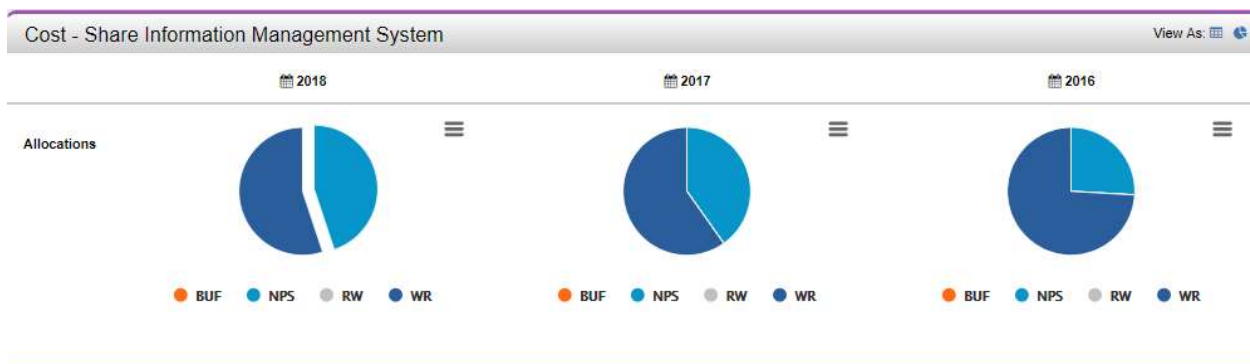
**January Month Event Details**

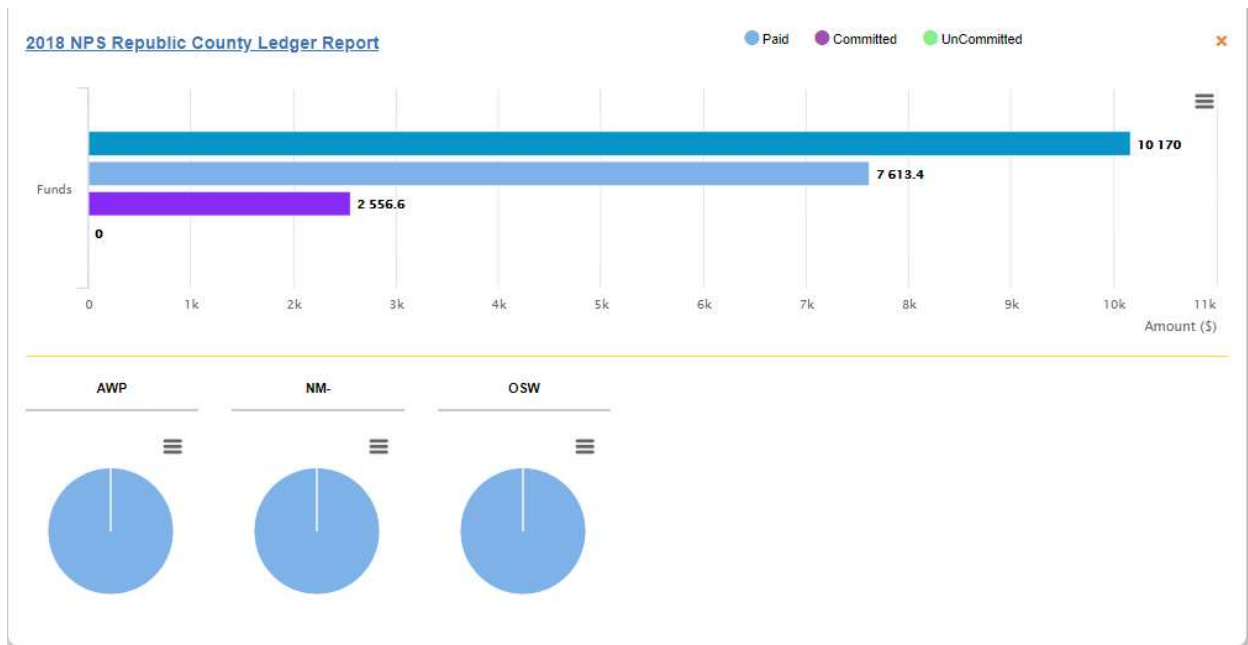
Event Name	Event Location	Event Comment	Event Start Date	Event End Date
County Testing Setup	KDA Office	CSIMS V2.0 Testing Setup	1/6/2018	1/8/2018
Testing User Guide	KDA Office	CSIMS V2.0 County Users Guide preparation	1/19/2018	1/19/2018
County Testing	KDA Office	County internal testing by VPN connection	1/23/2018	1/23/2018
DOC Test	KDA Office	CSIMS Testing	1/15/2018	1/15/2018

Close

8. Home Page Charts function. This can be performed after successful login to CSIMS. All allocations for three years data will be displayed by Program and can be drilled down to details level. County Ledger report will also be available here. Data can be view as table or chart level.

The screens will look like this:





Clicking on the Project Type will give a list of contracts.

The screen will look like this:

2018NPSContract List				
County Name	County Contract Number	Paid Amount	Committed Amount	Actual Cost
Cloud	NPS-2018-6	\$0.00	\$195.00	\$0.00
Dickinson	NPS-2018-7	\$0.00	\$300.00	\$0.00
Finney	NPS-2018-2	\$0.00	\$750.00	\$0.00
Franklin	NPS-2018-1	\$0.00	\$1,000.00	\$0.00
Franklin	NPS-2018-3	\$0.00	\$315.00	\$0.00
Kearny	NPS-2018-2	\$0.00	\$1,000.00	\$0.00
Kearny	NPS-2018-3	\$0.00	\$1,000.00	\$0.00
Lane	NPS-2018-2	\$0.00	\$850.00	\$0.00
Lane	NPS-2018-5	\$0.00	\$373.75	\$0.00
Lane	NPS-2018-6	\$0.00	\$325.00	\$0.00



Click on the NPS County Ledger Report and the County Ledger will open in a pop-up.

The screen will look like this:

County Ledger Report									
Republic County - Ledger Report For Fiscal Year 2018									
Fiscal Year : 2018   Program : NPS   County : Republic									
Contract No.	Primary Landowner	Project Type	Practice	Contract Status	Contract Funding				
NPS-2018-1	FRED MIKESELL	OSW	Practice	UCM	Initial	Cost	Ratio	Field Invoice Code	Contract Amount
Status Trail			Online Watershed System (11)	Each	1.00	Jul 10 2017 9:22:05AM	ContractApproved	NPS_NPS	\$2,000.00
								Amount Paid	Contract Balance
									\$2,000.00
NPS-2018-2	NICK HANSEN	NM	Practice	UCM	Initial	Cost	Ratio	Field Invoice Code	Contract Amount
Status Trail			Nature Management (30)	Test	10.00	Jul 10 2017 9:24:31AM	ContractApproved	NPS_NPS	\$500.00
								Amount Paid	Contract Balance
									\$500.00
NPS-2018-3	RANDY HANSEN	NM	Practice	UCM	Initial	Cost	Ratio	Field Invoice Code	Contract Amount
Status Trail			Nature Management (30)	Test	10.00	Jul 10 2017 9:24:44AM	ContractApproved	NPS_NPS	\$500.00
								Amount Paid	Contract Balance
									\$500.00
NPS-2018-4	EDWIN CHARLES THOMPSON	NM	Practice	UCM	Initial	Cost	Ratio	Field Invoice Code	Contract Amount
Status Trail			Nature Management (30)	Test	10.00	Jul 10 2017 9:24:56AM	ContractApproved	NPS_NPS	\$500.00
								Amount Paid	Contract Balance
									\$500.00

9. Favorites function – Clicking on the Star beside any Menu Function will add here.

The screen will look like this:

Allen County  
AA | Favorites Cost Share Conservation Districts Reports Resources

**Important Dates**  
September 2018

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

**Favorites**

- ★ CS-2 District Program Setup
- ★ Component Report
- ★ Contract Setup and Payment
- ★ Encumbered Contract Setup and Payment
- ★ Landowner Report

**Message Board**

- » SCC-KACD Joint Meeting, August 6-7, 2017, Greensburg, KS.
- » SCC-KACD Joint Meeting, August 6-7, 2017, Greensburg, KS.
- » KACD-EO State Conference, May 2-3, 2017, Salina, KS
- » FY 2018 Message 4

Note – The CS-2 District Program Setup, Component Report, Contract Setup and Payment, Encumbered Contract Setup and Payment and the Landowner Report were chosen.

To remove an item from the Favorites unclick the Star.

The screen will look like this:

Allen County  
AA | Favorites Cost Share Conservation Districts Reports Resources

**Important Dates**  
September 2018

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

**Favorites**

- ★ Contract Setup and Payment
- ★ Encumbered Contract Setup and Payment
- ★ Landowner Report

**Message Board**

- » SCC-KACD Joint Meeting, August 6-7, 2017, Greensburg, KS.
- » SCC-KACD Joint Meeting, August 6-7, 2017, Greensburg, KS.
- » KACD-EO State Conference, May 2-3, 2017, Salina, KS
- » FY 2018 Message 4

Note – The CS-2 District Program Setup and Component Report was removed from Favorites.

10. Cost-Share Menu Function.

The screen will look like this:

Republic County  
AA | Favorites Cost Share Conservation Districts Reports Resources

**Important Dates**  
January 2018

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Cost Share**

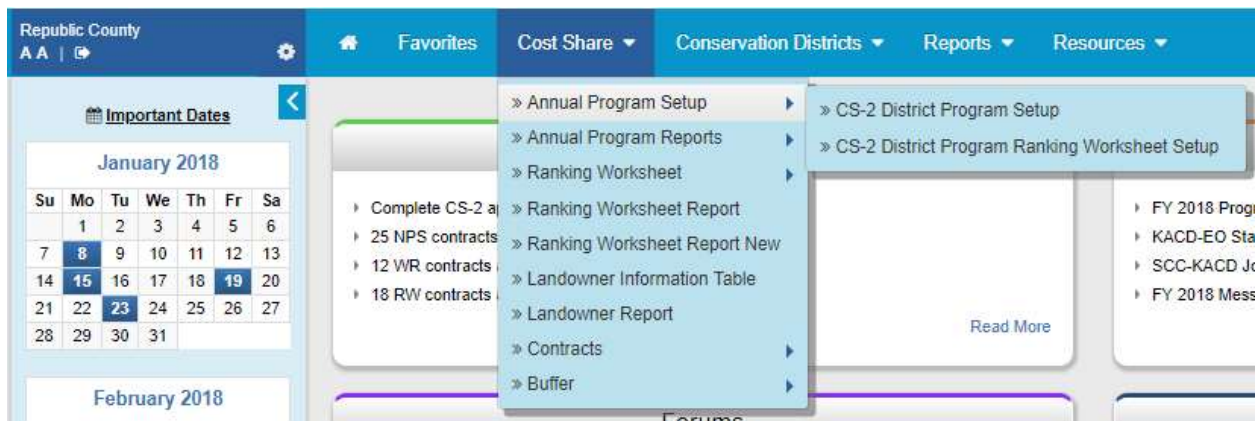
- » Annual Program Setup
- » Annual Program Reports
- » Ranking Worksheet
- » Ranking Worksheet Report
- » Ranking Worksheet Report New
- » Landowner Information Table
- » Landowner Report
- » Contracts
- » Buffer

**Message Board**

- » FY 2018 Program Manuals will be available on April 15 2017.
- » KACD-EO State Conference, May 2-3, 2017, Salina, KS.
- » SCC-KACD Joint Meeting, August 6-7, 2017, Greensburg, KS.
- » FY 2018 Message 4

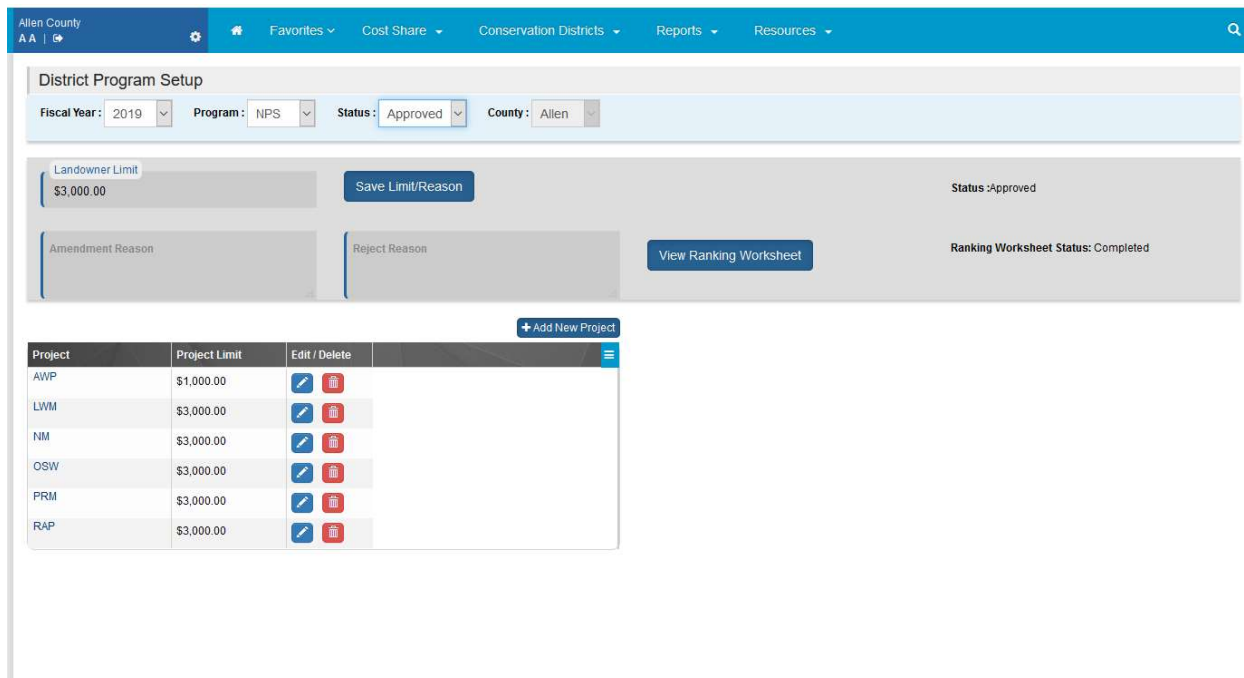
## 11. Annual Program Setup

The screen will look like this:



## CS-2 District Program Setup

The screen will look like this for an Approved CS-2:





Clicking on the Project Type shows the Practices.

The screen will look like this:

The screenshot shows the 'District Program Setup' interface for Allen County. At the top, there's a navigation bar with 'Allen County' and a search icon. Below it, a header section contains filters: 'Fiscal Year: 2019', 'Program: NPS', 'Status: Approved', and 'County: Allen'. The main content area is divided into two sections. The left section has input fields for 'Landowner Limit' (set to \$3,000.00) and 'Amendment Reason', with a 'Save Limit/Reason' button. The right section shows 'Status: Approved' and 'Ranking Worksheet Status: Completed', with a 'View Ranking Worksheet' button. Below these are two tables. The first table, 'Project', lists projects with their limits and edit/delete options. The second table, 'Practice', lists practices with their edit/delete options.

Project	Project Limit	Edit / Delete
AWP	\$1,000.00	<a href="#">Edit</a> <a href="#">Delete</a>
LWM	\$3,000.00	<a href="#">Edit</a> <a href="#">Delete</a>
NM	\$3,000.00	<a href="#">Edit</a> <a href="#">Delete</a>
OSW	\$3,000.00	<a href="#">Edit</a> <a href="#">Delete</a>
PRM	\$3,000.00	<a href="#">Edit</a> <a href="#">Delete</a>
RAP	\$3,000.00	<a href="#">Edit</a> <a href="#">Delete</a>

Practice	Edit / Delete
Elimination of Abandoned OnSite Wastewater System	<a href="#">Edit</a> <a href="#">Delete</a>
OnSite Wastewater System	<a href="#">Edit</a> <a href="#">Delete</a>

## CS-2 District Program Ranking Worksheet Setup.

The screen will look like this for a Completed Ranking Worksheet Setup:

The screenshot shows the 'Allen County DOC Ranking Worksheet Setup' interface. It features a navigation bar with 'Allen County' and a search icon. Below it, a header section contains filters: 'Select Fiscal Year: 2019', 'Select Program: WR', and 'Select County: Allen'. The main content area displays a message: 'County Ranking Worksheet Setup is Completed.'


## 12. Annual Program Reports.

The screen will look like this:

The screenshot shows the 'Republic County' Annual Program Reports interface. It features a navigation bar with 'Republic County' and a search icon. Below it, a header section contains filters: 'Fiscal Year: 2019', 'Program: WR', and 'County: Allen'. The main content area displays a message: 'County Ranking Worksheet Setup is Completed.'

## CS-2 District Program Report.

The screen will look like this:

Allen County  
A.A. |  Favorites Cost Share Conservation Districts Reports Resources

District Program Approval/Report for County

Fiscal Year: 2019 Program: NPS Status: Approved County: Allen


Landowner Limit: \$3,000.00 Status: Approved

Amendment Reason: Reject Reason: [View Ranking Worksheet](#) Ranking Worksheet Status: Completed On Oct 22 2018 4:20:21PM

Project type	Project Limit	Practice	Component	UOM	CAC	Cost Share
AWP	\$1,000.00	Well Decommissioning	Complete Practice - Handdug < 36"	Linear Foot	\$4.60	\$0.60
AWP	\$1,000.00	Well Decommissioning	Complete Practice - Handdug 36" - 48"	Linear Foot	\$10.06	\$0.60
AWP	\$1,000.00	Well Decommissioning	Complete Practice - Handdug 49" - 72"	Linear Foot	\$17.74	\$0.60
AWP	\$1,000.00	Well Decommissioning	Complete Practice - Handug > 72"	Linear Foot	\$19.47	\$0.60
LVM	\$3,000.00	Closure of Waste Impoundments	Earthwork	Cubic Yard	\$1.73	\$0.70
LVM	\$3,000.00	Critical Area Planting	Complete Practice - Seed Mix # 1	Acre	\$90.00	\$0.70

## Project Type/Practice/Component Report.

The screen will look like this:

Allen County  
A.A. |  Favorites Cost Share Conservation Districts Reports Resources


Project Type Practice/Component Report

Fiscal Year: 2019 Program: WR

Program	Project Type	Practice	Component
WR	ESC	Contour Buffer Strips	Complete Practice - Seed Mix # 1
WR	ESC	Contour Buffer Strips	Complete Practice - Seed Mix # 2
WR	ESC	Contour Buffer Strips	Complete Practice - Seed Mix # 3
WR	ESC	Contour Buffer Strips	Complete Practice - Seed Mix # 4
WR	ESC	Contour Buffer Strips	Complete Practice - Seed Mix # 5
WR	ESC	Contour Buffer Strips	Cover Crop
WR	ESC	Contour Buffer Strips	Fertilizer - Lime
WR	ESC	Contour Buffer Strips	Fertilizer - Nitrogen
WR	ESC	Contour Buffer Strips	Fertilizer - Phosphorus
WR	ESC	Contour Buffer Strips	Fertilizer - Potash
WR	ESC	Contour Buffer Strips	Nurse Crop

## 13. Ranking Worksheet

The current screen will look like this:

Allen County  
A.A. |  Favorites Cost Share Conservation Districts Reports Resources

Important Dates

September 2018

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

[» Annual Program Setup](#)  
[» Annual Program Reports](#)  
[» Ranking Worksheet](#)  
[★ Ranking Worksheet Report](#)  
[★ Landowner Information Table](#)  
[★ Landowner Report](#)  
[» Contracts](#)  
[» Buffer](#)

[★ Ranking Worksheet Groups New-2019](#)  
[★ Ranking Worksheet for Individuals New-2019](#)  
[★ Ranking Worksheet Report New](#)  
[★ Move Ranking Worksheet Form](#)

Read More

Message Board

[» Joint Meeting, August 6-7, 2017, Greensburg, KS.](#)  
[» Joint Meeting, August 6-7, 2017, Greensburg, KS.](#)  
[» State Conference, May 2-3, 2017, Salina, KS](#)  
[» Page 4](#)

Read More

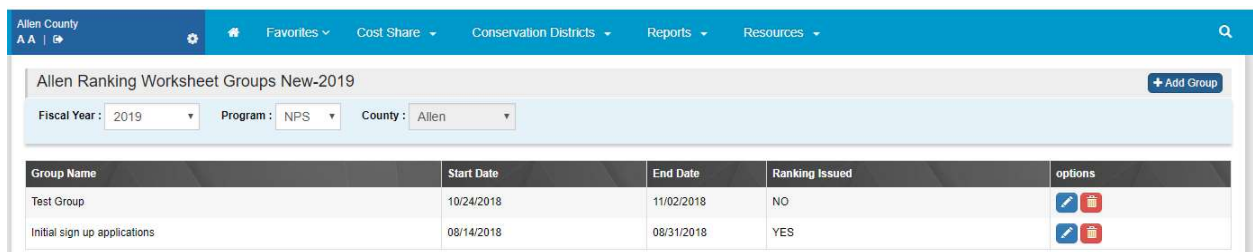
The final screen will look like this:



Note – Red lined out items will be removed.

## Ranking Worksheet Groups New-2019

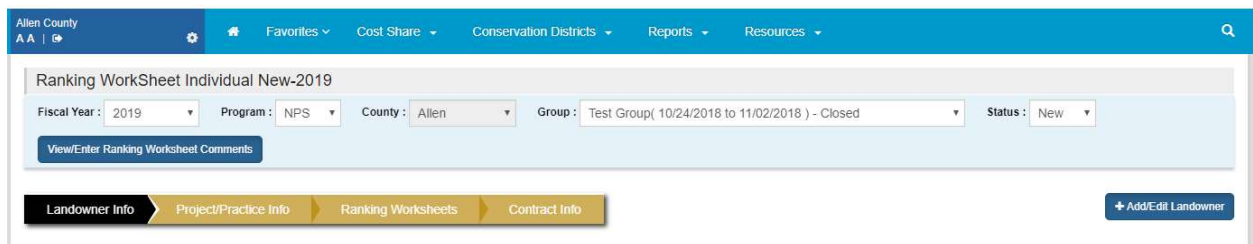
The screen will look like this:



Note – New-2019 will be removed.

## Ranking Worksheet Individual New-2019

The screen will look like this:



Note – New 2019 will be removed and the colors will change.

**Ranking Worksheet Report New** – will be removed from this grouping.

**Move Ranking Worksheet Form** – will be removed.

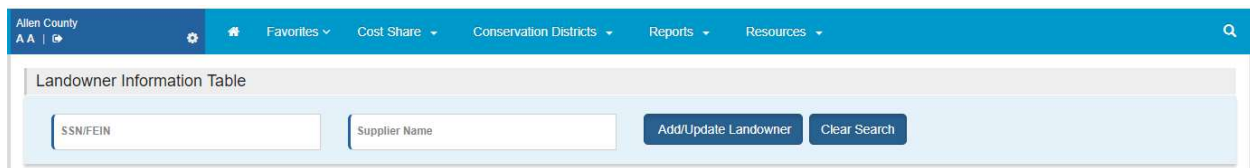
### 13. Ranking Worksheet Report

The screen will look like this:



### 14. Landowner Information Table – Search can be performed from here and New Landowner can also be added from here.

The screen will look like this:



Note – Vendor Name has been replaced with Supplier Name.

The screen will look like this when a search has been entered:

The screenshot shows the 'County Cost - Share Information Management System (CSIMS)' interface. At the top, there's a navigation bar with 'welcome to Scott-County', 'AA', and a search icon. Below it, a 'Landowner Information Table' section contains input fields for 'SSN/FEIN' and 'Vendor Name' (with 'TEST' entered). There are buttons for 'Add/Update Landowner' and 'Clear Search'. The main table displays two entries:

Vendor Data	Options
<p>SSN/FEIN - Addr Seq No : XXXXX6737-1 Tin Type : F SMART Vendor ID : 211475 Vendor Status : A 1099 Status : <input checked="" type="checkbox"/> Vendor Short Name : RUBY MEYER Address Status : A Preferred City : SAINT FRANCIS Location : 001 Location Status : A Remit Addr Seq No : 1</p>	<p>Sent To SMART : <input checked="" type="checkbox"/> Sent To Approved : <input checked="" type="checkbox"/> Vendor Name : RUBY MEYER TESTIMONIAL TRUST Vendor Name2 : Warrant Name : NATURE CONSERVANCY Warrant Name2 : Withhold Name : Withhold Name2 : Address 1 : 416 S QUINCY ST Address 2 : City : SAINT FRANCIS State : KS ZipCode : 67756 Country : USA Phone : (785) /33-2-25 Email Address :</p>
<p>SSN/FEIN - Addr Seq No : XXXXX5614-1 Tin Type : F SMART Vendor ID : 211727 Vendor Status : A 1099 Status : <input checked="" type="checkbox"/> Vendor Short Name : L C FREUND Address Status : A Preferred City : CUNNINGHAM Location : 001 Location Status : A Remit Addr Seq No : 1</p>	<p>Sent To SMART : <input checked="" type="checkbox"/> Sent To Approved : <input checked="" type="checkbox"/> Vendor Name : L C FREUND TEST R E TRUST Vendor Name2 : Warrant Name : NATURE CONSERVANCY Warrant Name2 : Withhold Name : Withhold Name2 : Address 1 : 15340 SW 60 ST Address 2 : City : CUNNINGHAM State : KS ZipCode : 67035 Country : USA Phone : (620) /29-8-32 Email Address :</p>

### Add a New Landowner:

Enter the SSN/FEIN in the box and click the Add/Update Landowner Button

Click the Add/Update Landowner the screen will look like this:

The screenshot shows the 'County Cost - Share Information Management System (CSIMS)' interface. The 'Landowner Information Table' section has input fields for 'SSN/FEIN' (containing '999999991') and 'Supplier Name'. The 'Add/Update Landowner' button is highlighted with a red circle, as is the 'SSN/FEIN' input field.

A pop-up will appear and you will need to click the Yes button.

The Add/Update Landowner Pop-up screen will look like this:

The screenshot shows the 'County Cost - Share Information Management System (CSIMS)' interface. A pop-up window is displayed with the message: 'No records found. Do you want create new landowner with the SSN/FEIN (999999991) ?'. There are two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a red circle.

Clicking the Yes will bring the Landowner Information Form.

The Landowner Information Form screen will look like this:

The screenshot shows the 'Landowner Information Table' interface. At the top, there's a navigation bar with 'Allen County' and various menu items like 'Favorites', 'Cost Share', 'Conservation Districts', 'Reports', and 'Resources'. Below this, the form is titled 'Landowner Information Table'. It features a search bar with 'SSN/FEIN' (999999991) and 'Supplier Name' fields, along with 'Add/Update Landowner' and 'Clear Search' buttons. The main form area is a grid of input fields for various details: SSN/FEIN, Tin Type, Supplier Name, Address 1, Address Seq No, Remit Addr Seq No, Supplier Name 2, Address 2, SMART Supplier ID, Supplier Short Name, Warrant Name, City Search, ZipCode Search, Supplier Status, 1099 Status, Warrant Name 2, State (KS), Q Get City/Zip, Location, Location Status, Withhold Name, City, Preferred City, Phone, Withhold Name 2, Zip Code, Country (USA), Email Address, Sent To SMART, SMART Approved, Address Status, and Non US Address. A 'Choose File' button is also present. At the bottom, there's a 'Cancel' button and a '+ Save Landowner Information' button. A note at the bottom explains the naming conventions for 'Supplier Name' and 'Supplier Short Name'.

Landowner Information Table

SSN/FEIN: 999999991 | Supplier Name: | Add/Update Landowner | Clear Search

SSN/FEIN: 999999991 | Tin Type: | Supplier Name: | Address 1: |

Address Seq No: | Remit Addr Seq No: | Supplier Name 2: | Address 2: |

SMART Supplier ID: | Supplier Short Name: | Warrant Name: | City Search: | ZipCode Search: |

Supplier Status: | 1099 Status: | Warrant Name 2: | State: KS | Q Get City/Zip

Location: | Location Status: | Withhold Name: | City: | Preferred City: |

Phone: | Withhold Name 2: | Zip Code: | Country: USA |

Email Address: | Sent To SMART: | SMART Approved: | Address Status: | Non US Address: |

Choose File | No file chosen

Supplier Name: Individual - First Name space Last Name; Business - As registered with IRS.  
Supplier Short Name: Individual - Last name comma first name - ex. - Camper,Hap (10 characters); Business Name - as registered with IRS - ex. - 2 RV Site ( 10 characters including spaces)

Cancel | + Save Landowner Information

Enter the Landowner Information, Get City/Zip, Upload W-9 and Save Landowner Information.

Click on the down arrow and select the ZipCode.

The Landowner Information Table screen will look like this when Get/City Zip is clicked:

The screenshot shows the 'Landowner Information Table' interface. A modal window titled 'Get City/Zip' is open, displaying a text input field labeled 'Select City ZipCode' with a red outline and a red circle around the dropdown arrow on the right. The modal also includes a 'Cancel' button. The background form contains various fields for landowner information, including SSN/FEIN (999999991), Tin Type (FEIN), Address Seq No, Remit Addr Seq No, SMART Supplier ID, Supplier Short Name, Warrant Name, City Search (Manhattan), ZipCode Search, Supplier Status, 1099 Status, Warrant Name 2, State (KS), Get City/Zip button, Location, Location Status, Withhold Name, Manhattan, Preferred City, Phone, Withhold Name 2, Zip Code, Country (USA), Email Address, Sent To SMART, SMART Approved, Address Status, Non US Address, and a file upload button labeled 'Choose File' with 'No file chosen' text. At the bottom, there are instructions for 'Supplier Name' and 'Supplier Short Name', a 'Cancel' button, and a '+ Save Landowner Information' button.



Clicking the Save Landowner Information Button without Uploading the W-9 Request for Taxpayer Identification Number and Certification will bring the error message of Required: The Landowner Information Table with error screen will look like this:

Allen County  
A A | ⚙️

Landowner Information Table

SSN/FEIN: 999999991 | Supplier Name: | Add/Update Landowner | Clear Search

SSN/FEIN: 999999991 | Tin Type: FEIN | Supplier Name: TEST | Address 1: 123 ABC Lane

Address Seq No: | Remit Addr Seq No: | Supplier Name 2: | Address 2: |

SMART Supplier ID: | Supplier Short Name: TEST | Warrant Name: | City Search: MANHATTAN | ZipCode Search: 66502

Supplier Status: | 1099 Status: ☐ | Warrant Name 2: | State: KS | [Q Get City/Zip](#)

Location: | Location Status: | Withhold Name: | City: MANHATTAN | Preferred City: MANHATTAN

Phone: | Withhold Name 2: | Zip Code: 66502 | Country: USA

Email Address: | Sent To SMART: ☐ | SMART Approved: ☐ **Required** | Address Status: | Non US Address: ☐

[Choose File](#) No file chosen

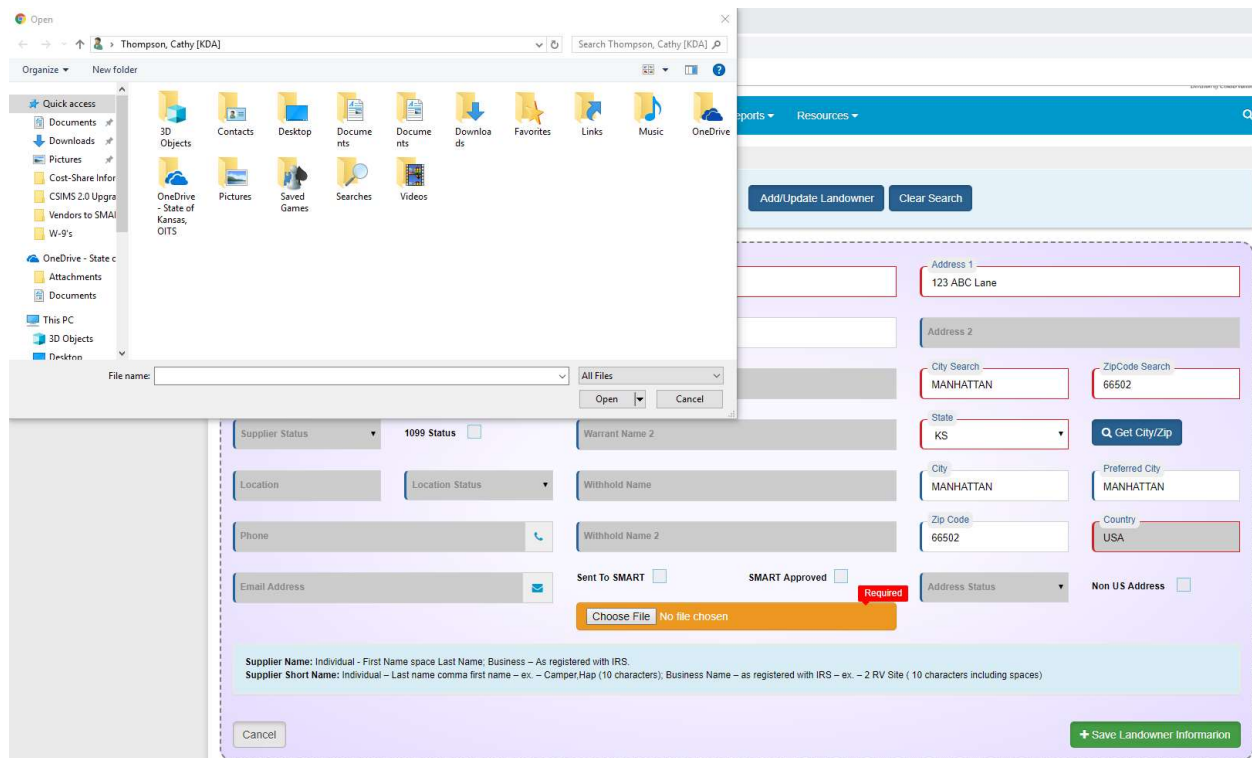
Supplier Name: Individual - First Name space Last Name; Business - As registered with IRS.  
Supplier Short Name: Individual - Last name comma first name - ex. - Camper,Hap (10 characters); Business Name - as registered with IRS - ex. - 2 RV Site ( 10 characters including spaces)

[Cancel](#) [+ Save Landowner Information](#)

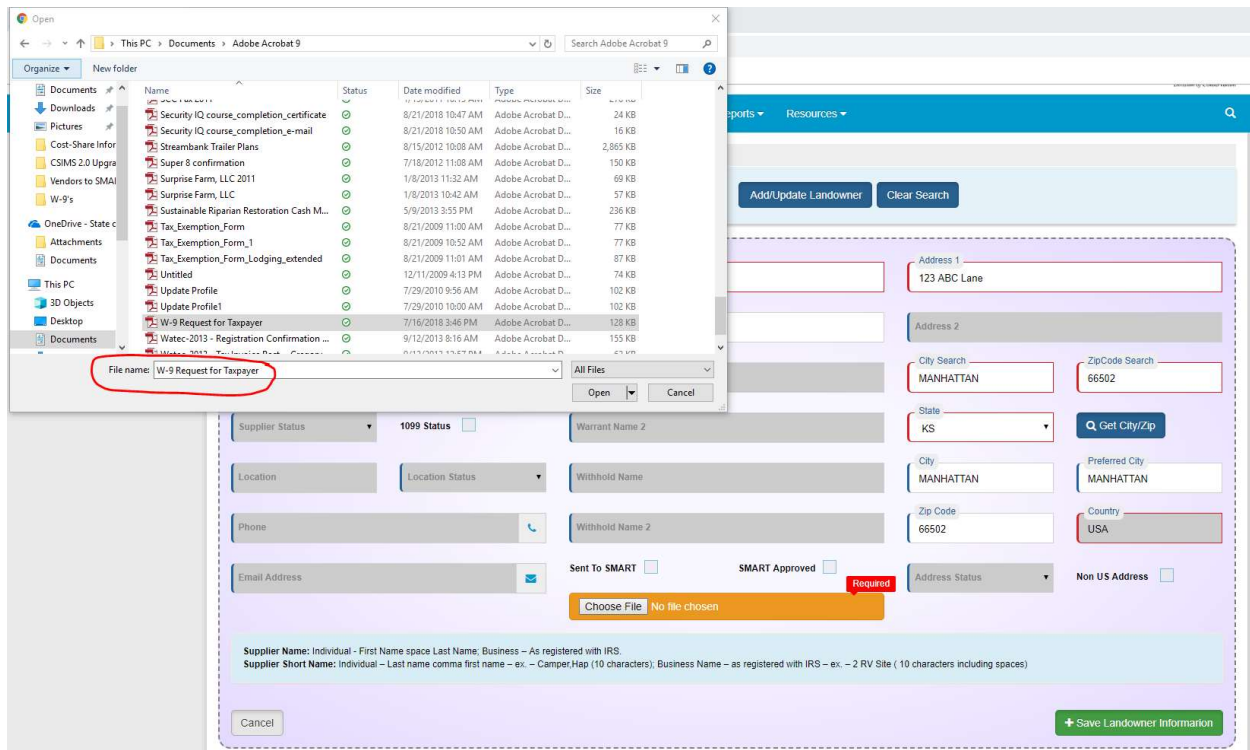


Click on the Choose File Button to Upload the W-9 Request for Taxpayer Identification Number and Certification.

The Choose File Button screen will look like this to select the file to Upload:

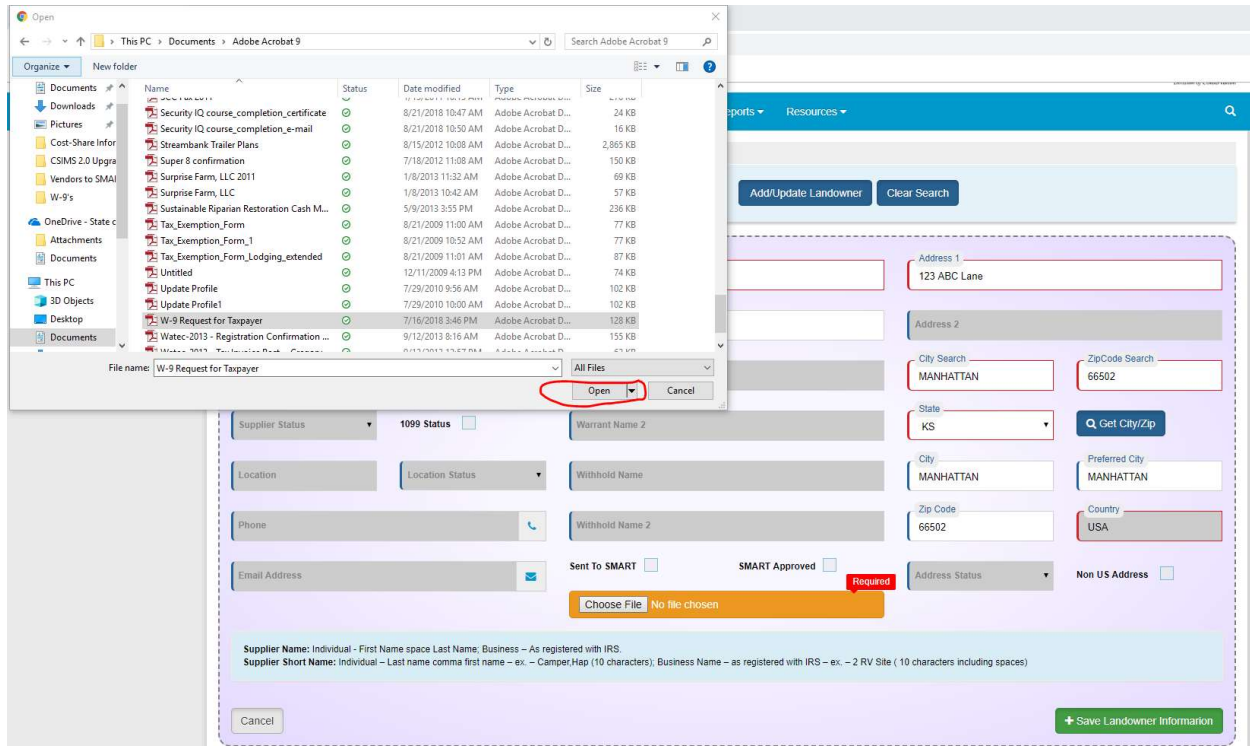


The search screen will look like this when a file has been chosen:



Click Open to Upload the file:

The search screen will look like this to Open the file:



Note: Clicking on the Cancel will not upload the W-9 Request for Taxpayer Identification Number and Certification form.

The Landowner Information Table screen will look like this when the file has been uploaded and click the Save Landowner Information Button:

Landowner Information Table

SSN/FEIN: 999999991 | Supplier Name: | Add/Update Landowner | Clear Search

Supplier Information Fields:

- SSN/FEIN: 999999991
- Tin Type: FEIN
- Supplier Name: TEST
- Address 1: 123 ABC Lane
- Address Seq No: | Remit Addr Seq No: | Supplier Name 2: | Address 2: |
- SMART Supplier ID: | Supplier Short Name: Test | Warrant Name: | City Search: MANHATTAN | ZipCode Search: 66502
- Supplier Status: | 1099 Status: ☐ | Warrant Name 2: | State: KS | Get City/Zip
- Location: | Location Status: | Withhold Name: | City: MANHATTAN | Preferred City: MANHATTAN
- Phone: | Withhold Name 2: | Zip Code: 66502 | Country: USA
- Email Address: | Sent To SMART: ☐ | SMART Approved: ☐ | Address Status: | Non US Address: ☐
- Choose File | W-9 Request for Taxpayer pdf

Supplier Name: Individual - First Name space Last Name; Business - As registered with IRS.  
 Supplier Short Name: Individual - Last name comma first name - ex. - Camper,Hap (10 characters); Business Name - as registered with IRS - ex. - 2 RV Site ( 10 characters including spaces)

Cancel | + Save Landowner Information

The Landowner Information Table screen will have a pop-up that will look like this after Save Landowner Information has been clicked:

Count (SIMS)

Allen County | Favorites

New LandOwner Added successfully

OK

Landowner Information Table

SSN/FEIN: 999999991 | Supplier Name: | Add/Update Landowner | Clear Search | Search

Landowner Information

Supplier Data

SSN/FEIN - Addr Seq No: XXXXX9991-1  
 Tin Type: F  
 SMART Supplier ID: 0  
 Supplier Status: | 1099 Status: ☒  
 Supplier Short Name: TEST  
 Address Status: | Preferred City: MANHATTAN  
 Location: | Location Status: A  
 Remit Addr Seq No: 1

Sent To SMART: ☒ | Sent To Approved: ☒ | W-9 Attachment on File: ☒

Supplier Name: TEST  
 Supplier Name2: | Warrant Name: NATURE CONSERVANCY  
 Warrant Name2: | Withhold Name: TEST  
 Withhold Name2: | Address 1: 123 ABC Lane  
 Address 2: | City: MANHATTAN | State: KS | ZipCode: 66502 | Country: USA  
 Phone: 0- | Email Address: |

Note: Clicking Ok will close the pop-up.

The completed and saved Landowner Information form screen will look like this:

**Landowner Information Table**

SSN/FEIN: 999999991 | Supplier Name: | Add/Update Landowner | Clear Search | Search

---

**Landowner Information**

Supplier Data

SSN/FEIN - Addr Seq No : XXXXX9991-1  
 Tin Type : F  
 SMART Supplier ID : 0  
 Supplier Status :  
 1099 Status : ☒  
 Supplier Short Name : TEST,  
 Address Status :  
 Preferred City : MANHATTAN  
 Location :  
 Location Status : A  
 Remit Addr Seq No : 1

Sent To SMART : ☒ Sent To Approved : ☒ W-9 Attachment on File : ☒

Supplier Name : TEST  
 Supplier Name2 :  
 Warrant Name : NATURE CONSERVANCY  
 Warrant Name2 :  
 Withhold Name : TEST  
 Withhold Name2 :  
 Address 1 : 123 ABC Lane  
 Address 2 :  
 City : MANHATTAN State : KS ZipCode : 66502 Country : USA  
 Phone : () -  
 Email Address :

15. Landowner Report – Provides the landowner information that has been entered in CSIMS by your district.

The screen will look like this:

Republic County Landowner Report

Select Fiscal Year :

SSN/FEIN	Address Seq No.	Tin Type	Name	Contact Name	Contact Number	Address1	Address2	City	State	Zip Code	Country
XXXXX1111	1	F	XXXXXX		NPS-2018-14	7290 COMMERCE CENTER DRIVE		COLORADO SPRINGS	CO	80919	USA
XXXXX5394	1	F	MARTIN B KLENDA SR FAMILY LIVING TRUST		NPS-2018-10	PO BOX 587		BELOIT	KS	67420	USA
XXXXX3747	1	F	MICHEL'S FAMILY DECEDENTS TRUST		NPS-2017-11A1	15 OAK RIDGE RD	C/O MITZI MICHEL'S	SUPERIOR	NE	68978	USA
XXXXX0468	1	F	DEJMAL FARMS CO		WR-2017-1A1	2276 FIR RD		MUNDEN	KS	66959	USA
XXXXX0468	1	F	DEJMAL FARMS CO		WR-2017-2A1	2276 FIR RD		MUNDEN	KS	66959	USA
XXXXX0468	1	F	DEJMAL FARMS CO		WR-2017-10	2276 FIR RD		MUNDEN	KS	66959	USA

16. Contracts Navigation.

The screen will look like this:

Republic County

Important Dates

January 2018

Su Mo Tu We Th Fr Sa

1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30 31

February 2018

Su Mo Tu We Th Fr Sa

1 2 3

Cost Share

- » Annual Program Setup
- » Annual Program Reports
- » Ranking Worksheet
- » Complete CS-2
- » Ranking Worksheet Report
- » Ranking Worksheet Report New
- » Landowner Information Table
- » Landowner Report
- » Contracts
- » Buffer

Forums

» Contract Setup and Payment

» Encumbered Contract Setup and Payment

» County Contract and Payment READ ONLY

Cost-Shares Tools/Documents

Message Board

- » FY 2018 Program Manuals will be available on April 15 2017.
- » KACD-EO State Conference, May 2-3, 2017, Salina, KS.
- » SCC-KACD Joint Meeting, August 6-7, 2017, Greensburg, KS.
- » FY 2018 Message 4

**Contract Setup and Payment** – New Contracts starting with Fiscal Year 2019 will be created from the Ranking Worksheet Report. Amendments, Cancellations and Payments will be created here.

**Step 1** the screens will look like this:

Allen County - Contract Setup / Payment For Fiscal Year 2019


Fiscal Year: 2019 Program: NPS Status: ContractApproved County: Allen Primary Landowner: SIGG BRENT3338(1) Contract: NPS-2019-1

View/Enter Contract Comments View Contract Status Trail View/Print Contract View/Print Payment


STEP 1 STEP 2 STEP 3 STEP 4 Set up For Amendment Submit For Cancellation

Landowner Information		Primary Landowner	% Share
<b>C SIMS Supplier Data</b> SSN/FEIN - Addr Seq No : XXXXX3338-1 Tin Type : SSN SMART Supplier ID : 559365 Supplier Status : Active 1099 Status : <input checked="" type="checkbox"/> Supplier Short Name : SIGG.BRENT Address Status : Active Preferred City : IOLA Location : 001 Location Status : Active Remit Addr Seq No : 1	Sent To SMART : <input checked="" type="checkbox"/> SMART Approved : <input checked="" type="checkbox"/> Supplier Name : SIGG BRENT Supplier Name2 : Warrant Name : NATURE CONSERVANCY Warrant Name2 : Withhold Name : Withhold Name2 : Address 1 : 1033 1300TH ST Address 2 : City : IOLA State : KS ZipCode : 66749 Country : USA Phone : Email Address :	Primary	100%

Step 2 the screen will look like this:



County Cost - Share Information Management System (CSIMS)



welcome to Republic-County

[Favorites](#)
[Cost Share](#)
[Conservation Districts](#)
[Reports](#)
[Resources](#)

Republic County - Contract Setup / Payment For Fiscal Year 2018

Fiscal Year: 2018

Program: NPS

Status: ContractApproved

County: Republic

Primary Landowner:

Contract: NPS-2018-2

View/Enter Contract Comments

View Contract Status Trail

View/Print Contract

View/Print Payment

STEP 1 STEP 2 STEP 3 STEP 4

HUC Info

Section: 30

Township: 3

Range: 3

Quarter: NW

HUC12: 102702070503

River Basin: KANSAS-LOWER REPUBLICAN

Update Huc

Project Type

Project Type: NM - Nutrient Management

Set up For Amendment

Submit For Cancellation

Practices

Practice	UOM	Units	Computed Cost	Cost Share	Options	
Nutrient Management (590)	Test	19.00	\$522.00	\$522.00	<a href="#">Edit</a> <a href="#">Delete</a>	+

Add New Practice

© 2018 Cost - Share Information Management System (CSIMS)



Step 3 the screen will look like this:

Republic County - Contract Setup / Payment For Fiscal Year 2018

Fiscal Year: 2018 Program: NPS Status: ContractApproved County: Republic Primary Landowner:

Contract: NPS-2018-1 [View/Enter Contract Comments](#) [View Contract Status Trail](#) [View/Print Contract](#) [View/Print Payment](#)

STEP 1 > STEP 2 > **STEP 3** > STEP 4 [Set up For Amendment](#) [Submit For Cancellation](#)

**HUC Info**

Section: 35 Township: 2 Range: 4 Quarter: NW

HUC12: 102702070601 River Basin: KANSAS-LOWER REPUBLICAN [Update Huc](#)

**Project Type**

Project Type: OSW - OnSite Wastewater System

**Practices** [+ Add New Practice](#)

Practice	UOM	Units	Computed Cost	Cost Share	Options
OnSite Wastewater System (110)	Each	1.00	\$4,000.00	\$2,400.00	<a href="#">Edit</a> <a href="#">Delete</a>

**Components** [Add New Component](#)

Component	UOM	Est. Units Req'd.	CAC	Computed Cost	Cost Share Rate	Cost Share	Options
Complete System - Infiltration Chambers	Each	1.00	4,000.00	\$4,000.00	1.00	\$2,400.00	<a href="#">Edit</a> <a href="#">Delete</a>

**Project Information** [Save Project Info](#)

OSW system eligibility criteria number(s) - (Number Only): 1

Project Completion Date (mm/dd/yyyy) - (Date Only): 06/01/2018

Ranking Worksheet Total Score - (Number Only): 90

Republic County - Contract Setup / Payment For Fiscal Year 2018

Fiscal Year: 2018 Program: NPS Status: ContractApproved County: Republic Primary Landowner:

Contract: NPS-2018-1 [View/Enter Contract Comments](#) [View Contract Status Trail](#) [View/Print Contract](#) [View/Print Payment](#)

STEP 1 > STEP 2 > **STEP 3** > STEP 4 [Set up For Amendment](#) [Submit For Cancellation](#)

**Landowner Contract(s) and Limit**

Contract Number	Funds under Contract
NPS-2018-1	\$2,000.00
NPS-2018-11	\$500.00

Landowner Total Funds under Contract: \$2,500.00

Landowner Limit: \$4,000.00

Landowner Available Funds: \$0.00

Project Limit: \$2,000.00

Project Limit Available Funds: \$0.00

**Practices**

Practice	UOM	Units	Computed Cost	Cost Share	Amount Requested
OnSite Wastewater System (110)	Each	1.00	\$4,000.00	\$2,400.00	\$2,000.00

**Contract Fund Allocation** [Edit Funds](#)

Fund Source Code	TMDL?	Supplemental?	Allocation	Committed	Paid	Pending Approval	Pending Saved	Uncommitted	Amount Requested
NPS_NPS	No	No	\$10,170.00	\$7,439.00 73.15%	\$0.00 0.00%	\$174.00 1.71%	\$0.00 0.00%	\$2,557.00 25.14%	\$2,000.00



Step 4 the screen will look like this:

Republic County - Contract Setup / Payment For Fiscal Year 2018

Fiscal Year: 2018 Program: NPS Status: ContractApproved County: Republic Primary Landowner:

Contract: NPS-2018-1 [View/Enter Contract Comments](#) [View Contract Status Trail](#) [View/Print Contract](#) [View/Print Payment](#)

STEP 1 > STEP 2 > STEP 3 > STEP 4 Step 4 Information Complete

Payment Information

Project Limit: \$2,000.00 Total Amount Requested: \$2,000.00

Practice	UOM	Units	Computed Cost	Cost Share	Amount Requested	Status	Date Certified
OnSite Wastewater System (110)	Each	1.00	\$4,000.00	\$2,400.00	\$2,000.00	Saved	

**Benefits of Treatment** [Edit Benefits of Treatment](#)

Connection to Public Sewage System - (Select Yes or No)	Conventional Absorption System - (Select Yes or No)
Drip Dosing System - (Select Yes or No)	Ezflow System - (Select Yes or No)
Geo-Flow System - (Select Yes or No)	Infiltration Chamber System - (Select Yes or No)
Lagoon System - (Select Yes or No)	Landowner Actual Cost - (Number Only)
Mound System - (Select Yes or No)	Presby Septic System - (Select Yes or No)
Quick4 Standard Chamber System - (Select Yes or No)	Rock Plant Filter System - (Select Yes or No)
Sand Filter System - (Select Yes or No)	

**Printing a Contract.** Click the View/Print Contract Button and another window will appear with the contract.

Allen County

Allen County - Contract Setup / Payment For Fiscal Year 2019

Fiscal Year: 2019 Program: NPS Status: SubmittedForApproval County: Allen Primary Landowner: SIGG BRENT3338(1) Contract: NPS-2019-1A1

[View/Enter Contract Comments](#) [View Contract Status Trail](#) [View/Print Contract](#) [View/Print Payment](#)

STEP 1 > STEP 2 > STEP 3 > STEP 4

**Landowner Information**

Landowner Information	Primary Landowner	% Share
<b>CSIMS Supplier Data</b> SSN/FEIN - Addr Seq No: XXXXX3338-1 Tin Type: SSN SMART Supplier ID: 559365 Supplier Status: Active 1099 Status: <input checked="" type="checkbox"/> Supplier Short Name: SIGG.BRENT Address Status: Active Preferred City: IOLA Location: 001 Location Status: Active Remit Addr Seq No: 1	Primary	100%

Sent To SMART: ☒ SMART Approved: ☒  
 Supplier Name: SIGG BRENT  
 Supplier Name2:  
 Warrant Name: NATURE CONSERVANCY  
 Warrant Name2:  
 Withhold Name:  
 Withhold Name2:  
 Address 1: 1033 1300TH ST  
 Address 2:  
 City: IOLA State: KS ZipCode: 66749 Country: USA  
 Phone:  
 Email Address:

## Amending a Contract – Click the Set up For Amendment Button.

Allen County - Contract Setup / Payment For Fiscal Year 2019

Fiscal Year: 2019 Program: NPS Status: ContractApproved County: Allen Primary Landowner: SIGG BRENT3338(1) Contract: NPS-2019-1

View/Enter Contract Comments View Contract Status Trail View/Print Contract View/Print Payment

STEP 1 STEP 2 STEP 3 STEP 4

Landowner Information

Primary Landowner	% Share
Primary	100%

CSIMS Supplier Data

SSN/FEIN - Addr Seq No: XXXXX3338-1  
Tin Type: SSN  
SMART Supplier ID: 559365  
Supplier Status: Active  
1099 Status: ☒  
Supplier Short Name: SIGG BRENT  
Address Status: Active  
Preferred City: IOLA  
Location: 001  
Location Status: Active  
Remit Addr Seq No: 1

Sent To SMART: ☒ SMART Approved: ☒  
Supplier Name: SIGG BRENT  
Supplier Name2:  
Warrant Name: NATURE CONSERVANCY  
Warrant Name2:  
Withhold Name:  
Withhold Name2:  
Address 1: 1033 1300TH ST  
Address 2:  
City: IOLA State: KS ZipCode: 66749 Country: USA  
Phone:  
Email Address:

Set up For Amendment Submit For Cancellation

Note – the funds will automatically reset when Set up For Amendment Button is clicked.

When the Set up For Amendment Button is clicked a pop-up will appear and you will need to enter the Status Reason for the Amendment.

The screen will look like this:

Allen County - Contract Setup / Payment For Fiscal Year 2019

Fiscal Year: 2019 Program: NPS Status: ContractApproved County: Allen Primary Landowner: SIGG BRENT3338(1) Contract: NPS-2019-1

View/Enter Contract Comments View Contract Status Trail View/Print Contract View/Print Payment

STEP 1 STEP 2 STEP 3 STEP 4

Landowner Information

Primary Landowner	% Share
Primary	100%

CSIMS Supplier Data

SSN/FEIN - Addr Seq No: XXXXX3338-1  
Tin Type: SSN  
SMART Supplier ID: 559365  
Supplier Status: Active  
1099 Status: ☒  
Supplier Short Name: SIGG BRENT  
Address Status: Active  
Preferred City: IOLA  
Location: 001  
Location Status: Active  
Remit Addr Seq No: 1

Sent To SMART: ☒ SMART Approved: ☒  
Supplier Name: SIGG BRENT  
Supplier Name2:  
Warrant Name: NATURE CONSERVANCY  
Warrant Name2:  
Withhold Name:  
Withhold Name2:  
Address 1: 1033 1300TH ST  
Address 2:  
City: IOLA State: KS ZipCode: 66749 Country: USA  
Phone:  
Email Address:

Contract Setup For Amendment Reason

Status Reason

Close Save

Set up For Amendment Submit For Cancellation

Click the Save Button after entering the Status Reason will create the Amendment.

The screenshot shows a web application interface for 'Allen County - Contract Setup / Payment For'. A pop-up window titled 'Contract Setup For Amendment Reason' is open, featuring a 'Status Reason' text input field and two buttons: 'Close' and 'Save'. The 'Save' button is highlighted with a red circle. The background interface includes a navigation bar with 'Allen County' and 'SIMS' logos, a search bar, and a main content area with tabs for 'STEP 1' through 'STEP 4'. The 'STEP 1' tab is active, displaying 'Landowner Information' and 'CSIMS Supplier Data'. The 'CSIMS Supplier Data' section includes fields for 'SSN/FEIN - Addr Seq No', 'Tin Type', 'SMART Supplier ID', 'Supplier Status', '1099 Status', 'Supplier Short Name', 'Address Status', 'Preferred City', 'Location', 'Location Status', 'Remit Addr Seq No', 'Sent To SMART', 'SMART Approved', 'Supplier Name', 'Supplier Name2', 'Warrant Name', 'Warrant Name2', 'Withhold Name', 'Withhold Name2', 'Address 1', 'Address 2', 'City', 'State', 'ZipCode', 'Country', 'Phone', and 'Email Address'. The 'Landowner Information' section includes 'Primary Landowner' and '% Share'.

Clicking on the Close in the pop-up will cancel the Amendment.

The screenshot shows the same web application interface as the previous one, but the 'Close' button in the 'Contract Setup For Amendment Reason' pop-up window is highlighted with a red circle. The background interface remains the same, with the 'STEP 1' tab active and displaying 'Landowner Information' and 'CSIMS Supplier Data'.

**Step 1** Landowner Information the only information that can be changed here is the Primary Landowner and the % Share.

Allen County  
A.A |

Allen County - Contract Setup / Payment For Fiscal Year 2019

Fiscal Year: 2019 Program: NPS Status: AmendmentSaved County: Allen Primary Landowner: Contract: NPS-2019-1A1

View/Enter Contract Comments View Contract Status Trail View/Print Contract View/Print Payment

STEP 1 STEP 2 STEP 3 STEP 4 Submitted For Approval

**Landowner Information**

Primary Landowner	% Share
Primary	100%

**C SIMS Supplier Data**

SSN/FEIN - Addr Seq No: XXXXX3338-1  
Tin Type: SSN  
SMART Supplier ID: 559365  
Supplier Status: Active  
1099 Status: ☒  
Supplier Short Name: SIGG BRENT  
Address Status: Active  
Preferred City: IOLA  
Location: 001  
Location Status: Active  
Remit Addr Seq No: 1

Sent To SMART: ☒ SMART Approved: ☒  
Supplier Name: SIGG BRENT  
Supplier Name2:  
Warrant Name: NATURE CONSERVANCY  
Warrant Name2:  
Withhold Name:  
Withhold Name2:  
Address 1: 1033 1300TH ST  
Address 2:  
City: IOLA State: KS ZipCode: 66749 Country: USA  
Phone:  
Email Address:

**Step 2** Project and Component Information.

Edit the Practice Units click the Edit Button

Allen County  
A.A |

Allen County - Contract Setup / Payment For Fiscal Year 2019

Fiscal Year: 2019 Program: NPS Status: AmendmentSaved County: Allen Primary Landowner: Contract: NPS-2019-1A1

View/Enter Contract Comments View Contract Status Trail View/Print Contract View/Print Payment

STEP 1 STEP 2 STEP 3 STEP 4 Submitted For Approval Step 2 Information Complete







**HUC Info**

Section: 10 Township: 25 Range: 18 Quarter: SE  
HUC12: 110702040407 River Basin: NEOSHO  
Update Huc

**Project Type**

Project Type: PRM - Pasture and Rangeland Management

**Practices** + Add New Practice

Practice	UOM	Units	Computed Cost	Cost Share	Options	
Pipeline (516)	Linear Foot	100.00	\$460.00	\$276.00	 	+
Pond (378)	Each	1.00	\$9,625.00	\$5,775.00	 	+
Watering Facility (614)	Each	1.00	\$600.00	\$360.00	 	+

Delete the Practice Button only the DOC can delete a Practice from an Approved Contract.

Allen County - Contract Setup / Payment For Fiscal Year 2019

Fiscal Year: 2019 Program: NPS Status: AmendmentSaved County: Allen Primary Landowner: Contract: NPS-2019-1A1

View/Enter Contract Comments View Contract Status Trail View/Print Contract View/Print Payment

STEP 1 STEP 2 STEP 3 STEP 4

Submitted For Approval Step 2 Information Complete

**HUC Info**

Section: 10 Township: 25 Range: 18 Quarter: SE

HUC12: 110702040407 River Basin: NEOSHO







Update Huc

**Project Type**

Project Type: PRM - Pasture and Rangeland Management

**Practices**

+ Add New Practice

Practice	UOM	Units	Computed Cost	Cost Share	Options	
Pipeline (516)	Linear Foot	100.00	\$460.00	\$276.00	 	+
Pond (378)	Each	1.00	\$9,625.00	\$5,775.00	 	+
Watering Facility (614)	Each	1.00	\$600.00	\$360.00	 	+

Editing the Practice Units pop-up will appear to enter the Units and click Update.

Allen County - Contract Setup / Payment For Fiscal Year 2019

Fiscal Year: 2019 Program: NPS Status: AmendmentSaved County: Allen Primary Landowner: Contract: NPS-2019-1A1

View/Enter Contract Comments View Contract Status Trail View/Print Contract View/Print Payment

STEP 1 STEP 2 STEP 3 STEP 4

Submitted For Approval Step 2 Information Complete

**HUC Info**

Section: 10 Township: 25 Range: 18 Quarter: SE

HUC12: 110702040407 River Basin: NEOSHO







Update Huc

**Project Type**

Project Type: PRM - Pasture and Rangeland Management

**Practices**

+ Add New Practice

Practice	UOM	Units	Computed Cost	Cost Share	Options	
Pipeline (516)	Linear Foot	100.00	\$460.00	\$276.00	 	+
Pond (378)	Each	1.00	\$9,625.00	\$5,775.00	 	+
Watering Facility (614)	Each	1.00	\$600.00	\$360.00	 	+

**Edit Practice**

Practice: Pipeline (516)

Units: 100

Close Update

Units changed to 200 and Update clicked



Allen County  
A A | ⚙

Allen County - Contract Setup / Payment For Fiscal Year 2019

Fiscal Year : 2019 Program : NPS Status : AmendmentSaved County : Allen Primary Landowner : Contract : NPS-2019-1A1

View/Enter Contract Comments View Contract Status Trail View/Print Contract View/Print Payment

STEP 1 STEP 2 STEP 3 STEP 4

Submitted For Approval Step 2 Information Complete

### HUC Info

Section: 10 Township: 25 Range: 18 Quarter: SE

HUC12: 110702040407 River Basin: NEOSHO







Update Huc

### Project Type

Project Type: PRM - Pasture and Rangeland Management

### Practices

+ Add New Practice

Practice	UOM	Units	Computed Cost	Cost Share	Options	
Pipeline (516)	Linear Foot	200.00	\$460.00	\$276.00	 	+
Pond (378)	Each	1.00	\$9,625.00	\$5,775.00	 	+
Watering Facility (614)	Each	1.00	\$600.00	\$360.00	 	+

Editing Components. Click the Practice or the Expand Icon using either one will expand to show the Components.

Allen County  
A A | ⚙

Allen County - Contract Setup / Payment For Fiscal Year 2019

Fiscal Year : 2019 Program : NPS Status : AmendmentSaved County : Allen Primary Landowner : Contract : NPS-2019-1A1

View/Enter Contract Comments View Contract Status Trail View/Print Contract View/Print Payment

STEP 1 STEP 2 STEP 3 STEP 4

Submitted For Approval Step 2 Information Complete

### HUC Info

Section: 10 Township: 25 Range: 18 Quarter: SE

HUC12: 110702040407 River Basin: NEOSHO







Update Huc

### Project Type

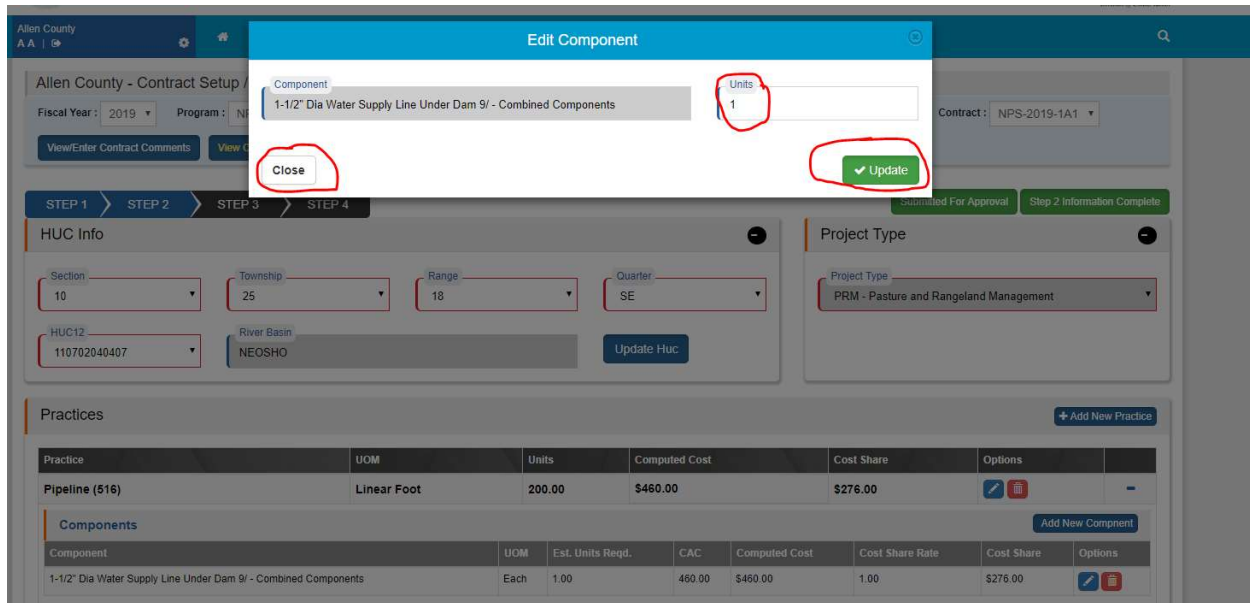
Project Type: PRM - Pasture and Rangeland Management

### Practices

+ Add New Practice

Practice	UOM	Units	Computed Cost	Cost Share	Options	
Pipeline (516)	Linear Foot	200.00	\$460.00	\$276.00	 	+
Pond (378)	Each	1.00	\$9,625.00	\$5,775.00	 	+
Watering Facility (614)	Each	1.00	\$600.00	\$360.00	 	+

Click the Edit Icon and a pop-up will display to enter the Units. Enter the Units and click the Update Button. Clicking the Close Button will not Update the Est. Units Reqd.

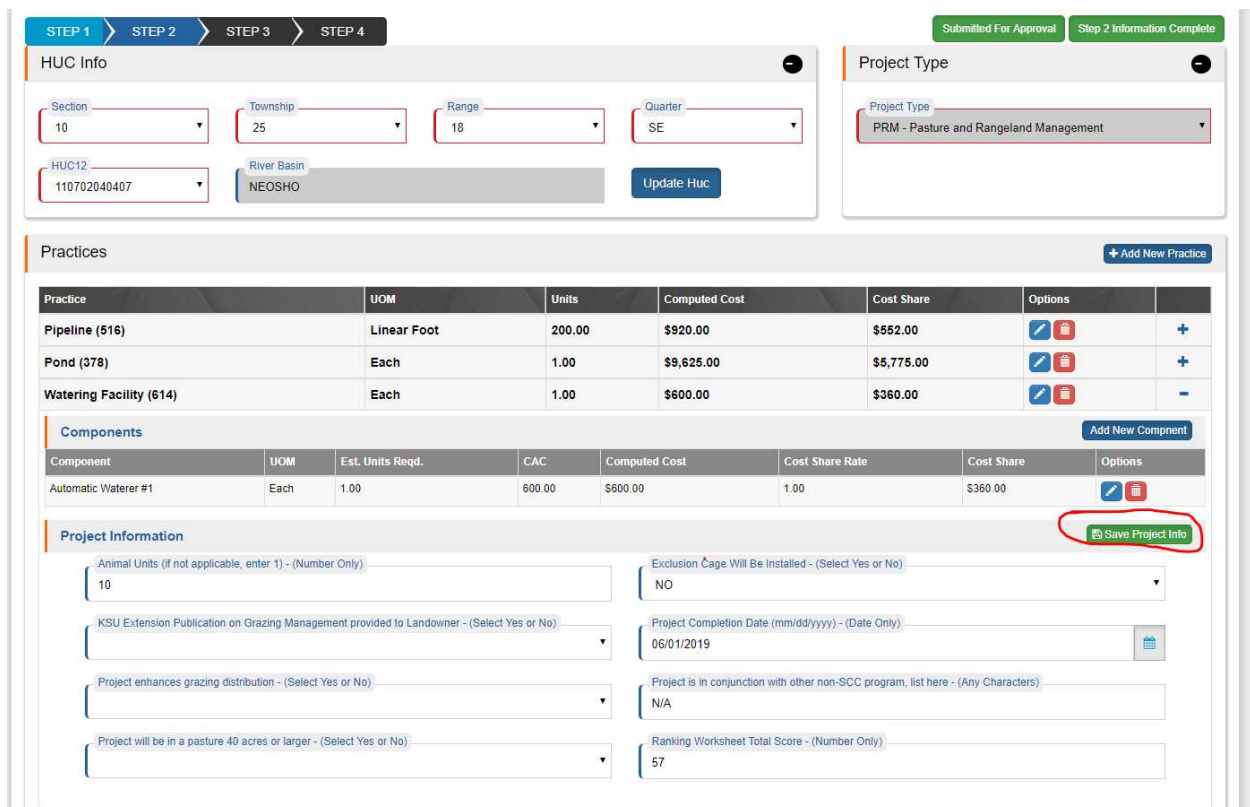


The screenshot shows the 'Edit Component' pop-up window. The 'Component' dropdown is set to '1-1/2" Dia Water Supply Line Under Dam 9' - Combined Components'. The 'Units' input field contains the value '1'. The 'Close' button is on the left, and the 'Update' button is on the right. The background shows the 'HUC Info' section with fields for Section (10), Township (25), Range (18), Quarter (SE), HUC12 (110702040407), and River Basin (NEOSHO). The 'Practices' table lists Pipeline (516), Pond (378), and Watering Facility (614). The 'Components' table lists Automatic Waterer #1.

Practice	UOM	Units	Computed Cost	Cost Share	Options
Pipeline (516)	Linear Foot	200.00	\$460.00	\$276.00	

Component	UOM	Est. Units Reqd.	CAC	Computed Cost	Cost Share Rate	Cost Share	Options
1-1/2" Dia Water Supply Line Under Dam 9' - Combined Components	Each	1.00	460.00	\$460.00	1.00	\$276.00	

Editing the Project Information update the Project Information as needed and click Save Project Information.



The screenshot shows the 'Project Information' section. It includes dropdown menus for 'Animal Units (if not applicable, enter 1) - (Number Only)' (10), 'Exclusion Cage Will Be Installed - (Select Yes or No)' (NO), 'KSU Extension Publication on Grazing Management provided to Landowner - (Select Yes or No)', 'Project Completion Date (mm/dd/yyyy) - (Date Only)' (06/01/2019), 'Project enhances grazing distribution - (Select Yes or No)', 'Project is in conjunction with other non-SCC program, list here - (Any Characters)' (N/A), 'Project will be in a pasture 40 acres or larger - (Select Yes or No)', and 'Ranking Worksheet Total Score - (Number Only)' (57). The 'Save Project Info' button is highlighted with a red circle.

Click Step 2 Information Complete once all information has been updated.

Allen County - Contract Setup / Payment For Fiscal Year 2019

Fiscal Year: 2019 Program: NPS Status: AmendmentSaved County: Allen Primary Landowner: Contract: NPS-2019-1A1

View/Enter Contract Comments View Contract Status Trail View/Print Contract View/Print Payment

STEP 1 STEP 2 STEP 3 STEP 4

HUC Info

Section: 10 Township: 25 Range: 18 Quarter: SE

HUC12: 110702040407 River Basin: NEOSHO Update Huc

Project Type

Project Type: PRM - Pasture and Rangeland Management

Submitted For Approval Step 2 Information Complete

Practices

+ Add New Practice

Practice	UOM	Units	Computed Cost	Cost Share	Options
Pipeline (516)	Linear Foot	200.00	\$920.00	\$552.00	
Pond (378)	Each	1.00	\$9,625.00	\$5,775.00	
Watering Facility (514)	Each	1.00	\$600.00	\$360.00	

Step 3 Landowner Contract(s) and Limit.

Allen County - Contract Setup / Payment For Fiscal Year 2019

Fiscal Year: 2019 Program: NPS Status: AmendmentSaved County: Allen Primary Landowner: Contract: NPS-2019-1A1

View/Enter Contract Comments View Contract Status Trail View/Print Contract View/Print Payment

STEP 1 STEP 2 STEP 3 STEP 4

Step 3 Information Complete

Landowner Contract(s) and Limit

Landowner Contracts

Contract Number	Funds under Contract
NPS-2019-1A1	\$3,000.00

Landowner Total Funds under Contract: \$3,000.00  
Landowner Limit: \$3,000.00  
Landowner Available Funds: \$0.00  
Project Limit: \$3,000.00  
Project Limit Available Funds: \$0.00

Practices

Practice	UOM	Units	Computed Cost	Cost Share	Amount Requested
Pipeline (516)	Linear Foot	200.00	\$920.00	\$552.00	\$200.00
Pond (378)	Each	1.00	\$9,625.00	\$5,775.00	\$2,500.00
Watering Facility (514)	Each	1.00	\$600.00	\$360.00	\$300.00



### Step 3 Edit Funding. Click the Practice or the Expand Icon.

Allen County - Contract Setup / Payment For Fiscal Year 2019

Fiscal Year: 2019 Program: NPS Status: AmendmentSaved County: Allen Primary Landowner: Contract: NPS-2019-1A1

View/Enter Contract Comments View Contract Status Trail View/Print Contract View/Print Payment

STEP 1 STEP 2 STEP 3 STEP 4 Step 3 Information Complete

Landowner Contract(s) and Limit

Landowner Contracts

Contract Number	Funds under Contract
NPS-2019-1A1	\$3,000.00

Landowner Total Funds under Contract : \$3,000.00  
 Landowner Limit : \$3,000.00  
 Landowner Available Funds : \$0.00  
 Project Limit : \$3,000.00  
 Project Limit Available Funds : \$0.00

Practices

Practice	UOM	Units	Computed Cost	Cost Share	Amount Requested	
Pipeline (516)	Linear Foot	200.00	\$920.00	\$552.00	\$200.00	+
Pond (378)	Each	1.00	\$9,625.00	\$5,775.00	\$2,500.00	+
Watering Facility (514)	Each	1.00	\$600.00	\$360.00	\$300.00	+

### Click Edit Funds

Allen County - Contract Setup / Payment For Fiscal Year 2019

Fiscal Year: 2019 Program: NPS Status: AmendmentSaved County: Allen Primary Landowner: Contract: NPS-2019-1A1

View/Enter Contract Comments View Contract Status Trail View/Print Contract View/Print Payment

STEP 1 STEP 2 STEP 3 STEP 4 Step 3 Information Complete

Landowner Contract(s) and Limit

Landowner Contracts

Contract Number	Funds under Contract
NPS-2019-1A1	\$3,000.00

Landowner Total Funds under Contract : \$3,000.00  
 Landowner Limit : \$3,000.00  
 Landowner Available Funds : \$0.00  
 Project Limit : \$3,000.00  
 Project Limit Available Funds : \$0.00

Practices

Practice	UOM	Units	Computed Cost	Cost Share	Amount Requested	
Pipeline (516)	Linear Foot	200.00	\$920.00	\$552.00	\$200.00	-
Pond (378)	Each	1.00	\$9,625.00	\$5,775.00	\$2,500.00	+
Watering Facility (514)	Each	1.00	\$600.00	\$360.00	\$300.00	+

Contract Fund Allocation

Fund Source Code	TMDL?	Supplemental?	Allocation	Committed	Paid	Pending Approval	Pending Saved	Uncommitted	Amount Requested
NPS_NPS	No	No	\$12,605.00	\$2,520.00 19.99%	\$0.00 0.00%	\$0.00 0.00%	\$8,976.00 71.21%	\$1,109.00 8.80%	\$200.00

Edit Funds

Edit Funds

Fund Source Code	TMDL?	Supplemental?	Allocation	Committed	Paid	Pending Approval	Pending Saved	Uncommitted	Amount Requested
NPS_NPS	No	No	\$12,605.00	\$2,520.00 19.99%	\$0.00 0.00 %	\$0.00 0.00%	\$8,776.00 69.62%	\$1,309.00 10.38%	0199.00

STEP 1 >
STEP 2 >
STEP 3 >
STEP 4
Step 3 Information Complete

### Landowner Contract(s) and Limit

Landowner Contracts		Landowner Total Funds under Contract :	
Contract Number	Funds under Contract	Landowner Limit :	\$3,000.00
NPS-2019-1A1	\$3,000.00	Landowner Available Funds :	\$0.00
		Project Limit :	\$3,000.00
		Project Limit Available Funds :	\$0.00

### Practices

Practice	UOM	Units	Computed Cost	Cost Share	Amount Requested
Pipeline (516)	Linear Foot	200.00	\$920.00	\$552.00	\$200.00

**Contract Fund Allocation**

Fund Source Code	TMDL?	Supplemental?	Allocation	Committed	Paid	Pending Approval	Pending Saved	Uncommitted	Amount Requested
NPS_NPS	No	No	\$12,605.00	\$2,520.00 19.99%	\$0.00 0.00 %	\$0.00 0.00%	\$8,776.00 69.62%	\$1,309.00 10.38%	\$0.00

Pond (378)	Each	1.00	\$9,625.00	\$5,775.00	\$2,500.00	+
Watering Facility (614)	Each	1.00	\$600.00	\$360.00	\$300.00	+

Edit Funds error message will appear when the Save Funds Button has been clicked if there is an error

**Edit Funds**

Fund Source Code	TMDL?	Supplemental?	Allocation	Committed	Paid	Pending Approval	Pending Saved	Uncommitted	Amount Requested
NPS_NPS	No	No	\$12,605.00	\$2,520.00 19.99%	\$0.00 0.00%	\$0.00 0.00%	\$8,776.00 69.62%	\$1,309.00 10.38%	0201.00

⚠ Total allocation of funds to a Contract practice should be less than the available landowner funds, Project Limit and Practice Cost Share

Close Save Funds

**Landowner Contract(s) and Limit**

Contract Number	Funds under Contract
NPS-2019-1A1	\$3,000.00

Landowner Total Funds under Contract : \$3,000.00  
Landowner Limit : \$3,000.00  
Landowner Available Funds : \$0.00  
Project Limit : \$3,000.00  
Project Limit Available Funds : \$0.00

**Practices**

Practice	UOM	Units	Computed Cost	Cost Share	Amount Requested
Pipeline (516)	Linear Foot	200.00	\$920.00	\$552.00	\$200.00

**Contract Fund Allocation**

Fund Source Code	TMDL?	Supplemental?	Allocation	Committed	Paid	Pending Approval	Pending Saved	Uncommitted	Amount Requested
NPS_NPS	No	No	\$12,605.00	\$2,520.00 19.99%	\$0.00 0.00%	\$0.00 0.00%	\$8,776.00 69.62%	\$1,309.00 10.38%	\$0.00
Pond (378)		Each		1.00	\$9,625.00	\$5,775.00	\$2,500.00		
Watering Facility (614)		Each		1.00	\$600.00	\$360.00	\$300.00		

Step 3 Information Complete. Click the Step 3 Information Complete when all funding has been entered.

Allen County - Contract Setup / Payment For Fiscal Year 2019

Fiscal Year: 2019 Program: NPS Status: AmendmentSaved County: Allen Primary Landowner: Contract: NPS-2019-1A1

View/Enter Contract Comments View Contract Status Trail View/Print Contract View/Print Payment

STEP 1 > STEP 2 > **STEP 3** > STEP 4

**Step 3 Information Complete**

**Landowner Contract(s) and Limit**

Contract Number	Funds under Contract
NPS-2019-1A1	\$3,000.00

Landowner Total Funds under Contract : \$3,000.00  
Landowner Limit : \$3,000.00  
Landowner Available Funds : \$0.00  
Project Limit : \$3,000.00  
Project Limit Available Funds : \$0.00

**Practices**

Practice	UOM	Units	Computed Cost	Cost Share	Amount Requested
Pipeline (516)	Linear Foot	200.00	\$920.00	\$552.00	\$200.00
Pond (378)	Each	1.00	\$9,625.00	\$5,775.00	\$2,500.00
Watering Facility (614)	Each	1.00	\$600.00	\$360.00	\$300.00

Submit For Approval to have the Amendment submitted to DOC for Approval.

Allen County - Contract Setup / Payment For Fiscal Year 2019

Fiscal Year: 2019 Program: NPS Status: AmendmentSaved County: Allen Primary Landowner: Contract: NPS-2019-1A1

View/Enter Contract Comments View Contract Status Trail View/Print Contract View/Print Payment

STEP 1 > STEP 2 > STEP 3 > STEP 4

Submitted For Approval Step 3 Information Complete

Landowner Contract(s) and Limit

Landowner Contracts

Contract Number	Funds under Contract
NPS-2019-1A1	\$3,000.00

Landowner Total Funds under Contract : \$3,000.00  
 Landowner Limit : \$3,000.00  
 Landowner Available Funds : \$0.00  
 Project Limit : \$3,000.00  
 Project Limit Available Funds : \$0.00

Practices

Practice	UOM	Units	Computed Cost	Cost Share	Amount Requested
Pipeline (516)	Linear Foot	200.00	\$920.00	\$552.00	\$200.00
Pond (378)	Each	1.00	\$9,625.00	\$5,775.00	\$2,500.00
Watering Facility (614)	Each	1.00	\$600.00	\$360.00	\$300.00

Submitted For Approval. Clicking the Submitted For Approval Button will bring this pop-up and clicking the Close Button will close the pop-up.

CSIMS Contract Informational Messages

Contract Status updated successfully

Close

Allen County - Contract Setup / Payment For Fiscal Year 2019

Fiscal Year: 2019 Program: NPS Status: AmendmentSaved County: Allen Primary Landowner: Contract: NPS-2019-1A1

View/Enter Contract Comments View Contract Status Trail View/Print Contract View/Print Payment

STEP 1 > STEP 2 > STEP 3 > STEP 4

Submitted For Approval Step 3 Information Complete

Landowner Contract(s) and Limit

Landowner Contracts

Contract Number	Funds under Contract
NPS-2019-1A1	\$3,000.00

Landowner Total Funds under Contract : \$3,000.00  
 Landowner Limit : \$3,000.00  
 Landowner Available Funds : \$0.00  
 Project Limit : \$3,000.00  
 Project Limit Available Funds : \$0.00

Practices

Practice	UOM	Units	Computed Cost	Cost Share	Amount Requested
Pipeline (516)	Linear Foot	200.00	\$920.00	\$552.00	\$200.00
Pond (378)	Each	1.00	\$9,625.00	\$5,775.00	\$2,500.00
Watering Facility (614)	Each	1.00	\$600.00	\$360.00	\$300.00

## Cancelling a Contract – Click the Submit for Cancellation Button.

Allen County - Contract Setup / Payment For Fiscal Year 2019

Fiscal Year: 2019 Program: NPS Status: ContractApproved County: Allen Primary Landowner: SIGG BRENT3338(1) Contract: NPS-2019-1

View/Enter Contract Comments View Contract Status Trail View/Print Contract View/Print Payment

STEP 1 STEP 2 STEP 3 STEP 4

Set up For Amendment Submit For Cancellation

Landowner Information

Primary Landowner	% Share
Primary	100%

CSIMS Supplier Data

SSN/FEIN - Addr Seq No: XXXXX3338-1  
Tin Type: SSN  
SMART Supplier ID: 559365  
Supplier Status: Active  
1099 Status: ☒  
Supplier Short Name: SIGG,BRENT  
Address Status: Active  
Preferred City: IOLA  
Location: 001  
Location Status: Active  
Remit Addr Seq No: 1

Sent To SMART: ☒ SMART Approved: ☒  
Supplier Name: SIGG BRENT  
Supplier Name2:  
Warrant Name: NATURE CONSERVANCY  
Warrant Name2:  
Withhold Name:  
Withhold Name2:  
Address 1: 1033 1300TH ST  
Address 2:  
City: IOLA State: KS ZipCode: 66749 Country: USA  
Phone:  
Email Address:

Clicking the Submit For Cancellation will bring the pop-up to enter the Status Reason. Enter the Status Reason and Click Save. Clicking the Close Button will close the pop-up without Saving.

Contract Submitted For Cancellation Reason

Status Reason  
Landowner did not have the funds available at this time

Close Save

Allen County - Contract Setup / Payment For Fiscal Year 2019

Fiscal Year: 2019 Program: NPS Status: ContractApproved County: Allen Primary Landowner: DER6340(1) Contract: NPS-2019-2

View/Enter Contract Comments View Contract Status Trail

STEP 1 STEP 2 STEP 3 STEP 4

Set up For Amendment Submit For Cancellation

Landowner Information

Primary Landowner	% Share
Primary	100%

CSIMS Supplier Data

SSN/FEIN - Addr Seq No: XXXXX9071-1  
Tin Type: SSN  
SMART Supplier ID: 226604  
Supplier Status: Active  
1099 Status: ☒  
Supplier Short Name: HAMMOND, L  
Address Status: Active  
Preferred City: IOLA  
Location: 001  
Location Status: Active  
Remit Addr Seq No: 1

Sent To SMART: ☒ SMART Approved: ☒  
Supplier Name: LINDSEY HAMMOND  
Supplier Name2:  
Warrant Name: NATURE CONSERVANCY  
Warrant Name2:  
Withhold Name:  
Withhold Name2:  
Address 1: 1511 W VIRGINIA RD  
Address 2:  
City: IOLA State: KS ZipCode: 66749 Country: USA  
Phone:  
Email Address:

Clicking the Save Button will bring this pop-up that the Contract Status updated successfully. It has been submitted for Cancellation.

The screenshot shows a web application interface for Allen County. A blue header bar contains the Allen County logo and navigation links. A white pop-up window titled "CSIMS Contract Informational Messages" is centered on the screen, displaying the message "Contract Status updated successfully" in red text. A "Close" button is visible in the bottom right corner of the pop-up. The background shows the "Allen County - Contract Setup" page with various filters and a "Close" button circled in red.

**Submitting a Contract for Payment without an Amendment.** Review Steps 1, 2 and 3 to make sure the information is correct.

#### Step 4 Payment Information

The screenshot shows the "Payment Information" step in the CSIMS Contract Setup process. The page title is "Allen County - Contract Setup / Payment For Fiscal Year 2019". The "Fiscal Year" is set to 2019, "Program" is NPS, "Status" is ContractApproved, and "County" is Allen. The "Primary Landowner" is DEE J BEDENBENDER6340(1). The "Contract" is NPS-2019-SA1. The "STEP 4" tab is selected and circled in red. The "Payment Information" section is highlighted with a red circle. Below this, the "Project Limit" is \$3,000.00 and the "Total Amount Requested" is \$1,800.00. A table lists the payment details:

Practice	UOM	Units	Computed Cost	Cost Share	Amount Requested	Status	Date Certified
Fencing (382)	Linear Foot	1,000.00	\$3,000.00	\$1,800.00	\$1,800.00	Saved	



Click on Practice or the Expand Button to see Benefits of Treatment.

Allen County - Contract Setup / Payment For Fiscal Year 2019


Fiscal Year: 2019 Program: NPS Status: ContractApproved County: Allen Primary Landowner:

Contract: NPS-2019-5A1 [View/Enter Contract Comments](#) [View Contract Status Trail](#) [View/Print Contract](#) [View/Print Payment](#)

STEP 1 > STEP 2 > STEP 3 > STEP 4 Step 4 Information Complete

Payment Information

Project Limit: \$3,000.00 Total Amount Requested: \$1,800.00

Practice	UOM	Units	Computed Cost	Cost Share	Amount Requested	Status	Date Certified	
Fencing (382)	Linear Foot	1,000.00	\$3,000.00	\$1,800.00	\$1,800.00	Saved		

Benefits of Treatment. Enter the Benefits of Treatment information and click Save. Clicking the Close Button will close the pop-up without Saving.

Allen County - Edit Benefits of Treatment

Practice	UOM	Units	Computed Cost	Cost Share	Amount Requested	Status	Date Certified
Fencing (382)	Linear Foot	1,000.00	\$3,000.00	\$1,800.00	\$1,800.00	Saved	10/15/2018

Exclusion Cage Installed According to NRCS Standards and Specifications - (Select Yes or No): YES

Landowner Actual Cost - (Number Only): 2000

[Close](#) [Save](#)

Payment Information

Project Limit: \$3,000.00 Total Amount Requested: \$1,800.00


Practice	UOM	Units	Computed Cost	Cost Share	Amount Requested	Status	Date Certified
Fencing (382)	Linear Foot	1,000.00	\$3,000.00	\$1,800.00	\$1,800.00	Saved	

Benefits of Treatment [Edit Benefits of Treatment](#)

Exclusion Cage Installed According to NRCS Standards and Specifications - (Select Yes or No):

Landowner Actual Cost - (Number Only):

Click Step 4 Information Complete.

Allen County  
A A |  Favorites ▾ Cost Share ▾ Conservation Districts ▾ Reports ▾ Resources ▾

Allen County - Contract Setup / Payment For Fiscal Year 2019

Fiscal Year: 2019 ▾ Program: WR ▾ Status: ContractApproved ▾ County: Allen ▾ Primary Landowner: ▾


Contract: WR-2019-3 ▾ [View/Enter Contract Comments](#) [View Contract Status Trail](#) [View/Print Contract](#) [View/Print Payment](#)

STEP 1 > STEP 2 > STEP 3 > **STEP 4** Step 4 Information Complete

**Landowner Information**

Landowner Information		Primary Landowner	% Share
<b>CSIMS Supplier Data</b> SSN/FEIN - Addr Seq No : XXXXX6915-1 Tin Type : SSN SMART Supplier ID : 372336 Supplier Status : Active 1099 Status : <input checked="" type="checkbox"/> Supplier Short Name : KETTLE,DEA Address Status : Active Preferred City : LAWRENCE Location : 002 Location Status : Active Remit Addr Seq No : 1		Sent To SMART : <input checked="" type="checkbox"/> SMART Approved : <input checked="" type="checkbox"/> Supplier Name : DEAN KETTLE Supplier Name2 : Warrant Name : NATURE CONSERVANCY Warrant Name2 : Withhold Name : Withhold Name2 : Address 1 : 640 N 1000 RD Address 2 : City : LAWRENCE State : KS ZipCode : 66047 Country : USA Phone : Email Address :	Primary 100%

Click the Submit for Payment Button.

Allen County  
A A |  Favorites ▾ Cost Share ▾ Conservation Districts ▾ Reports ▾ Resources ▾

Allen County - Contract Setup / Payment For Fiscal Year 2019

Fiscal Year: 2019 ▾ Program: NPS ▾ Status: ContractApproved ▾ County: Allen ▾ Primary Landowner: ▾

Contract: NPS-2019-5A1 ▾ [View/Enter Contract Comments](#) [View Contract Status Trail](#) [View/Print Contract](#) [View/Print Payment](#)

STEP 1 > STEP 2 > STEP 3 > **STEP 4** Submit For Payment Step 4 Information Complete

**Payment Information**

Project Limit : \$3,000.00 Total Amount Requested : \$1,800.00

Practice	UOM	Units	Computed Cost	Cost Share	Amount Requested	Status	Date Certified
Fencing (382)	Linear Foot	1,000.00	\$3,000.00	\$1,800.00	\$1,800.00	Saved	10/15/2018

**Benefits of Treatment** [Edit Benefits of Treatment](#)

Exclusion Cage Installed According to NRCS Standards and Specifications - (Select Yes or No) ▾ Landowner Actual Cost - (Number Only) 2000

Submit for Payment Button pop-up. Clicking the Submit will send for payment.

The screenshot shows the 'Contract Setup For Submit Payment Reason' pop-up window. The 'Status Reason' field is set to 'Submitted For Payment'. The 'Submit' button is highlighted with a red circle. The background interface shows the 'Contract Setup / Payment For' section for 'Allen County' with contract 'NPS-2019-SA1'. The 'Payment Information' section displays a table with the following data:

Practice	UOM	Units	Computed Cost	Cost Share	Amount Requested	Status	Date Certified
Fencing (382)	Linear Foot	1,000.00	\$3,000.00	\$1,800.00	\$1,800.00	Saved	10/15/2018

The 'Benefits of Treatment' section shows 'Exclusion Cage Installed According to NRCS Standards and Specifications - (Select Yes or No)' and 'Landowner Actual Cost - (Number Only)' set to 2000.

Pop-up after clicking Submit.

The screenshot shows the 'CSIMS Contract Informational Messages' pop-up window with the message 'Successfully updated the Contract Payment!'. The background interface shows the 'Contract Setup / Payment For' section for 'Allen County' with contract 'NPS-2019-SA1'. The 'Payment Information' section displays a table with the following data:

Practice	UOM	Units	Computed Cost	Cost Share	Amount Requested	Status	Date Certified
Fencing (382)	Linear Foot	1,000.00	\$3,000.00	\$1,800.00	\$1,800.00	Saved	10/15/2018

The 'Benefits of Treatment' section shows 'Exclusion Cage Installed According to NRCS Standards and Specifications - (Select Yes or No)' and 'Landowner Actual Cost - (Number Only)' set to 2000.

Cancel Payment cancels the payment.

**Contract Setup For Submit Payment Reason**

Status Reason  
Submitted For Payment.

**Cancel Payment** **Submit**

Allen County - Contract Setup / Payment For

Fiscal Year: 2019 Program: NPS Status:   
Contract: NPS-2019-SA1 [View/Enter Contract Comments](#)

STEP 1 > STEP 2 > STEP 3 > STEP 4 **Submit For Payment** **Step 4 Information Complete**

**Payment Information**

Project Limit : \$3,000.00 Total Amount Requested : \$1,800.00

Practice	UOM	Units	Computed Cost	Cost Share	Amount Requested	Status	Date Certified
Fencing (382)	Linear Foot	1,000.00	\$3,000.00	\$1,800.00	\$1,800.00	Saved	10/15/2018

**Benefits of Treatment** [Edit Benefits of Treatment](#)

Exclusion Cage Installed According to NRCS Standards and Specifications - (Select Yes or No)   
Landowner Actual Cost - (Number Only) 2000

18. Encumbering Contract Setup and Payment. Prior Fiscal Year Contracts will be accessible here. Amending and Submitting a Contract for Payment are the same processes as outlined above.

The screens will look like this:

Allen County - **Encumbered Contract Setup / Payment For Fiscal Year 2018**

Fiscal Year: 2018 Program: WR Status: ContractApproved County: Allen Primary Landowner: JACK FRANKLIN2993(1) Contract: WR-2018-5   
[View/Enter Contract Comments](#) [View Contract Status Trail](#) [View/Print Contract](#) [View/Print Payment](#)

STEP 1 > STEP 2 > STEP 3 > STEP 4 **Set up For Amendment** **Submit For Cancellation**

**Landowner Information**

CSIMS Supplier Data	Primary Landowner	% Share
SSN/FEIN - Addr Seq No: XXXXX2993-1 Tin Type: SSN SMART Supplier ID: 236977 Supplier Status: Active 1099 Status: <input checked="" type="checkbox"/> Supplier Short Name: FRANKLIN,J Address Status: Active Preferred City: IOLA Location: 001 Location Status: Active Remit Addr Seq No: 1	JACK FRANKLIN Supplier Name2: Warrant Name: NATURE CONSERVANCY Warrant Name2: Withhold Name: Withhold Name2: Address 1: 814 PRYOR ST Address 2: City: IOLA State: KS ZipCode: 66749 Country: USA Phone: Email Address:	Primary 100%

Allen County - Encumbered Contract Setup / Payment For Fiscal Year 2018

Fiscal Year: 2018 Program: WR Status: ContractApproved County: Allen Primary Landowner: JACK FRANKLIN2993(1) Contract: WR-2018-5

[View/Enter Contract Comments](#) [View Contract Status Trail](#) [View/Print Contract](#) [View/Print Payment](#)

STEP 1 STEP 2 STEP 3 STEP 4

[Set up For Amendment](#) [Submit For Cancellation](#)

### HUC Info

Section: 36 Township: 23 Range: 18 Quarter: NW

HUC12110702040303 110702040303 River Basin: NEOSHO [Update Huc](#)

### Project Type

Project Type: ESC - Erosion/Sediment Control

### Practices

[Add New Practice](#)

Practice	UOM	Units	Computed Cost	Cost Share	Options
Terrace (600)	Linear Foot	5,000.00	\$5,850.00	\$3,217.50	<a href="#">Edit</a> <a href="#">Delete</a>

#### Components

[Add New Component](#)

Component	UOM	Est. Units Req'd.	CAC	Computed Cost	Cost Share Rate	Cost Share	Options
Gradient	Linear Foot	5,000.00	1.00	\$5,850.00	1.00	\$3,217.50	<a href="#">Edit</a> <a href="#">Delete</a>

#### Project Information

[Save Project Info](#)

Contour Farming is Required for this Practice - (Select Yes or No) ☐ Project Completion Date (mm/dd/yyyy) - (Date Only) 06/01/2018

Project is in conjunction with other non-SCC program, list here - (Any Characters) n/a Ranking Worksheet Total Score - (Number Only) 160

County Cost - Share Information Management System (CSIMS)

welcome to Republic-County [AA](#) [Home](#) [Favorites](#) [Cost Share](#) [Conservation Districts](#) [Reports](#) [Resources](#) [Search](#)

Republic County - Encumbered Contract Setup / Payment For Fiscal Year 2017

Fiscal Year: 2017 Program: NPS Status: ContractApproved County: Republic Primary Landowner: Contract: NPS-2017-6

[View/Enter Contract Comments](#) [View Contract Status Trail](#) [View/Print Contract](#) [View/Print Payment](#)

STEP 1 STEP 2 STEP 3 STEP 4

[Set up For Amendment](#) [Submit For Cancellation](#)

### Landowner Contract(s) and Limit

Contract Number	Funds under Contract
NPS-2017-6	\$500.00

Landowner Total Funds under Contract : \$500.00  
 Landowner Limit : \$4,000.00  
 Landowner Available Funds : \$0.00  
 Project Limit : \$500.00  
 Project Limit Available Funds : \$0.00

### Practices

Practice	UOM	Units	Computed Cost	Cost Share	Amount Requested
Nutrient Management (590)	Test	19.00	\$522.00	\$522.00	\$500.00

#### Contract Fund Allocation

[Edit Funds](#)

Fund Source Code	TMDL?	Supplemental?	Allocation	Committed	Paid	Pending Approval	Pending Saved	Uncommitted	Amount Requested
NPS_NPS	No	No	\$13,476.00	\$1,500.00 11.13%	\$11,976.00 88.87 %	\$0.00 0.00%	\$0.00 0.00%	\$0.00 0.00%	\$0.00

© 2018 Cost - Share Information Management System (CSIMS)

Allen County - Encumbered Contract Setup / Payment For Fiscal Year 2018

Fiscal Year: 2018 Program: WR Status: ContractApproved County: Allen Primary Landowner: JACK FRANKLIN2993(1) Contract: WR-2018-5

View/Enter Contract Comments View Contract Status Trail View/Print Contract View/Print Payment

STEP 1 STEP 2 STEP 3 STEP 4 Step 4 Information Complete

Payment Information

Project Limit: \$3,000.00 Total Amount Requested: \$3,000.00

Practice	UOM	Units	Computed Cost	Cost Share	Amount Requested	Status	Date Certified
Terrace (600)	Linear Foot	5,000.00	\$5,850.00	\$3,217.50	\$3,000.00	Saved	-

Benefits of Treatment Edit Benefits of Treatment

Acres Protected - (Number Only)

Landowner Actual Cost - (Number Only)

Total Tons of Soil Saved - (Number Only)

19. County Contract and Payment Read Only – This function can be used to access current status of each contract. However, once a Fiscal Year Program has been encumbered, this is used only to view and/or print Cancellation Approved and/or Final Paid status contracts.

The screens will look like this:

County Cost - Share Information Management System (CSIMS)

Republic County - Contract Setup / Payment Read Only For Fiscal Year 2017

Fiscal Year: 2017 Program: NPS Status: ContractApproved County: Republic Primary Landowner: Contract: NPS-2017-10


View/Enter Contract Comments View Contract Status Trail View/Print Contract View/Print Payment

STEP 1 STEP 2 STEP 3 STEP 4


Landowner Information

CSIMS Vendor Data	Sent To SMART: <input checked="" type="checkbox"/> SMART Approved: <input checked="" type="checkbox"/>	Primary Landowner	% Share
SSN/FEIN - Addr Seq No : XXXXX4561-1 Tin Type : SSN SMART Vendor ID : 249926 Vendor Status : Active 1099 Status : <input checked="" type="checkbox"/> Vendor Short Name : SIMMS BRYA Address Status : Active Preferred City : REPUBLIC Location : 001 Location Status : Active Remit Addr Seq No : 1	Vendor Name : BRYAN SIMMS Vendor Name2 : Warrant Name : NATURE CONSERVANCY Warrant Name2 : Withhold Name : BRYAN SIMMS Withhold Name2 : Address 1 : 2080 REPUBLIC LN Address 2 : City : REPUBLIC State : KS ZipCode : 66964 Country : USA Phone : Email Address :	Primary	100%





County Cost - Share Information Management System (CSIMS)



welcome to Republic-County

Favorites

Cost Share

Conservation Districts

Reports

Resources

Republic County - Contract Setup / Payment Read Only For Fiscal Year 2017

Fiscal Year: 2017

Program: NPS

Status: ContractApproved

County: Republic

Primary Landowner:

Contract: NPS-2017-10

View/Enter Contract Comments

View Contract Status Trail

View/Print Contract

View/Print Payment

STEP 1

STEP 2

STEP 3

STEP 4

Payment Information

Project Limit: \$500.00

Total Amount Requested: \$500.00

Practice	UOM	Units	Computed Cost	Cost Share	Amount Requested	Status	Date Certified
Nutrient Management (590)	Test	19.00	\$522.00	\$522.00	\$500.00	Saved	

Benefits of Treatment

Landowner Actual Cost - (Number Only)

© 2018 Cost - Share Information Management System (CSIMS)

## 20. Buffer – Under Construction.

The screen will look like this:

Republic County

Favorites

Cost Share

Conservation Districts

Reports

Resources

Important Dates

Read More...

Read More...

Read More...

Complete CS-2 a

25 NPS contracts

12 WR contracts

18 RW contracts

Ranking Worksheet Report

Ranking Worksheet Report New

Landowner Information Table

Landowner Report

Contracts

Buffer

Forums

Board Meetings

Annual Meetings

Financial Management

Information and Education

State Cost-Sh

Conservation

Supervisor Tr

K&C/N Meetin

Annual Program Setup

Annual Program Reports

Ranking Worksheet

Ranking Worksheet Report

Ranking Worksheet Report New

Landowner Information Table

Landowner Report

Contracts

Buffer

Contract Setup and Payment

Buffer Admin

Buffer Report

Buffer Voucher Report

Buffer Program Users Guide

Message Board

FY 2018 Program Manuals will be available on April 15 2017.

KACD-EO State Conference, May 2-3, 2017, Salina, KS.

SCC-KACD Joint Meeting, August 6-7, 2017, Greensburg, KS.

FY 2018 Message 4

Cost-Share Tools/Documents

Total Water Plan Funds

SWP Appropriation History

Water Plan Fee Funds

Soil Health Application

## 21. Conservation Districts Menu.

The screen will look like this:



## 22. Employee Forms – Conservation District employee database to provide the district an employee record keeping tool and to generate a printable employee oath to be completed by each new employee.



Employee Information screen will look like this:

The screenshot shows the Allen County Employee Information Form. The form has a header with 'Allen County', 'A A', and a search icon. Below the header, there are tabs for 'Favorites', 'Cost Share', 'Conservation Districts', 'Reports', and 'Resources'. The 'Conservation Districts' tab is selected. The form contains the following sections:

- County:** ALLEN
- Status:** RESIGNED
- Select Employee:** (XXXXX9587 [redacted])
- + Add Employee** button
- Or Search Employee by Name or SSN** (+)
- Employee Information** (+)
- Employee Position Information** (+ Add New)
 

Employment Date : 10/16/200	Position Title : BUFFER COORDINATOR
Other Position :	Status : RESIGNED
Classification : PERMANENT PART-TIME	Other Status :
Info Change Date : 10/24/201	Rate Per Hour : [redacted]
Hours Per Week : 15	
- Service by Position(S)**

Position Title:	Years of service :
BUFFER COORDINATOR	4
NPS COORDINATOR	16.9
- DISTRICT SECRETARY1 = District doesn't have a manager's position.**
- DISTRICT SECRETARY2 = District also has a manager's position.**
- Employment History** (+ Add New)
 

County	Position	Other Position	Start Date	End Date	
Doniphan	BUFFER COORDINATOR		10/7/200	9/30/200	[edit] [delete]
Brown	NPS COORDINATOR		8/9/199	6/30/201	[edit] [delete]
Doniphan	NPS COORDINATOR		7/1/199	6/30/201	[edit] [delete]
- Employee Training History** (+ Add New)
 

EMPCNTY_TRAININGID	Date	Comments
--------------------	------	----------

**Employee Oath** screen will look like this:

Republic County  
A A | ⚙

Favorites Cost Share Conservation Districts Reports Resources

Employee Oath Form

Employee's Name: \_\_\_\_\_  
(Please type or print)

**COUNTY CONSERVATION DISTRICT  
EMPLOYEE'S OATH**

K.S.A. 75-4308 et seq. requires the following oath from K.S.A. 54-106, be signed by new employee before entering the duties of employment and before funds for services may be disbursed.  
I do solemnly swear (or affirm) that I will support the constitution of the United States and the Constitution of the states of Kansas, and faithfully discharge the duties of my office or employment. So help me God.

Employee Signature \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My commission expires \_\_\_\_\_, 20\_\_\_\_.

Notary Public: \_\_\_\_\_

**Distribution:**  
Original - District File  
Copy - Employee

23. Employee Reports – Under Construction.

24. Supervisor Forms - A conservation district database to provide the district a supervisor record keeping tool for Supervisor Information, Supervisor Election Results and Oath of Office forms.

The screens will look like this:

Republic County  
A A | ⚙

Favorites Cost Share Conservation Districts Reports Resources

**Important Dates**

January 2018

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Complete CS-2 approvals
- 25 NPS contracts are submitted for app
- 12 WR contracts are ready for payment
- 18 RW contracts are submitted for cand

- Employee Forms
- Employee Reports
- Supervisor Forms
- Supervisor Reports
- Kansas Conservation Districts
- Annual Meeting Form
- Annual Meetings Report

Read More

**Message Board**

Manuals will be available on April 15 2017.  
Conference, May 2-3, 2017, Salina, KS.  
Meeting, August 6-7, 2017, Greensburg, KS.

FY 2018 Message 4

Read More

**Supervisor Information** screen will look like this:

Allen County Supervisor Information Form

County : ALLEN Status : ACTIVE Select Supervisor : [Redacted] + Add New

Or Search Supervisor by Name

County: ALLEN Position: Select Status: ACTIVE Nick Name: [Redacted]

Suffix(Jr, Sr, etc.): [Redacted] First Name: [Redacted] Last Name: [Redacted] MI: [Redacted]

Email: [Redacted] Mailing Address: [Redacted] Mailing Address contd.: [Redacted] City: [Redacted]

Zip Code: [Redacted] Telephone Number: [Redacted] Fax: [Redacted] Replacing: [Redacted]

Election Date: 02-17-2016 Status Change Date: 02-17-2016 Appointment Date: [Redacted] Oath Signed Date: 11-08-2012

☒ Oath Received by DOC Oath of office should be signed and original sent to DOC for all new supervisors before participating in board meeting. Years of Service : 6 years as of today

+ Update Supervisor + Delete Supervisor

Term History

County	Start Date	Expiration Date
Allen	11-06-2012	02-17-2019

**Adding a New Supervisor.** When a New Supervisor has been elected you should first do a name search to make sure that they are not already in the database.

The Search Function screen will look like this:

Allen County Supervisor Information Form

County : ALLEN Status : ACTIVE Select Supervisor : [Redacted] + Add New

Or Search Supervisor by Name

Click on the Or Search Supervisor by Name or Expand Icon to see the search fields.

Allen County Supervisor Information Form

County : ALLEN Status : ACTIVE Select Supervisor : [Redacted] + Add New

Or Search Supervisor by Name

The search screen will look like this after expanding:

The screenshot shows the 'Allen County Supervisor Information Form' search interface. At the top, there's a navigation bar with 'Allen County' and a search icon. Below it, a form section contains 'County : ALLEN', 'Status :', and 'Select Supervisor :', followed by an '+ Add New' button. A section titled 'Or Search Supervisor by Name' is expanded, showing input fields for 'First Name', 'Nick Name', 'Middle Initial', 'Last Name', and 'Suffix (Jr, Sr, etc.)'. A 'Get Supervisor(s)' button is located at the bottom right of this section.

The search screen will look like after entering First Name and Last Name:

This screenshot shows the same search interface as the previous one, but with 'John' entered in the 'First Name' field and 'Doe' entered in the 'Last Name' field. The 'Get Supervisor(s)' button remains visible at the bottom right of the search section.

Click the Get Supervisor(s) Button:

This screenshot is identical to the previous one, but the 'Get Supervisor(s)' button is circled in red to indicate it should be clicked.

Click the Add New Button if you do not get any results from the search.

The screen will look like this:

This screenshot shows the search interface after a search. The 'County' field is empty, and the 'Status' and 'Select Supervisor' fields are also empty. The '+ Add New' button is circled in red, indicating it should be clicked if no results are returned.

A pop-up will for Add New Supervisor will appear.

The screen for Add New Supervisor will look like this:

The screenshot shows a pop-up window titled "Add New Supervisor" with a blue header bar. The form contains the following fields and sections:

- County:** A dropdown menu.
- Position:** A dropdown menu.
- Status:** A dropdown menu with "DECEASED" selected.
- Nick Name:** A text input field.
- Suffix(Jr, Sr, etc.):** A text input field.
- First Name:** A text input field.
- Last Name:** A text input field.
- MI:** A text input field.
- Email:** A text input field.
- Mailing Address:** A text input field.
- Mailing Address contd.:** A text input field.
- City:** A text input field.
- Zip Code:** A text input field.
- Telephone Number:** A text input field.
- Fax:** A text input field.
- Replacing:** A dropdown menu.
- Election Date:** A date picker.
- Status Change Date:** A date picker.
- Appointment Date:** A date picker.
- Oath Signed Date:** A date picker.
- Oath Received by:** A checkbox labeled "DOC" with a "Cancel" button.
- Years of Service:** A text input field with the label "years as of today."
- + Add Supervisor:** A blue button.

A red text warning is displayed: "Oath of office should be signed and original sent to DOC for all new supervisors before participating in board meeting."

Click the Add Supervisor Button.

The Add New Supervisor screen will look like this:

This screenshot shows the same "Add New Supervisor" form as the previous one, but with the "+ Add Supervisor" button circled in red. The form layout and fields are identical to the previous screenshot.



Supervisor Oath of Office screen will look like this:

The screenshot shows the 'Supervisor Oath Of Office Form' within the Republic County application. The header includes navigation links: Favorites, Cost Share, Conservation Districts, Reports, and Resources. The form title is 'COUNTY CONSERVATION DISTRICT SUPERVISOR OATH OF OFFICE'. The text states: 'Pursuant to K.S.A. 54-106 et seq. "All officers elected or appointed under any law of the state of Kansas shall, before entering upon the duties of their respective offices, take and subscribe an oath affirmation, as follows: I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support the constitution of the United States and the Constitution of the states of Kansas, and faithfully discharge the duties of a County Conservation District Supervisor. So help me God."'.

Form fields include:

- Supervisor Signature: \_\_\_\_\_
- Address: \_\_\_\_\_
- City: \_\_\_\_\_, KS Zip: \_\_\_\_\_
- SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.
- Notary: \_\_\_\_\_
- My term expires: \_\_\_\_\_

Authority: K.S.A. 54 - 101 et seq.  
K.S.A. 54 - 101 et seq.

Distribution: Original - DOC  
Copy - New Supervisor  
District File

25. Supervisor Reports – Under Construction.

The screen will look like this:

The screenshot shows the 'Supervisor Reports' screen. The left sidebar contains a calendar for January 2018. The main content area has a list of reports: Complete CS-2 approvals, 25 NPS contracts are submitted for app, 12 WR contracts are ready for payment, 18 RW contracts are submitted for can, Employee Forms, Employee Reports, Supervisor Forms, Supervisor Reports, Kansas Conservation Districts, Annual Meeting Form, Annual Meetings Report, Result of Election Report, Supervisors Reports, and FY 2018 Message 4. A 'Read More' link is visible.

26. Kansas Conservation Districts is used to generate the Kansas Conservation Districts Directory.

The screen will look like this:

The screenshot shows the 'Kansas Conservation Districts' screen. The left sidebar contains a calendar for January 2018. The main content area has a list of reports: Complete CS-2 approvals, 25 NPS contracts are submitted for app, 12 WR contracts are ready for payment, 18 RW contracts are submitted for can, Employee Forms, Employee Reports, Supervisor Forms, Supervisor Reports, Kansas Conservation Districts, Annual Meeting Form, Annual Meetings Report, District Information Form, District Conservationist Information Form, and Kansas Conservation District Directory. A 'Read More' link is visible.

County District Information Form screen will look like this:

The screenshot shows the 'Republic County District Information Form' interface. At the top, there is a navigation bar with 'Republic County' and a search icon. Below the navigation bar, the form title 'Republic County District Information Form' is displayed. A dropdown menu for 'County' is set to 'REPUBLIC'. The form contains several input fields: 'Telephone No.' (785-527-5573), 'Fax' (855-533-5069), 'Email' (lori.siemsen@ks.nacdn.net), and 'Web Address'. There are two address sections: 'Mailing Address' and 'Street Address'. The 'Mailing Address' section includes fields for 'Address' (1319 23rd Street), 'Address Contd.', 'City' (Belleville), and 'Zip Code' (66935-2533). The 'Street Address' section includes fields for 'Address' and 'Address Contd.', 'City', and 'Zip Code', with a 'Same As Mailing Address' checkbox checked. At the bottom, there are two buttons: 'Save Information' and 'Reset'.

To update form enter the new information and click Save Information Button.

The Save Information Button on the District Information Form screen will look like this:

The screenshot shows the 'Allen County District Information Form' interface. At the top, there is a navigation bar with 'Allen County' and a search icon. Below the navigation bar, the form title 'District Information Form' is displayed. A dropdown menu for 'County' is set to 'ALLEN'. The form contains several input fields: 'Telephone No.' (620-365-2901), 'Fax' (620-365-5785), 'Email' (allencountyconservation@gmail.com), and 'Web Address' (www.allencountyconservationdistrict.com). There are two address sections: 'Mailing Address' and 'Street Address'. The 'Mailing Address' section includes fields for 'Address' (202 West Miller Road), 'Address Contd.', 'City' (Iola), and 'Zip Code' (66749-1641). The 'Street Address' section includes fields for 'Address' (202 West Miller Road), 'Address Contd.', 'City' (Iola), and 'Zip Code' (66749-1641), with a 'Same As Mailing Address' checkbox checked. At the bottom, there are two buttons: 'Save Information' and 'Reset'. The 'Save Information' button is highlighted with a red circle.

Clicking the Reset will clear the form and all information will have to be re-entered.

The Reset Button on the District Information Form will look like this:

Allen County  
A.A. | ⚙️

Favorites Cost Share Conservation Districts Reports Resources

District Information Form

County: ALLEN

Telephone No: 620-365-2901 Fax: 620-365-5785

Email: allencountyconservation@gmail.com Web Address: www.allencountyconservationdistrict.com

Mailing Address

Address: 202 West Miller Road Address Contd.

City: Iola Zip Code: 66749-1641

Street Address

Address: 202 West Miller Road Address Contd.

City: Iola Zip Code: 66749-1641

Same As Mailing Address ☒

Save Information Reset

District Conservationist Information Form screen will look like this:

Republic County  
A.A. | ⚙️

Favorites Cost Share Conservation Districts Reports Resources

Republic County District Conversationist Information

County: REPUBLIC

County: Republic

First Name: Terry Nick Name:

Last Name: Alistatt Email: terry.alistatt@ks.usda.gov

MI: K

Update

Update the Information and click the Update Button.

The Update Button on the District Conservationist Information Form screen will look like this:

Allen County  
A.A. | ⚙️

Favorites Cost Share Conservation Districts Reports Resources

Allen County District Conversationist Information

County: ALLEN

County: Allen

First Name: Gerald Nick Name:

Last Name: Gray Email: gerald.gray@ks.usda.gov

MI:

Update

**Kansas Conservation District Directory – Under Construction.**

27. Annual Meeting Form the function is used to enter the Annual Meeting Information annually by December 15<sup>th</sup>.

The screen will look like this:

The screenshot shows the 'Allen County Annual Meeting Information Form' interface. At the top, there is a navigation bar with 'Allen County' and a search icon. Below the navigation bar, the form title 'Allen County Annual Meeting Information Form' is displayed. The form includes a 'County' dropdown set to 'ALLEN' and a 'Meeting Date' dropdown set to 'Feb 23 2008 6:00PM'. A '+ Add Meeting' button is located in the top right corner. Below the form title, a red text prompt reads 'Please complete annually by December 15.' The form fields are organized into two columns. The left column contains 'County' (Allen), 'Attendee Cost' (0), 'Speaker/Presenter Name' (N/A), and 'Program Description' (We will have a meal, presentations by NRCS and another, then door prizes). The right column contains 'Meeting Date' (02/23/2008), 'Meeting Time' (06:00 PM), 'Reservation Date' (2008-20-2), 'Meeting Location & Address' (Iola High School, 300 E Jackson, Iola, KS 66749), 'Presenter's Telephone No.', and 'Fee'. An 'Update' button is located at the bottom right of the form.

Click the Add Meeting Button to add a new meeting.

The Add Meeting Button Annual Meeting Information Form screen will look like this:

This screenshot is identical to the previous one, but the '+ Add Meeting' button in the top right corner is circled in red to highlight it.

The Add Meeting Information pop-up will appear to enter the meeting information.

The pop-up for the Add Meeting Information screen will look like this:

The screenshot shows the 'Add Meeting Information' pop-up window. It has a blue header with the title 'Add Meeting Information' and a close button. The form fields are organized into two columns. The left column contains 'County' (Allen), 'Attendee Cost', 'Speaker/Presenter Name', and 'Program Description'. The right column contains 'Meeting Date', 'Meeting Time', 'Reservation Date', 'Meeting Location & Address', 'Presenter's Telephone No.', and 'Fee'. A 'Save Meeting Information' button is located at the bottom right of the pop-up.

Enter the information and click Save Meeting Information Button.

The Save Meeting Information Button screen will look like this:

The screenshot shows a web application interface for Allen County. A modal window titled "Add Meeting Information" is open. The form contains the following fields: County (Allen), Meeting Date (01/01/2019), Meeting Time (02:30 AM), Reservation Date (12/26/2018), Meeting Location & Address (test), Speaker/Presenter Name, Presenter's Telephone No. (000-000-0000), Fee, and Program Description. A green button labeled "Save Meeting Information" is circled in red. The background shows the Allen County portal with a sidebar and a main content area.

The Add Meeting Information form will look like this after Meeting Information Button has been clicked:

The screenshot shows the Allen County portal with a "Message" pop-up window. The message reads: "Successfully Inserted the Annual Meeting Information Form!". A "Close" button is circled in red. The background shows the "Add Meeting Information" form with the following fields: County (Allen), Meeting Date (01/01/2019), Meeting Time (02:30 AM), Reservation Date (02/12/2020), Meeting Location & Address (test), Speaker/Presenter Name, Presenter's Telephone No. (000-000-0000), Fee, and Program Description. The "Update" button is visible at the bottom right of the form.

Clicking the Close Button will close the pop-up.

Updating the Annual Meeting Information Form after meeting has been added.

The Update Button on the Annual Meeting Information Screen will look like this:

The screenshot shows the 'Allen County Annual Meeting Information Form'. At the top, there's a navigation bar with 'Allen County' and 'A.A.' followed by icons for settings, home, favorites, cost share, conservation districts, reports, and resources. Below this, the form title 'Allen County Annual Meeting Information Form' is displayed. A sub-header shows 'County: ALLEN' and 'Meeting Date: Dec 31 2018 2:30AM' with a '+ Add Meeting' button. A note says 'Please complete annually by December 15.' The form fields include: 'County' (Allen), 'Meeting Date' (12/31/2018), 'Meeting Time' (02:30 AM), 'Reservation Date' (05/12/2019), 'Attendee Cost' (0), 'Meal' (checkbox), 'Meeting Location & Address' (test), 'Speaker/Presenter Name', 'Presenter's Telephone No.' (000-000-0000), 'Fee', and 'Program Description'. A green 'Update' button is highlighted with a red circle at the bottom right.

Enter the information that needs to be corrected and click the Update Button.

The Update Meeting Information screen will look like this:

The screenshot shows the 'Update Meeting Information' screen. It features a blue header with the title 'Update Meeting Information' and the 'Kansas' logo. The form fields are identical to the previous screen, but the 'Meeting Time' is now '07:00 PM'. A green 'Update Meeting Information' button is highlighted with a red circle at the bottom right. The background shows a blurred view of the original form.

Clicking on the Update Meeting Information Button will update.



## 28. Annual Meetings Report.

The Annual Meetings Report screen will look like this:

Annual Meetings Report							
Fiscal Year : 2018							
2018 Conservation Districts Annual Meeting Information							
COUNTY	DATE AND TIME	RESERVATION	MEETING LOCATION	SPEAKER/PRESE...	PROGRAM DESCRIPTION	PRESENTERS TEL...	FEE
Allen	Dec 31 2018 2:30AM	Dec 17 2018 12:00AM	test			(000) 000-0000	\$0.00
Allen	Feb 21 2018 6:30PM	Feb 16 2018 12:00AM	Dr. John Silas Bass North Community Center-505...	Emporia Theatrical ...	Skit on Soil Health	(620) 341-5700	\$50.00
Anderson	Feb 7 2018 6:00PM		St. Rose School - 530 East 4th - Garnett, Kansas ...		Overview of district activities and award winn...		\$0.00
Atchison	Feb 22 2018 6:00PM	Feb 1 2018 12:00AM	908 Tiger Rd. Effingham, KS 66023	Kurt Dillon	Ag Workforce Needs	(785) 296-0979	\$0.00
Barber	Jan 20 2018 6:00PM	Jan 16 2018 12:00AM	Community Building, Kiowa, KS		Awards		\$0.00
Barton	Jan 27 2018 6:30PM	Jan 17 2018 12:00AM	Barton County Community Collete	pending			\$0.00
Bourbon	Feb 10 2018 6:00PM		Fort Scott Middle School Commons Area	Senator Caryn Tyson	update on politics & conservation awards pos...		\$0.00
Brown	Feb 20 2018 6:00PM	Feb 13 2018 12:00AM	Fisher Community Center, 201 East Iowa St, Hiaw...	Mykel Taylor	Current land values and fair leasing rates		\$0.00
Butler	Feb 1 2018 6:00PM	Jan 26 2018 12:00AM	The Benton Church, 14300 SW 20th, Benton, KS ...	Jesse Friesen	Jesse Friesen & Symphony in the Flint Hills		\$0.00
Chase	Feb 6 2018 6:00PM	Jan 26 2018 12:00AM	Community Building- Swope Park- Cottonwood F...	N/A	Annual Meeting		
Chautauqua	Feb 12 2018 6:00PM	Feb 9 2018 12:00AM	Sedan Country Club		Dinner and Award Presentation		\$0.00
Cherokee	Feb 26 2018 6:00PM		Columbus Unified High School Cafeteria and Audi...		Business Meeting including - Election of Sup...		\$0.00
Cheyenne	Feb 19 2018 6:00PM	Feb 12 2018 12:00AM	American Legion Hall Bird City, KS.	Ian DeWaal	Conservation and Poster Awards. Local spea...		\$0.00
Clark	Feb 12 2018 6:30PM	Feb 5 2018 12:00AM	Ashland High School Cafeteria, 311 JE Humphrey...				\$0.00
Clay	Feb 5 2018 6:30PM	Jan 30 2018 12:00AM	Family Life Center 921 5th Street, Clay Center, K...		Hugh Hammond Bennett Documentary Video		\$0.00
Cloud	Feb 1 2018 6:30PM	Jan 29 2018 12:00AM	OLPH Catholic Parish Hall, 307 West 5th Street, ...	Jeremy Hacker, Ban...	Hugh Hammond Bennett Documentary	(785) 243-4000	\$0.00
Coffey	Jan 31 2018 6:00PM	Jan 24 2018 12:00AM	Burlington High School		Annual Conservation Awards Presentation		\$0.00
Comanche	Jan 8 2018 6:30PM	Dec 28 2018 12:00AM	Coldwater Veterans Building		Annual Meeting, Bankers Award		\$0.00
Cowley	Feb 8 2018 6:00PM	Feb 1 2018 12:00AM	Baden Square, 700 Gary St., Winfield, KS 67156		Conservation District Annual Program and M...		\$0.00
Crawford	Feb 17 2018 6:00PM		Girard High School Cafeteria, 415 North Summit, ...		Banker Awards, Grassland Awards & Poster ...		\$0.00

## 29. Reports Menu Function.

The screen will look like this:

Republic County  
A A |

Favorites Cost Share Conservation Districts Reports Resources

Important Dates  
January 2018  
Su Mo Tu We Th Fr Sa  
1 2 3 4 5 6  
7 8 9 10 11 12 13  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27  
28 29 30 31

Work List  
Complete CS-2 approvals  
25 NPS contracts are submitted for approvals  
12 WR contracts are ready for payments  
18 RW contracts are submitted for cancelation  
Read More

County Ledger Report  
CS-1 District Allocation Report  
CS-1 County Cancellation Report  
Voucher Report  
Year End Reports

Message Board  
Program Manuals will be available on April 15 2017.  
State Conference, May 2-3, 2017, Salina, KS.  
Joint Meeting, August 6-7, 2017, Greensburg, KS.  
FY 2018 Message 4  
Read More

## County Ledger Report search screen will look like this:

Allen County  
A A |

Favorites Cost Share Conservation Districts Reports Resources

Allen County - Ledger Report For Fiscal Year  
Fiscal Year :

Select the Fiscal Year and Program from the Drop Down selections.

County Ledger Report screen will look like this:

Allen County  
A A | ⚙️ Favorites ▾ Cost Share ▾ Conservation Districts ▾ Reports ▾ Resources ▾

Allen County - Ledger Report For Fiscal Year 2018

Fiscal Year : 2018 ▾ Program : NPS ▾ County : Allen ▾ Print

Contract No.	Primary Landowner	Project Type	Practice	UOM	Units	Date	Status	Fund Source Code	CostShare Amount	Amount Paid	Contract Balance
NPS-2018- <a href="#">Status Trail</a>		OSW	Practice	UOM	Units						
			OnSite Wastewater System (110)	Each	1.00	Jun 2 2018 7:00:44AM	FinalPaid	NPS_NPS	\$3,000.00	\$3,000.00	\$0.00
						Aug 14 2017 4:08:15PM	ContractApproved				
NPS-2018- <a href="#">Status Trail</a>		PRM	Practice	UOM	Units						
			Fencing (382)	Linear Foot	1,449.00	Oct 10 2018 12:00:48PM	FinalPaymentRejected	NPS_NPS	\$3,000.00	\$0.00	\$3,000.00
			Pipeline (516)	Linear Foot	60.00						
			Pond (378)	Each	1.00	Aug 28 2017 9:20:50AM	ContractApproved				
			Watering Facility (614)	Each	1.00						
NPS-2018- <a href="#">Status Trail</a>		PRM	Practice	UOM	Units						
			Pipeline (516)	Linear Foot	1.00						
			Watering Facility (614)	Each	1.00						
NPS-2018- <a href="#">Status Trail</a>		PRM	Practice	UOM	Units						
			Pond (378)	Each	1.00	Jun 13 2018 7:00:28AM	FinalPaid	NPS_NPS	\$2,814.00	\$2,814.00	\$0.00
			Watering Facility (614)	Each	1.00	Aug 28 2017 10:28:35AM	ContractApproved				
NPS-2018- <a href="#">Status Trail</a>		PRM	Practice	UOM	Units						
			Pipeline (516)	Linear Foot	160.00	Aug 28 2017 9:26:20AM	ContractApproved	NPS_NPS	\$636.00	\$0.00	\$636.00
			Watering Facility (614)	Each	1.00						

**Summary of Funds**

Fund Source Code	Allocation	Additional Funds	DOC Cancellation of Funds	Pending Contract Approval	Contracts Approved (not paid)	Paid	Contracts Saved	Uncommitted Funds
DNA_WR	\$100.00			\$56.00	\$10.00	\$89.00	\$20.00	\$50.00

Clicking the Print Button will print the County Ledger Report.

CS-1 District Allocation Report screen will look like this:

Allen County  
A A | ⚙️ Favorites ▾ Cost Share ▾ Conservation Districts ▾ Reports ▾ Resources ▾

CS-1 District Allocation Report

Select Fiscal Year :  Select Budget Source :

Select the Fiscal Year and the Budget Source.

The CS-1 District Allocation Report screen will look like this after the selection:

Fund Source	Allocation	Committed	Paid	Pending Approval	Pending Saved	Uncommitted	Options
NPS_NPS	\$12,605.00(100%)	\$0.00(19.992066640222134%)	\$0.00(0%)	\$2,800.00(22.213407378024595%)	\$5,976.00(47.409758032526774%)	\$1,309.00(10.384767949226497%)	

## CS-1 County Cancellation Report

The selection for the CS-1 County Cancellation Report screen will look like this:

Select Fiscal Year, Budget Source and Cancellation Date.

The CS-1 County Cancellation Report will look like this after selection: - Under Construction.

**Voucher Report** – Under Construction.

**Year End Reports** – Under Construction.

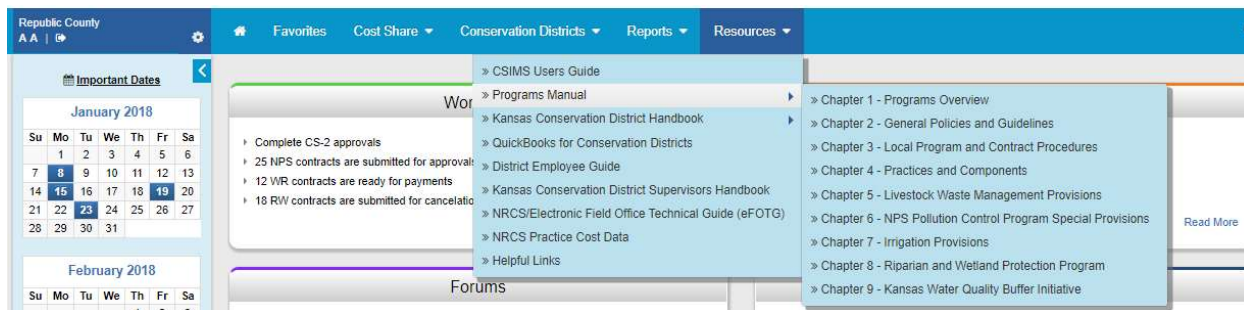
30. Resources Menu Function.

The screen will look like this:

**CSIMS Users Guide** – Functioning but is not the CSIMS 2.0 Users Guide.

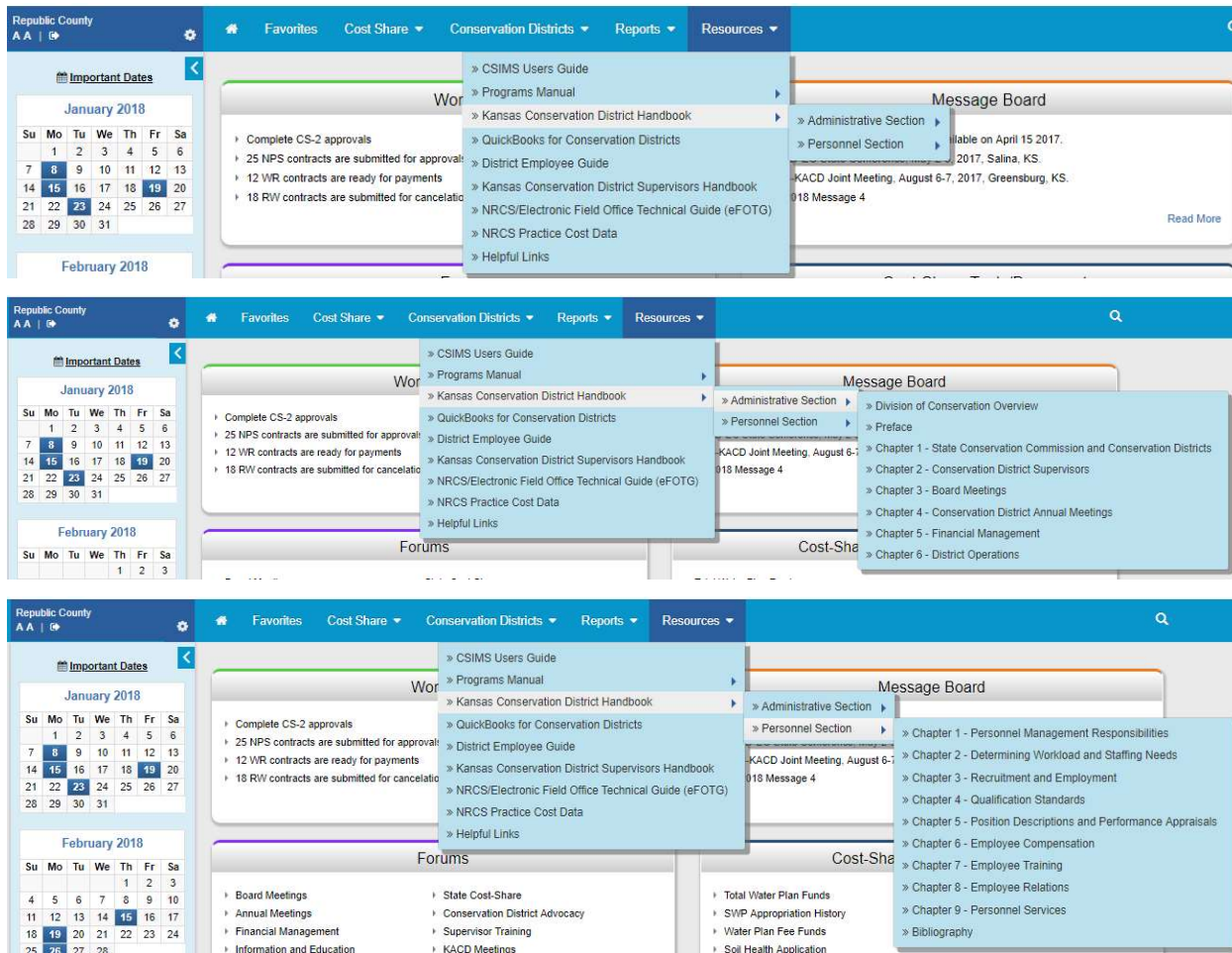
**Programs Manual.** Starting in Fiscal Year 2020 the Programs Manual will be one single document.

The screen will look like this:



**Kansas Conservation District Handbook.** Starting in Fiscal Year 2019 the Kansas Conservation District Handbook will be one single document.

The screens will look like this:



**QuickBooks for Conservation District** – Clicking on the link will open document in a separate window.

**Kansas Conservation District Supervisors Handbook**

**NRCS/Electronic Field Office Technical Guide (eFOTG)**

**NRCS Practice Cost Data**

**Helpful Links** – Under Construction.