

Practice	Definition
Initial Contact	Initial contact is defined as mailings, phone calls, site visits, office visits, and any other form of outreach involving promoting conservation to landowners with parcel and program specific information. A general newsletter or newspaper article is to only be counted as one contact.
Response Contact	Response contact is defined as any form of contact that is a result of program promotion, where the landowner is responding to your initial outreach for further information.
CCRP Filterstrips	Includes Continuous CRP practice: CP21 (Filterstrip). CREP CP21's should be reported under RIM/CREP
CCRP Riparian Buffer	Includes Continuous CRP practice: CP22 (Riparian Buffer)
CCRP Wetlands	Includes Continuous CRP practices: CP9 (Shallow Water Areas for Wildlife), CP23 (Wetland Restoration, Floodplain), CP23A (Wetland Restoration, Non-Floodplain), CP27 (FWP Wetland), CP28 (FWP Wetland Buffer), CP41 (FWP Flooded Prairie Wetland), CP37 (Duck Nesting Habitat), CP39 (FWP Constructed Wetland). CREP CP23's and CP23A's should be reported under RIM/CREP
General CRP	Includes General CRP practices: CP1 (Est. of permanent introduced grasses and legumes), CP2 (Est. of Permanent Natives Grasses), CP3 (Tree Planting), CP3A (Hardwood Tree Planting), CP4B (Permanent Wildlife Habitat Corridors), CP4D (Permanent Wildlife Habitat), CP10 (Vegetative Cover, Grasses Already Established), CP11 (Vegetative Cover Trees Already Established), CP25 (Rare and Declining Habitat). CREP CP2's should be reported under RIM/CREP
Management Activities	FBAP Staff are to report contracts and acres for CRP conservation plan modifications for Mid Contract Management and any other habitat management activity once the activity has been completed. Activities can be but not limited to tree removal, weed management, managed haying and grazing, interseeding, burning, and mowing.
Other	Anything that does not fit in the listed practices can be reported in the "Other" category. Please provide additional information in the heading title to clarify what you are reporting in the "Other" category.
CCRP Tree Practices	Includes Continuous CRP practices: CP5A (Field Windbreak Establishment), CP16A (Shelterbelt Establishment), CP17A (Living Snow Fence)
CCRP Grassland	Includes Continuous CRP Practice: CP38E (SAFE), CP33 (Habitat Buffers for Upland Birds)
RIM	Includes any Reinvest In Minnesota (RIM) Reserve easement: This would include programs such as RIM Buffers, RIM Grasslands, RIM Wetlands, RIM Wellhead, Wild Rice, ACUB
RIM/CREP	Includes any Reinvest In Minnesota (RIM) Reserve easement: This would include programs such as RIM Buffers, RIM Grasslands, RIM Wetlands, RIM Wellhead, Wild Rice, ACUB, CREP
Pollinator	Includes Pollinator Practices such as CP42 (Pollinator Habitat), any pollinator plot established on RIM easement acres, EQIP Honey Bee Effort, and other.
Wetland Reserve Easement (WRE)	Wetland Reserve Easement (WRE) program: Report acres and contracts under the WRE practice if they are only WRE. If the easement is RIM/WRE report those acres and contracts under RIM.
Environmental Quality Incentives Program (EQIP)	FBAP Staff can report contracts and acres under EQIP if they pertain to vegetative water quality practices and/or wildlife habitat. Such activities are anything under the NRCS Prairie Pothole Wetland and Grassland Retention Project or any other EQIP contract that results in the retention or creation of grasslands or other wildlife habitat.
Native Prairie Bank (NPB)	FBAP Staff can report contracts and acres for the NPB program if the FBAP staff are responsible for soliciting the landowner and assisting MN DNR with securing the contract.

SWCD Office: _____
 Phone: _____
 Contact Email: _____
 FTE: _____

State Funding: _____
 Local Match: _____
 Total Budget: _____
 Hours Worked: _____

FY18 CARRYOVER	FY19 BUDGET	TOTAL	Payment 1st Qtr	Payment 2nd Qtr	Payment 3rd Qtr	Payment 4th Qtr	BALANCE
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FY2019 MN Farm Bill Initiative - Work Documentation Sheet

Submit this completed report to Roxie.Serreyn@state.mn.us each quarter

Work Period: Monthly	Hours	# Initial Contracts	# Response Contracts	Total Enrolled		CCRP Filterstrips		CCRP Riparian Buffer		CCRP Wetlands		General CRP		Management Activities		Other:		CCRP Tree Practices		CCRP Grasslands		RIM		Pollinator		WRE		EQIP		NPB		
				# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts
July 2018	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
August 2018	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
September 2018	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Amount Requested for 1st Reimbursement - \$ -
 Submitted by SWCD _____

Submitted by BWSR _____
 Name _____ Date _____

The above duties have been performed as described and the hours recorded are an accurate reflection of time expended during above time period.

Check box for approval

Work Period: Monthly	Hours	# Initial Contracts	# Response Contracts	Total Enrolled		CCRP Filterstrips		CCRP Riparian Buffer		CCRP Wetlands		General CRP		Management Activities		Other:		CCRP Tree Practices		CCRP Grasslands		RIM/CREP		Pollinator		WRE		EQIP		NPB		
				# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts
October 2018	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
November 2018	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
December 2018	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Amount Requested for 2nd Reimbursement - \$ -
 Submitted by SWCD _____

Submitted by BWSR _____
 Name _____ Date _____

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Check box for approval

Work Period: Monthly	Hours	# Initial Contracts	# Response Contracts	Total Enrolled		CCRP Filterstrips		CCRP Riparian Buffer		CCRP Wetlands		General CRP		Management Activities		Other:		CCRP Tree Practices		CCRP Grasslands		RIM/CREP		Pollinator		WRE		EQIP		NPB		
				# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts
January 2019	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
February 2019	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
March 2019	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Amount Requested for 3rd Reimbursement - \$ -
 Submitted by SWCD _____

Submitted by BWSR _____
 Name _____ Date _____

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Check box for approval

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				# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts	# Acres	# Contracts
April 2019	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
May 2019	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
June 2019	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Amount Requested for 4th Reimbursement - \$ -
 Submitted by SWCD _____

Submitted by BWSR _____
 Name _____ Date _____

The above duties have been performed as described and the hours recorded are an accurate reflection of time expended during above time period.

Check box for approval