

**CBWI AQUACULTURE RESOURCE CONCERN  
RESPONSIBILITIES\_FY2010**

**Application, Evaluation, Contract**

<p><b>APPLICANT:</b> <u>Application</u></p> <ul style="list-style-type: none"> <li>• Review job sheets, program eligibility requirements and sign 1200</li> <li>• Provide needed documentation to FSA to obtain eligibility</li> <li>• Provide application materials to NRCS – 1199A, copy of lease, license and reportable harvest data from prior year</li> <li>• Work with NRCS to develop conservation plan</li> <li>• Note: Not all applications will be pre-approved</li> </ul> <p><u>After contracts are signed</u></p> <ul style="list-style-type: none"> <li>• Notify VMRC &amp; VIMS when obtained recyclable gear</li> <li>• Maintain a basic record of recycling and complete self-certification form when 100% recycling completed for the year</li> <li>• Must make sure that gear has been spot checked by VMRC or VIMS</li> </ul>	<p><b>NRCS:</b> <u>Application</u></p> <ul style="list-style-type: none"> <li>• Provide CCC-1200 CBWI application and appendix to landowner and job sheets</li> <li>• Completed application entered into Protracts</li> <li>• Provide eligibility information to applicant</li> <li>• Develop a Conservation Plan</li> <li>• Enter evaluation results into Protracts for scoring and ranking</li> </ul> <p><u>After contracts are signed</u></p> <ul style="list-style-type: none"> <li>• Notify via email Dr. Jim Wesson of VMRC <u>and</u> Mike Oesterling of VIMS about funded applications</li> <li>• Develop Toolkit plan and Protracts contract based on information</li> <li>• Obtain signatures on CPA 1202 and Appendix</li> <li>• Provide copy of signed contract to VMRC &amp; VIMS</li> <li>• Note: Follow the other guidelines set forth by contracting manual</li> <li>• Management of the contract</li> <li>• Send annual practice reminder letter to participant with copy to VMRC &amp; VIMS</li> <li>• Provide job sheet to VMRC &amp; VIMS for certification</li> <li>• Certify practice and payment in Protracts based on VMRC &amp; VIMS technical determination for aquaculture practices</li> </ul>	<p><b>VMRC &amp; VIMS:</b> <u>Contracts</u></p> <ul style="list-style-type: none"> <li>• Complete a site visit to determine participant has obtained gear</li> <li>• Provide completed Job Sheet to participant and NRCS</li> <li>• Random spot check throughout the year to ensure continuous recycling of gear</li> <li>• Provide technical information to NRCS and Applicant</li> <li>• Provide technical assistance to participants for aquaculture practices</li> <li>• Provide all information about technical adequacy on job sheet for aquaculture practice</li> <li>• Provide a signed copy of practice approval</li> </ul>
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