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To Be Sent Via Electronic Mail

February 11, 2004

MINNESOTA BULLETIN NO. 300-4-16

SUBJECT: LTP – EQIP – 2004 PROGRAM

Purpose. To transmit the 2004 EQIP score sheet for use with the Local and Area Work Group process.

Expiration Date. September 31, 2004.

Attached is the 2004 EQIP Score sheet and instructions. We are providing this for use with your Local and Area work groups. As in 2003, an Access database version will be sent out shortly to automate and record the scoring and ranking of applications. In addition, the 2004 EQIP score sheet and instructions will be transmitted through a CPM amendment.

Changes to the 2004 score sheet include:

- adding practice codes 362 and 402 to A2
- adding practice 752 to B1
- rewording B2, subfactor 4, to include milkhouse wastewater, and raising to 4 points
- adding practice 402 to C
- a complete edit of Factor E with the intent to try to capture more groundwater and source water protection areas
- EQIP contracts are expected to result in quality conservation work. As such, **applications must meet a minimum score of 7 base points in order to be considered for funding.** Base points are the points awarded before they are multiplied by the weight factor. Applications scoring 6 base points or less should still be entered into ProTracts, but cannot be approved for funding at this time.

Use the attached file to help you plan and document your Local and Area EQIP process. Modify the weight factors and include a definition for any Local scoring under Factor I. As in 2003 every office's score sheet must be posted on the web.

### **EQIP Application Scoring worksheet**

1. Any changes to the scoring worksheet must be documented and included. Indicate the local weighting under the Local Priority column.

2. Submit your local Application Scoring worksheet as an electronic file through your Area Office. . Rename the file to “equip score 04XXX” with your 3 digit county code in place of the XXX. These files will be converted to pdf format at the state office and posted to the web site.
3. Areas should submit your area Application Scoring worksheet as an electronic file. Rename the file to “equip score 04AOX” with your area number in place of the X

Questions should be directed to your Area Conservationist or from the area level to Tim Koehler, Assistant State Conservationist.

WILLIAM HUNT  
State Conservationist

Enclosures: 2004 EQIP scoring sheet  
2004 scoring instructions

DIST: AC  
DC  
ARC  
EQIP State Office Team