

## Watershed Agricultural Program SOP - EOH

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### 2.1.01.05

#### **TIER 1 QUESTIONNAIRE / EOH APPLICATION -- DATA ENTRY**

The Tier 1 Questionnaire collects basic farm information from potential prospects and also serves as an application to the EOH Agricultural Program. Following the completion or receipt of a Tier 1 Questionnaire / EOH Application Form, the following steps should be taken to ensure proper recording of information contained in the document.

- The Planner will review the document for completeness and a landowner signature on Page 2.
- Please confirm whether the landowner is a partnership or corporation and enter its full name onto the Tier 1. If it is, note interviewee's title and verify that interviewee may sign for landowner.
- The Planner will record appropriate tax parcel information on Page 2 of the document.
- The Planner will verify mailing address accuracy at <http://www.melissadata.com/> and correct if necessary.
- The Planner will scan the document and save it on the EOH server at: S:\AG\AEM\Tier 1s Completed\*Current Year* and file a hard copy with our other Tier 1 paper files.
- The Planner will assign a unique internal identification number to all new properties with a Tier 1. If a Tier 1 is completed for a new property it will be assigned a new number. The number next in sequence can be found on the local Excel spreadsheet found at: S:\AG\AEM. If the Tier 1 is a new owner on an existing property in our records, the farm will get the same identification number and the hard copy will be physically attached to older Tier 1 record(s) in our paper files for that same property.
- The Planner will record all relevant Tier 1 information on our local Excel spreadsheet found at: S:\AG\AEM.
- The Planner will email the Tier 1 to the Administrative Assistant who will record the information in FAME, the WAC database and a PDF will be uploaded to FAME.

Attached: Tier 1 Questionnaire Application Form

Approved 2/16/16 CD

u:\wac handbook\tier 1 dataentry admin sop 2.11.16.docx