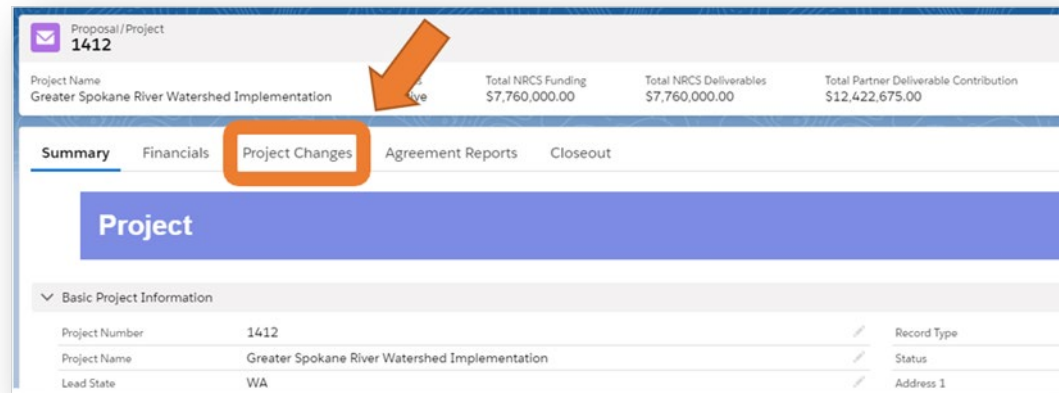


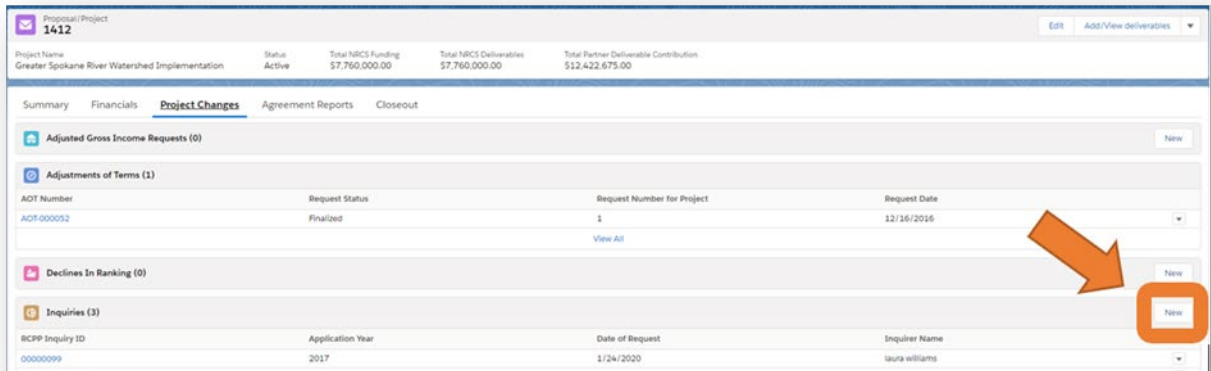
Attachment 3 – Portal Instructions for Submitting an RCPP Project Inquiry

Submitting an RCPP Inquiry

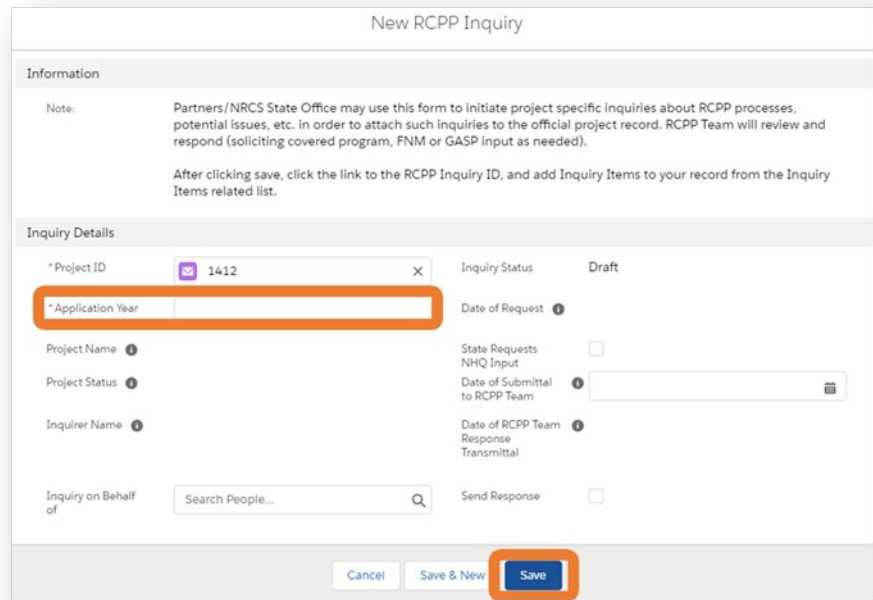
1. In an RCPP application of the NRCS Programs Portal, go to the project record.
2. Select the **Project Changes** tab within the project record.



3. Select new in the **Inquiry** section of the **Project Changes** tab.



4. Enter the **Application Year** of the RCPP project and click **save**.

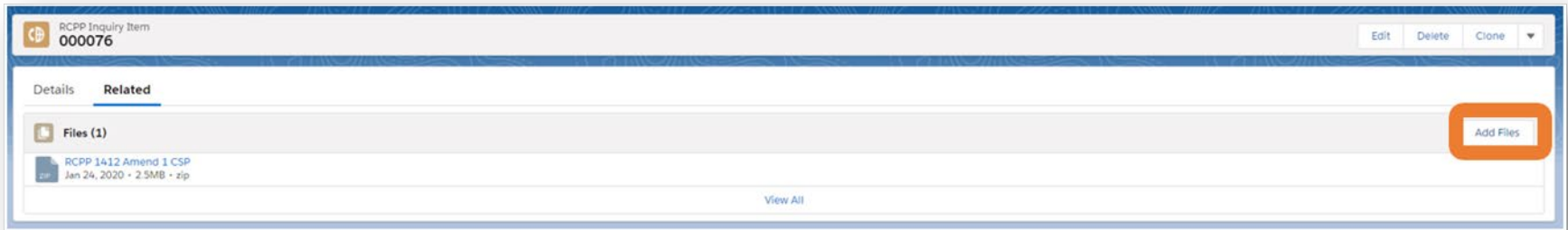


5. Click on the **Details** tab and then click **New** to create an Inquiry Item.



6. On the **Details** tab of the **Inquiry Item** fill out all required fields (Subject, Program, Background, & State Recommendation)

7. Select the **Related** tab and click **Add Files** to upload the checklist and any supporting documentation. Upload the checklist as an excel file and separately upload any supporting documentation.



8. Return to the **Details** tab of the **Inquiry Item** and click the original **Inquiry Number**.

RCPP Inquiry Item
000076

Details Related

Information

RCPP Inquiry	00000099
Subject	RCPP 1412 Amendment
Program	CSP
Background/Description of Problem	The partners would like to amend CSP to move funds from Idaho to WA. I

9. On the **Summary** tab of the **RCPP Inquiry** click **Edit**. Select the checkbox for **State Requests NHQ Input**. This will change the **Inquiry Status** from Draft to Pending RCPP Team Review.

RCPP Inquiry
00000264

Summary Details

Information

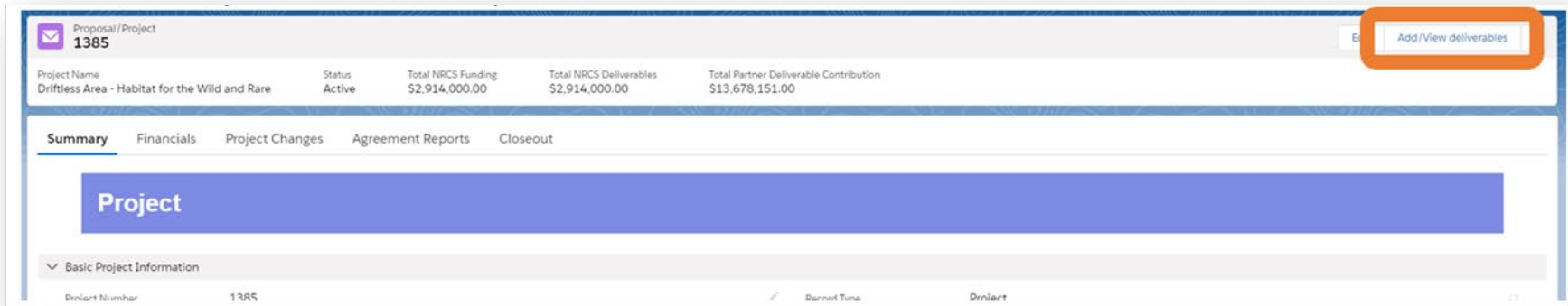
Note: Partners/NRCS State Office may use this form to initiate project specific inquiries about RCPP processes, potential issues, etc. In order to attach such inquiries to the official project record, RCPP Team will review and respond (soliciting covered program, FNM or GASP input as needed).
After clicking save, click the link to the RCPP Inquiry ID, and add Inquiry Items to your record from the Inquiry Items related list.

Inquiry Details

Project ID	1385	Inquiry Status	Pending RCPP Team Response
Application Year	2021	State Requests NHQ Input	<input checked="" type="checkbox"/>
Project Name	Driftless Area - Habitat for the Wild and Rare	Team	
Project Status	Active	Date of RCPP Team Response Transmittal	
Inquirer Name	RYAN GERLICH	Send Response	<input type="checkbox"/>
Inquiry on Behalf of			

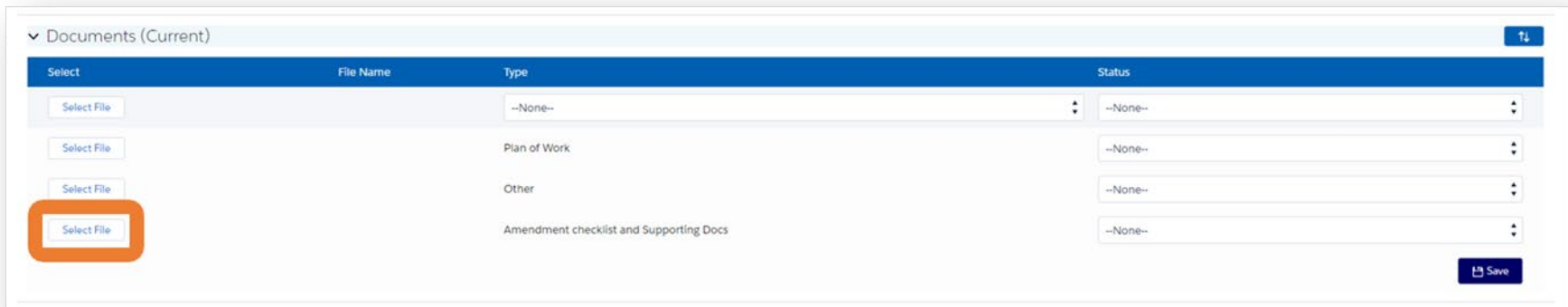
Uploading Documents after Completing a Memo for the Record (MFR) or Processing an Amendment through FPAC-BC GAD

1. Consolidate all documents into a single PDF.
2. Go to the RCPP Project Record and click **Add/View Deliverables**.



The screenshot shows the RCPP Project Record interface for Proposal/Project 1385. The project name is "Driftless Area - Habitat for the Wild and Rare" and the status is "Active". The total NRCS funding is \$2,914,000.00, and the total NRCS deliverables are also \$2,914,000.00. The total partner deliverable contribution is \$13,678,151.00. The interface includes tabs for Summary, Financials, Project Changes, Agreement Reports, and Closeout. A blue bar labeled "Project" is visible. Below it, there is a section for "Basic Project Information" with fields for District Number (1385), District Name, and District.

3. Click **Select File** in the **Amendment checklist** row. Once the file has successfully been uploaded the status will change to **RCPP Review Requested**.



The screenshot shows the "Documents (Current)" table. The table has columns for Select, File Name, Type, and Status. The "Amendment checklist and Supporting Docs" row is highlighted, and its "Select File" button is circled in orange. The other rows are "Plan of Work" and "Other".

Select	File Name	Type	Status
Select File		--None--	--None--
Select File		Plan of Work	--None--
Select File		Other	--None--
Select File		Amendment checklist and Supporting Docs	--None--