

[Generating a Schedule of Operations \(NRCS-CPA-1155\) in Toolkit for CRP](#)

Abstract

This document will guide you through a basic scenario for scheduling CRP practices in Toolkit for the purpose of generating a Schedule of Operations for CRP. This document assumes that you've already digitized and attributed the field(s) in Toolkit, either within an existing plan layer, or within a newly created one.

Details – Reload Domain Data (One Time Step)

1. **Open** Toolkit.
2. **Click** on the *File* menu and **select** *Reload Domain Data*.
3. If prompted, **enter** user ID and password.

Details – Practice Schedule

Navigate to the Practice Schedule Tab...

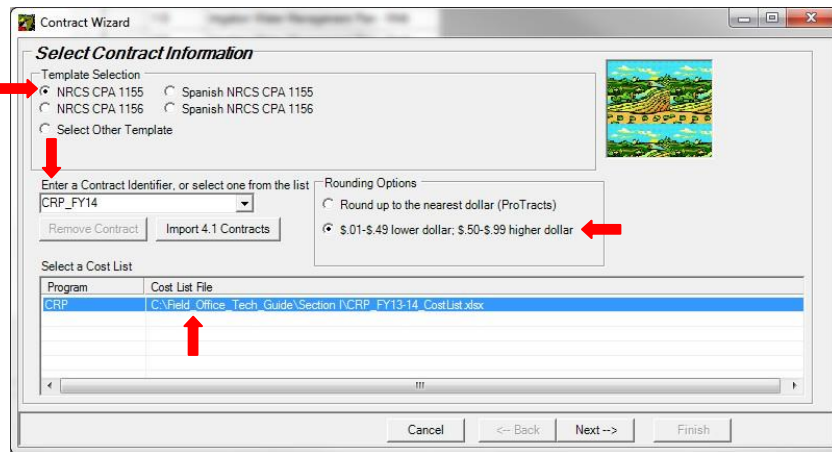
1. **Schedule** the applicable practice(s) within the *Practice Schedule* tab for the intended CRP conservation treatment. Be sure to use the *CRP* program code. *Note: see appendix for CP Code, Toolkit Practice Code, and narrative reference*
2. As applicable, **schedule** practice code 647 (Early Successional Habitat Development/Management) for all required mid-management practices. Use the narrative code *CRP-MID*. *Note: Be sure to manually fill in the cover type, Job Sheet number, and Job Sheet title.* Be sure to use the *CRP* program code.
(JS# and titles are listed below. You can copy a line of text from below and paste it into the JS# and title portion of the CRP-MID narrative in Toolkit---You will have to use "CTRL+V" to paste the copied text into the correct location in the narrative---right-click "Paste" is not available)
 - 384 CRP Required Management Practice - Herbicide Application and Inter seeding for Cool Season Grass Cover**
 - 385 CRP Required Management Practice - Exemption From Required Management**
 - 386 CRP Required Management Practice - Mowing**
 - 387 CRP Required Management Practice - Herbicide Application**
 - 388 CRP Required Management Practice - Burning and Inter-seed**
 - 389 CRP Required Management Practice - Prescribed Burning**
 - 390 CRP Required Management Practice - Disking and Inter-seeding for Cool Season Grass Cover**

3. Use the recurring button in Toolkit for mid-management activities that occur more than once during the life of the contract (use the specify interval option).
4. After practices have been scheduled and narratives selected, **Click** on the *Save* button within the *Practice Schedule* tab to save changes

Details – Contract Wizard

1. **Click** on the *Contract Wizard* button
2. On the first screen, **verify** that the *Template Selection* is set to *NRCS CPA 1155*
3. **Enter** in a contract identifier (i.e. CRP_FYyy)
4. Under *Rounding Options*, be sure to **select** *\$.01-\$.49 lower dollar; \$.50-\$.99 higher dollar*
5. **Select** the *Cost List File*. **Note:** Cost lists are typically located in either of the following directories:

F:\FOTG\Section_I
C:\Field_Office_Tech_Guide\Section I



6. **Click Next**
7. For the establishment or existing cover practice, **select** all applicable *Components* for the first year of establishment of cover...or if existing cover, select *CRDA NO C/S AUTH. OR COVER ALREADY ESTAB.*

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8. For the mid-management practice (647), **select** the applicable component(s) (example: *CRAR REQUIRED MANAGEMENT PRACTICE – MOWING*)
9. After all applicable components have been selected, **click** the *Save* button and **select** *Ok* on the message box
10. **Click** the *Next* button
11. **Add** *Participants*, if needed...then **click** *Next*
12. **Verify** *Preferences*, make changes as necessary...then **click** *Finish*
13. **Name** the *Excel* document that will become the CPO...then **click** *Open*
14. The Schedule of Operations will open in *Excel* after it's created

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*Appendix – Narrative code reference

Base CP Code	CP Code	Toolkit Practice Code	Toolkit Narrative Code
CP1	CP1	327	CRP-CP1
CP1	CP1 existing	327	CRP-CP1e
CP2	CP2	327	CRP-CP2
CP2	CP2 existing	327	CRP-CP2e
CP3	CP3	612	CRP-CP3
CP3	CP3 existing	612	CRP-CP3e
CP3	CP3A	612	CRP-CP3A
CP3	CP3A existing	612	CRP-CP3Ae
CP3	CP3A years 2 & 3	612	CRP-CP3A-Y
CP4	CP4B	645	CRP-CP4B
CP4	CP4B existing	645	CRP-CP4Be
CP4	CP4D	645	CRP-CP4D
CP4	CP4D existing	645	CRP-CP4De
CP5	CP5	380	CRP-CP5
CP5	CP5 existing	380	CRP-CP5e
CP8	CP8A	412	CRP-CP8A
CP8	CP8A existing	412	CRP-CP8Ae
CP9	CP9	646	CRP-CP9
CP9	CP9 existing	646	CRP-CP9e
CP12	CP12	645	CRP-CP12
CP15	CP15A	332	CRP-CP15A
CP15	CP15A existing	332	CRP-CP15Ae
CP15	CP15B	332	CRP-CP15B
CP15	CP15B existing	332	CRP-CP15Be
CP16	CP16A	380	CRP-CP16A
CP16	CP16A existing	380	CRP-CP16Ae
CP17	CP17A	380	CRP-CP17A
CP17	CP17A existing	380	CRP-CP17Ae
CP21	CP21	393	CRP-CP21
CP21	CP21 existing	393	CRP-CP21e
CP22	CP22	391	CRP-CP22
CP22	CP22 existing	391	CRP-CP22e
CP23	CP23 & CP23A	657	CRP-23-A
CP23	CP23 & CP23A existing	657	CRP-23-Ae
CP23	CP23 & CP23A buffer	657	CRP-23-Ab
CP23	CP23 & CP23A buffer existing	657	CRP-23-Abe
CP25	CP25 & CP25 prairie	643	CRP-CP25P
CP25	CP25 & CP25A prairie existing	643	CRP-CP25Pe
CP25	CP25 & CP25A savanna	643	CRP-CP25S
CP25	CP25 & CP25A savanna existing	643	CRP-CP25Se
CP27	CP27	646	CRP-CP27
CP27	CP27 existing	646	CRP-CP27e
CP28	CP28	393	CRP-CP28
CP28	CP28 existing	393	CRP-CP28e
CP29	CP29	393	CRP-CP29
CP29	CP29 existing	393	CRP-CP29e
CP30	CP30	391	CRP-CP30
CP30	CP30 existing	391	CRP-CP30e
CP31	CP31	612	CRP-CP31
CP31	CP31 existing	612	CRP-CP31e
CP33	CP33	645	CRP-CP33
CP42	CP42	327	CRP-CP42
CP42	CP42 existing	327	CRP-CP42e