

Contract Creation Instructions for District Staff

This document was developed to assist district staff with the creation of cost share contracts in CS2. Please follow the instructions below to enter a contract into CS2 **AFTER** your district board has approved the application. If you have questions that are not answered by this document, please contact your cost share specialist at the Division.

Contract Entry

1. Log-in to CS [using this link \(https://apps.ncagr.gov/cs2/\)](https://apps.ncagr.gov/cs2/).
2. Click on the Contracting tab.
3. Click on the New Contract tab.
4. Select your district from the drop down.
5. Program year will auto populate.
6. Enter contract number.
 - County number and year auto populate.
 - Next 3 are the contract identifier. Recommend numbering convention for each program (District County Code-Fiscal Year-Program code below):
 - 001: Agriculture Cost Share Program contracts
 - 501: Community Conservation Assistance Program contracts
 - 801: Agricultural Water Resources Assistance Program contracts
 - Contracts should start with respective program numbering (001) and increase with each contract (002, 003, etc).
7. Select contract type from drop down (ORIGINAL, REPAIR, SUPPLEMENT).
8. If repair or supplement contract, a reference number to the original contract must be entered.
 - Please note that if the reference contract is entered incorrectly, the Contract Information Section will not auto populate as it should.
 - In addition, contracts prior to 2012 will not be in CS2.
9. Select project type (NONE, CREP or Disaster)
 - Most contracts will be NONE.
10. Expiration date will auto populate. Do not change.
11. Click Save & Next.

The screenshot shows the 'SWC Cost Share Application' interface. At the top, there's a navigation bar with tabs: Home, Maintenance, Funds, Contracting (circled in red with callout 2), Approvals, Forms, RFP, BMP Date Extensions, and Accounts. Below this is a secondary navigation bar with buttons: Find Contract, New Contract (circled in red with callout 3), Contract Information, Cooperator, BMP, Expected Results, Ref. Materials, and Details View. The main content area is titled 'Contract Entry' and contains a form with the following fields: County (dropdown with callout 4), Program Year (text input with callout 5, value 2020), Contract# (text input with callout 6, value 2020), Contract Type (dropdown with callout 7, value ORIGINAL), Contract Ref# (text input with callout 8, value ---), Project (dropdown with callout 9, value NONE), and Expires (date input with callout 10, value 6/30/2022). At the bottom of the form are two buttons: 'Save & Next' (circled in red) and 'Reset'. Below the form is a section titled 'Available Funds' with an upward-pointing red arrow.

Available funds will display funding available per program.

Contract Information

Program	ACSP 1
Directions	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div> 2
Latitude	35 <input type="text"/> ° 32 <input type="text"/> ' 55 <input type="text"/> " 35.548611 DD 3
Longitude	78 <input type="text"/> ° 47 <input type="text"/> ' 23 <input type="text"/> " -78.789722 DD 3
	<input type="button" value="Map It"/> 5
Hydrologic Unit	030300040501 6
River Basin	CAPE FEAR 6
Receiving Waters:	Kenneth Creek 6
Priority watershed:	<input checked="" type="radio"/> Yes <input type="radio"/> No 7
Farm 0200 Operation	<input type="checkbox"/> 8
Facility# :	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> 9
Operation / Property Type	Crop 10

1. Select the appropriate program from the drop down (ACSP, AgWRAP, CCAP).
2. Do not enter in directions unless the site cannot be found using Lat and Long data.
 - This field is required, so please enter “see map” if directions are not needed.
3. Enter the Latitude and Longitude (DMS or DD) for the **BMP location**.
4. Lat and Long data can be obtained using Google Maps or GPS.
 - Do not enter the Lat and Long for the Cooperator’s address or the farm headquarters address.
 - If the contract has multiple BMPs, please choose a representative Lat and Long and be sure the BMP location map (uploaded in the Reference Materials Section) clearly identifies the location of all BMPs to be installed.
5. Once the Lat and Long data is entered, please click the Map It button to verify this feature is correctly mapping the location of the BMP.
 - Again, this location should be the location of the BMP not the cooperators residence or farmstead.
6. Enter in Hydrologic Unit, River Basin, and Receiving Waters.
 - Enter the 12-digit HUC number, the River Basin and the Receiving Waters, which can be found using this [website](#).
7. Select "Yes" or “No” for Priority watershed. This should be determined by your district’s Strategic Plan.
8. Check Farm 0200 Operation, if applicable.
 - This should only be checked for confined animal operations, not pastures or other types of animal operations.
 - Very few operations will be a Farm 0200 Operation (Permitted Animal Operation). Ask Cooperator if unsure.
9. If the farm is a 0200 Operation, please enter the facility number.
10. Select appropriate property type from drop down menu
 - Currently defaults to Confined Animals. Be sure to change to appropriate type if not Confined Animals.

Contract Information Continued- ACSP

ACSP

1. Provide a description of the water quality problem that clearly defines the issue and the natural resource concern.
 - For example, “The field is eroding into a stream during rainfall events leading to increased sedimentation in the stream.”
2. Provide a description of the proposed treatment, which includes the cost shared BMP and other details as needed.
 - For example, “The proposed treatment is to convert the field to grassland using Cropland Conversion-Grass.”
3. Describe how the BMP will address the problem and improve water quality.
 - For example, “BMP will prevent erosion by ensuring constant cover is on the field in the form of grass.”
4. Program Eligibility
 - To be eligible for the ACSP, there must be a water quality concern on agricultural land. Please refer to the general statute linked above for more information on eligibility.
 - If the operation has been in existence for more than 3 years , please mark “Yes”.
 - If the operation has not been expanded in the last 3 years, please mark “No”.
[\(Policy\)](#)
 - If the applicant has provided documentation verifying program eligibility, please mark “Yes”.
 - Please answer if applicant is eligible for 90% cost share rate. If so, please upload [the NC-ACSPs-1E form](#) in the Reference Materials Section later.
5. Click Save and Next

ACSP

What is / are the water quality problems? 1

What is the proposed treatment? 2

How will the proposed BMP improve water quality? 3

Existed 3 years prior to application date?
200 char) 4

Expanded within the last 3 years?
200 char) 4

Applicant has provided a copy of a document or documents to
verify program eligibility?
200 char) 4

Eligible for 90 percent cost share? 4

Save & Next 5

Contract Information Continued- CCAP

CCAP

1. Provide a description of the water quality problem that clearly defines the issue and the natural resource concern.
 - For example, “The streambank is eroding and sediment is entering the waterway affecting water quality.”
2. Provide a description of the proposed treatment, which includes the cost shared BMP and other details as needed.
 - For example, “The proposed treatment is to complete a streambank restoration project using native plants, shrubs and trees.”
3. Describe how the BMP will address the problem and improve water quality.
 - For example, “BMP will prevent erosion by ensuring the streambank is held in place by the root systems of the plants.”
4. Program Eligibility
 - Single family dwellings must have certificate of occupancy issued 3 or more years ago or the property must have been developed 3 or more years ago and released from its sediment erosion control plan. If the property meets these eligibility requirements, please mark “Yes”.
5. Click Save and Next

The screenshot shows a web-based form for CCAP. At the top, there is a dark blue header with the text 'CCAP' in white. Below the header, the form is divided into five numbered sections, each with a question and a corresponding red circle containing a white number. Section 1 asks 'What is / are the water quality problems?'. Section 2 asks 'What is the proposed treatment?'. Section 3 asks 'How will the proposed BMP improve water quality?'. Section 4 asks 'For Single-family dwelling, was the certificate of occupancy issued three or more years ago?'. Section 5 asks 'Has the property been developed for three years or more and released from its sediment / erosion control plan?'. At the bottom of the form, there is a dark blue button with the text 'Save & Next' in white, and a red circle containing a white number '5' to its right.

Contract Information Continued- AgWRAP

AgWRAP

1. Provide a clear explanation of how the operation's production is limited by the amount of water it can currently access.
 - For example, "The farm is unable to irrigate all crops. In droughts, the cooperators has to make choices on which crops to irrigate with their limited water supply."
2. Describe how the proposed project/BMP will increase the water resources available.
 - For example, "With a new well for irrigation, the cooperators will be able to water all crops, even during times of drought."
3. Provide a description of the water conservation measures that are currently on the operation.
 - For example, "The cooperators currently irrigates at night."
4. Indicate if the proposed BMP is part of an expansion, conversion or modification of the operation.
 - If "Yes", please describe the expansion in detail.
5. Program Eligibility
 - If the operation has existed for more than 1 year, please mark "Yes".
 - Indicate if the applicant has an adjusted gross income in each of the 2 previous years that is \$250K or more. If "Yes", 75% or more must be derived directly from farming, ranching or forestry operations to be eligible to participate in AgWRAP. [Adjusted Gross Income Self-Certification form](#) should be completed for the contract file (not uploaded to CS2).
 - Please answer if applicant is eligible for 90% cost share rate. If so, please upload the [NC-ACSPs-1E form](#) in the Reference Materials Section later.
6. Indicate if the BMP will decrease dependence on public water system.
7. Indicate if the BMP will decrease dependence on aquifers in the [CCPCUA](#).
8. Enter in the % of the operation's water use demand that is reliably provided by existing water sources.
 - This should reflect the **current** situation. If you answer 100, please provide additional explanation above.
9. Click Save and Next

AgWRAP

- 1 Explain how the operation's production is limited by the amount of water it currently can access:
- 2 Describe how the proposed project and / or BMP will increase water resources:
- 3 What water conservation measures(steps taken to improve efficiency) are on the operation currently?
- 4 Is the proposed BMP part of an expansion, conversion or modification of the operation?
If the answer is 'yes', please describe the expansion (i.e. land purchase, increase # of animals, change in production type or crops grown):
- 5 Has the operation been in existence for more than one(1) years?
250 char)
- 5 Does applicant have an adjusted gross income in each of the previous two years that is \$250,000 or more?
If the answer is 'yes', is seventy-five percent (75%) or more of this adjusted gross income is derived directly from farming, ranching or forestry operations?
- 6 Will this BMP decrease your dependence on a public water system?
- 7 Will this BMP decrease your dependence on aquifers in the Central Costal Plain Capacity Use Area?
- 5 Applicant has provided a copy of a document or documents to verify program eligibility?
- 8 What percent of this operation's water use demand is reliably provided by existing water sources?
- 9

Save & Next

Cooperator

SWC Cost Share Application

Monday May 17 2021. 3:12:49 PM [Logout](#)

Home Maintenance Funds Contracting Approvals Forms RFP BMP Date Extensions Accounts

Find Contract New Contract Contract Information Cooperator BMP Expected Results Ref Materials Details View

Contract details for: [redacted] Contract Status: **Initiated**

1 Find Cooperator New Cooperator Contract Cooperators

Find Cooperator

2 Last Name Search

New Cooperator **4**

Select xxx-xx-xx-**3**

Cooperator **5**

Individual Business

SSN Tax ID

First Name Business Name

Middle Name Business Details (Max 250 char)

LastName SSN

Suffix First Name

Street Address 1 Middle Name

Street Address 2 LastName

City City?

State WV Suffix

Zip Zip 1? Zip 2?

Phone(Primary) Phone Area Code? Phone 1? Phone 2?

Phone(Secondary) Street Address 1 Address 1?

Phone(Business) Street Address 2

City City?

State WV

Cooperator Type:

Applicant Land Owner Third Party District Supervisor SWCC **6**

7 Add & Attach

For Supervisor and SWCC contracts, please complete [this formsite form](#) when entering the contract in CS2.

If this is a **Repair** or **Supplement** contract, this step will be skipped.

- Click on Find Cooperator
 - This has to be the first step even if you are confident this is a new cooperator.
- Search by one of the drop-down options.
 - Most common search is by Last Name. You can do incomplete searches by using the “%” symbol (Jack% or %son).
- If the cooperator is in the list, click on Select.
- List will appear by search parameter.
 - Verify cooperator information is complete and accurate.
 - Indicate the Cooperator Type (Applicant, Land Owner, Third Party, District Supervisor, SWCC). Please note that an Applicant and Land Owner **must** be on all contracts for BMPs with maintenance periods longer than 1 year. ([Policy](#))
 - If everything is correct click Save & Attach.
 - If there are multiple cooperators click Find Cooperator again to find and add the additional cooperators.
 - After all cooperators have been added click the BMP tab to move to the next section.
- If a new cooperator is needed, click New Cooperator.
- Select Cooperator (individual or business) and enter in all new Cooperator information that is needed (in red).
 - Social Security or Tax ID Number, First and Last Name, Address, City, State, Zip Code, Primary Phone Number
- Indicate the Cooperator Type (Applicant, Land Owner, Third Party, District Supervisor, SWCC).
 - More than one Cooperator Type may be specified for a single cooperator.
 - If a cooperator is both the Applicant and Land Owner on this contract, please specify by choosing both Cooperator Types.
 - A cooperator that is a District Supervisor or SWCC member must also be specified as an Applicant and/or Land Owner.
 - Please note that an Applicant and Land Owner **must** be on all contracts for BMPs with maintenance periods longer than 1 year. ([Policy](#))
- Click Add and Attach.
 - Add other cooperators as needed and then click the BMP tab to move to the next section.

BMP- Complete these step in order described below

SWC Cost Share Application

Monday May 17 2021. 3:49:44 PM [Logout](#)

Home Maintenance Funds Contracting Approvals Forms RFP BMP Date Extensions Accounts

Find Contract New Contract Contract Information Cooperator **BMP** Expected Results Ref Materials Details View

Contract details for [REDACTED] Contract Status: **Initiated**

BMP

1

Select	Program	Year	Allocated	Encumbered	Available	Contract Total
Select	AG	2021	\$16,483	\$16,483	\$0	\$0
Select	CC	2021	\$16,733	\$16,733	\$0	\$0
Select	CCG	2021	\$10,000	\$0	\$10,000	\$0
Select	CS	2021	\$54,280	\$54,280	\$0	\$0
Select	II	2021	\$10,508	\$8,390	\$2,118	\$0
Totals					\$12,118	\$0

Parcel Number Contract Reference Tract Field Category

[View Contract](#) 0 EROSION/NUTRIENT REDUCTION **2**

BMP **3** Critical Area Planting

Component **4**

Program	Qty Planned	Unit Type	Unit Cost	CS%	Total	Planned Cost	Available

5

6 Add Component

BMP Critical Area Planting

Number of Units ACRE **7** [Update Units](#)

Highest Job Approval Authority

Component

- Select the funding type being used for the contract (click select).
 - AG is AgWRAP
 - AP is AgWRAP Regional Applications
 - CC is CCAP
 - CS is ACSP
 - II is for Impaired and Impacted Streams
 - Additional funding specific to the district may be available, such as Disaster Response Funding or grants. If you have a question regarding funding codes, please contact your cost share specialist.
 - Make sure there are sufficient funds for the contract or make note that a Supplement contract will need to be completed next fiscal year to complete the project.
 - Please note that different program (AgWRAP, ACSP, CCAP) funds cannot be combined in the same contract.
- Enter Tract and Field Numbers for ACSP and AgWRAP; this field is not required for CCAP.
 - Category type will auto populate once the BMP is selected below.
- Select the BMP from the drop down. BMPs available will be based on the Program Type selected in Contract Information.
- Type the first few letters (3-5) of each Component needed for the contract, then select from the list that pops up, if the component is not seen, type more letters. This must match the average cost list component exactly (i.e. if all capitals in cost list, all capitals must be used).
 - Use the Average Cost Lists for each program ([ACSP](#), [AgWRAP](#), [CCAP](#)) and the BMP webpages Common Component Sections to determine available components for the BMPs in the contract.
 - Please do not add components from one program into the contract of another, i.e. do not use an AgWRAP Well for an ACSP Stream Protection Well.
- Enter in the planned quantity and the funding % (example seen is CS%).
 - Planned cost will auto populate.
 - You can overwrite the planned cost to decrease the value, if there are insufficient funds to complete the contract or if there is a district cap.
 - Planned quantity (Qty Planned) and the funding % should always reflect the actual planned amount and cost share percent. If there are local caps, local policies, or insufficient funds, the Planned Cost should be adjusted accordingly not the planned amount or CS%.
- Click Add Component.
 - Repeat steps 2-6 as needed to enter in all needed components for the contract.
- Update number of Units and JAA for each BMP (click Update Units once number of units and JAA is selected).
- Click Next to move on to the next section.

Expected Results

Note: SUPPLEMENT and REPAIR contracts do not require Expected Results unless the additional items result in more benefits than reported in the ORIGINAL contract.

The screenshot shows the 'Expected Results' form. It has a header 'Expected Results' in a blue bar. Below it are two rows of input fields. The first row has 'Result Type' (1), 'Unit' (2), 'Quantity' (3), a blank field, 'Animal Type' (4), and another 'Quantity' field. The second row has 'SOIL_SAVED' in a dropdown, 'TONS' in a dropdown, a blank field, 'BEEF' in a dropdown, and a blank field. At the bottom are two buttons: 'Add Results' (5) and 'Add Animals'.

1. Select the proper Result Type from the drop down needed for the respective BMP(s) in the contract.
 - The BMP webpage(s) will contain the required Expected Results for each BMP.
2. Unit will auto populate.
3. Enter the Quantity for the respective Result Type. If planning multiple BMPs please enter the cumulative value.
4. If the BMP is related to livestock:
 - Select the animal type from the drop-down menu and enter the quantity (number of head).
 - Add additional animal types as needed using the Add Animals button.
5. Click Add Results.
 - Repeat steps 1-4 as need to capture all expected results as identified in the BMP tables on the website.
6. Click Next to move on to the next section.

Reference Materials

The screenshot shows the 'Reference Materials' form. It has a header 'Reference Materials' in a blue bar. Below it are several input fields: 'Reference material type' (1) with a dropdown set to 'BMP Photos', 'Title' (2), 'Date' (3) with a calendar icon and '05-17-2021', 'Last Modified by:', 'Comments' (4) with a text area and '(Max 300 char)', 'Insert File' (5) with a 'Choose File' button and 'No file chosen'. At the bottom are two buttons: 'Add' (6) and 'Next' (7).

Consult the BMP webpages for the respective BMPs in the contract to determine what reference materials need to be uploaded into CS2.

1. Use the drop- down Reference Material Type to select the reference material you are uploading.
 - Options include:
 - BMP Photos, Field Notes, Forms, Maps, and Others
2. Enter in a relevant title for the document being uploaded.
 - Examples are Conservation Plan, BMP Map with Road, GW-1 Form, Well Site Evaluation Form, Cooperator Acknowledgement form, Receipts for Well Pump, etc.
3. Date will auto populate. Do not change date or enter in last modified by.
4. Comments are not needed. Do not enter in any.
5. Upload the respective reference material file. Please do not combine needed reference materials into one file.
6. Click Add.
 - Repeat steps 1-6 as needed to upload all needed reference materials.
7. Click Next to move on to the next section.

Final Page/Step

Status	Contract	Program Info.	Cooperator	BMP	Exp.Results	Ref.Materials
Contract Status	1 ✓	✓	✓	✓	✓	✓
Approval Status	✗	✗	✗	✗	✗	✗
Date Submitted						

Contract Details ([Show Details](#)) [Edit](#)

Contract Information ([Show Details](#)) [Edit](#)

Cooperator Details([Show Details](#)) [Edit](#)

BMP Details([Show Details](#)) [Edit](#)

Expected Results([Show Details](#)) [Edit](#)

Reference Materials([Show Details](#)) [Edit](#)

Board Approval Date **2**

3

1. Once all information is entered or selected in the contract, the final page of the contract will display all green check marks in the contract status. If any items are red "X"'s something is missing. Please go back and upload/enter in the missing information.
 - Note, that supplemental and repair contracts do not need to have expected results added unless items have changed from the Original contract.
2. Select or enter the board approval date for the contract.
3. Click Submit Contract.

Once the contract is submitted, your cost share specialist will review the contract and inform you of the contract status (PENDED or APPROVED) within 3-5 business days. Your specialist will specify if any additional steps or items are required.

Please note that no work on the contract can be performed until Division approval is given.

[\(Policy\)](#)

- Exception to this rule are noted in the policy and the NC-2 Form (vegetative BMPs under \$3,500 for a non-supervisor or SWCC member).