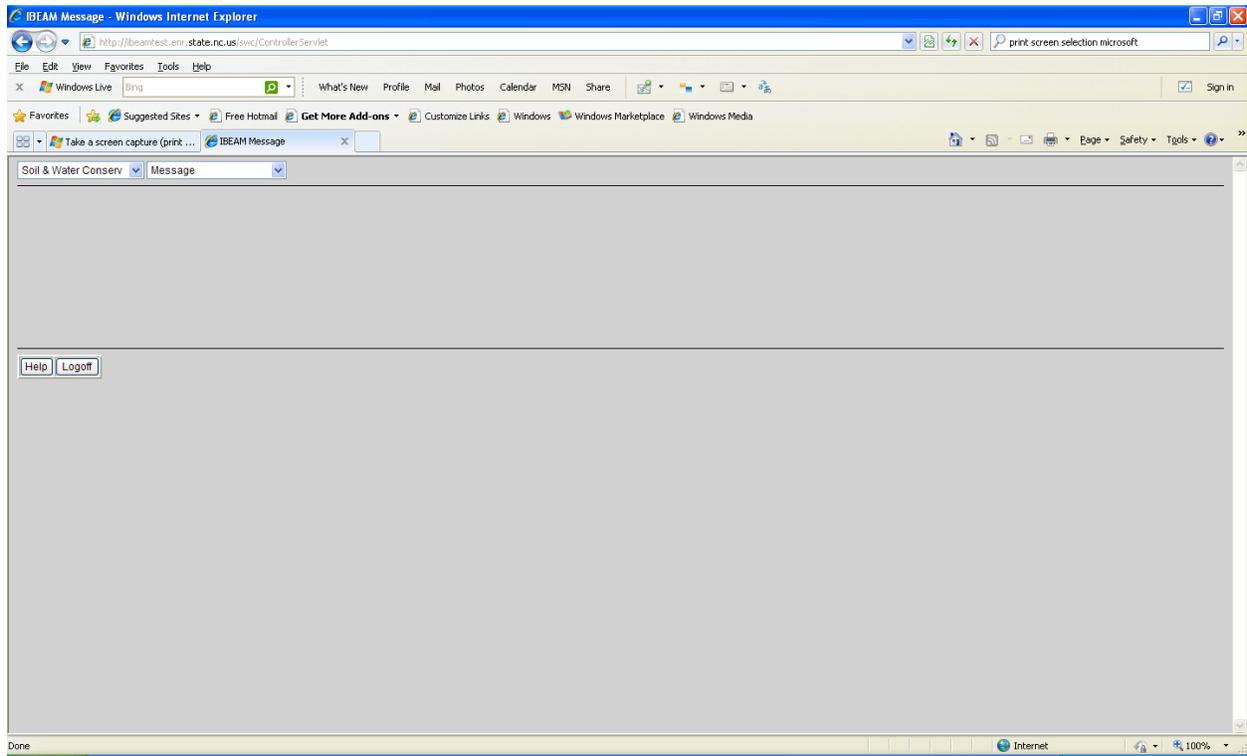
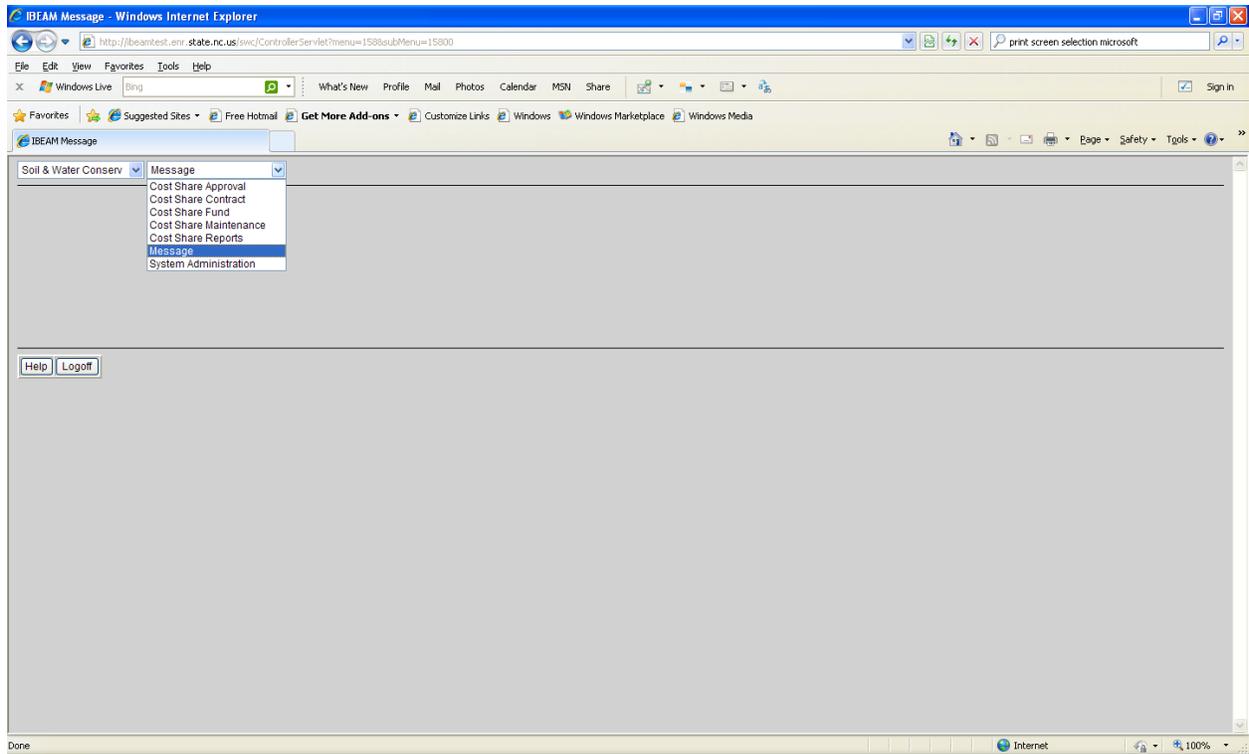


Opening Screen



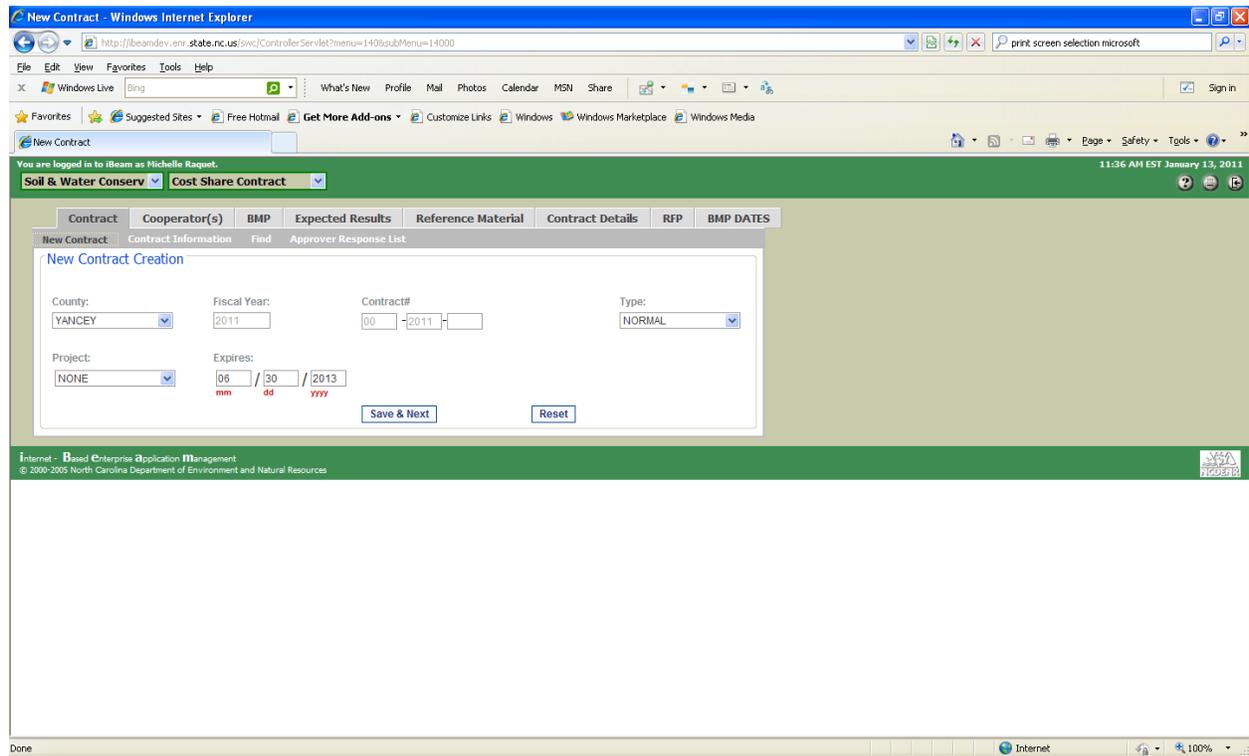
Soil & Water Conservation should be the default in the first drop down box. Message will be the default in the second drop down box.

From the second drop down box, you can move to the cost share contract screen to begin developing a contract. Many of the other options are restricted to administrators only.



Contract Entry - New Contract

Contract entry begins by selecting Cost Share Contract from the second drop down box. The default screens begin with a new contract.

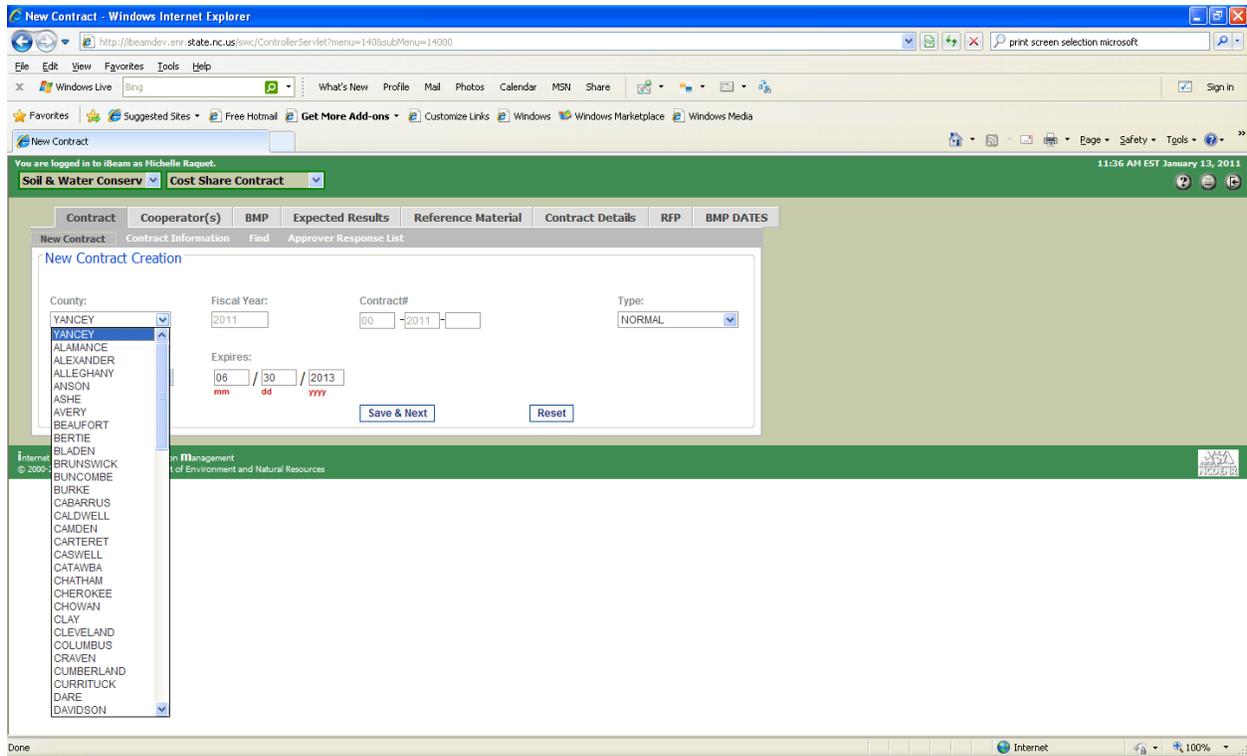


The screenshot shows a web browser window titled "New Contract - Windows Internet Explorer". The address bar displays the URL: <http://ibeamdev.enr.state.nc.us/ibwc/ControllerServlet?menu=140&subMenu=14000>. The browser shows the user is logged in as Michelle Raquet. The application interface includes a navigation menu with tabs: "Contract", "Cooperator(s)", "BMP", "Expected Results", "Reference Material", "Contract Details", "RFP", and "BMP DATES". The "Contract" tab is active, and the "New Contract" sub-tab is selected. The main content area displays the "New Contract Creation" form with the following fields:

County:	Fiscal Year:	Contract#	Type:
YANCEY	2011	00 - 2011 -	NORMAL
Project:	Expires:		
NONE	06 / 30 / 2013		

Buttons for "Save & Next" and "Reset" are located at the bottom of the form. The footer of the application includes the text: "Internet - Based Enterprise Application Management © 2000-2005 North Carolina Department of Environment and Natural Resources".

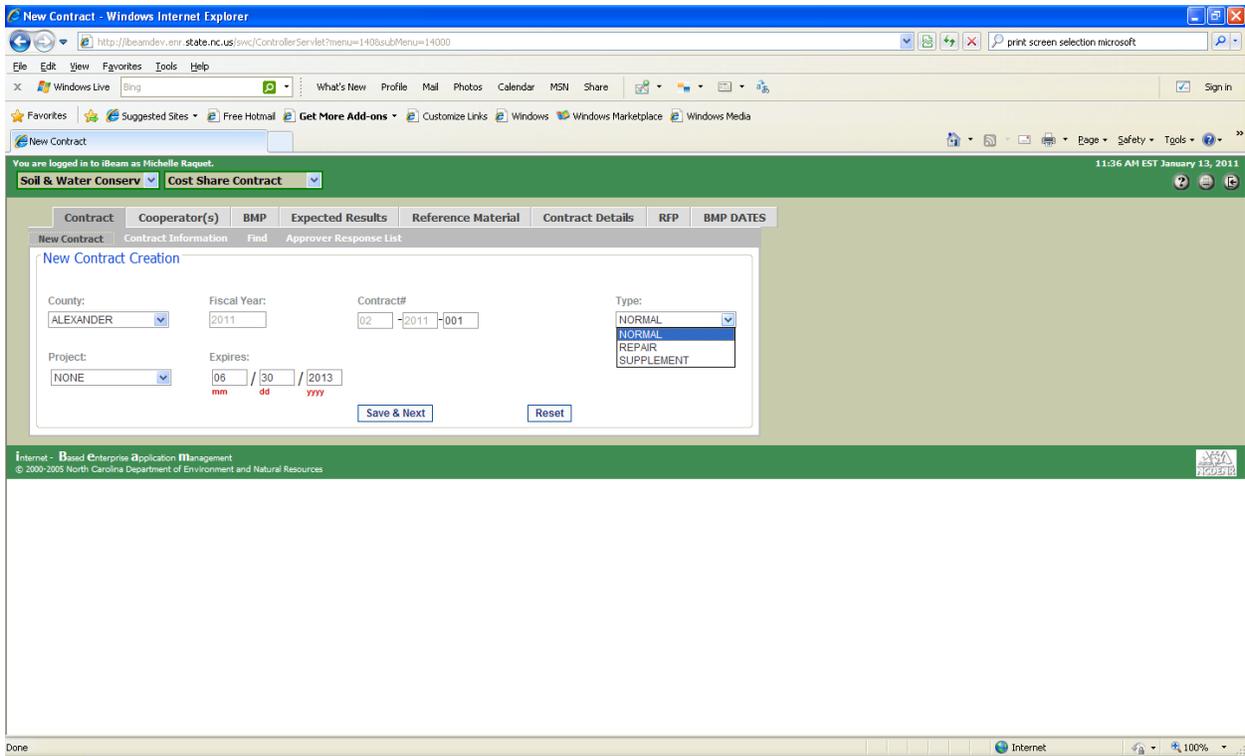
Select your county from the drop down box or begin typing your county name.



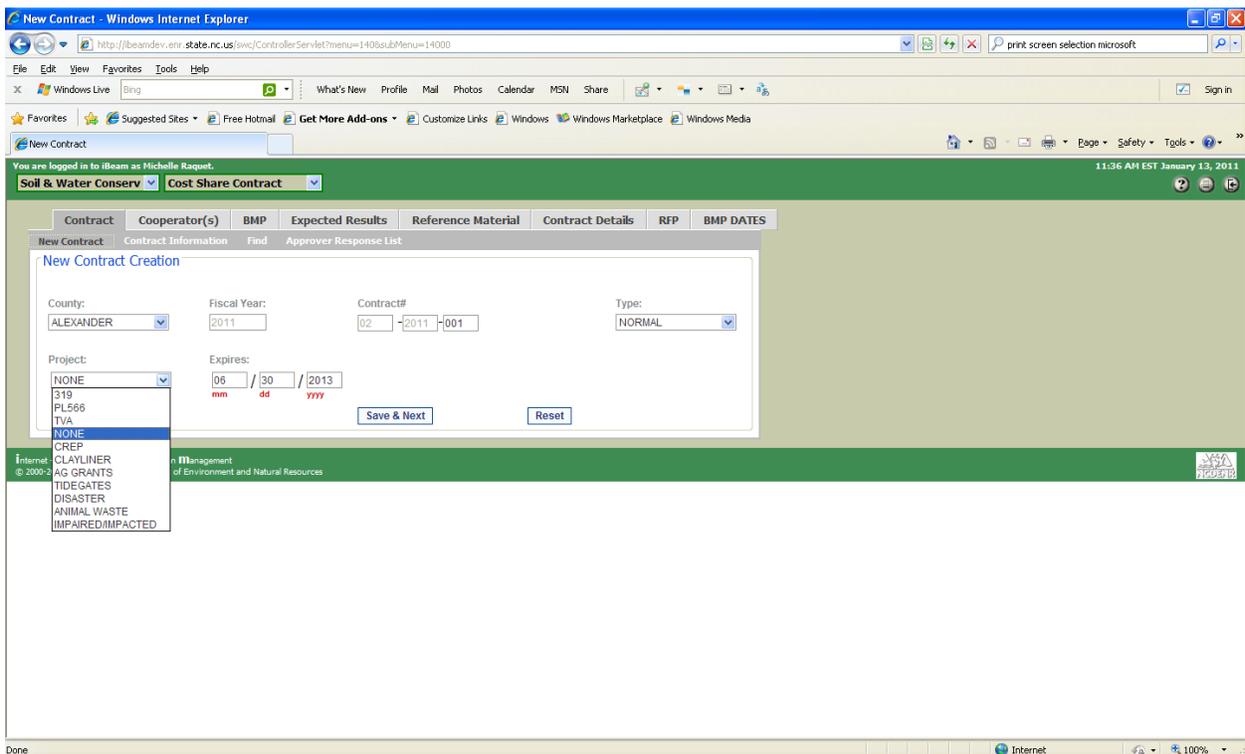
Confirm that fiscal year and enter a contract number in the third box. The first box is your county number. Confirm that you are entering a contract for the correct county. The second box is the four digit fiscal year. The third box requires a three digit number. For example, if this is your first contract using ACSP funds, you would enter 001. If this is your first contract using CCAP funds, you would enter 501. You determine the contract number.

Under contract type, select from normal, repair or supplement. Normal is the default and most of your contracts fall into the normal contracting procedures.

Although not completely functioning, selecting a repair or supplement contract type will eventually require that you reference the original contract number. In the meantime, your cost share specialist will reference the original contract before approval to confirm that the correct BMPs and/or selected components match the referenced contract.



Select your project. Projects include those that are considered part of a grant or earmark. The list includes EPA 319 grants, drought response program, impaired/impacted watershed projects, CWMTF, NRCS grants, etc. This list will be updated as new grants are introduced.



Confirm or change the expiration date. The default will show as June 30 of the third program year. You can change this date to the date you and your board have established. You can also change the date based on the installation deadline date required by a grant or special project.

Once you have reviewed the information you've entered, hit save & next. The system will automatically move you into the contract information screen.

Contract Entry - Contract Information

Contract Information - Windows Internet Explorer

http://ibeamest.enr.state.nc.us/swc/acsp/contractInformationAction.do?method=displayContractInfo

You are logged in to iBeam as Kelly Ibrahim. 10:07 AM EDT June 11, 2012

Soil & Water Conserv Cost Share Contract

Contract Cooperator(s) BMP Expected Results Reference Material Contract Details RFP BMP DATES

New Contract Contract Information Find Approver Response List Approved Contracts List

Contract Information

You are entering for **ORIGINAL** contract 24-2013-001

Program :

Select Program

Select Program

ACSP

CCAP

AgWRAP

Directions :

(max 250 char)

Latitude : DD Longitude : DD Hydrologic Unit :

Receiving Waters : Priority Watershed: 0200 Operation : Facility# :

Yes No

Operation/Property Type :

Select Type

Select the program for which you would like to enter a contract. The questions for each program will then populate the screen. Beginning PY2013, you will be unable to use ACSP funds and AgWRAP funds on the same contract.

The screenshot shows a web browser window with the URL <http://ibeamdev.emr.state.nc.us/ibeam/csp/contractInformationAction.do?method=displayContractInfo>. The page title is "Contract Information" and the user is logged in as Michelle Raquet. The main content area is titled "Contract Information" and shows "You are entering for contract # 02-2011-001". The form contains the following fields and options:

- What is/are the water quality problems?: (text input, 250 characters left)
- What is the proposed treatment?: (text input, max 250 char)
- How will the proposed BMP improve water quality?: (text input, max 250 char)
- Directions: (text input, max 250 char)
- Existed 3 years prior to application date?: No Yes
- Expanded within the last 3 years?: No Yes
- Latitude: DD (text input)
- Longitude: DD (text input)
- Hydrologic Unit: (text input, 14 Digit #)
- River Basin: (dropdown menu)
- Receiving Waters: Yes No
- Priority Watershed: Yes No
- 0200 Operation: Yes No
- Facility #: (text input)
- Program: (dropdown menu)
- Operation/Property Type: (dropdown menu)
- Eligible for 90 percent cost share?: Yes No

A "Save & Next" button is located at the bottom right of the form.

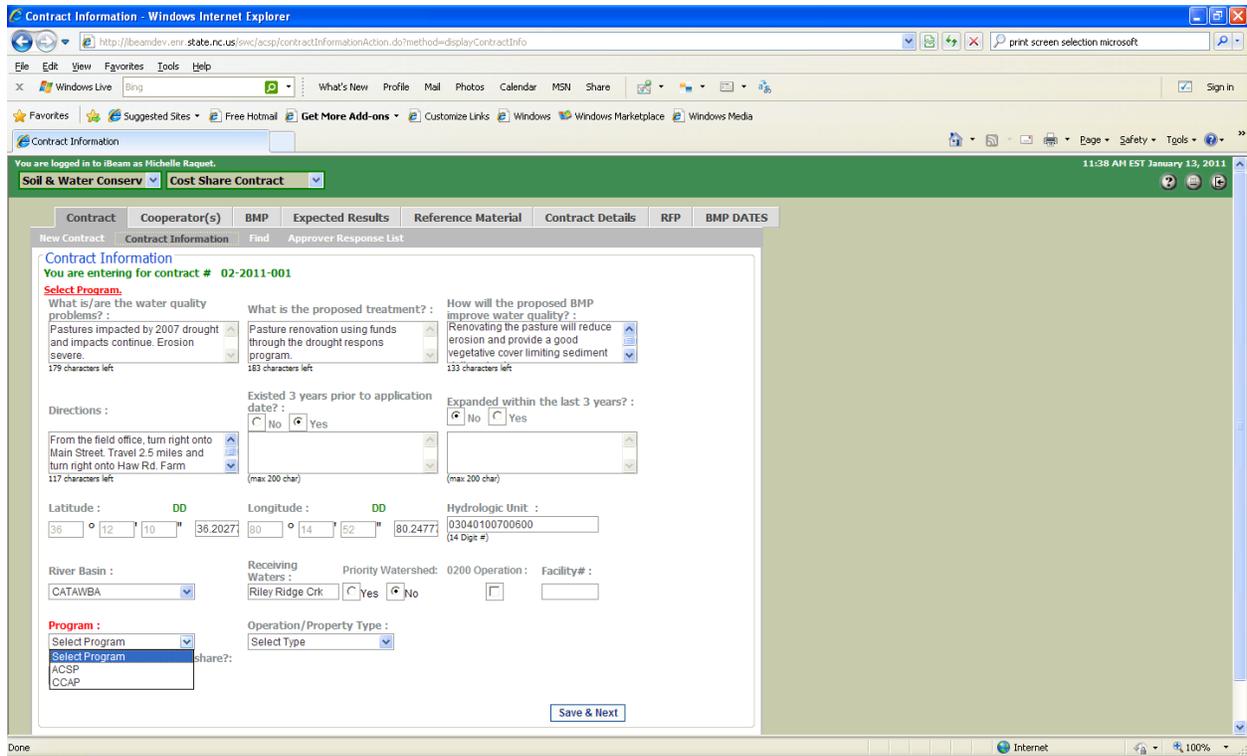
Information you collect on the application is recorded in the contract information screen. Provide answers to each of the questions.

Latitude and longitude can be entered as degrees, minutes, seconds or as decimal degrees.

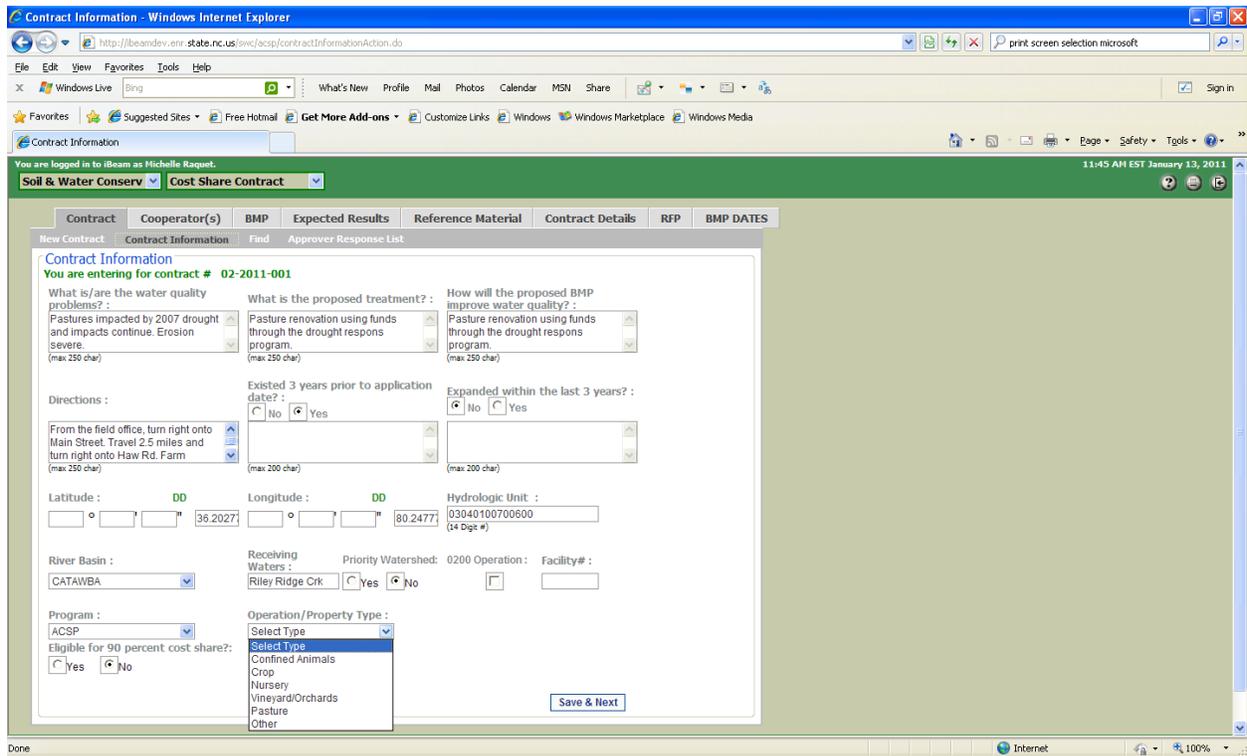
Please enter the 14-digit hydrologic unit.

Select your river basin and enter the receiving water. If the receiving water is identified in your strategy plan as a priority watershed, select "yes."

Check the box under 0200 operation if the BMP is located on a permitted animal operation. Include the facility number.



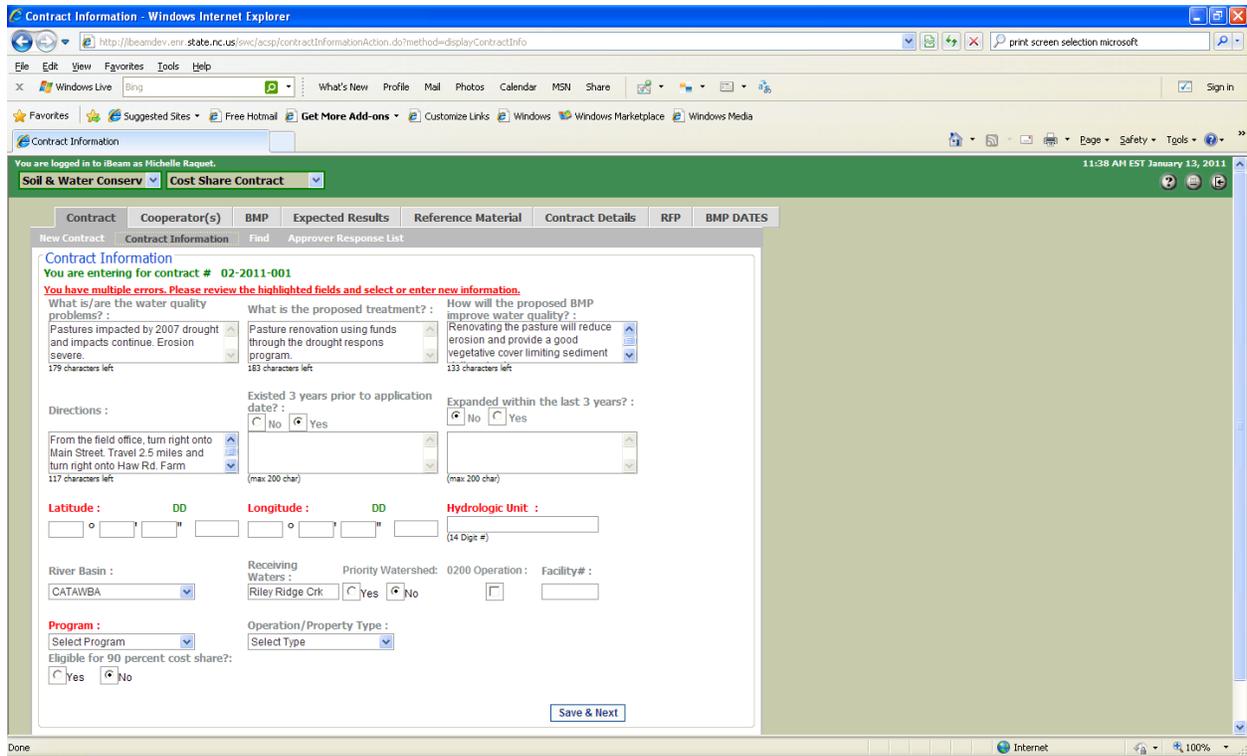
Select the operation/property type. The operation/property type will change based on the program you select.



Finally, identify if the cooperator is eligible to receive 90 percent cost share (only applicable to ACSP & AgWRAP contracts). This includes beginning and/or limited resource farms or farms located within an enhanced voluntary agriculture district.

The screenshot shows a web browser window titled "Contract Information - Windows Internet Explorer" displaying the iBEAM online contracting system. The user is logged in as Michelle Raquet. The page is for a "Cost Share Contract" under the "Soil & Water Conserv" category. The form is titled "Contract Information" and shows "You are entering for contract # 02-2011-001". The form contains several sections with text input fields, dropdown menus, and radio buttons. The "Directions" field contains the text: "From the field office, turn right onto Main Street. Travel 2.5 miles and turn right onto Haw Rd. Farm". The "Latitude" field is set to 36.2027 and the "Longitude" field is set to 80.2477. The "Hydrologic Unit" field is set to 03040100700600. The "River Basin" is set to CATAWBA. The "Receiving Waters" is set to Riley Ridge Crk. The "Priority Watershed" is set to 0200. The "Operation" is set to No. The "Facility#" field is empty. The "Program" is set to ACSP. The "Operation/Property Type" is set to Pasture. The "Eligible for 90 percent cost share?" field is set to No. A "Save & Next" button is visible at the bottom right of the form.

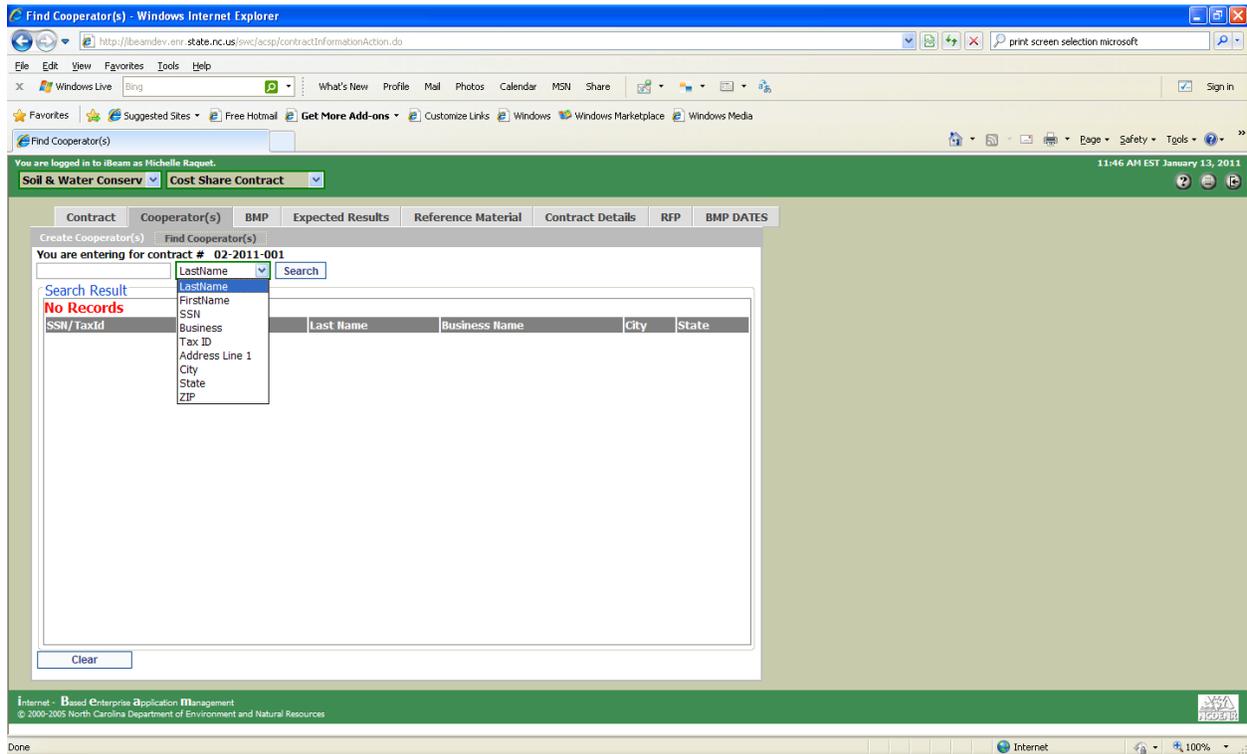
Missing information will result in an error message at the top of the screen. Boxes with missing information will be highlighted in red. You are required to complete all of the information on this screen before submitting the contract for approval.



Once all information is entered, hit save & next. The screen will automatically move the cooperators information screens.

Contract Entry - Cooperator Information

Default screen will allow you to search for a cooperator by last name, first name, business name, etc. For security reasons, only the last four digits of the social security number (SSN) will be displayed.



If a cooperator has not had a contract since June 2012, you have to create a cooperator. Select Create Cooperator(s).

Similar to the contract information screen, missing information will be highlighted in red.

Cooperator(s) - Windows Internet Explorer
http://ibeamdev.enr.state.nc.us/owc/jsp/AllAffiliates.do?method=createAllAffiliates

You are logged in to iBeam as Michelle Raquet. 11:48 AM EST January 13, 2011

Soil & Water Conserv Cost Share Contract

Contract Cooperator(s) BMP Expected Results Reference Material Contract Details RFP BMP DATES

Create Cooperator(s) Find Cooperator(s)

Cooperator(S)
Please enter four digit zip code extension, must be numeric.

You are entering for contract # 02-2011-001

SSN: ***-**-5897 Tax ID: -

First Name: Bobby Middle Name: W. Business Name:

Last Name: Smith Suffix: Phone(Home): - -

Street Address: 458 Riley Road City: Taylorsville Phone(Mobile): 336 -256 -5986

State: NC ZIP: 25896 - Phone(Business): - - - x

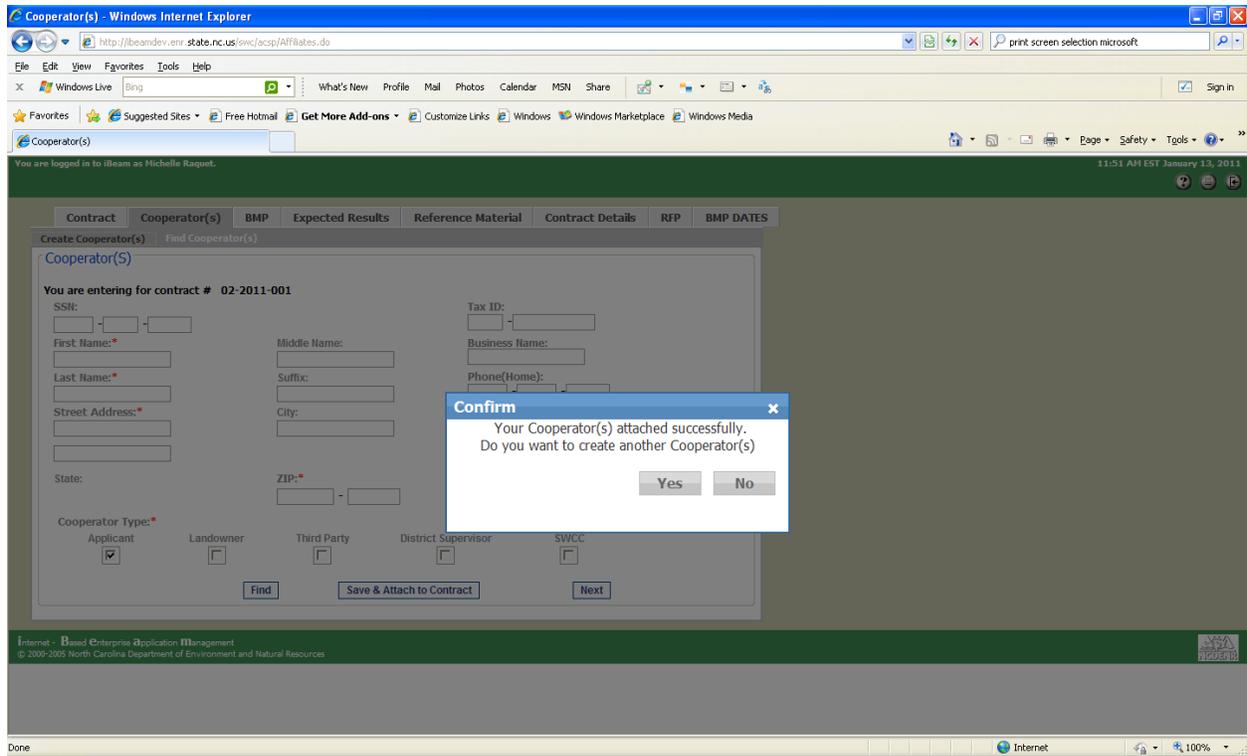
Cooperator Type:

Applicant Landowner Third Party District Supervisor SWCC

Find Save & Attach to Contract Next

Internet Based Enterprise Application Management
© 2000-2005 North Carolina Department of Environment and Natural Resources

Select the cooperator type. Applicant will be selected as the default but often the applicant is also the landowner. Please check the box under landowner if the applicant is also the landowner. Save & Attach to Contract.



You should receive a confirmation message telling you that the cooperators were successfully attached to the contract. You will also be given the option to add or create another cooperators. Choose yes or no. Yes will allow you to create another cooperators. No will move you onto the next screen.

Contract Entry – BMP, Components and Identifying the Funding Source

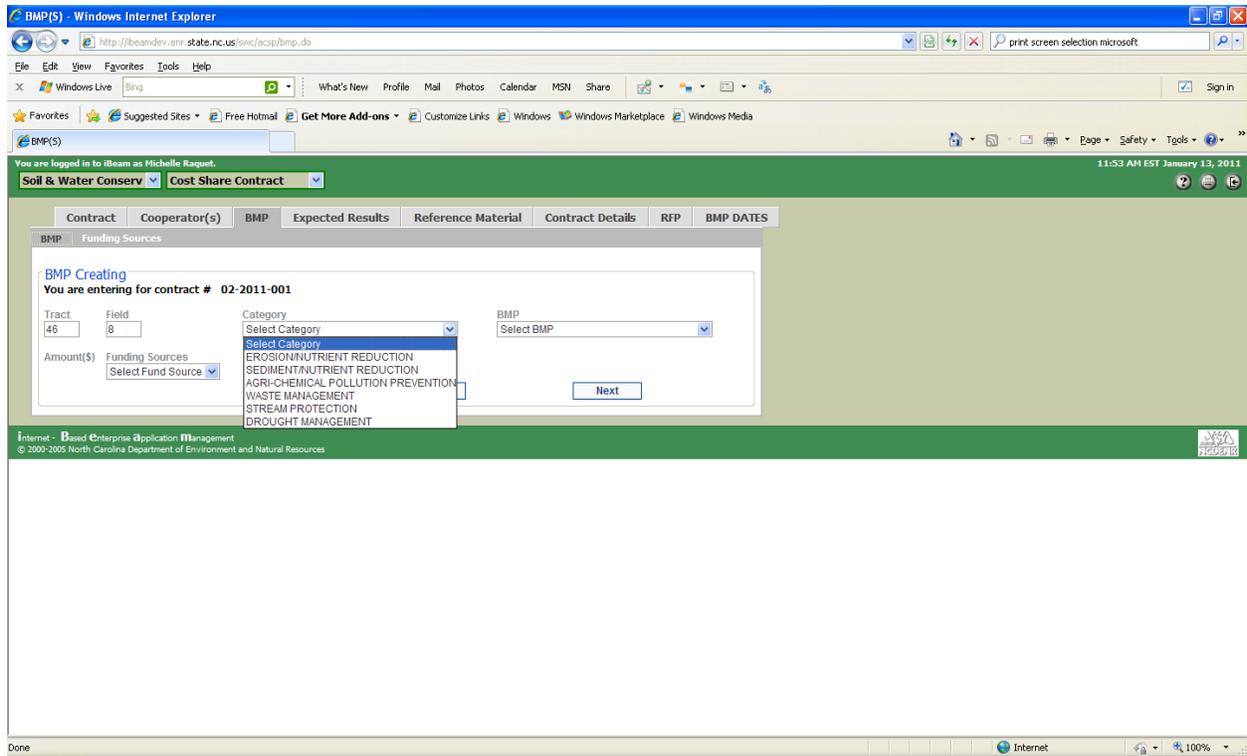
The screenshot displays a web browser window with the following details:

- Browser: Windows Internet Explorer
- Address Bar: <http://ibeamdev.enr.state.nc.us/iwvc/jscsp/bmp.do>
- Page Title: Soil & Water Conserv
- Page Content: Cost Share Contract
- Navigation Tabs: Contract, Cooperator(s), BMP, Expected Results, Reference Material, Contract Details, RFP, BMP DATES
- Form Title: BMP Creating
- Form Content: You are entering for contract # 02-2011-001
- Form Fields: Tract, Field, Category (Select Category), BMP (Select BMP), Amount(\$), Funding Sources (Select Fund Source)
- Form Buttons: Save, Next
- Footer: Internet-Based Enterprise Application Management, © 2002-2009 North Carolina Department of Environment and Natural Resources

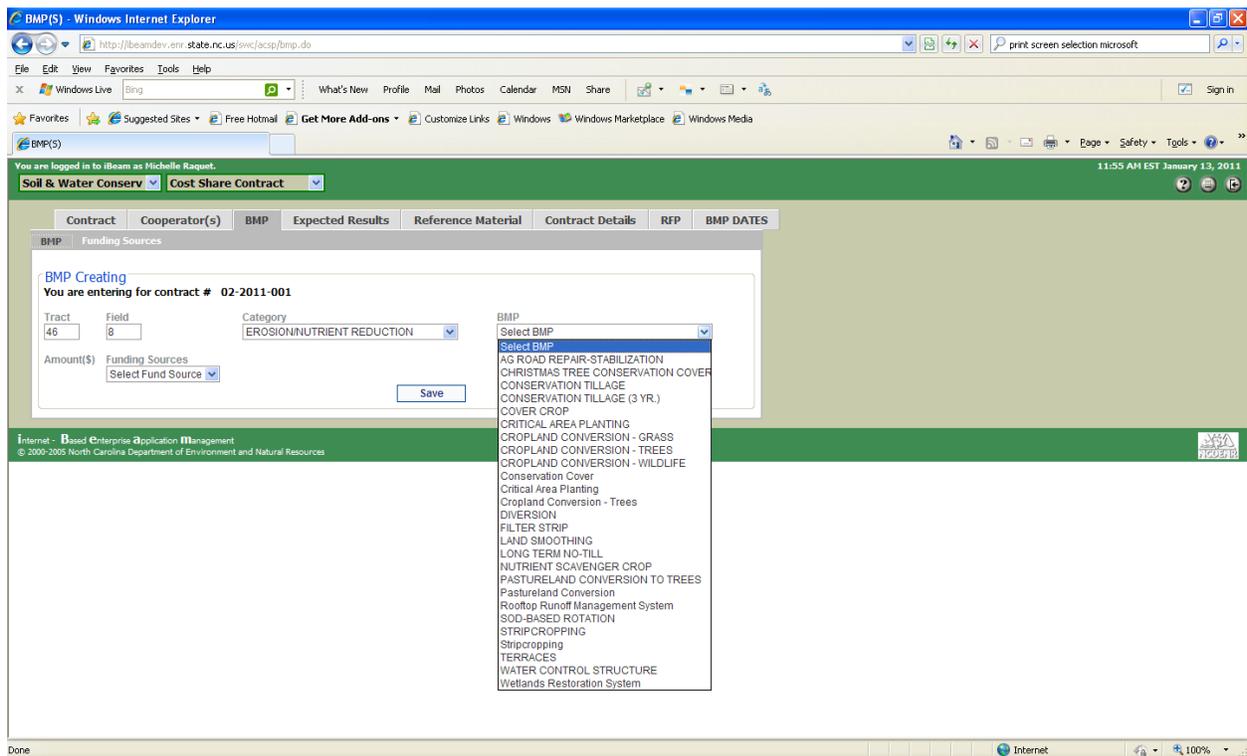
Enter the tract number. Enter the field number.

Realizing that many of the incentive BMPs involve several tracts and fields, please enter the tract and field containing the most acreage and include a list of all tracts and fields under Reference Material. The complete list of all tracts and fields should be kept in the contract file. A copy of the all maps as well as a list of all tracts and fields should also be provided to the landowner for his/her records.

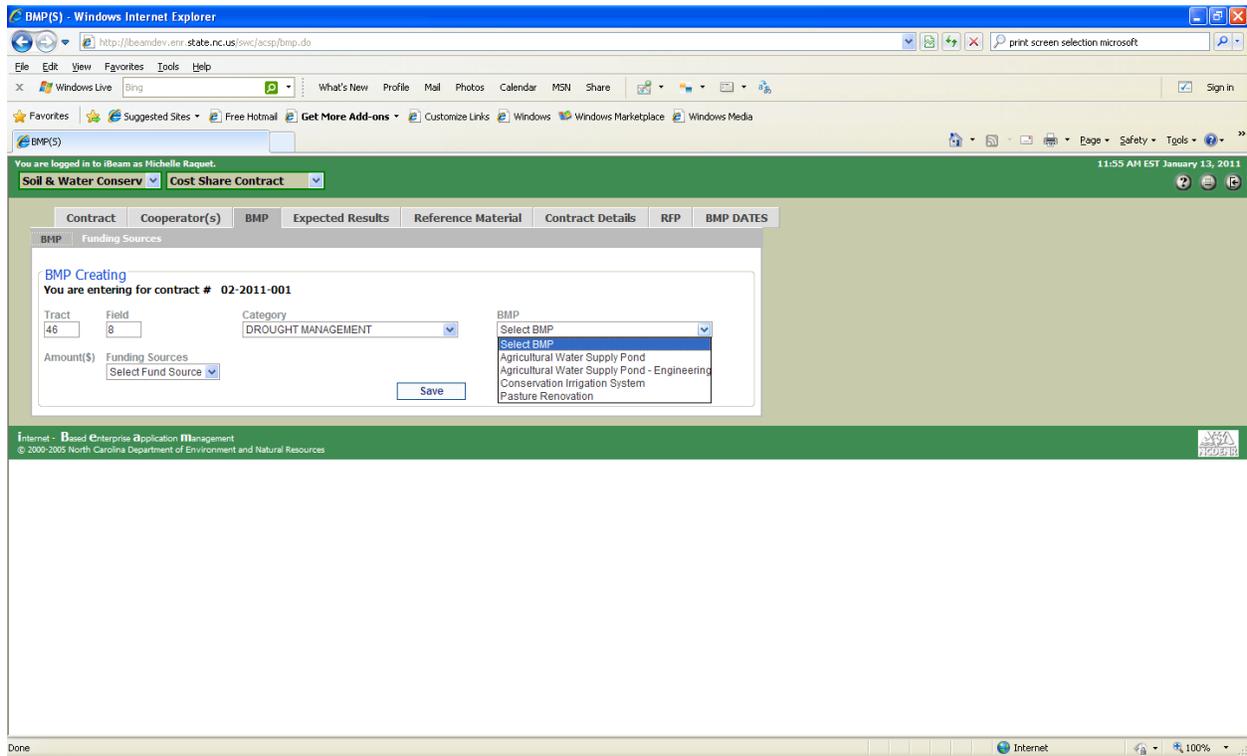
Select the BMP Category.



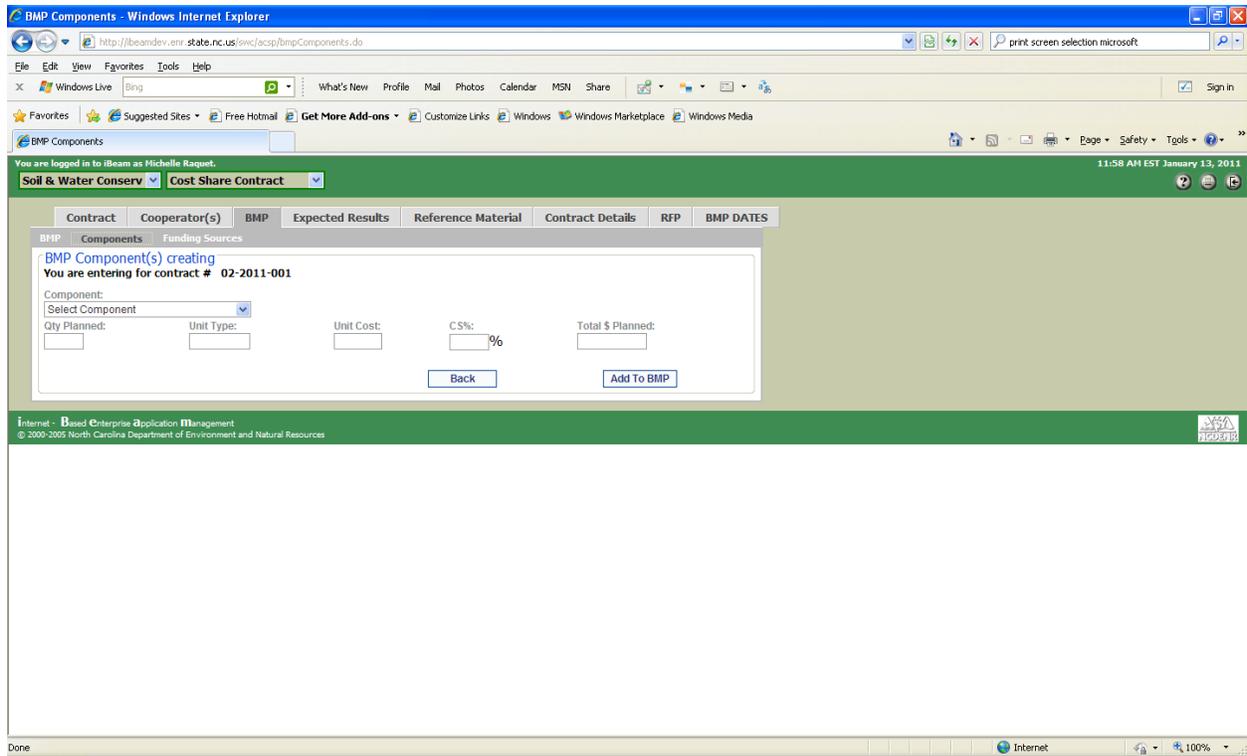
Select the BMP. A list of BMPs by category is included in the appendices. BMPs listed by category can also be found in the table of contents of Section V of the ACSP manual. The list below shows BMPs under the category Erosion/Nutrient Reduction.



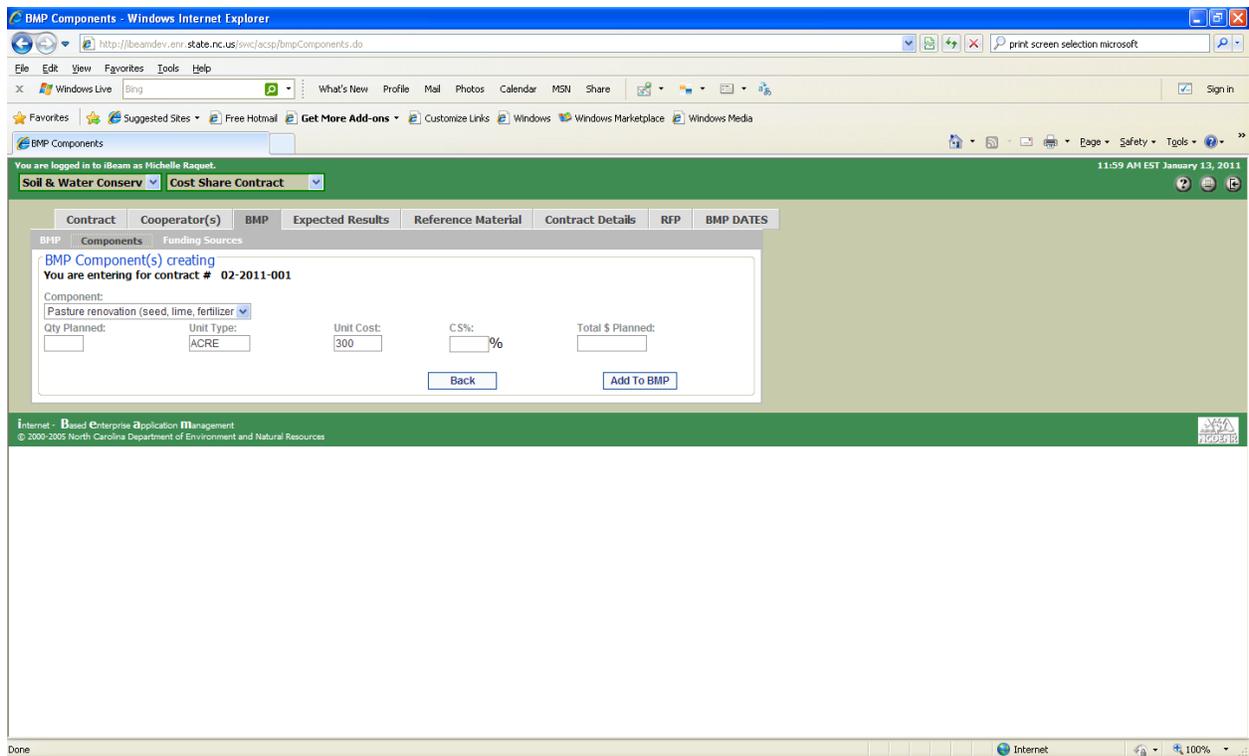
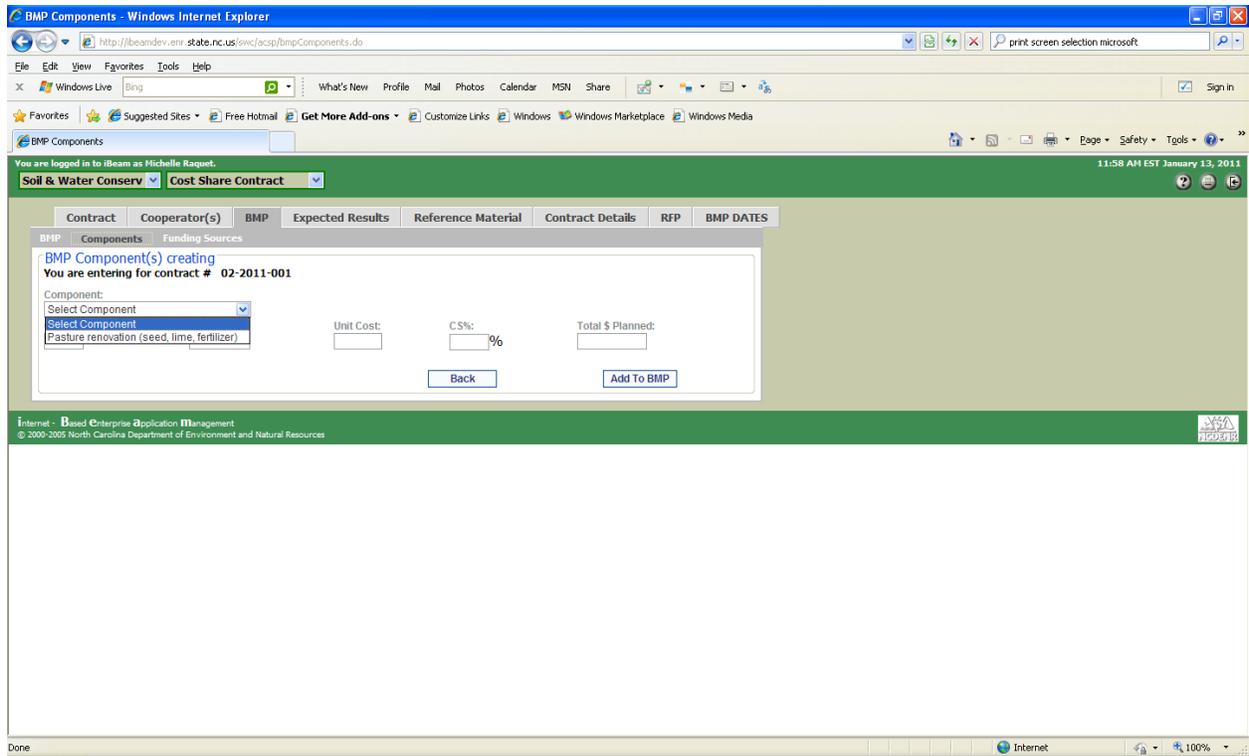
For contract 02-2011-001, we indicated that the planned BMP is for pasture renovation under the drought response program.



Once you select your BMP, the system will automatically move you to the components selection screen.



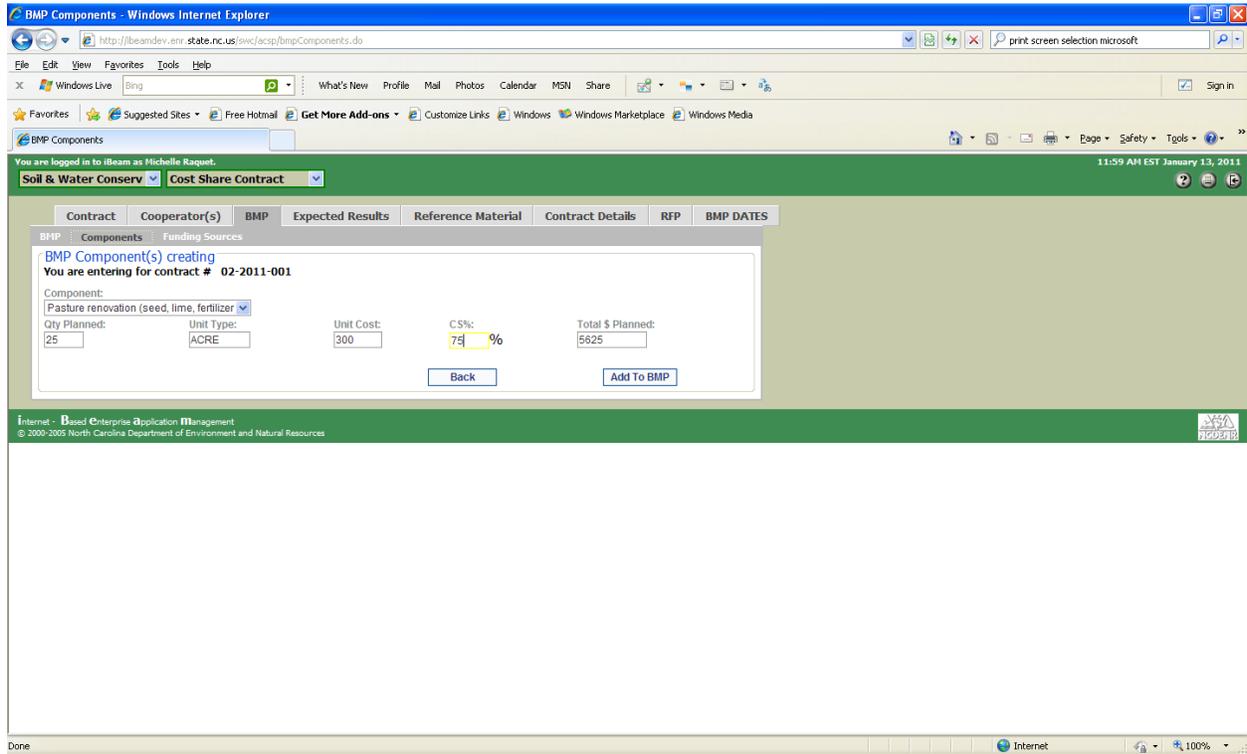
Select your components. The number of components listed will depend on the BMP being installed. In this example, the contract is planned for pasture renovation. Select pasture renovation (seed, lime, fertilizer).



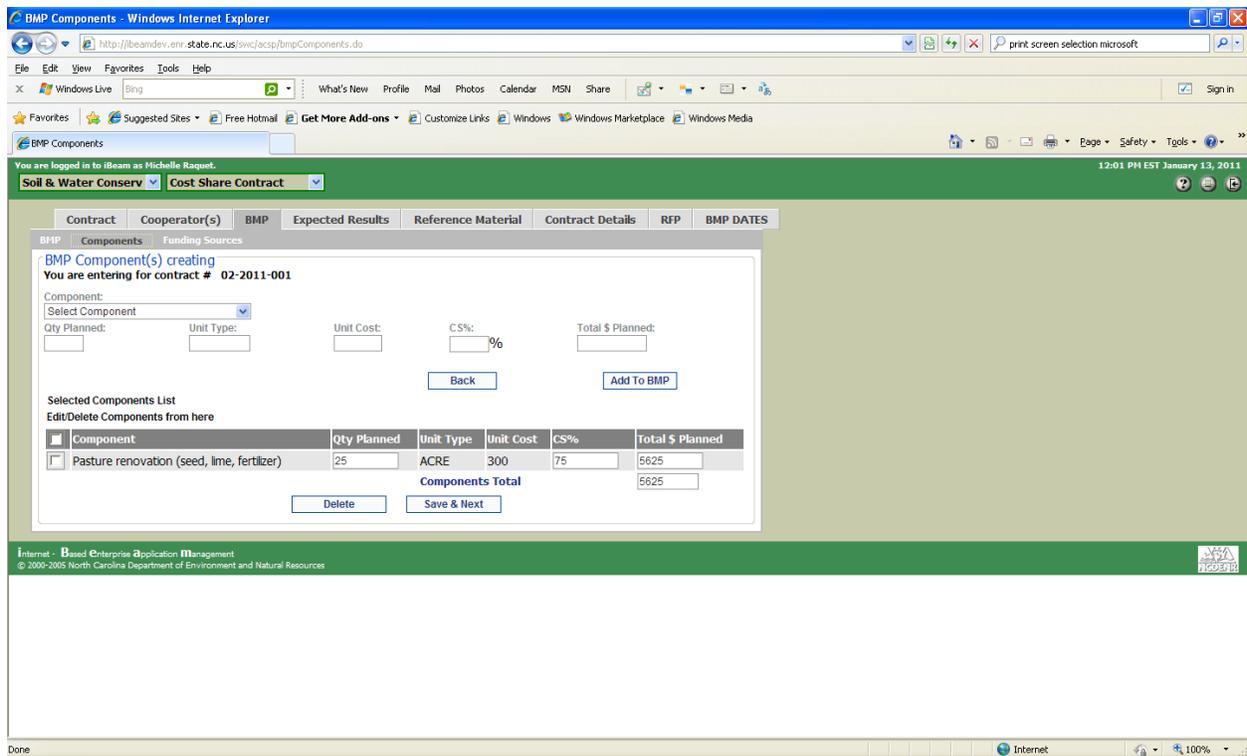
Enter the quantity planned. The unit type will automatically be populated. The unit cost will automatically be populated.

Enter the cost share percent (CS%).

The total \$ amount planned will be automatically calculated based on the cost share percent.



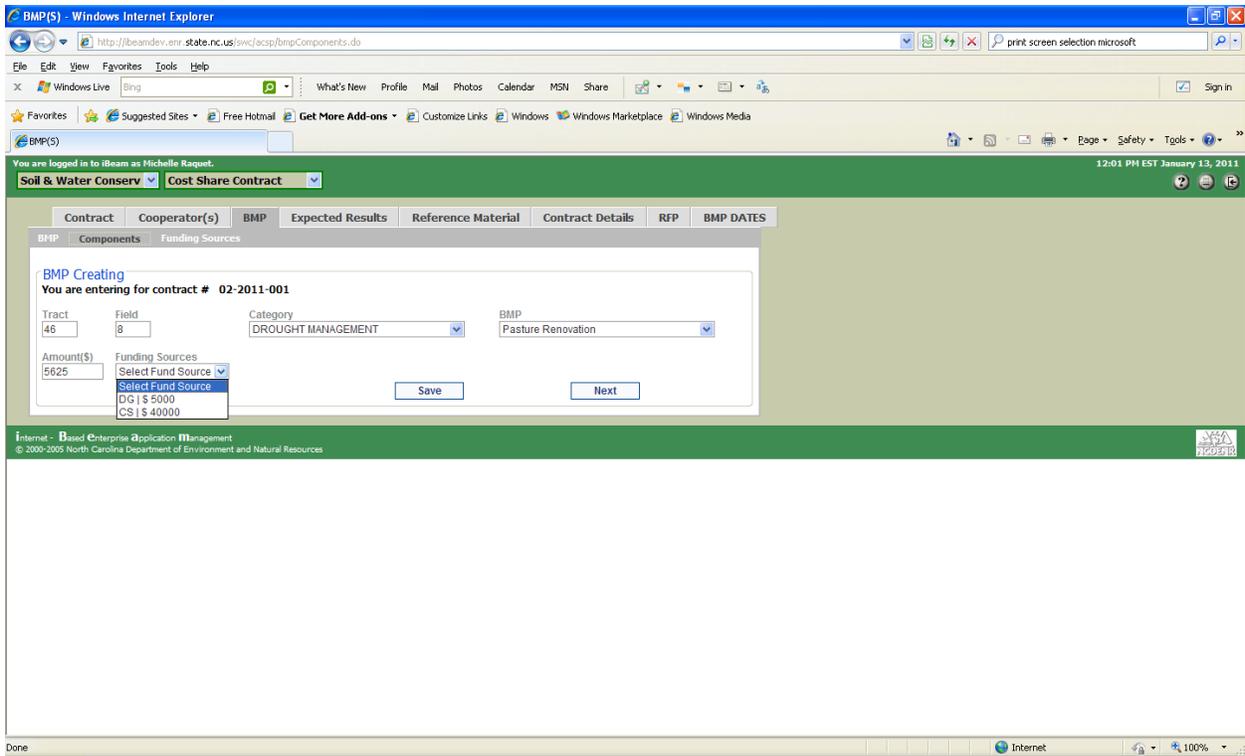
Once you've entered the quantity planned and the cost share percent, add to BMP.



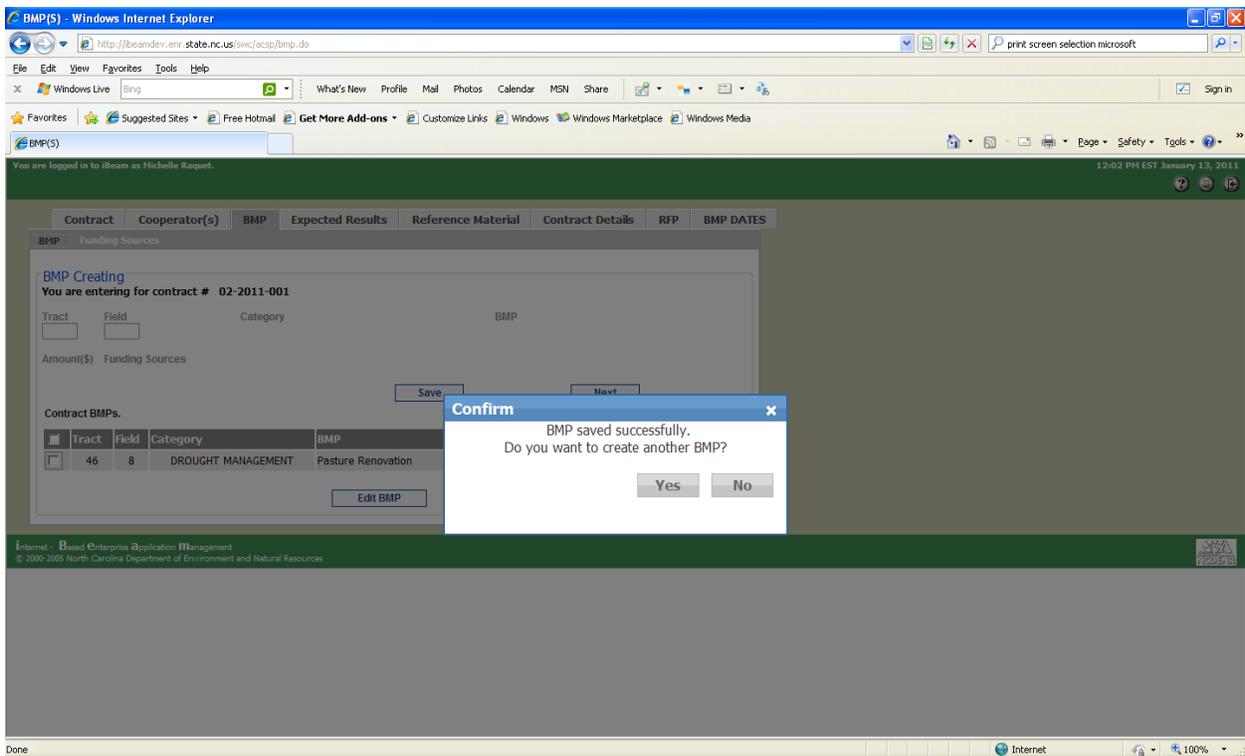
The screen will begin to list the components you've selected for the BMP you are entering. You can edit or delete components by selecting the component. Change the quantity planned and/or the cost share percent. For this contract, we are done entering our components. Save & Next.

IMPORTANT: You will automatically return to the BMP screen where you will identify your funding source. The amount (\$) will be automatically populated. The drop down box will list the funding sources you have available. If you do not select the funding source your BMP will not save.

NOTE: Select the correct funding source for the type of contract (ACSP/CCAP/AgWRAP) and project.



Once you've selected your funding source, save.



You should receive a confirmation box that the BMP was successfully saved. If you are adding another BMP, check yes. Yes will allow you to repeat the steps we just went through.

If you are done entering BMPs, check no. In this example, we are done entering BMPs. You will move directly to the confirmation screens to verify funding source and amounts.

ACSP Contract Entry - Entering Multiple Components

The number of components listed will depend on the BMP being installed. In this example, we are entering components for a water control structure.

The screenshot shows the iBEAM software interface. At the top, it says "You are logged in to iBeam as Michelle Raquet." and "4:23 PM EST January 11, 2011". Below this, there are dropdown menus for "Soil & Water Conserv" and "Cost Share Contract". A navigation bar includes tabs for "Contract", "Cooperator(s)", "BMP", "Expected Results", "Reference Material", "Contract Details", and "RFP". The "BMP" tab is active, and within it, the "Components" sub-tab is selected. The main area is titled "BMP Component(s) creating" and "You are entering for contract # 69-2011-001". There is a "Component:" label above a "Select Component" dropdown menu. A list of components is displayed below the dropdown, including "STEEL-reinforce wire fabric/rebar", "Face plate (installed) (NRCS Area 1)", "Face plate (installed) (NRCS Area 2 & 3)", "Headwall - aluminum", "Headwall - concrete", "Headwall - sand cement bag >=60 lb", "In-line water control structure, installed 6"x4'", "In-line water control structure, installed 6"x5'", "In-line water control structure, installed 6"x6'", "Riser - corrugated aluminum (CAP) 15"- 18"/16 ga", "Riser - corrugated aluminum (CAP) 21"- 24"/16 ga", "Riser - corrugated aluminum (CAP) 30"- 36"/14 ga", "Riser - corrugated aluminum (CAP) perforated 15"- 18"/16 ga", "Riser - corrugated aluminum (CAP) perforated 21"- 24"/16 ga", "Riser - corrugated aluminum (CAP) perforated 30"- 36"/14 ga", "Riser - corrugated steel (CSP) 15"- 21"/16 ga", "Riser - corrugated steel (CSP) 24"- 30"/16 ga", "Riser - corrugated steel (CSP) 36"- 48"/14 ga", and "Riser - corrugated steel (CSP) 54"/12 ga". To the right of the dropdown, there are input fields for "Unit Cost:", "CS%:" (with a percentage sign), and "Total \$ Planned:". Below these fields are "Back" and "Add To BMP" buttons. The bottom of the screen shows a green bar with "Internet © 2000" on the left and the "NRCS" logo on the right.

Select your component. Enter the quantity planned. Enter the cost share percent (CS%) The unit type and the unit cost will be automatically populated. As you add each component to the BMP, the system will begin listing the components at the bottom of the screen.

You are logged in to iBeam as Michele Raquet. 4:27 PM EST January 11, 2011

Soil & Water Conserv Cost Share Contract

Contract Cooperator(s) **BMP** Expected Results Reference Material Contract Details RFP

BMP Components Funding Sources

BMP Component(s) creating
 You are entering for contract # **69-2011-001**

Component:
 Select Component

Qty Planned: Unit Type: Unit Cost: CS%: % Total \$ Planned:

Selected Components List
 Edit/Delete Components from here

<input type="checkbox"/>	Component	Qty Planned	Unit Type	Unit Cost	CS%	Total \$ Planned
<input type="checkbox"/>	Riser - flashboard 24"/14 ga	3	EACH	652.74	75	1469
<input type="checkbox"/>	Headwall - sand cement bag >=60 lb	150	BAG	2.86	75	322
<input type="checkbox"/>	Face plate (installed) (NRCS Area 1)	3	EACH	82.5	75	186
Components Total						1977

Internet - Based Enterprise Application Management
 © 2000-2005 North Carolina Department of Environment and Natural Resources

Once you've entered all of the components, save & next to identify the funding source for this BMP.

ACSP Contract Entry - Confirm Funding Source and Amounts

The funding source summary screen identifies the funding source, how much is available, funds needed for the contract, and the total calculated by the system.

The screenshot shows a web browser window displaying the 'BMP Funding Sources' application. The user is logged in as Michelle Raquet. The page title is 'Soil & Water Conserv' and the contract type is 'Cost Share Contract'. The main content area shows a summary for contract 02-2011-001. A table lists the funding sources:

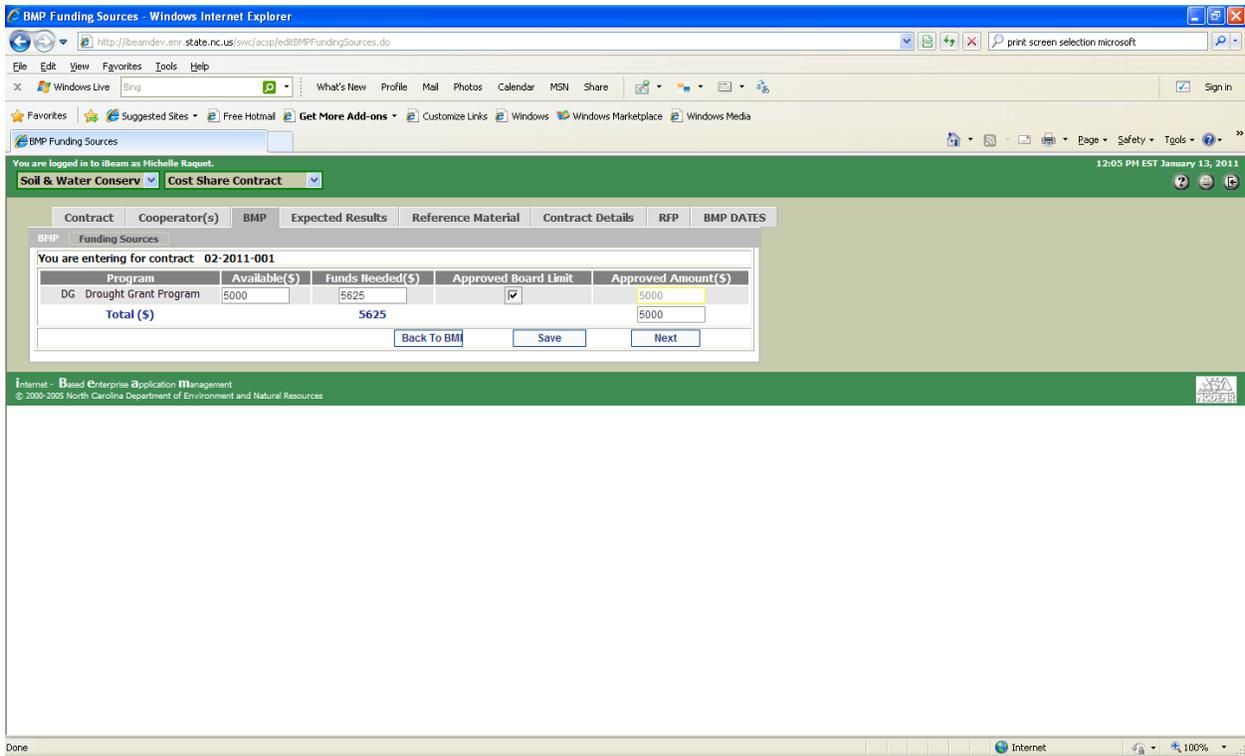
Program	Available(\$)	Funds Needed(\$)	Approved Board Limit	Approved Amount(\$)
DG Drought Grant Program	5000	5625	<input type="checkbox"/>	5625
Total (\$)		5625		5625

Below the table are three buttons: 'Back to BM', 'Save', and 'Next'.

Confirm the funding source and the approved amount (\$). No changes, hit next. You will move onto the Expected Results screen and continue contract entry.

Some BMPs either have caps (maximum amount allowed per Commission policy) or a board approved limit. In these cases, you will need to capture these limits in this screen.

For example, if the approved board limit for pasture renovation contracts is \$5,000. Check the box under approved (board) limit. Checking this box will allow you to manipulate the approved amount (\$).



Save. When you select save after adjusting the approved (board) limit, the following confirmation screen will appear. Hit the ok button and you'll automatically be moved into the Expected Results screen.



ACSP Contract Entry - Expected Results

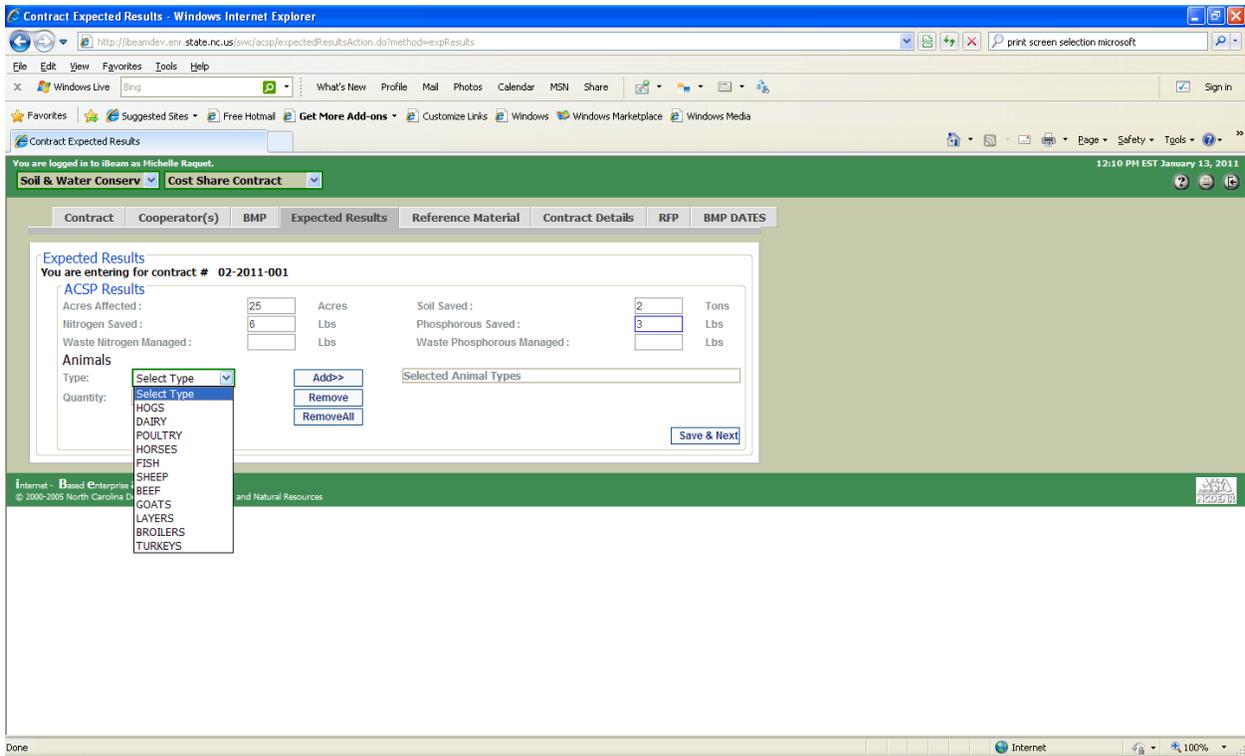
Enter the expected water quality benefits for the BMPs being installed. This includes the total acres affected, the soil, nitrogen and phosphorus saved as well as the waste nitrogen and phosphorus managed. A list of the required results can be found in the appendices.

The screenshot shows a web browser window displaying the 'Contract Expected Results' page. The page title is 'Contract Expected Results - Windows Internet Explorer'. The URL is <http://ibeamdev.enr.state.nc.us/owc/acsp/expectedResultsAction.do?method=expResults>. The user is logged in as Michelle Raquet. The page has a green header with 'Soil & Water Conserv' and 'Cost Share Contract' dropdowns. A navigation bar contains tabs for 'Contract', 'Cooperator(s)', 'BMP', 'Expected Results', 'Reference Material', 'Contract Details', 'RFP', and 'BMP DATES'. The main content area is titled 'Expected Results' and includes the following form elements:

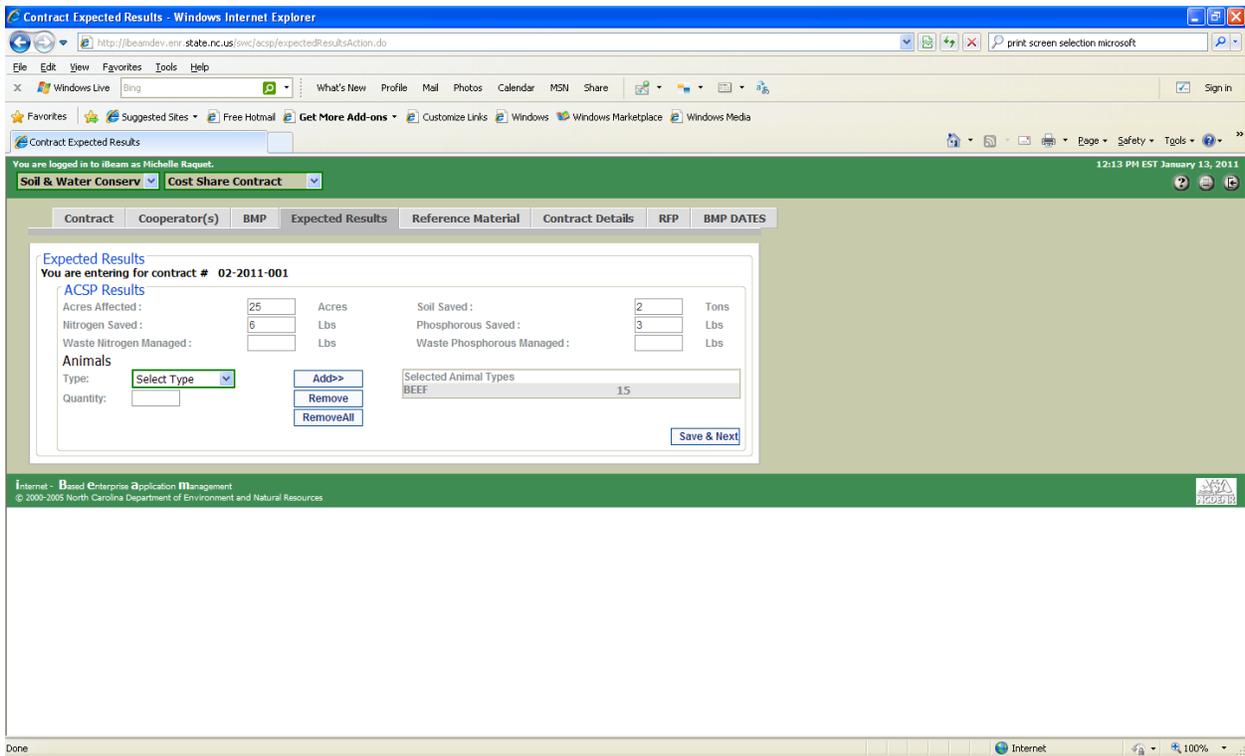
- Expected Results**
You are entering for contract # 02-2011-001
- ACSP Results**
 - Acres Affected: Acres
 - Nitrogen Saved: Lbs
 - Waste Nitrogen Managed: Lbs
 - Soil Saved: Tons
 - Phosphorous Saved: Lbs
 - Waste Phosphorous Managed: Lbs
- Animals**
 - Type:
 - Quantity:
 -
 - Selected Animal Types:
-

The footer of the page includes the text: 'Internet - Based Enterprise Application Management © 2000-2005 North Carolina Department of Environment and Natural Resources' and the NCEM logo.

Please also record the type of animal and the number of animals that will be affected.



Select your animal type. Enter the quantity. Select add to record the number of animals. Repeat until you've captured all of the animals.



Save & Next will move you to the Reference Material screen.

ACSP Contract Entry - Reference Material

The screenshot shows a web browser window titled "Contract Reference Material - Windows Internet Explorer". The address bar shows the URL: <http://ibeamdev.emr.state.nc.us/swc/acsp/expectedResultsAction.do>. The browser's address bar also contains the text "print screen selection microsoft".

The page header indicates the user is logged in as "Michelle Raquet" and shows the date and time: "12:14 PM EST January 13, 2011". The page title is "Contract Reference Material".

The main content area has a navigation menu with tabs: "Contract", "Cooperator(s)", "BMP", "Expected Results", "Reference Material", "Contract Details", "RFP", and "BMP DATES". The "Reference Material" tab is selected.

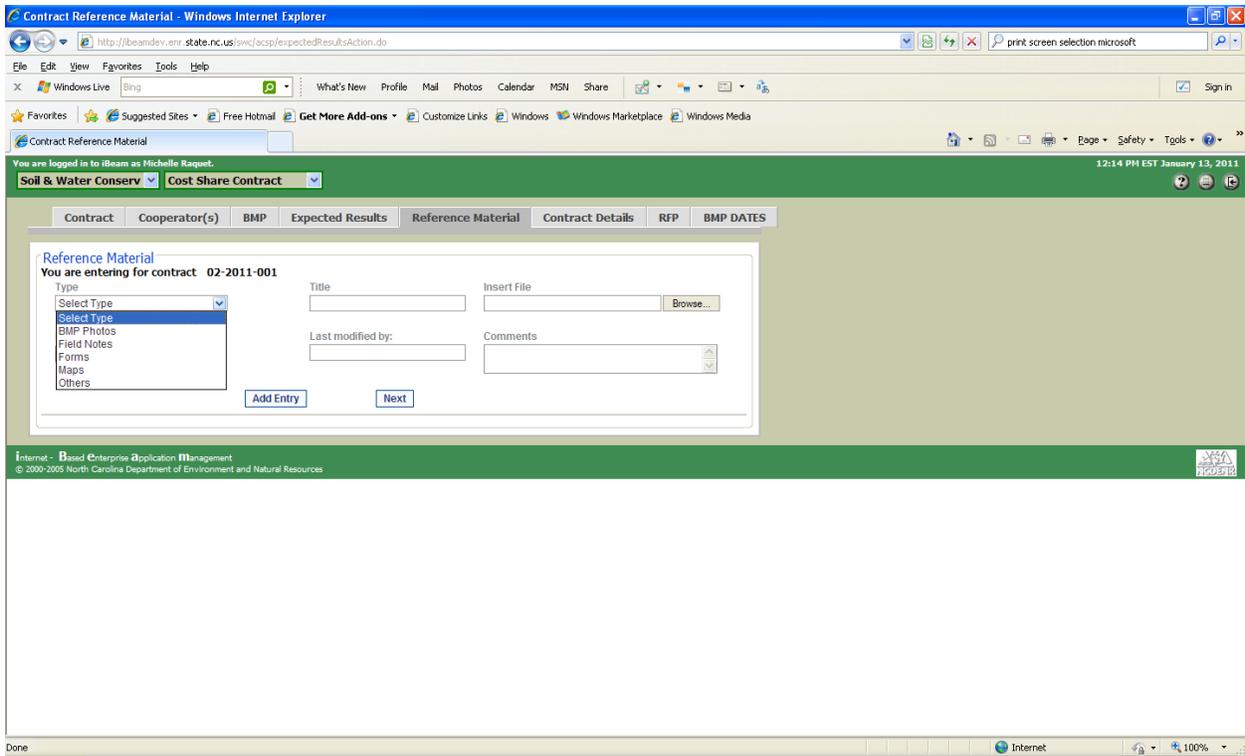
The "Reference Material" form is titled "Reference Material" and includes the text "You are entering for contract 02-2011-001". The form contains the following fields:

- Type: A dropdown menu with "Select Type" selected.
- Title: A text input field.
- Insert File: A text input field with a "Browse..." button.
- Date(MM/DD/YYYY): A date picker showing "1 / 13 / 2011".
- Last modified by: A text input field.
- Comments: A text area with a scroll bar.

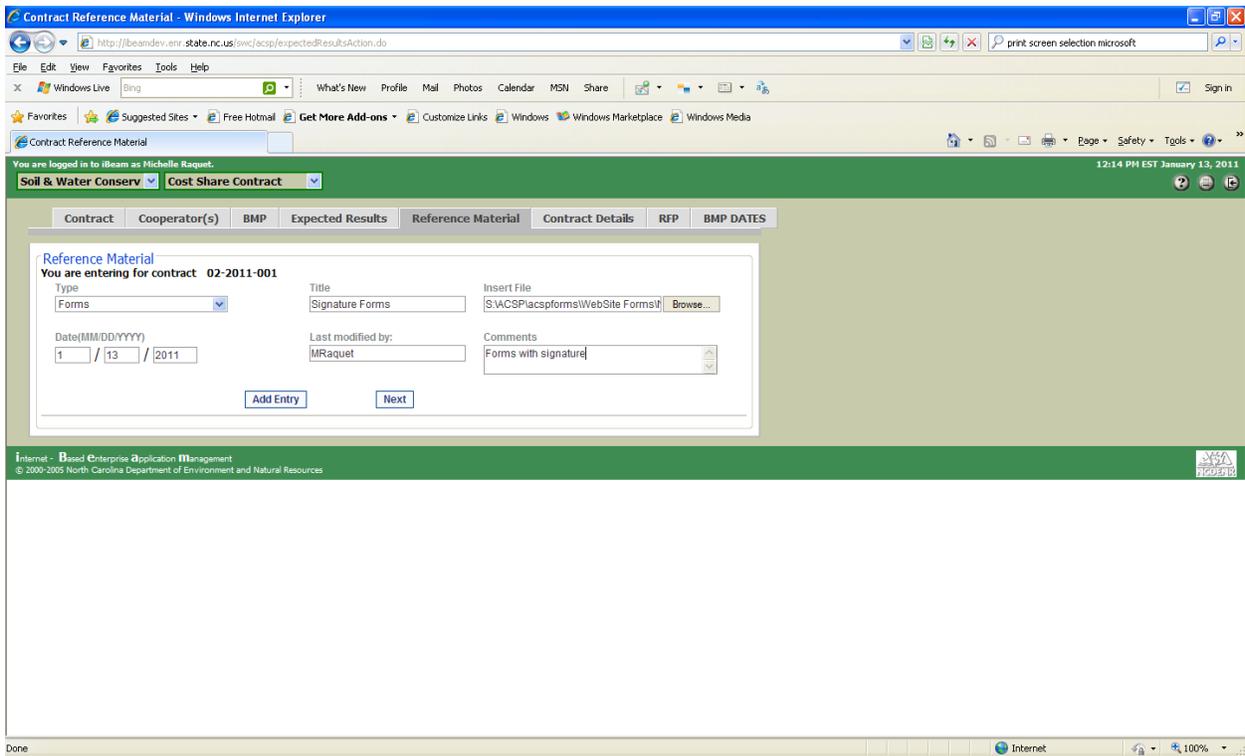
At the bottom of the form are two buttons: "Add Entry" and "Next".

The footer of the page contains the text: "Internet Based Enterprise Application Management © 2009-2009 North Carolina Department of Environment and Natural Resources".

PY2011 contracts are going to following the same business procedures as previous years. What does this mean?? SWCDs are required to send hardcopies of all PY2011 contracts for division approval. The hardcopies should include BMP and road maps. When we begin using the online contracting system, you can attach maps, field notes and photos to assist with division approval. Size will be a limiting factor and the division can save and delete attachments. The SWCD should always keep copies (electronic or paper) of all documents related to a cost share contract.



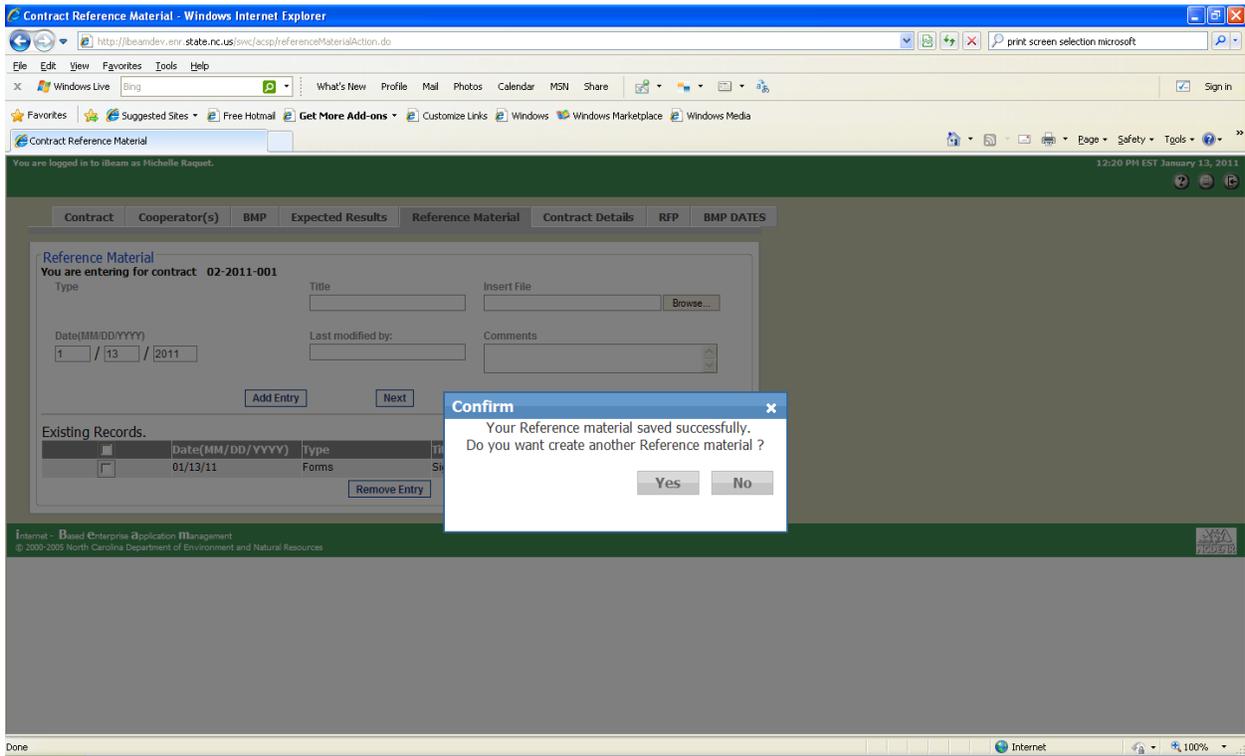
Identify the type of reference material or document you are attaching. Provide a title, date, your name and any comments you would like your cost share specialist to read.



revised 06/11/2012

Basic Guide to the cost share program - online contracting system (iBEAM)

Add Entry.

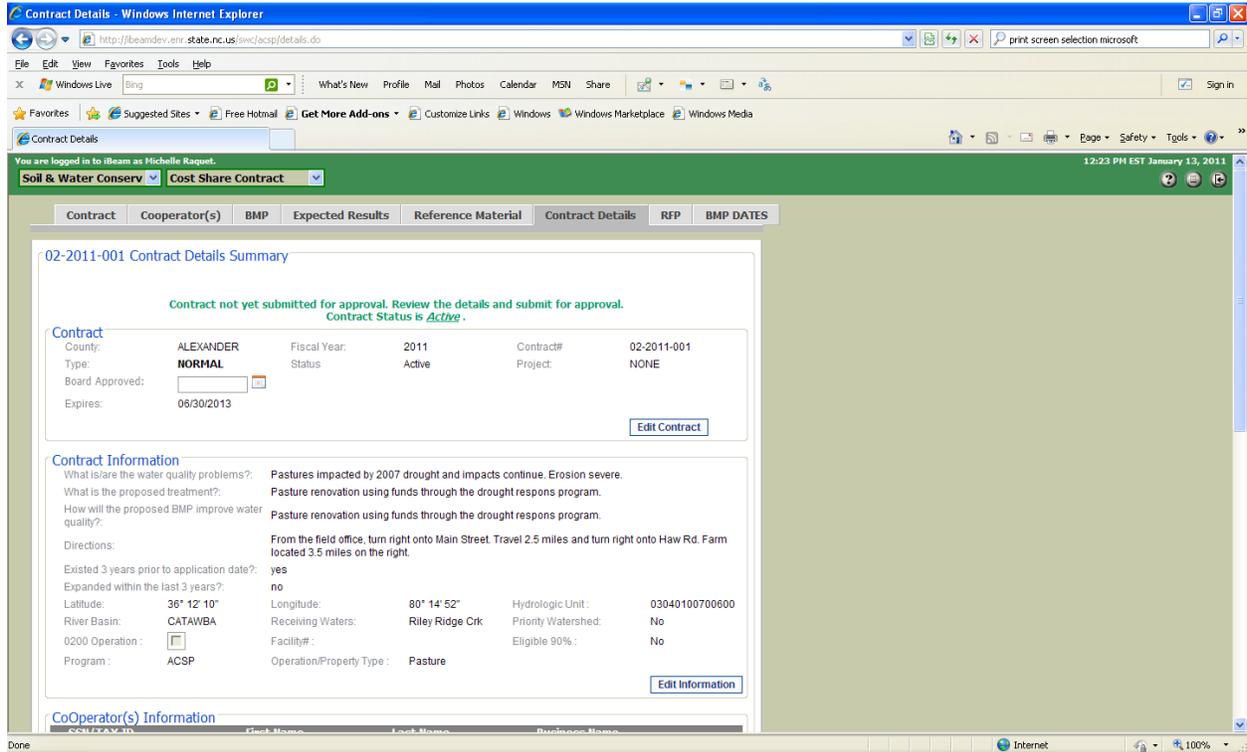


A message will confirm that your reference material was saved successfully and ask if you would like to add another. You'll also see that the existing records will begin listing at the bottom of the screen.

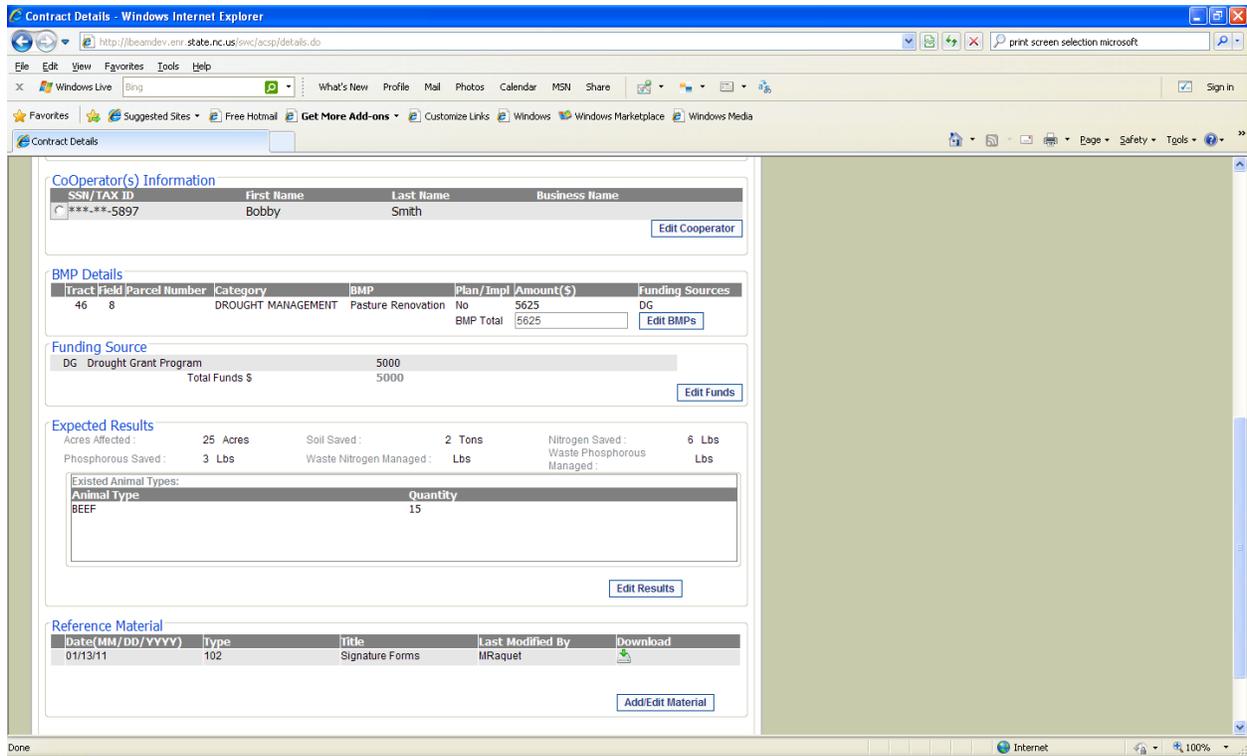
Selecting no will move you to the Contract Details screen. Selecting yes will allow you to add another document.

ACSP - Contract Details

The top half of the screen shows us the contract status, contract number and contract information. The status will change from active, to submitted, to approved as you move through the entire application process.

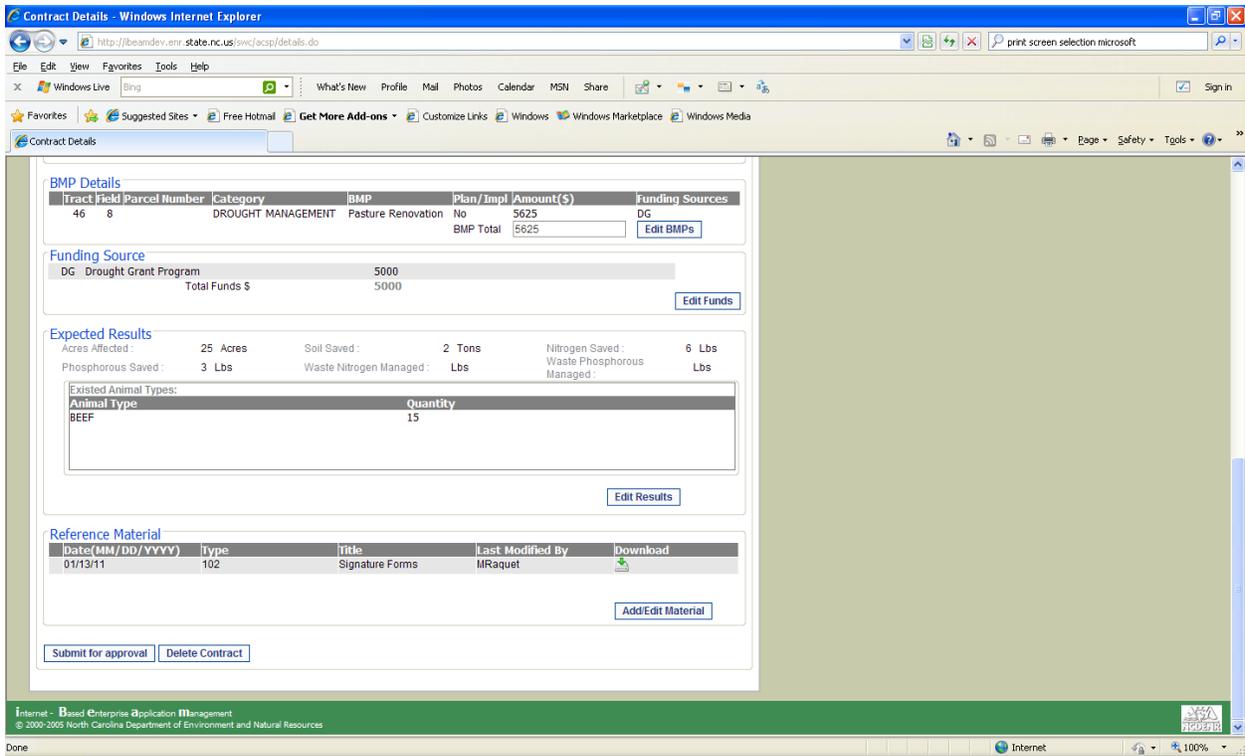


The bottom half of the screen shows us cooperator information, funding source and amount, expected results and reference documents.

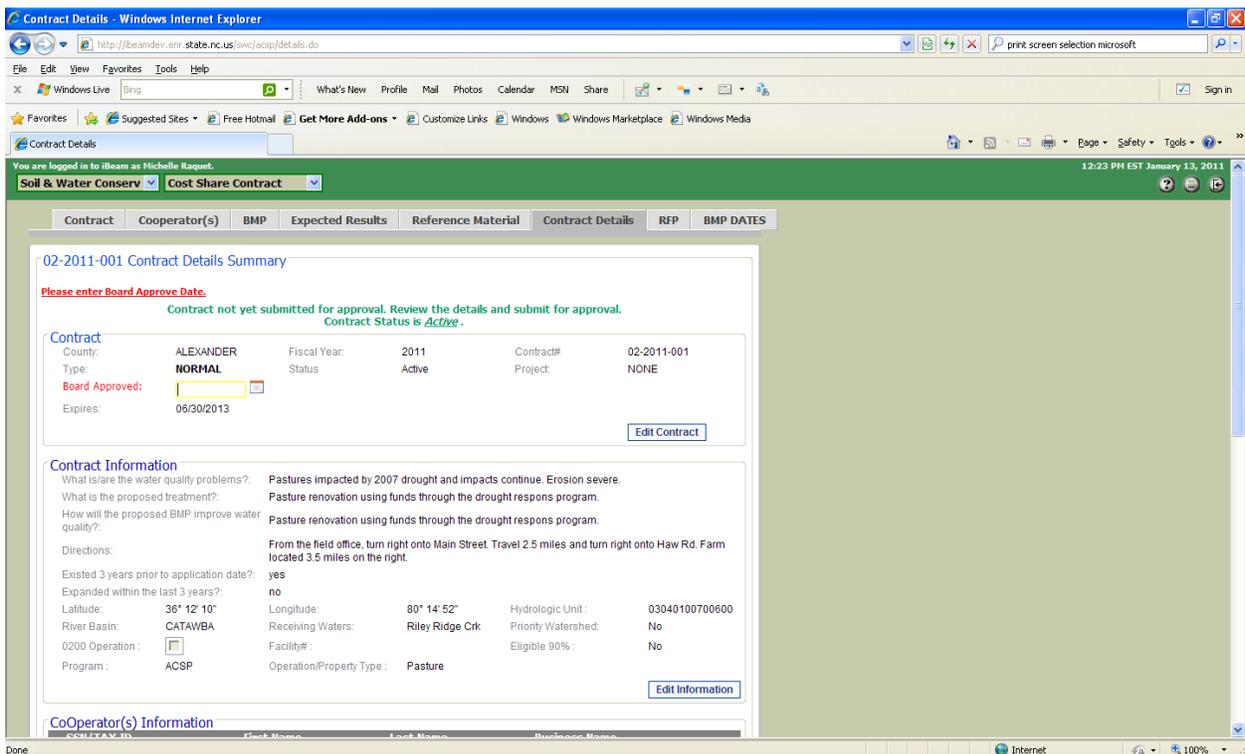


This is your opportunity to review the information you've entered. Edit buttons are located in the bottom left corner of each of the sections. Selecting the edit button will allow you to make changes to that section.

The very bottom of the screen displays two buttons. Submit for approval or delete contract.



Before submitting the contract for division approval, you must enter the date your board of supervisors approved the contract. Failure to enter the date the contract was approved by the board will result in an error message.



revised 06/11/2012

Basic Guide to the cost share program - online contracting system (iBEAM)

The screenshot displays the 'Contract Details' page in the iBEAM system. The page is titled '02-2011-001 Contract Details Summary' and shows a status of 'Contract Submitted'. The contract information includes County: ALEXANDER, Fiscal Year: 2011, Contract#: 02-2011-001, Type: NORMAL, Status: Submitted, Project: NONE, Board Approved: 01/11/2011, and Expires: 06/30/2013.

Contract Information

What is/are the water quality problems?: Pastures impacted by 2007 drought and impacts continue. Erosion severe.
 What is the proposed treatment?: Pasture renovation using funds through the drought respons program.
 How will the proposed BMP improve water quality?: Pasture renovation using funds through the drought respons program.
 Directions: From the field office, turn right onto Main Street. Travel 2.5 miles and turn right onto Haw Rd. Farm located 3.5 miles on the right.
 Existed 3 years prior to application date?: yes
 Expanded within the last 3 years?: no
 Latitude: 36° 12' 10" Longitude: 80° 14' 52" Hydrologic Unit: 03040100700600
 River Basin: CATAWBA Receiving Waters: Riley Ridge Crk Priority Watershed: No
 0200 Operation: Facility#: Eligible 90%: No
 Program: ACSP Operation/Property Type: Pasture

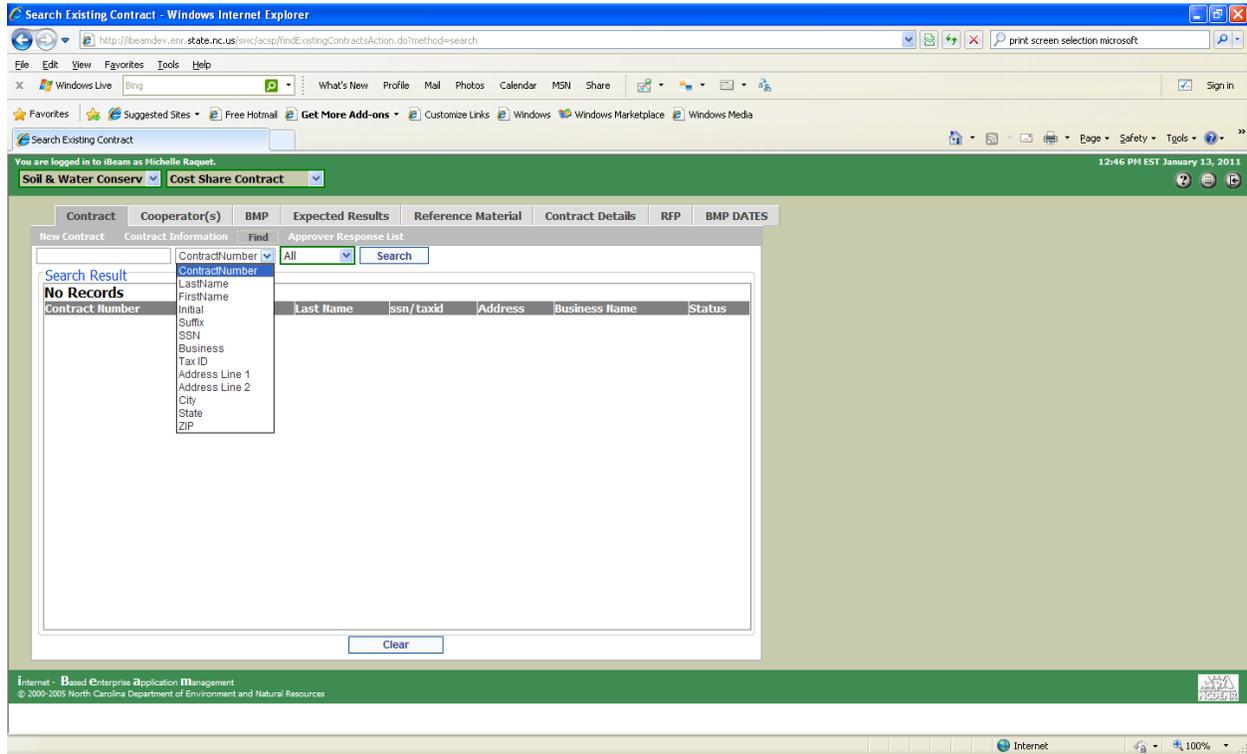
CoOperator(s) Information

SSN/TAX ID	First Name	Last Name	Business Name
***-**-5897	Bobby	Smith	

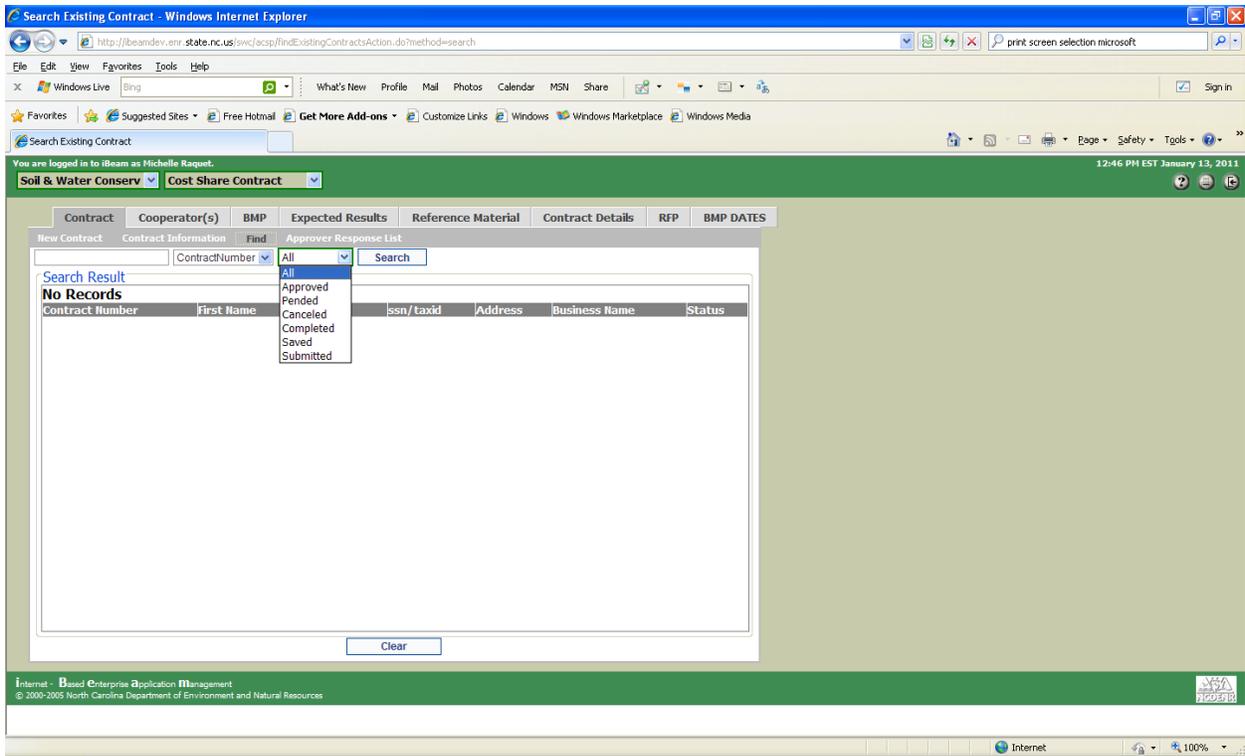
Please contact your cost share specialist when you have submitted a contract for review. We hope to have an electronic notification in place by the end of the program year which will automatically notify your cost share specialist when a contract is ready for review.

Contract Status

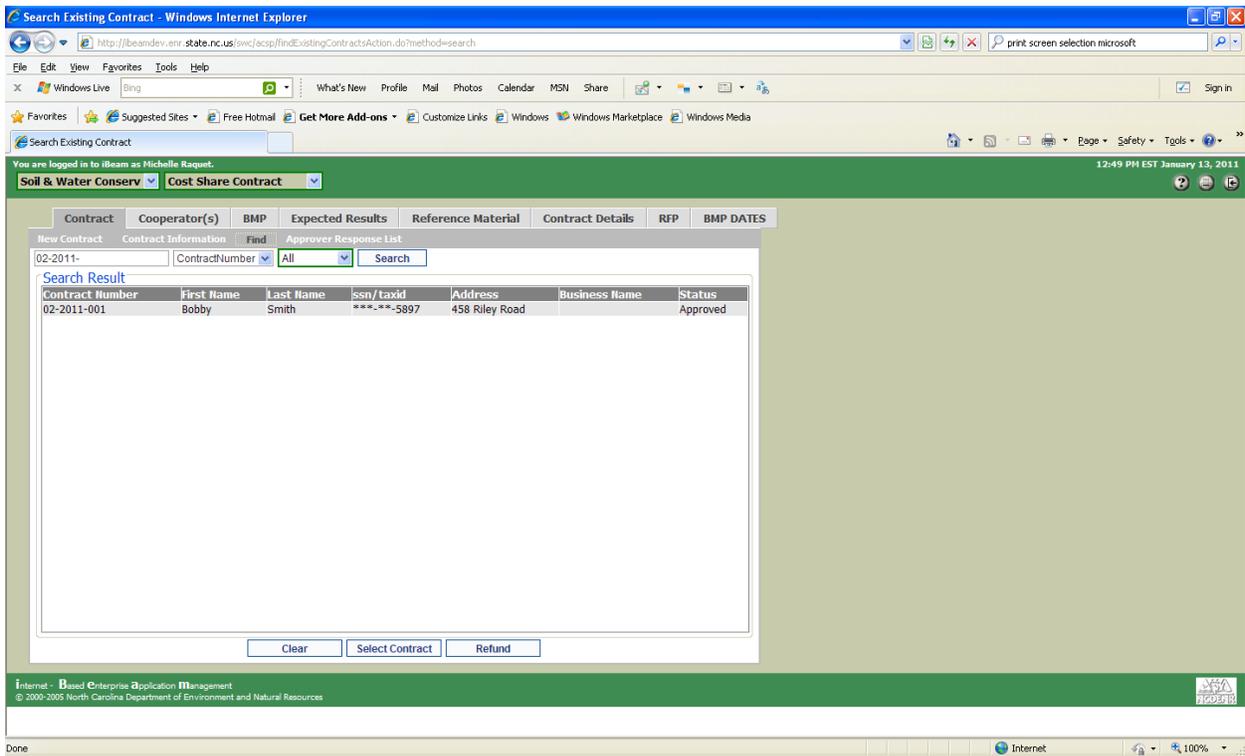
Your cost share specialist will review the contract. You will be notified by email when the contract is approved. You can also verify the status of the contract by searching for the contract under the contract tab. Select find. Select how you would like to search for the contract. Options include last name, first name, contract number, etc.



You can also search by contract status.



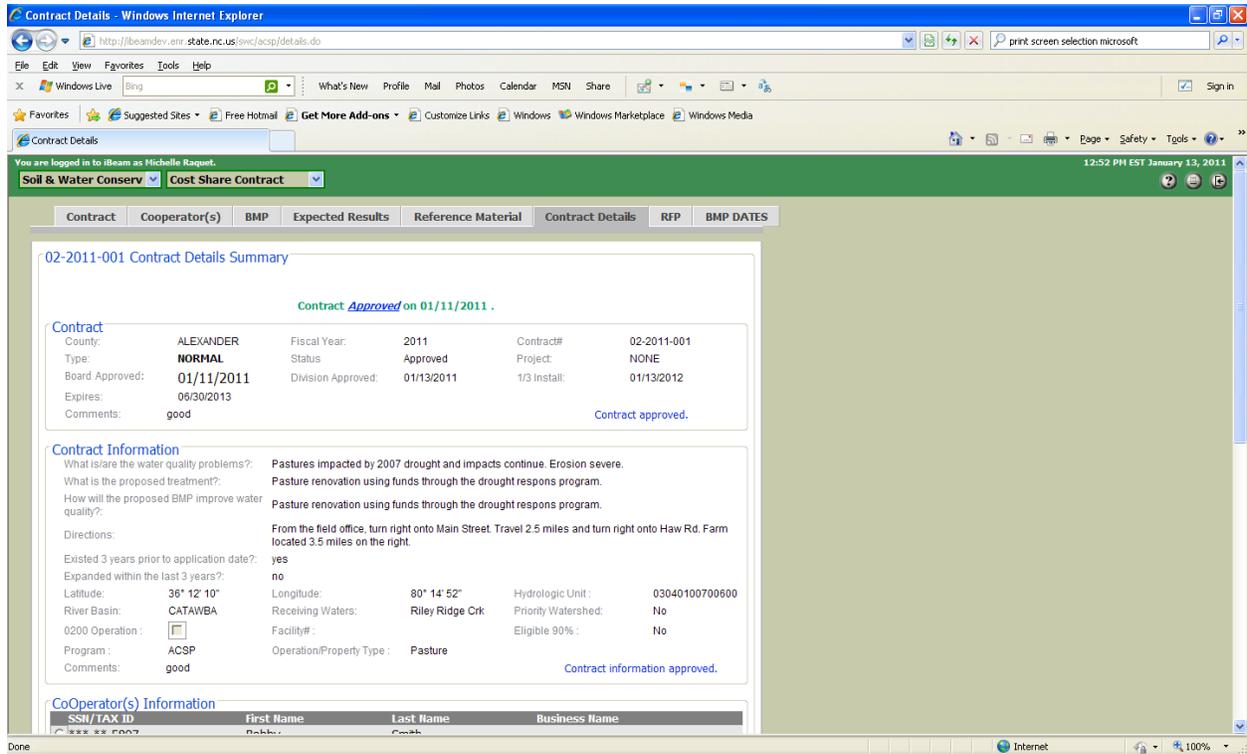
For this example, we are going to search by contract number and all contracts. To search for all current year contracts in Alexander County, you can type 02-2011-.



revised 06/11/2012

Basic Guide to the cost share program - online contracting system (iBEAM)

Click on the contract you want to review. The contract should be highlighted and hit select contract. The contract will open in the contract details screen. Note the contract status at the top of the page.

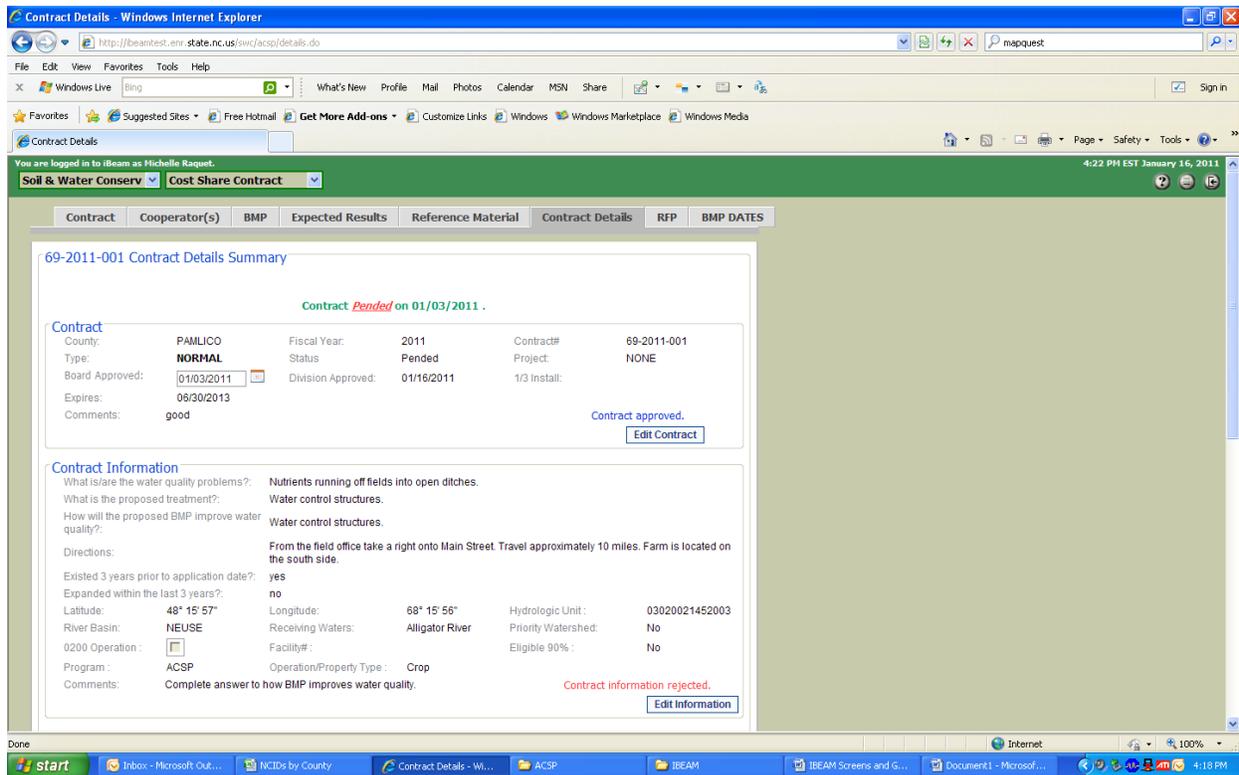


If the contract is approved, you should have received a notification from your cost share specialist and work can begin. Once the work is complete, you are ready to submit a request for payment (RFP).

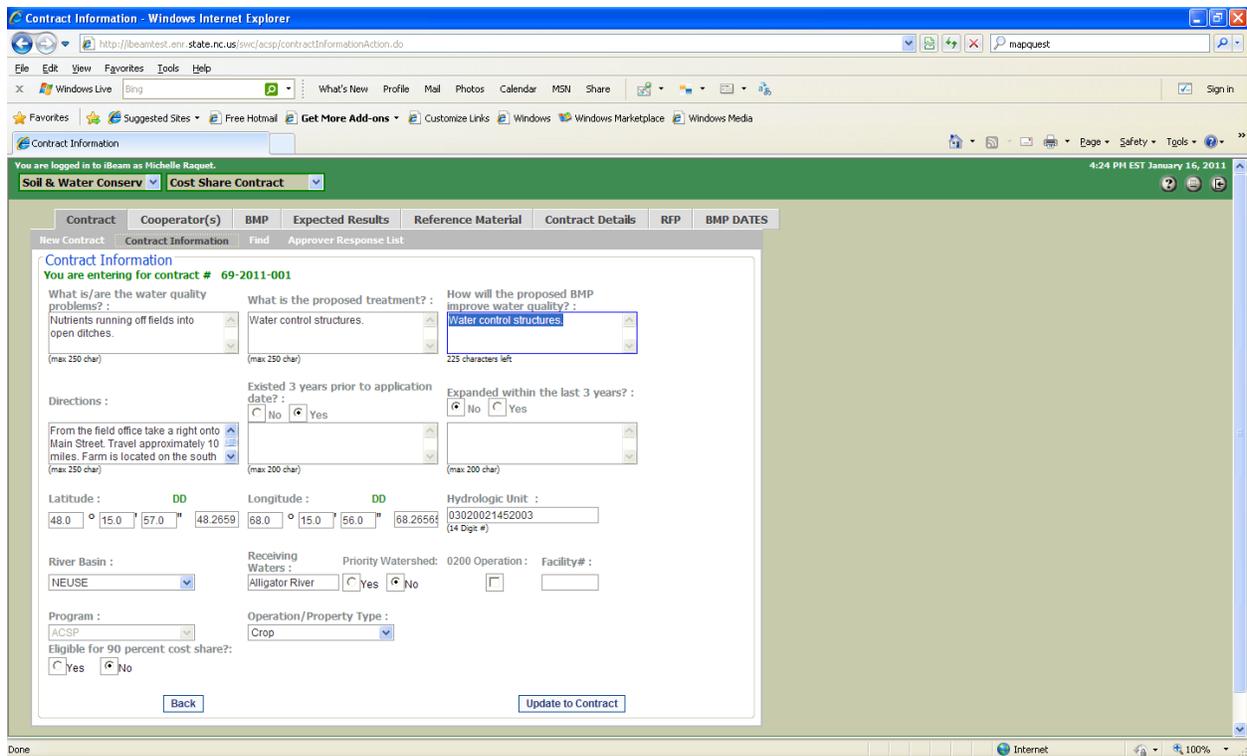
If the contract shows pending, you will be given the opportunity to edit that portion of the contract that is pending.

Contract Status – PENDED Contracts

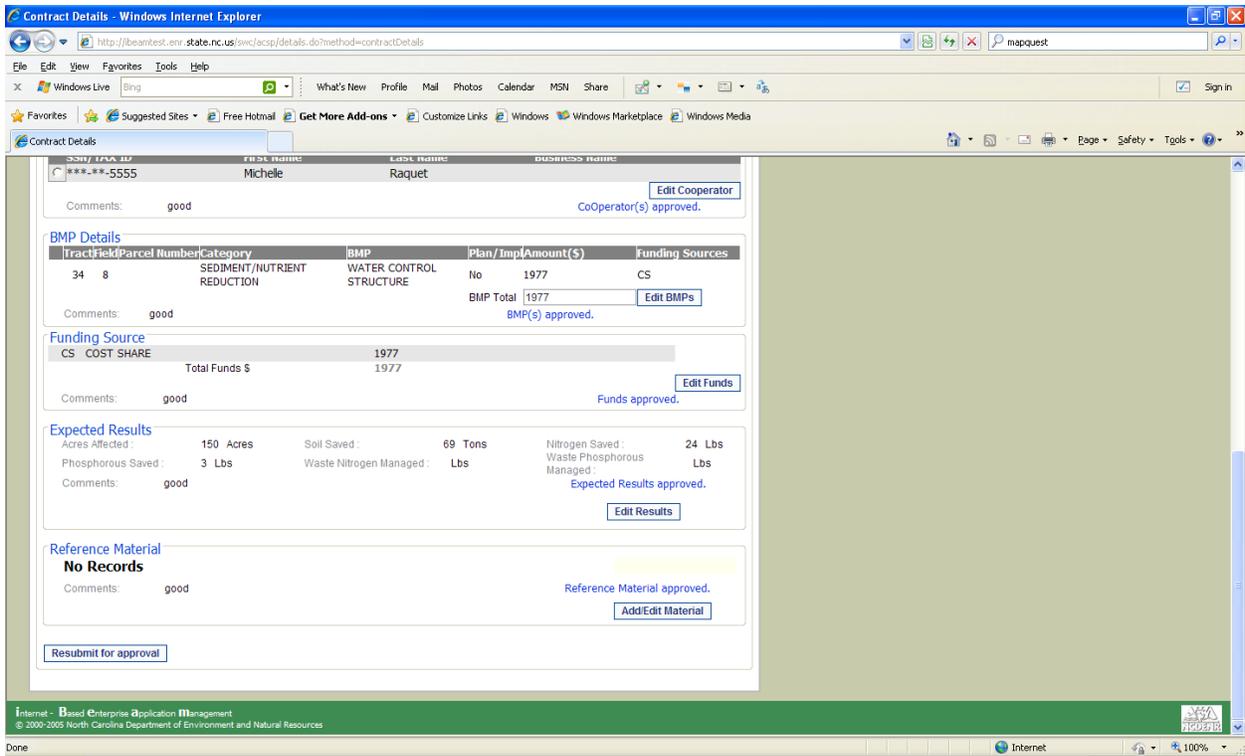
If the contract shows pended, you will be given the opportunity to edit that portion of the contract that is pended.



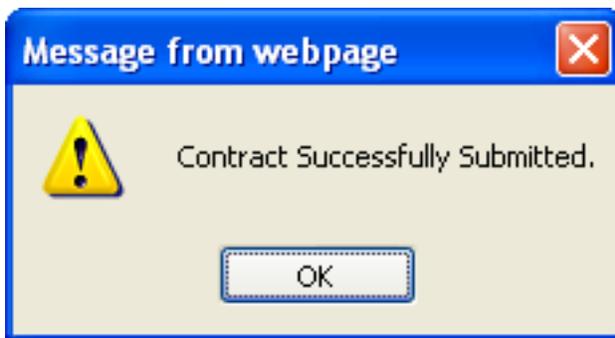
The contract status is pended and the contract information was rejected. The comments indicate that I need to complete the answer to how the BMP will improve water quality. Select edit information. This will take me to the contract information screen.



Once I edit my response, I'll update the contract. This will take me back to the contract details screen where I will verify the information was changed. Scroll to the bottom of the screen to resubmit the contract.



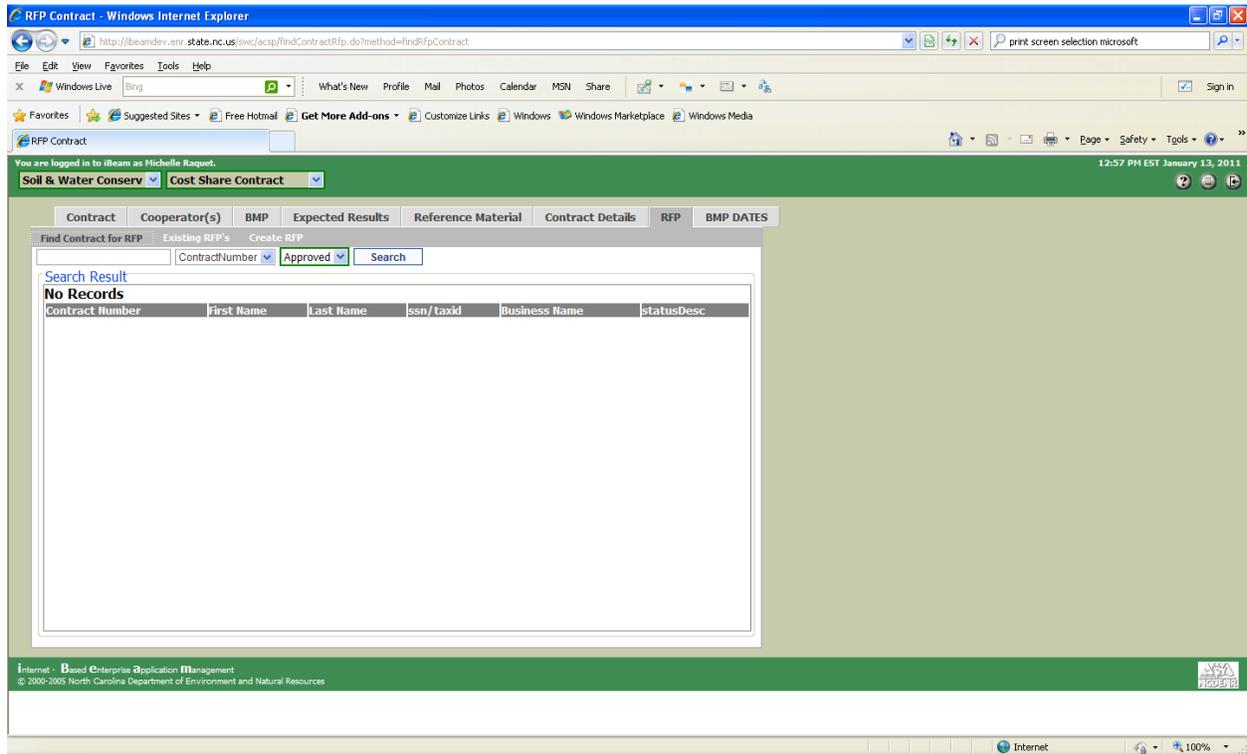
Once resubmitted, you'll receive a confirmation screen that the contract was successfully submitted.



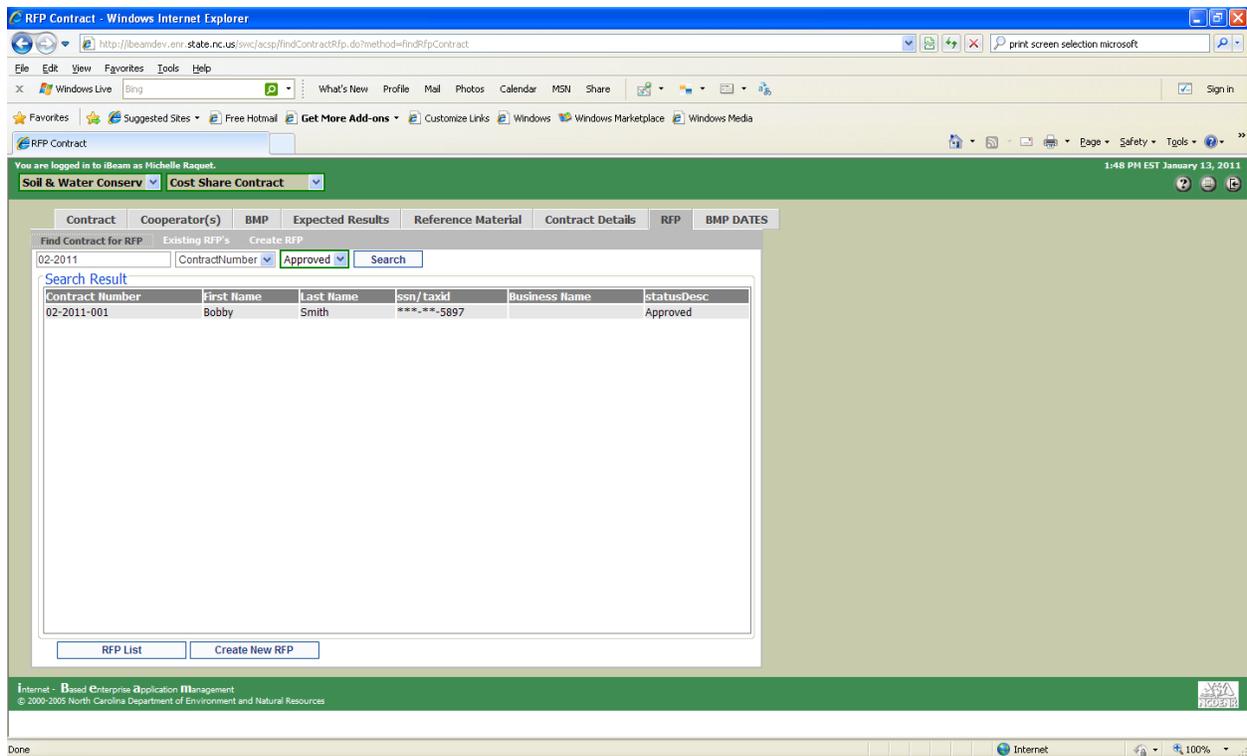
The contract status on the contract details screen should also change to contract successfully submitted.

Request for Payments

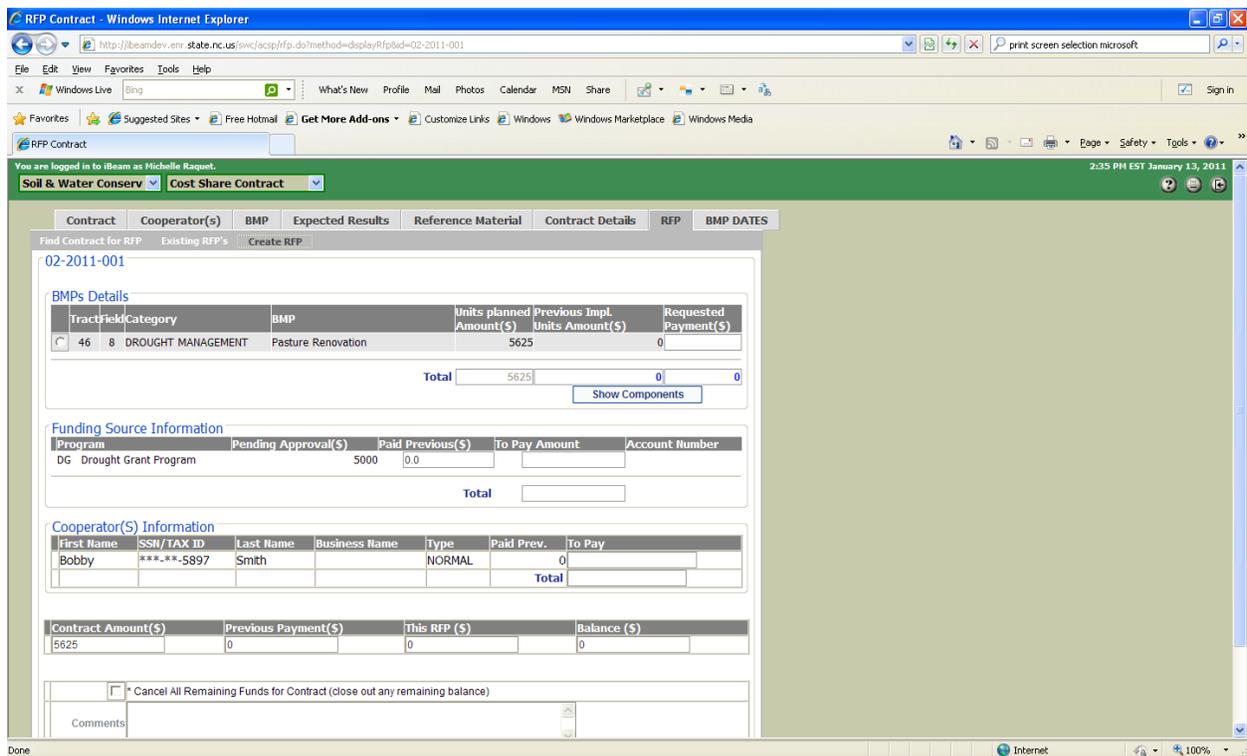
You can submit a request for payment when a BMP has been installed, verified by field personnel as installed to standards and specifications, and approved by the board. To begin the payment process, select the RFP tab.



The default will allow you to find the contract by contract number, last name, first name, etc. Enter the search criteria and select search. Only approved contracts will be listed.



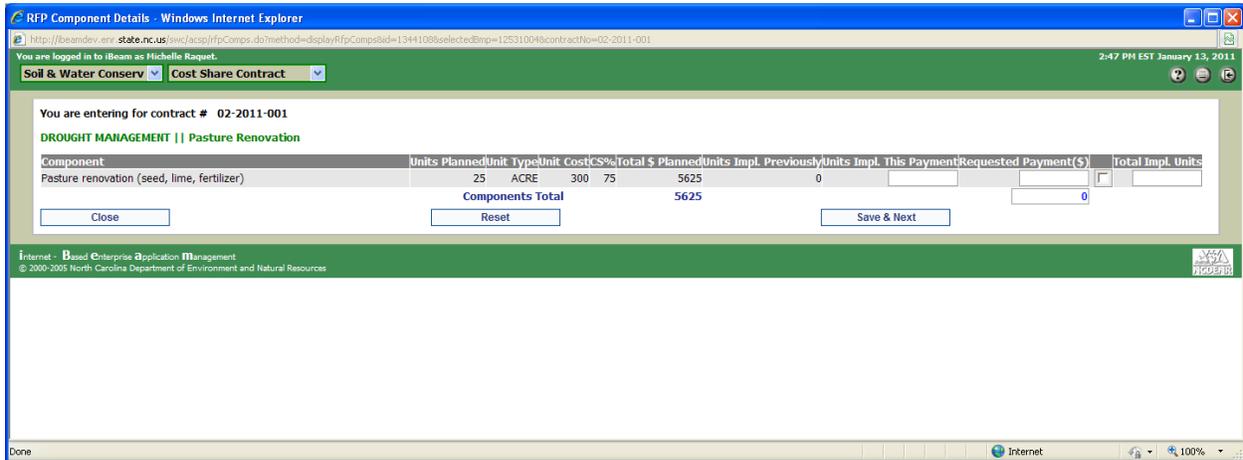
Select the contract you wish to submit for payment (highlight) and hit create new RFP. Information specific to the contract will be displayed.



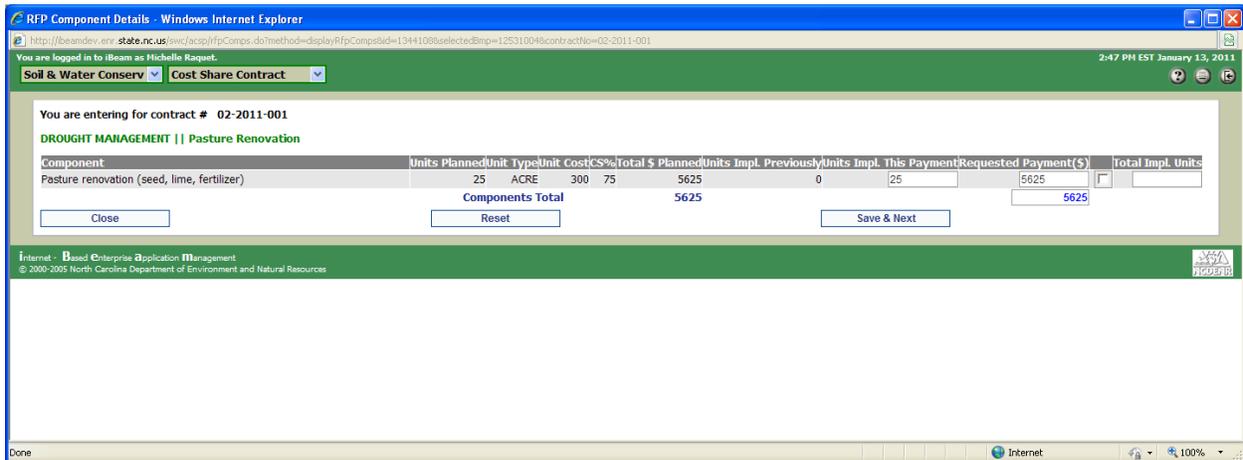
revised 06/11/2012

Basic Guide to the cost share program - online contracting system (iBEAM)

Under BMP details, click on the radio button for the BMP you are submitting for payment. Click on the button to show the components.



The number of components listed will be based on the number of components originally entered in the contract. In this example, we only had one component listed for pasture renovation. Enter the units implemented for this payment in the first box. The total cost share will be automatically calculated in the second box.



Save & Next. In this example, the following error box is displayed. Reason....The approved limit (or cap) for this contract was \$5,000.



ITS is currently working on this error message. In the meantime, you will need to back calculate the number of acres that will equal \$5000. In this case, 22.22 acres will equal \$5000. Enter 22.22 acres. Save & next will return to the contract details of the RFP.

Partial RFPs

If the cooperator has only implemented 15 of the 25 acres, you can request a partial payment. Enter 15 into the first box under units implement for this payment. The amount will be automatically calculated.

Component	Units Planned	Unit Type	Unit Cost	CS%	Total \$ Planned	Units Impl. Previously	Units Impl. This Payment	Requested Payment (\$)	Total Impl. Units
Pasture renovation (seed, lime, fertilizer)	25	ACRE	300	75	5625	0	15	3375	
Components Total						5625		3375	

Save & Next will return you to the contract details of the RFP. The funding source information should match the calculated amount but you will need to manually enter the amount under the cooperator(s) information. This is a manual data entry point to provide confirmation that the amount being paid is the amount calculated. We also wanted to give the SWCD the flexibility to determine the cost share payment when more than one cooperator is receiving payment.

Tract	Field	Category	BMP	Units planned	Previous Impl. Units	Requested Payment (\$)
46	8	DROUGHT MANAGEMENT	Pasture Renovation	5625	0	3375
Total				5625	0	3375

Program	Pending Approval (\$)	Paid Previous (\$)	To Pay Amount	Account Number
DG Drought Grant Program	5000	0.0	3375	
Total			3375	

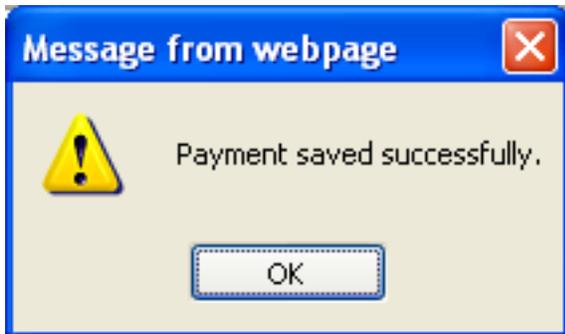
First Name	SSN/TAX ID	Last Name	Business Name	Type	Paid Prev.	To Pay
Bobby	***-**-5897	Smith		NORMAL	0	3375
Total						3375

Contract Amount (\$)	Previous Payment (\$)	This RFP (\$)	Balance (\$)
5625	0	3375	-2250

revised 06/11/2012

The contract amount is shown along with the payment request and the remaining balance. Provide any comments that may assist the cost share specialist in approving the payment. You may also want to provide comments as to why the remaining funds are being canceled.

Once you have confirmed the information on the screen, hit Save. You should receive a confirmation screen that states your payment was saved successfully.



Reviewing RFPs

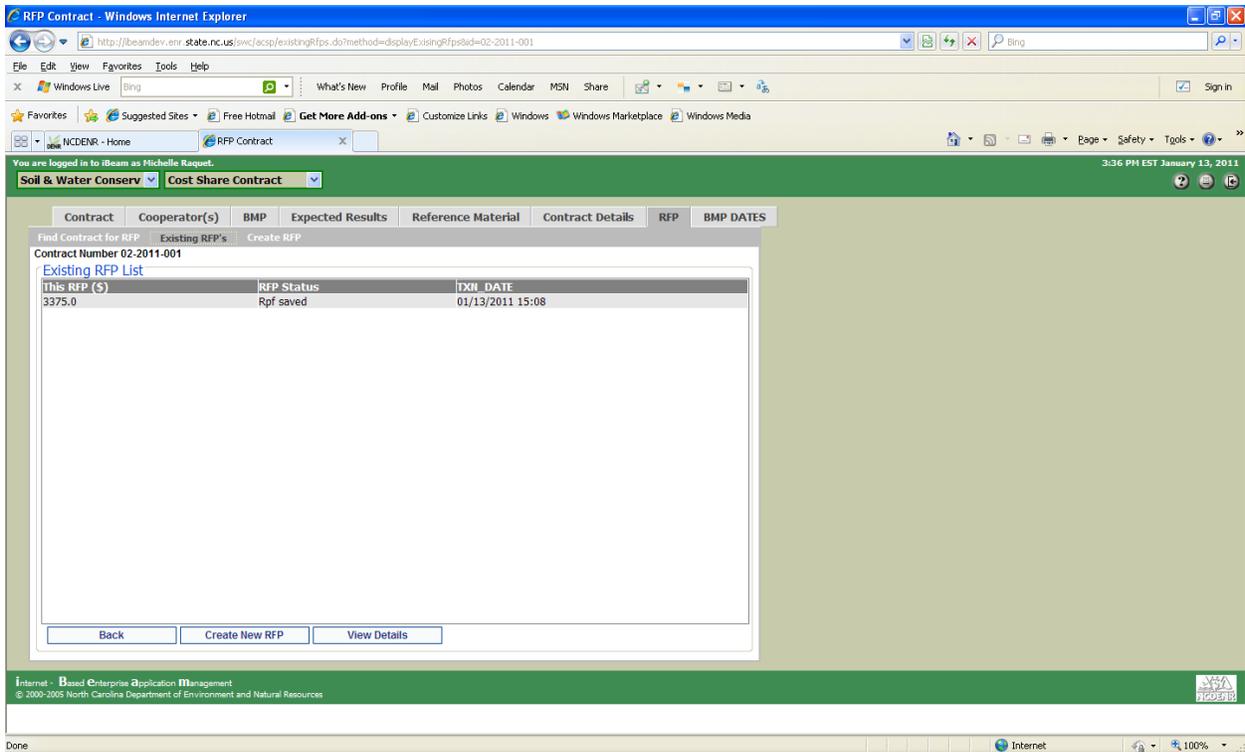
To review payments, select the RFP tab and search by contract number, last name, first name, etc. Select the contract you want to review and hit RFP list.

The screenshot shows a web browser window displaying the iBEAM application. The page title is "RFP Contract - Windows Internet Explorer". The address bar shows the URL: <http://ibeamdev.enr.state.nc.us/ibw/cjsp/findContractRfp.do?method=findRfpContract>. The page is logged in as Michelle Raquet. The main content area has a green header with "Soil & Water Conserv" and "Cost Share Contract". Below this is a navigation menu with tabs: "Contract", "Cooperator(s)", "BMP", "Expected Results", "Reference Material", "Contract Details", "RFP", and "BMP DATES". The "RFP" tab is selected. The search results are displayed in a table with the following data:

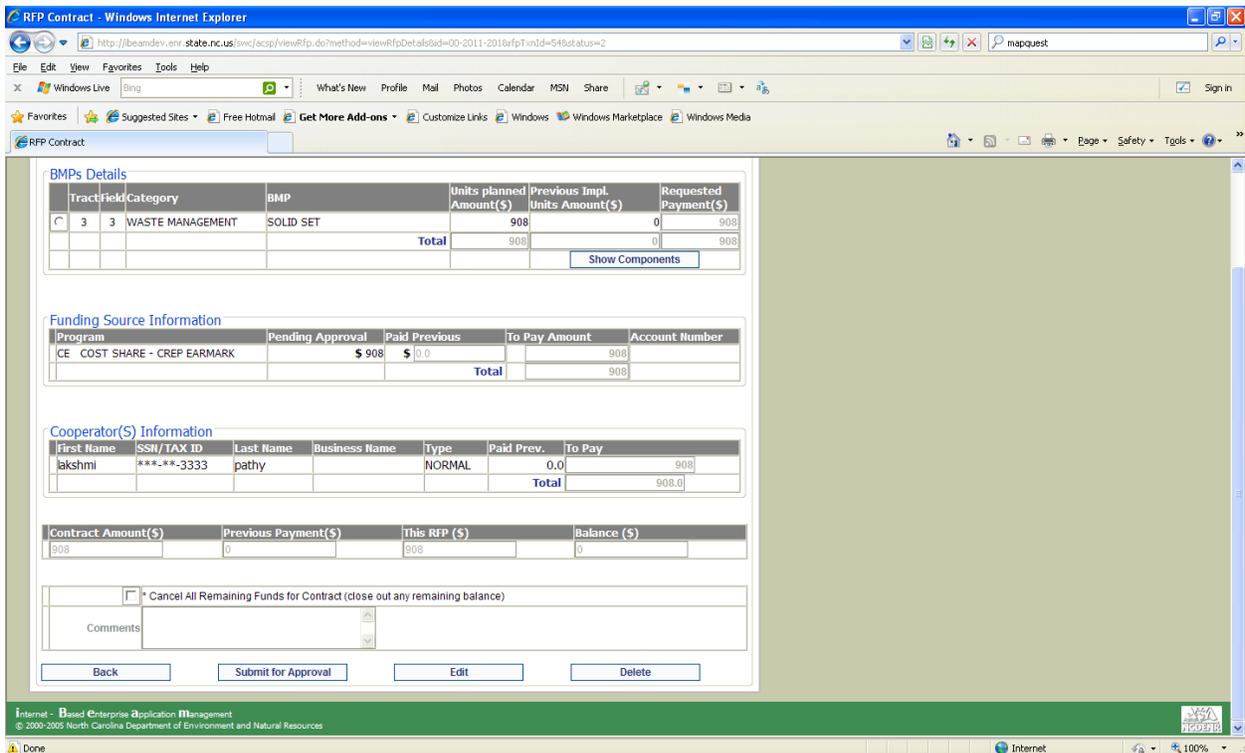
Contract Number	First Name	Last Name	ssn/taxid	Business Name	StatusDesc
02-2011-001	Bobby	Smith	***-**-5897		Approved

At the bottom of the search results area, there are two buttons: "RFP List" and "Create New RFP". The footer of the page includes the text: "Internet - Based Enterprise Application Management © 2000-2005 North Carolina Department of Environment and Natural Resources".

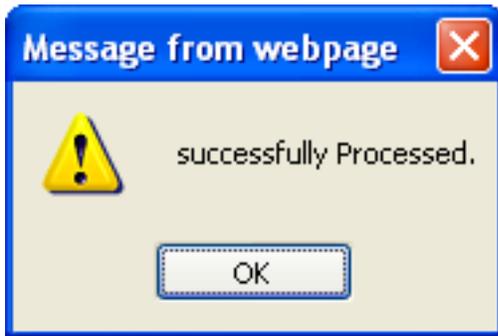
You'll see the payments that have been created and saved to date.



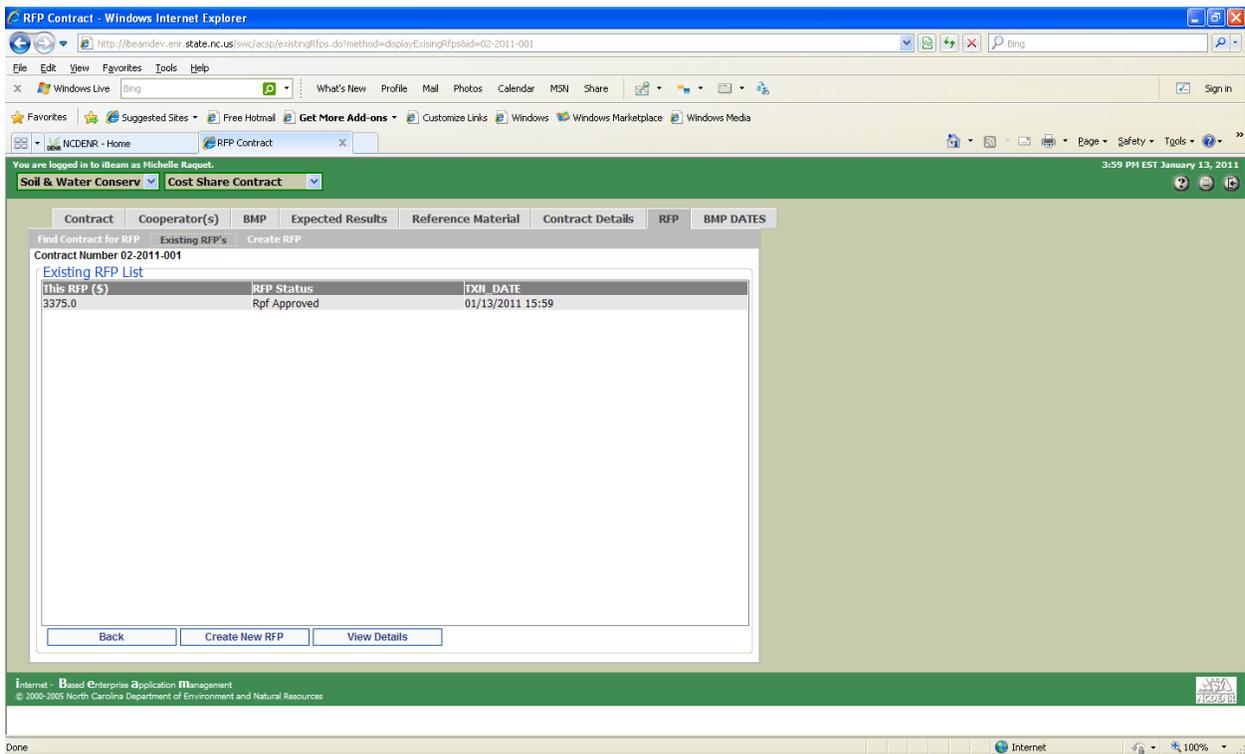
View the details of the RFP and confirm that all information is entered correctly. Submit for the RFP for approval.



Once submitted, you'll receive a confirmation that it was successfully processed.



Again, hardcopies of RFPs must be submitted to DSWC for approval. Once approved, you'll note that the RFP is approved when you view the list of RFPs for this contract.



Any additional RFPs can be created from this screen. Just follow the steps for creating a new RFP.

Print Forms – Request for Payment

You are ready to print your payment request. From the second drop down box, select cost share reports.

The screenshot shows the iBEAM system interface. A dropdown menu is open, showing options like 'Cost Share Contract', 'Cost Share Approval', 'Cost Share Fund', and 'Cost Share Reports' (which is highlighted). Below the menu, the 'BMPs Details' table is visible:

Tract/Field Category	BMP	Units planned Amount(\$)	Previous Impl. Units Amount(\$)	Requested Payment(\$)
46 8 DROUGHT MANAGEMENT	Pasture Renovation	5625	3375	
Total		5625	3375	0

Below this, the 'Funding Source Information' table shows:

Program	Pending Approval(\$)	Paid Previous(\$)	To Pay Amount	Account Number
DG Drought Grant Program	5000	3375.0		
Total				

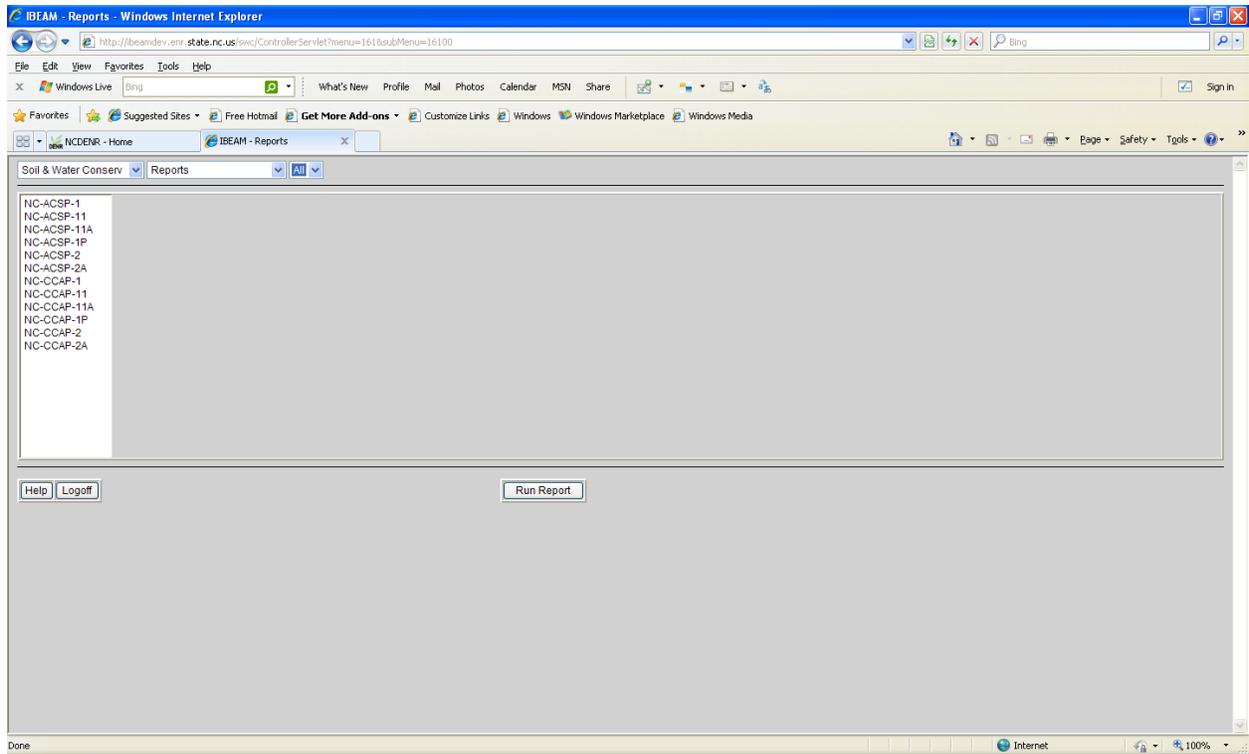
The 'Cooperator(S) Information' table shows:

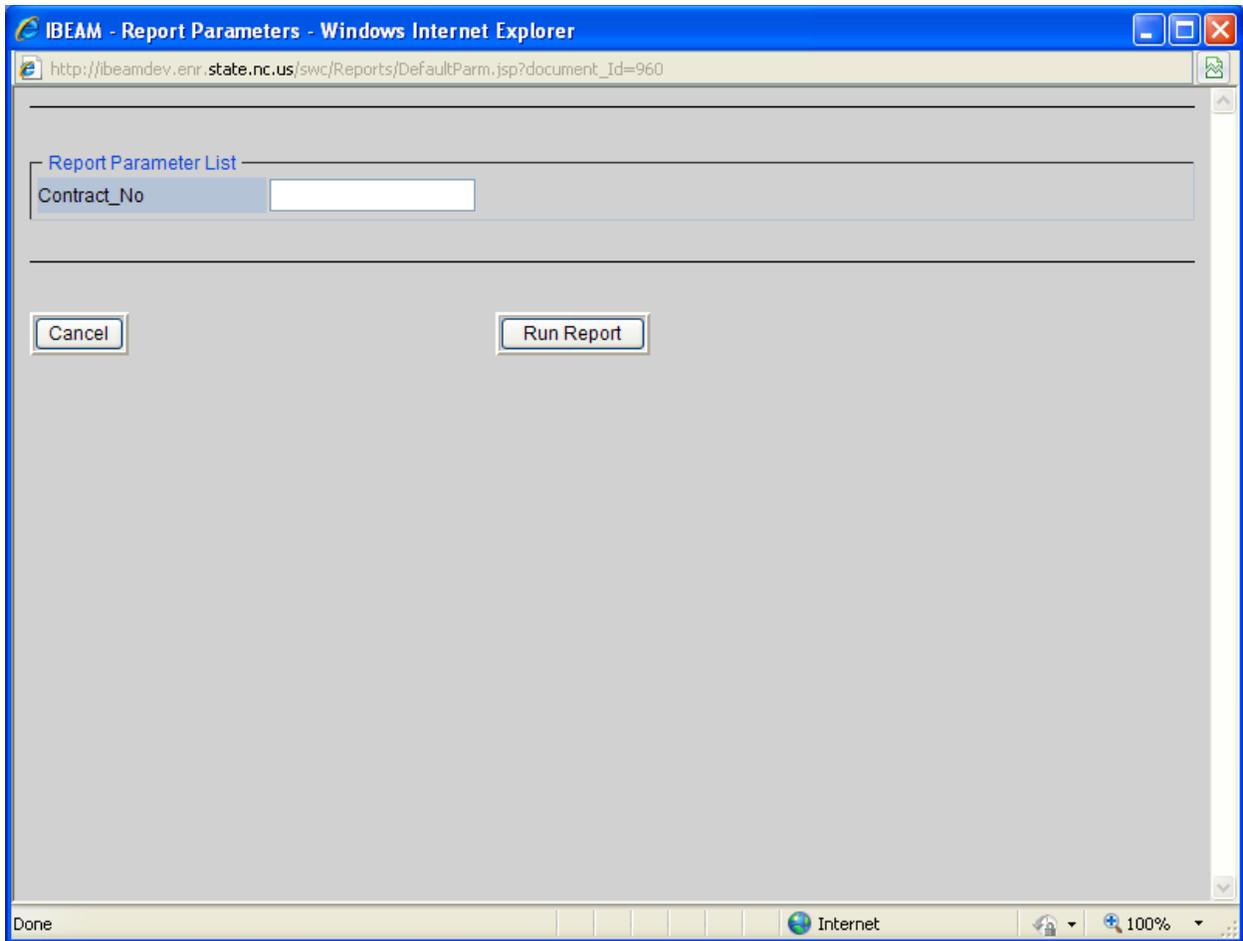
First Name	SSN/TAX ID	Last Name	Business Name	Type	Paid Prev.	To Pay
Bobby	***-**-5897	Smith		NORMAL	3375	
Total						

At the bottom, a summary table shows:

Contract Amount(\$)	Previous Payment(\$)	This RFP (\$)	Balance (\$)
5625	3375	0	0

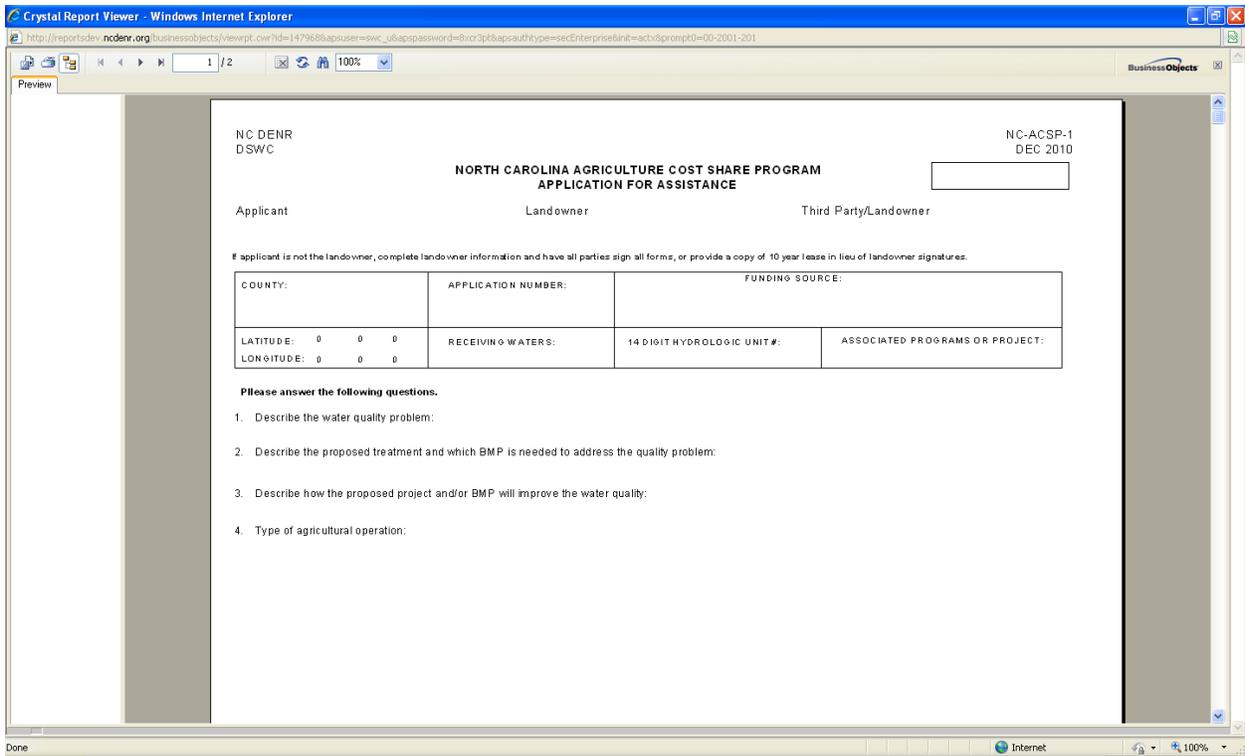
Select the form you wish to print. For RFP, select NC-ACSP-3 for ACSP contracts and NC-CCAP-3 for CCAP contracts. Run report.





Enter the contract number and run report.

The contract form will display on your screen and you can print directly from this screen. ITS is completing the RFP forms, but here's an example of the display. RFPs must be printed and signed by all parties and sent to DSWC for approval.



You can also export the report as a PDF file. Once you export the report, display the report and save to your computer.

