



**I. The application includes planned practices that support improved grazing management (528 Prescribed Grazing) or permanent wildlife habitat improvement (327 Conservation Cover, 380 Windbreak, 612 Tree Planting, 644 Wetland Wildlife Habitat, 645 Upland Wildlife Habitat Management, 647 Early Successional Habitat Development, 650 Windbreak Renovation, 657 Wetland Restoration).**

Yes, (3 points)

No, (0 points)

Total Points: \_\_\_\_\_

Determination for Protracts – Select One:

High Priority:

Medium Priority:

Low Priority:

D.C. Approval: \_\_\_\_\_ Date Approved: \_\_\_\_\_

### Prescreening Tool Description:

At the end of the first round batching period an office will determine if the Prescreening Tool will be used for each Sub-account. If the Prescreening Tool is used on a subaccount it must be used on that subaccount for the rest of the FY.

### Prescreening Tool Instructions:

Conservation Activity Plans (CAP) are automatically a High Priority. For all other applications follow instructions below:

- All applications will be entered into Protracts with an estimated (program) cost and priority (high, medium or low).
- If using the Prescreening Tool to determine priority, all applications in the subaccount must be screened.
- All High Priority applications will be ranked in Protracts.
- When all High Priority applications have been selected for funding Medium Priority applications will be ranked in Protracts.
- Low Priority applications will not be ranked in Protracts.

If a subaccount has any application(s) that include CAFO practices all applications in that subaccount must use the State Prescreening Tool. All Historically Underserved (HU) subaccounts must also use the State Prescreening Tool.

Priorities are established at the following levels for the HU and CAFO Subaccounts:

High Priority = 9 or more points

Medium Priority = 4-8 points

Low Priority = 3 points or less

If using the Prescreening Tool to determine priority for local subaccounts choose one of the following methods to determine priority. Local sub accounts should not have a Pre-screened High Priority lower than 4 points. Any application with a "0" or below from the Prescreening Tool will be a Low Priority.

1) Sort applications by Prescreening Tool score. Multiply the fund code's allocation by 150%. High Priority applications are those whose cumulative estimated cost falls within 150% of the fund code's allocation. Medium Priority applications are those whose cumulative estimated cost falls between 150% and 300% of the fund code allocation. Example: Fund code allocation of \$100,000 X 150% = \$150,000. The cutoff point for High Priority is all sorted applications above the cumulative total of \$150,000.

2) Sort applications by Prescreening Tool score. Choose a percentage of the applications for each priority level. Set the break at a whole point cutoff. Example: Set the High Priority for the top third of the applications, Medium as middle third and Low as the bottom third. If the top 20% is at 6 points and when you reach down to 5 points it includes a total of 40% of the applications you could cut off the High Priority at 5 points. The breakdown you establish on the cut off for the points should be based on spreading out your workload. The splits you establish should help to spread applications throughout the High, Medium and Low Priorities.

3) If not using the Prescreening tool, all applications are ranked and the application priority is based on the following ranking criteria:

High – Equal to or greater than 40.01 points

Medium – 20.01 to 40.00 points

Low – Equal to or less than 20.00 points

<sup>1</sup>The plan will consist of inventory and evaluation, NEPA documentation, needs and feasibility with preliminary design, alternatives for the entire land use, and have a record of decisions of the producer.