

# Watershed Agriculture Program SOP

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## 2.1.01.01

### WHOLE FARM PLAN - APPROVAL PROCEDURE

This SOP outlines the procedures of the WAP staff with regard to posting, scanning, And uploading approved WFP's to ensure the records/data are managed in an orderly and timely manner.

#### Approval Process

1. All WFP's shall be monitored for the planner and Landowner/Producer signature(s) after the coaches have approved to forward to the Ag Program Committee for review. Any WFP that has not been signed by the landowner(s)/producer(s) and/or supplemental agreement(s) prior to the Ag Program Committee date shall be presented in writing (via email), by support staff/Planner, to the Ag Program Manager for guidance.
2. Support staff will meet with the Ag Program Manager a minimum of one day prior to the Ag Program Committee meeting to provide the status of signatures and/or any other issues with the WFPs.
3. WFPs without signatures may be withheld from the Ag Program Committee review as determined by the Ag Program Manager.

#### Ag Program Manager and Committee Approved WFPs

1. Any WFP and/or supplemental WFP that was not signed prior to Committee and has had approval by the Ag Program Manager to proceed shall be monitored for signature(s) within **14 days** of Committee approval.
2. Any WFP that has not been signed by the landowner(s)/ producer(s) and/or supplemental agreement(s) within this time frame shall be presented in writing (via email), by support staff/Planner, to the Ag Program Manager for guidance.
3. In the event a landowner/producer refuses to sign the WFP, the support staff/Planner shall immediately notify the Ag Program Manager and Contracting Officer in writing.
4. All WFPs (new or revised) shall be posted into FAME within one week of obtaining Participant/Producer signatures, providing there are no known issues. The approval date shall be the committee approval date.
5. Support staff will forward all signed original WFP's to the Ag Program Manager and WAC ED for final signatures.
  - A. Notice of the non-approval by Ag Program Committee or the Council of Directors – The WFP status will be immediately provided by the support staff to the Planner(s), Ag Program Manager, and Contract Officer.

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- B. Supplemental Agreements that have been fully executed shall be posted, scanned, uploaded and filed with copies to the applicable staff within **7 days**.
6. Within one week of the WAC ED signature, WFP's shall be scanned and uploaded to FAME, with copies to the planner, Contract Officer, WAC Data Entry Specialist, SWCD Data Entry Specialist, CCE Executive Administrative Asst. and FSA if applicable, and filed in the respective implementation folders.
7. No WFP and/or Supplemental shall be scanned and uploaded to FAME until all signatures are in place.