



## **Clean Ohio Local Agricultural Easement Purchase Program (LAEPP) Landowner Application Information for SWCD/NRCS Representatives**

Per OAC 901-2-04, LAEPP landowner applications require information about conservation plans and soils of the applicant property that must be approved by a Soil and Water Conservation District (SWCD) or Natural Resources Conservation Service (NRCS) representative. If a Local Sponsor organization requests your assistance in completing a landowner's application for LAEPP, follow these instructions to complete your part of the application process.

### **Registering for your online account**

First, visit the Clean Ohio LAEPP landowner application site at:

<http://agri.ohio.gov/LAEPPApplication/>

Once here, use the "How to Register" document (under the *Getting Started* heading on the left-hand side of the page) to create your individual account. When you get to "Choose your Organization," select your organization (which may be different than the Local Sponsor you are completing applications for). If your organization is not listed, contact the Office of Farmland Preservation at [amanda.bennett@agri.ohio.gov](mailto:amanda.bennett@agri.ohio.gov) so that your organization can be added to the system.

### **Accessing Applications (SWCD/NRCS Representative only – not Local Sponsor)**

As Local Sponsors complete their landowner applications, they will select you as their SWCD/NRCS representative that will be completing the Conservation Plan and Soils Steps. After they complete all preceding Steps, they will call or email you to request that you login and complete these two Steps. Be sure they provide you with the Application ID for the application you will be working on.

Once you've logged in, select "Go to Dashboard," where your screen will look something like the illustration below. You are looking for the tab titled *SWCD Apps*. In some cases, you may have no other tab but the *SWCD Apps* tab.



http://agri.ohio.gov/LAEPApplication/Confirmed/Dashboard

LAEP Home About Contact

Known Issues Report An Issue Hello, Amanda Bennett! Log off

Dashboard Application Questions Area

## Dashboard - Ohio Department of Agriculture

2016

Application Stats

Pending Apps: 20  
Submitted Apps: 0  
Cancelled Apps: 0

Graphs?

Change your account settings

Password: [\[Change\]](#)

Administration:

Applications **User Management** County Information Organizations Funding Rounds Other Factors SWCD Apps

Create New Application

(Double Click To Edit Application Status)

Export Options:

	Application ID	App Name	App Stat	Score	User	Org	Year	Date Started
	<input type="text"/>	All <input type="text"/>	All <input type="text"/>		All <input type="text"/>	<input type="text"/>	All <input type="text"/>	<input type="text"/>
	10000	Eric's Place	Pending	71.18 pts	Eric Holyak	Ohio Department of Agriculture	2016	9/21/2015
	10001	Amanda 9-22	Pending	33 pts	Amanda Bennett	Ohio Department of Agriculture	2016	9/22/2015
	10002		Pending	0 pts	Eric Holyak	Ohio Department of Agriculture	2016	10/7/2015
	10003		Pending	0 pts	Eric Holyak	Ohio Department of Agriculture	2016	10/9/2015
	10004	10-14-2015	Pending	29 pts	Amanda Bennett	Ohio Department of Agriculture	2016	10/14/2015
	10005	Eric Testing Other Factors	Pending	38 pts	Eric Holyak - USDA	USDA	2016	11/16/2015
	10006	Test_FH2014	Pending	43.5 pts	Amanda Bennett	Ohio Department of Agriculture	2016	11/27/2015

Refresh

1:42 PM 12/17/2015

Illustration 1 – Looking for the SWCD Apps Tab on your Dashboard

Once you are on the *SWCD Apps* tab, you will see a box with any applications to which you've been assigned as SWCD/NRCS representative. Click on the pencil icon to enter an existing application.

The screenshot shows a web browser window with the URL <http://agri.ohio.gov/LAEPApplication/Confirmed/Dashboard>. The page title is "Dashboard - Ohio Department of Agriculture". The user is logged in as "Hello, Amanda Bennett!".

The dashboard displays application statistics for the year 2016:

Category	Count
Pending Apps	20
Submitted Apps	0
Cancelled Apps	0

There are also links for "Graphs?", "Change your account settings", and "Password: [Change]".

The "Administration" section includes tabs for "Applications", "User Management", "County Information", "Organizations", "Funding Rounds", "Other Factors", and "SWCD Apps". The "SWCD Apps" tab is active, showing a table of pending applications:

Application ID	Status	Year
10001	Pending	2016
10004	Pending	2016
10007	Pending	2016
10008	Pending	2016

The Windows taskbar at the bottom shows the system time as 1:47 PM on 12/17/2015.

Illustration 2 – View of *SWCD Apps* tab

After you've opened an application, it will take you to the first step of the application. You will not be able to complete any information, but you will need to click "Save/Next Step" at the top-right of your screen.

The screenshot shows a web browser window with the URL [agri.ohio.gov/LAEPApplication/Confirmed/LAEPApplication](http://agri.ohio.gov/LAEPApplication/Confirmed/LAEPApplication). The page header includes navigation links for LAEPP, Home, About, Contact, Forms, and FAQ. A user is logged in as Amanda Bennett, with a "Manage your account" link. The main content area displays application details: Application ID: 10008, Application Status: Cancelled, and Application Name: Test\_Bow2014. A vertical progress bar on the left lists 18 steps, with Step 0: Start Here (0 pts) highlighted. The main heading is "LAEPP Landowner Application". Below this, there is a "Farmland Preservation Advocates" section with a welcome message and contact information. A form field for a "Friendly" name contains "Test\_Bow2014". Two dropdown menus for "Choose SWCD Rep 1\*" and "Choose SWCD Rep 2" are set to "Amanda Bennett-Gibson" and "Amanda Bennett" respectively. A "Save/Next Step" button is located in the top right. A copyright notice at the bottom reads "© 2016 - Ohio Preserved Farmland (Ohio Department of Agriculture)".



Illustration 3 – Application View. Click "Save/Next Step" to proceed to the Conservation Plan Step.

This will take you to the first of the SWCD/NRCS Steps – Conservation Plan. Complete the information requested and click “Save/Next Step” to complete the Soils Step. Once you complete the Soils Step and click “Save/Next Step,” you will be moved forward to the next Step (Points Based Appraisal), but you will be unable to complete any further information. At this time, you are done with the SWCD/NRCS Steps and you can email or call your Local Sponsor to let them know you are done.

**Accessing Applications – SWCD/NRCS Representative that is also the Local Sponsor**

If you are a Local Sponsor that happens to also be the SWCD/NRCS Representative, you do not need to register for a separate application account. Simply look for the *SWCD Apps* tab on your dashboard and complete the Conservation Plan and Soils Steps. After you complete these Steps, you’ll need to return to your *Applications* tab to complete the rest of the landowner’s application.

**Questions?**

If you need assistance or wish to report an issue from within the application site, simply click the red button at the top titled *Report an Issue*. If you are not in the application, contact Amanda Bennett at the Office of Farmland Preservation – [amanda.bennett@agri.ohio.gov](mailto:amanda.bennett@agri.ohio.gov) or (614) 728-6214.

01/14/2016

