UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Washington, DC 20250

Emergency Conservation Program Automation 2-ECP

Amendment 2

Approved by: Deputy Administrator, Farm Programs

) ilis Beam

Amendment Transmittal

A Reasons for Amendment

This handbook has been amended to update screens throughout, removing "Record and Pay" and "View/Print Certifications" options from the left navigation menu and replacing them with screens reflecting the new "Certify and Pay" option.

Part 3 has been amended to add instructions for requesting and issuing advance payments for Practice EC3 – Restoring Permanent Fences.

Part 4 has been reorganized for clarity to reflect the new "Certify and Pay" functionality. Paragraphs have been renumbered or withdrawn, as needed.

Page Control Chart		
TC	Text	Exhibit
3, 4	2-3 through 2-6	3, page 1, 2
	3-1 through 3-38	page 3
	3-51 through 3-58	
	3-83 through 3-104	
	3-107, 3-108	
	3-113, 3-114	
	3-121 through 3-132	
	3-137, 3-138	
	3-141 through 3-150	
	3-153 through 3-166	
	3-169, 3-170	
	4-1 through 4-52	
	5-3 through 5-6	
	5-11 through 5-16	
	5-19 through 5-28	
	5-45 through 5-48	
	5-73 through 5-78	
	5-91 through 5-94	
	5-103, 5-104	
	6-3 through 6-16	
	6-19 through 6-44	
	6-45	

•

Part 3 Cost Share (Continued)

Section 8 View/Print Forms and Letters

122	View/Print Forms	3-167
123	View Print Form Results	3-169
124-12	9 Reserved	

Part 4 Performance and Payment

Section 1 Certification

130	Search Agreements for Certify and Pay	4-1
131	Certify and Pay Search Results	4-3
132	Agreement Summary Page	4-4
133	Practice Summary Page	4-6
134	Create New Producer Certification – Component Rate Practice Page	4-7
135	Producer Certification Confirm – Component Rate Practice	4-11
136	TSP Certification	4-13
137	TSP Certification Confirmation	4-17
138-14	40 Reserved	

Section 2 Record and Pay

141	Search Agreements for Certify and Pay	4-21
	Certify and Pay Search Results	4-22
143	Certify and Pay Main Page	4-25
	Record and Pay Main – Confirmation	4-27
145, 1	46 (Withdrawn—Amend. 2)	
	51 Reserved	

Section 3 View & Print Existing Certifications

152	Existing Certifications	4-37
153	View Existing Certifications from Search Results	4-41
154-1	59 Reserved	

Section 4 Retry Payment

160	Retry Payment Results	4-49
161	Retry Payment	4-50
162	Retry Payment Confirmation	4-52
163-16	58 Reserved	

2-ECP Amend. 2

Part 5 Agreement Maintenance

Section 1 Revise Agreement

169	Search Agreements for Revision	5-1
170	Revise Agreement Search Results	5-3
171	Revise Contract	5-5
172	Agreements Signup – Applicant Information Page	5-7
173	Agreements Signup - Add Contributors	5-9
174	Agreement Approval Data	5-10
175	Agreement Signup – Add Practices	5-12
176	Agreement Signup – Add Practice Components	5-13
177	Agreement Signup – Component Rate Practice Approval	5-16
178	Application Signup – Component Rate Practice Approval Confirmation	5-19
179	Agreement Approval – Assign Disaster ID	5-12
180	Agreement Approval – Fund Selection (Revision)	5-22
181	Agreement Approval Contract Summary	5-23
182	Agreement Approval Revision Complete	5-24
183-19	00 (Reserved	

Section 2 Agreement in Process

191	Edit Contract	5-29
192	Agreement Maintenance – Cancel Revision	5-31
193	Agreement Maintenance – Cancellation (Revision)	5-33
194	Agreement Maintenance – Cancel Reinstate	5-34
195	Agreement Maintenance – Cancellation (Reinstate)	5-35
196-2	00 Reserved)	

Section 3 Terminate/Reinstate Agreement

201	Terminate Contract	5-39
202	Agreement Maintenance – Terminate Agreement Reason	5-41
203	Agreement Maintenance – Terminate Agreement Confirmation	5-43
204	Agreement Maintenance – Terminate Complete	5-44
205	Agreement Maintenance: Agreement Approval	5-45
206	Agreement Maintenance: Agreement Approval Confirmation	5-47
207	Agreement Maintenance: Terminate Final	5-48
208	Agreement Maintenance - COC/CED Approval Complete	5-49
209	Re-instating Agreements	5-50
210	Agreement Maintenance – Reinstate Agreement Complete	5-51
211-21	5 (Reserved	

22 Cost Share Program Selection

A Overview

The Cost Share Program Selection page is used to navigate between the different cost share programs.

B Example of Cost – Share Program Selection Page

Following is an example of the Program Selection Page. This page is used to select ECP or another conservation program.

Menu	Program
Welcome USER NAME	Select Program for cost share
Program Select Program	All required fields are denoted by an asterisk $\{*\}$
	* Select Program : Select Program V
	Continue

Users associated with more than one State or more than one county will have additional data fields as necessary for selecting the desired State and county as follows.

Menu	Program
Welcome USER NAME	Select Program for cost share
State	All required fields are denoted by an asterisk {*}
Reports	* Select Program : Select Program 🗸
Program	* State : Select State V
Select Program	* County : Select County V
	Continue

C Action

Select ECP from the "Select Program" drop-down list and CLICK "Continue".

State Office and National Office employees must also select a single State and single county.

Note: Once a State and county are selected, State and National Office users are limited to viewing or editing applications and agreements for that specific State and county. To change the selected State and/or county, CLICK "**Select Program**" in the left navigation menu and select the new desired State and county.

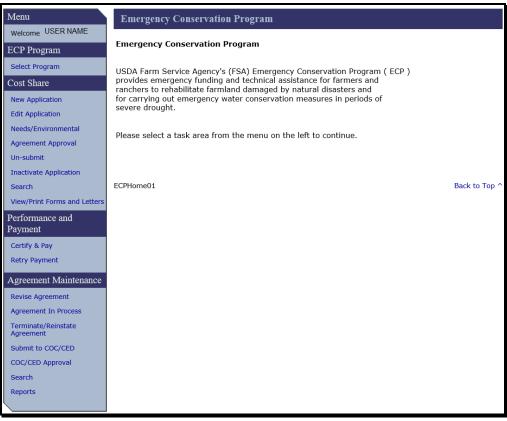
23 ECP Home Page

A Overview

After the user has selected ECP from the Cost Share Program Selection Page, the ECP Home Page will be displayed.

B Example of ECP Home Page

Following is an example of the Emergency Conservation Program Home page. *--



--*

23 ECP Home Page (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the ECP Home Page.

Field	Description/Action
	ECP Program
Select Program	Provides the ability to select or change the program.
	Cost Share
New Application	Used to create a new application with producer, farm/tract/field practice, and technical practice.
	Note: FSA-848 is used to document applications and is considered the cost share request ; however, either "application" or "FSA-848" will be used based on the reference in the software to avoid confusion.
Edit Application	Used to edit previously entered information on an existing "Incomplete" status application.
Needs/ Environmental	Used to enter needs determination and/or environmental compliance information.
	Note: After needs and/or environmental compliance information has been entered and submitted, user cannot un-submit an application without losing the needs determination and/or environmental compliance information.
Agreement	Used to enter approval date. Only approve agreements if both needs
Approval	 determination and environmental compliance information is complete. Note: If both needs determination and environmental compliance information is complete for a practice, no further editing is allowed.
Un-submit	Used to change the status of an application from "Complete" to "Incomplete".
Inactivate Application	Used to inactivate an unwanted application before approval. Once inactivation has been completed the record will be permanently disabled.
Search	Used to search for an application.
View/Print Forms	Used to access forms/letters.
and Letters	
	Performance and Payment
Certify & Pay	 Used to: enter producer and TSP certification (self or TSP certify) select and submit payment to process
* * *	* * *
Retry Payment	Retry a failed payment.

23 ECP Home Page (Continued)

Field **Description/Action Agreement Maintenance Revise** Agreement Provides the ability to modify the producer, change shares, add additional components, increase or decrease extent, and extend practice expiration date. Provides the ability to complete a revision that has been started and not Agreement In Process completed or used to return a reinstated agreement to "Contract Approved" status. Terminate/ Provides the ability to terminate existing approved agreements or Reinstate reinstate terminated agreements Agreement Submit to Provides the ability to complete a revision and submit the revised COC/CED agreement for COC approval COC/CED Provides the ability to enter COC/CED approval for revisions Approval Search Used to search for an agreement Reports Provides the ability to select reports to view

C Fields, Descriptions, and Actions (Continued)

24-29 (Reserved)

Part 3 Cost Share

Section 1 New Application

30 Application Signup – Applicant Information

A Overview

After user clicks "**New Application**" from the Cost Share menu on the ECP Home Page, the Application Signup-Applicant Information Page will be displayed. This page is used to create a new application and select the producers to be associated with the new application.

B Example of Application Signup – Application Information Page

Following is an example of the Application Signup – Application Information Page. *--

Menu	Application Signup - Applicant Information						
Welcome USER NAME	Following are the producer details.						
ECP Program	All required fields are denoted by an asterisk{*}						
Select Program							
Cost Share	* State : Any State						
New Application	* County : Any County V						
Edit Application		* Producers : Add Producer					
Needs/Environmental	* Select	Primary Applicant :					
Agreement Approval	Select	Applicant(s)	Action				
Un-submit	۲	A Producer	Remove				
Inactivate Application	0	B Producer	Remove				
Search							
View/Print Forms and Letters	Continue						
			*				

C Application Information Page Options

The following table provides the field descriptions and actions for the Application Signup – Applicant Information Page.

Field	Description/Action
State	County Office users associated with more than one State must select the desired
	State from a drop-down list. Drop-down menu is inactive for State and
	National users. State and National users are limited to the State selected on the
	program page during program selection.
County	County Office users associated with more than one county must select the
_	desired county from a drop-down list. Drop-down menu is inactive for State
	and National users. State and National users are limited to the county selected
	on the program page during program selection.

30 Application Signup – Applicant Information (Continued)

Field **Description/Action** CLICK "Add Producer". The SCIMS Customer Search Page will be Add displayed. The SCIMS Customer Search Page provides users with a method of Producer searching SCIMS to find the applicable producer. After selecting the producer type, the producer can be selected by name, tax ID, or other. See 1-CM for additional information on SCIMS. After user clicks an applicant's link from the SCIMS search results, the Application Signup - Applicant Information Page will be redisplayed with the selected applicant's information. Select Designate a producer as primary applicant. Under the "Select" column, CLICK the "radio button" for the primary applicant. Remove Removes a producer. **Note:** If the agreement contains only a single producer, that producer **cannot** be removed. User must first add another producer before attempting to remove the previous sole producer. The Application Signup – Add Contributors Page will be displayed. See Continue paragraph 31.

C Application Information Page Options (Continued)

31 Application Signup – Add Contributors – Field Selection

A Overview

After selecting "Continue" on the Application Signup – Applicant Information Page, the Application Signup – Add Contributors – Field Selection Page will be displayed. This page is used to enter field numbers for the land where practices will be applied.

B Example of Application Signup – Add Contributors – Field Selection Page

Following is an example of the Application Signup – Add Contributors – Field Selection Page.

*_-

Welcome						
ECP Program	Following are the Producer/Contributor details.					
Select Program	All required fields are denoted by an asterisk{*}					
Cost Share	Producer Farm Details * Producer(s)	Farm No.	Tract No.	* Field No.	State	County
New Application	A Producer	0007474	0011441	1	29	10
Edit Application	B Producer	0001518	0003333	2,3	29	10
Needs/Environmental		· · ·				
Agreement Approval	Save & Add Damage Docu	umentation Cano	el			

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Add Contributors – Field Selection Page.

Field	Description/Action					
Field No.	Users should enter field numbers for the land where practices will					
	e applied. CSS will interface with the Farm Records database to					
	stract farm and tract number data for the selected producers.					
	Note: There is no limit to the amount of field numbers that can be entered. If practices are being cost-shared on multiple fields, field number values should be separated by commas with no spaces.					
Save & Add Damage	After all applicable information has been entered, CLICK "Save and					
Documentation	Add Damage Documentation".					
Back	The previous page, "Application Signup - Applicant Information",					
	will be displayed.					

32 Application Signup - Documentation

A Overview

After the user selects Save & Add Damage Documentation from the Application Signup – Add Contributors Page, the Application Signup – Documentation Page will be displayed. This page provides selection criteria for entering information pertaining to the specific disaster ID and type for which the producer is applying.

B Example of Application Signup - Documentation Page

Following is an example of the Application Signup – Documentation Page. *--

Menu	Application Signup - Docum	entation			
Welcome ECP Program	Control No: 99_9992019_00 Applicant Name: A Produce	r	C		e: 05/29/2019 ster ID: 1735
Select Program	Agreement Status : INCOMPLE	:16			Add/View Notes
Cost Share	Following fields are useful for	documenting the Dan	nage.		
New Application	All required fields are denoted by	an asterisk {*}			
Edit Application	* Select Disaster ID :		~		
Agreement Approval	* Select Disaster Type :	Other 🗸			
Un-submit	Description of Site :	description			
Inactivate Application	L	Type of Agricultural Pro	duction		
Search View/Print Forms and Letters		Field Grown Ornam			
		Flowers or Bulbs			
Performance and Payment		Grain or Row Crops			
Certify & Pay	Crops :	✓ Hay Forage or Paste ○ Orchards or Vineya			
Retry Payment		✓ Other Crop			
Agreement Maintenance		 Seed Crops Vegetables or Fruits 			
Revise Agreement					
Agreement In Process	Livestock :	Select Live Stock	~	Add	
Terminate/Reinstate Agreement		Selected Livestock	Number or Weight	Unit	Link To Remove
Submit to COC/CED		Horses, Mules and Donkeys	150	Head Count	Remove
COC/CED Approval					
Search	Save & Add Practice(s)				

32 Application Signup – Documentation (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Documentation Page.

Field/Link	Description/Action
Add/View Notes	CLICK "Add/View Notes" to insert notes and/or comments on each
	page.
Select Disaster	Using the drop-down list, "[ID Not Assigned]" may be selected if ID is
ID	not known when submitting the request. However, a designation other
	than "[ID Not Assigned]" must be selected before approval. If a
	designation other than "[ID Not Assigned]" has been selected disaster
	type will be automatically be pre-populated in the Application Signup – Add Practices Page according to subparagraph 33 B.
Select Disaster	Using the drop-down list, select the predominant disaster type for this
Туре	disaster if it is not prepopulated.
Description of	Enter a narrative description of the site to differentiate between
Site	applications with any information that helps user remember specifics
	about the land. Entry in this field is optional.
Crops	CHECK (\checkmark) applicable crops.
	Note: A crop or livestock must be selected for the application. Both
	may be selected, but both are not required.
Livestock	Using the drop-down list, select the applicable livestock and CLICK
	"Add". Then add the number or weight associated with the applicable
	livestock.
	Users also have the option to remove selected livestock using the
	Remove link.
	Note: A crop or livestock must be selected for the application. Both may be selected, but both are not required.
Save & Add	Saves documentation information that was loaded on the page.
Practice(s)	

33 Application Signup - Add Practices

Par. 33

A Overview

After the damage documentation has been added, the Application Signup – Add Practices Page will be displayed. This page is used to select the practices under which ECP cost share assistance is being requested.

B Example of Application Signup – Add Practices Page

Following is an example of the Application Signup – Add Practices Page.

Notes: In this example, the Component Rate practice rate type is being used. The user must select either "Component Rate" or "Practice Rate" depending on how the cost share rates were established in the Program Provisioning software. The steps for entry of contributor information for the practice vary depending on which practice rate type is selected. The user must enter contributor information per component when using the Component Rate. When using Practice Rate the user is still required to enter components for the practice. Components are used for recording needs determination and for reporting performance. However, contributor information is entered only once at the practice level and is not entered for individual components.

If Administrative County and Physical County are different, please be sure:

- appropriate funding is tied to Administrative County
- Physical County has loaded components and rates in Program Provisioning.

Menu	Applicatio	on Signup - Add I	Practices								
ECP Program	Applicant N		er Cr	nistrative		Date : 0					
Select Program	Agreement	Status : INCOMP	LETE								
Cost Share						Add	/iew Notes				
New Application	Following f	ields lets you to a	dd or edit a pr	actice							
Edit Application	All required f	fields are denoted b	y an asterisk{"	}							
Needs/Environmental		Select Practice 1 E	C3 - Restoring P	ermanent Fence	6		1				
Agreement Approval	* Prat	tice Rate Type :	Component Ra	ate O Practice R	ate		_				
		and the second sec				Disaster Type : Other Physical					
Inactivate Application			her		(1000					
	Farm, Tract	Disaster Type : Ot t, Field & Acres :	her		(Physica County					
Inactivate Application	Farm, Trac Select		her Tract No.	Field No.	* Acres	1000					
Inactivate Application Search		, Field & Acres :		Field No.	* Acres	County	J				
Inectivate Application Search View/Print Forms and Letters Performance and		Field & Acres :	Tract No.	Field No. 1 2	* Acres	County	unty				
Inectivate Application Search View/Print Forms and Letters Performance and		Field & Acres : * Farm No. 0007474	Tract No. 0011441	1	* Acres	County State 29	anty 01				
Discrivate Application Search View/Print Forms and Letters Performance and Payment	Select	Field & Acres : Farm No. 0007474 0001518	Tract No. 0011441 0003333 0003333	1		County State 29 29	101				

33 Application Signup - Add Practices (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Add Practices Page.

Field/Link	Description/Action
Add/View Notes	CLICK "Add/View Notes" to insert notes and/or comments on each page.
Select Practice	From the drop-down list, select the practice requested by applicant. If practice is not listed, exit the application and contact the State Office.
	Note: State Office specialists may need to verify county eligibility with National Office program manager.
Practice Rate Type	CLICK " radio button ", as applicable, whether using a component rate or practice rate, according to the County's Program Provisioning information.
	Calculate C/S based on either of the following, as applicable:
	• rates entered for each component in the Program Provisioning software (component rate)
	• rate entered for the practice in the Program Provisioning software (practice rate).
	Note: If practice rate is selected but a cost share rate has not been established for the practice an error message will be displayed advising the user to establish a practice rate in program provisioning.
Disaster Type	Pre-filled from the "Select Disaster Type" field selection on the Application Signup – Documentation Page but can be edited.
Farm, Tract, Field & Acres	CHECK (✓) applicable farm/tract/field and enter the total number of acres affected for that practice. Total practice acres cannot exceed the total farmland acres on the tract.
Save & Add Practice Component(s)	Saves practice information that was loaded on the page. Takes the user to the Application Signup – Add Practice Components Page. See paragraph 34.
Cancel	Takes the user to the Application Signup – Practice Summary – Finalize page. See paragraph 37.

34 Application Signup - Add Practice Components

A Overview

After practice information has been entered, the Application Signup – Add Practice Components Page will be displayed. This page is used to select the components associated with the previously selected practice. The components that will be displayed depend on components available within the State's Program Provisioning software or components created at the county level in the Program Provisioning software.

B Example of Application Signup – Add Practice Components Page

Following is an example of the Application Signup - Add Practice Components Page. *--

Menu	Application	Signup - Add Practice Con	aponent	s					
Welcome ECP Program	Control No : Applicant Ni	99_995 2019 0041 A Producer Status : INCOMPLETE					Creatio	n Date: 05 Disaster 1	
Select Program	Agreement	Status : INCOMPLETE						Add/\	/iew Notes
Cost Share New Application		component rate.							
Edit Application Needs/Environmental Agreement Approval	Selec	elds are denoted by an asterisk ted Practice : 01-EC3 ractice extent 20 Linear Foot) :	{*}						
Un-submit Inactivate Application Search	* Select (Components : Select Components ected ones will be added to the					✔ Add		
View/Print Forms and Letters Performance and Payment	Component Code	* Technical Practices		Component Unit	Avg Actual Cost (\$)		LIM-RES SOC-DIS BEG-FMR CostShare (%)	*Extent Requested	
Certify & Pay Retry Payment Agreement Maintenance	14MOEC1C- Dozer Work	500 - Obstruction Removal 🗸	Percent of Cost - Not to Exceed	Hour	127.00	75.00 %	90.00 %	10	<u>Remove</u>
Revise Agreement Agreement In Process Terminate/Reinstate Agreement	Save & Add Co Show/Hide se	omponent Back Back Back Back Back Back Back Back	<u>l fields</u>						
									*

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup - Add Practice Components Page.

Field/Link	Description/Action
Add/View Notes	CLICK "Add/View Notes" to insert notes and/or comments on each
	page.
Practice extent (Acre)	Enter damaged or actual acres on which the practice is being applied. Should be equal to the sum of all acres entered in the "Farm, Tract, Field & Acres" field, "Acres" block on the Application Signup –Add Practices page. This field should not be blank, even if component rate is used.
	Notes: Acre will be unit of measure listed for practice reporting purposes, but components can be different units of measure.

34 Application Signup - Add Practice Components (Continued)

Field/Link Description/Action Select Select desired component from the drop-down list and CLICK "Add". Components The currently selected component will be added into the selected component list in the table below. **Note:** Multiple components may be selected. Components will be limited to those applicable to the State/County and practice selected. If desired components are not available for selection, please verify the physical location of land as stated in subparagraph 33 B or verify category/subcategory designation in Program Provisioning. Adds the currently selected component from the drop-down list into the Add list of selected components in the table below. **Note:** The currently selected component from the drop-down list will not be added to the application if the user clicks "Save & Add Component" at the bottom of the page before first using the "Add" button to add the component into the list of selected components in the table below the "Select Components" box. Technical Using the drop-down list, select a technical practice for each component Practices displayed. If a desired technical practice is **not** listed, exit the application and contact the State Office. Note: State Office specialists may need to verify county eligibility with National Office program manager. Extent Enter the extent requested for each component/technical practice Requested selected. Users can remove selected components. This field should **not** be blank, even if a practice rate is used. When unit of measure for a component is expressed in acres, component extent may equal but not exceed practice extent. Extent for components not expressed in acres is not expected to match practice acres. Remove Allows users to remove a selected component. Save & Add Saves the selected components displayed in the table to the application and continues to the Application Signup – Add Contributors page. Component **Note:** Does not add a currently displayed component in the "Select Component" data field to the application. Back Returns user to the previous page "Application Signup - Add Practices". Show/Hide Displays or Hides the Farm No, Tract No, Field No, Acres and selected State/County. practice's farm. tract, and fields

C Fields, Descriptions, and Actions (Continued)

35 Application Signup - Add Contributors - Share Designation

A Overview

The Application Signup – Add Contributors – Share Designation Page will display with a listing of all producers associated with the tracts used for field selection in paragraph 31 after all applicable information has been entered on the Application Signup - Add Practice Components page. This page is used to designate the share of expenses that that each producer is expected to bear.

B Example of Application Signup – Add Contributors – Share Designation Page

Following is an example of the Application Signup – Add Contributors – Share Designation Page.

Menu	Application Signup -	Add Contributo	rs		
Welcome	Control No: 99_999 2	019 0041		Creat	ion Date: 05/29/2019
ECP Program		A Producer			Disaster ID: 1735
	Agreement Status :				
Select Program					Add/View Notes
Cost Share	Following are the contr	ributor details.			
New Application	All an arrived Colds are dee		(*)		
Edit Application	All required fields are den	oted by an asterisk	({ ~ }		
Needs/Environmental	Estimated Needed Cor	ntribution : 1270.0	D		
Agreement Approval	Selected	Practice : 01-EC3			
Un-submit				Copy	Percent Share Values
Inactivate Application					
	Components				
Search	Component Code	Technica	I Practice	Exte	ent Requested
View/Print Forms and Letters	14MOEC1C-Dozer Work	500		10	
Performance and		Producer	LIM-RES SOC-DI	S BEG-FMR	*Percent Share(%)
Payment		A Producer	Yes		50
Certify & Pay		B Producer	Yes		50
Retry Payment					
	Confirm Contributions E	Back			
Agreement Maintenance					

35 Application Signup - Add Contributors – Share Designation (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Add Contributors – Share Designation Page.

Field/Link	Description/Action
Copy Percent Share Values	When a practice has multiple components and there are multiple producers associated with the application, this button can be used to assign the same shares to all components without having to enter shares multiple times. After entering the estimated percent share for each applicant on the first component listed, CLICK "Copy Percent Share Values" to automatically assign the same share to all other components.
	Note: This process always works off the first component in the list. If the user enters a share or changes an existing share for any other component in the list and CLICKS "Copy Percent Share Values" the share for all components, including the component that was entered or changed, will always be set to match the value of the first component in the list.
Percent Share (%)	 Enter the estimated percent share for each applicant listed. If any of the applicants listed will not contribute to this practice, entering zero percent shares is acceptable. Note: The sum of the "Estimated Percent Share (%)" fields for all contributors must total 100 percent.
Back	Returns user to "Application Signup - Add Practice Components" Page.
Confirm Contributions	After entering the estimated percent share for each producer, CLICK " Confirm Contributions ". The Application Signup – Add Contributors Page will be redisplayed.

35 Application Signup - Add Contributors – Share Designation (Continued)

D Example of Redisplayed Application Signup - Add Contributors – Share Designation Page

Following is an example of the redisplayed Application Signup - Add Contributors – Share Designation Page.

Menu	Application Sign	up - Add Con	tributors		
Welcome ECP Program	Control No : 99_99 Applicant Name : Agreement Status	A Producer		Creat	ion Date: 05/29/2019 Disaster ID: 1735
Select Program Cost Share	Following are the o	contributor de	tails.		Add/View Note
New Application Edit Application	All required fields are	e denoted by ar	n asterisk {*}		
Needs/Environmental	Components			_	
	Component Code	Techr	nical Practice	Extent	Requested
Un-submit Inactivate Application	14MOEC1C-Dozer Work	500		10	
Search		Producer	LIM-RES SOC-DIS BEG-FMR	*Percent Share (%)	Requested Cost Share(\$)
View/Print Forms and Letters Performance and		A Producer	Yes	50 %	572
Payment		B Producer	Yes	50 %	572
Certify & Pay Retry Payment	Practice Summary	Back			

E Actions

After reviewing the information, CLICK "**Practice Summary**" if the information is correct. The Application Signup – Practice Summary Confirmation Page will be displayed.

If the information is incorrect, selecting "**Back**" will return the user to the Application Signup –Add Contributor – Share Designation Page to update producer's shares.

36 Application Signup - Practice Summary - Confirmation

A Overview

After contributors are added, the Application Signup - Practice Summary - Confirmation Page will be displayed. This page is used to view and confirm previously entered information. This page is a summary of selected:

- farm/tract/field combinations with applicable acreage
- components with selected technical practices and the applicable requested extent
- producers, shares, and the requested cost-share amounts.

CSS automatically calculates requested cost share based on the component and practice rate information entered in the Program Provisioning software.

Note: If the information is not correct, user can click "Back" or "Cancel".

B Example of Application Signup – Practice Summary – Confirmation Page

Following is an example of the Application Signup – Practice Summary – Confirmation Page.

*_-

elcome : P Program	Control No : 9 Applicant Name Agreement Stat	e: A Produce	r				Date: 05/29/201 Disaster ID: 173
lect Program	_						Add/View Not
st Share	Following is the	practice sum	nary.				
w Application							
it Application		ce:01-EC3					
eds/Environmental	Disaster Typ	e: Other					
reement Approval	Farms						
submit	Fari	m	Tra	act		Field	Acres
ctivate Application		0001518		000333	3	3	20.00
arch	Components						
w/Print Forms and Letters	Component Code	Tecl	nnical Practi	ce	_	Extent R	equested
ormance and orment	14MOEC1C- Dozer Work	500			10		
rtify & Pay try Payment		Producer	Producer Type	LIM-RES S DIS BEG-F		*Percent Share(%)	Requested Cost Share(\$)
reement Maintenance		A Producer	Individual	Yes		50 %	572
vise Agreement		B Producer	Individual	Yes		50 %	572
reement In Process	L						
minate/Reinstate		ld this Practice?					

36 Application Signup - Practice Summary – Confirmation (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Practice Summary – Confirmation Page.

Field/Link	Description/Action
Confirm	CSS automatically calculates requested cost share based on the component and practice rate information entered in the Program
	Provisioning software. After user has reviewed the information and confirmed the information is correct, CLICK " Confirm ".
Back	If the information is not correct, user can click "Back" and the previous page (Application Signup – Add Contributors) will be displayed.
Cancel	The Application Signup Page will be displayed. The Application Signup Page is a blank page that instructs the user to use the left navigation menu to select a task. The practice will remain associated with the application, but all component information and producer share
	information that was entered for the practice is lost.

A Overview

37

The Application Signup – Practice Summary – Finalize Page will be displayed after information on the Application Signup Practice Summary Confirmation Page has been confirmed. This page contains links to take the user to additional process steps.

The Application Signup - Practice Summary – Finalize Page can be used to:

- remove practices
- edit practices
- add another practice
- print FSA-848.

B Example of Application Signup – Practice Summary - Finalize Page

The following is an example of the Application Signup – Practice Summary - Finalize Page. *--

Applicant Name	_101_2019_0047 : us: INCOMPLETE		e: 06/19/20 ster ID: 17 Add/View No
Following is the	summary of all practices.		
Name	Requested Cost Share(\$)	Remove	Edit
01-EC2	\$ 21	Remove	Edit
01-EC3	\$ 94	Remove	Edit
*Remove will rem	ove the practice completely and you will lose all p	ractice data addec	l so far.

When there is no EC3 practice the next page displayed will be the Application Signup – Additional Information Page as shown in subparagraph 38 B. When practice EC3 is included, the Advance Payment Request Page will be displayed according to subparagraph D.--*

37 Application Signup - Practice Summary - Finalize (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup - Practice Summary - Finalize Page.

Field/Link	Description/Action	
Remove	Deletes the practice.	
	Caution: Practice is immediately deleted. User is not given an opportunity to confirm selected practice is the correct one to be deleted.	
Edit	Modify practice or component information.	
Add Another Practice	Allows user to add another practice.	
*Continue to	After confirming the practice summary information is correct and	
Next Step	performing all actions needed on this page, CLICK " Continue to Next Step " to display the Application Signup – Additional Information Page*	
Print FSA-848A	Provides the ability to print the FSA-848.	
PDF	Note: All information should now be complete on FSA-848, page 1. If anything needs to be corrected, do not proceed to eligibility. CLICK " Edit " for the applicable practice to modify practice or component information. If other elements, such as producer data, need to be modified, CLICK " Edit Application " on the left navigation menu. The requested component information should now be complete on FSA-848, page 2. However, extent needed will not be printed until this information has been entered using the "Needs/Environmental" option (paragraph 60), and then the user will have the ability to reprint FSA-848, page 2.	

37 Application Signup - Practice Summary - Finalize (Continued)

*--D Example of Advance Payment Page

The following is an example of the Advance Payment Page.

Control No : 29_101_2019_0047	Creation Date : 06/19/2019
Applicant Name : Agreement Status : INCOMPLETE	Disaster ID : 1735
	Add/View Notes
Is an advance payment for restoring permanent • Yes O No	fences (Practice EC3) being requested?
	fences (Practice EC3) being requested?

E Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Advance Payment Page.

Field/Link	Description/Action
Is an advance payment for restoring permanent fences (Practice EC3) being requested?	• Yes – an advance payment equal to 25 percent of the approved cost share for EC3 practice(s) will be issued at agreement approval
	 No – no advance payment will be issued at agreement approval.
Back to Application	The "Application Signup – Practice Summary - Finalize Page"
Practice Summary	will be displayed. See subparagraph B.
Go to Eligibility	After answering the "Is an advance payment for restoring permanent fences (Practice EC3) being requested?" question, CLICK " Go to eligibility " to display the Application Signup – Additional Information Page.

8-1-19

38 Application Signup - Additional Information - Eligibility

A Overview

The Application Signup – Additional Information - Eligibility Page displays program eligibility. This page is used to document compliance or non-compliance with land and person eligibility requirements and to enter signature and submission dates of the FSA-848.

B Example of Application Signup – Additional Information – Eligibility Page

Following is an example of the Application Signup – Additional Information – Eligibility Page.

*__

Welcome : ECP Program Select Program	Control No : 99_999 _2019_0041 Applicant Name : A Producer Agreement Status : INCOMPLETE	Creatio	Disaster ID : 1735
Cost Share New Application	Following is the Eligibility information.		
Edit Application	Program Eligibility		
Needs/Environmental	Question	* Yes/No	Reason
Agreement Approval	Are the Land Eligibility requirements met as defined in 1-ECP Part 5 Section 2?	● Yes ○ No(Must provide reason)	\sim
Un-submit Inactivate Application	Are the Person Eligibility requirements met as defined in 1-ECP Part 5 Section 1?	● Yes ○ No(Must provide reason)	\bigcirc
Search	Eligibility Check Results:		
	Name	Туре	Eligible
View/Print Forms and Letters	A Producer	Individual	Yes
Performance and	B Producer	Individual	Yes
Payment Certify & Pay Retry Payment	*Signature Date 05/29/2019 (MM/DD/YYYY): 05/29/2019 *Submitted Date 05/29/2019 (MM/DD/YYYY): 05/29/2019		

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Additional Information- Eligibility Page.

Field/Link	Description/Action
Eligibility Information	Answer the program eligibility questions by clicking the radio buttons. If users click the " No " radio button, a reason must be entered in the
Information	"Reason" text box.
	Note: An application with an ineligible land or person eligibility determination cannot be approved. If the condition that caused the ineligible land or person eligibility determination is corrected, the radio button can be updated to "Yes" during "Agreement Approval" (paragraph 79).

38 Application Signup - Additional Information – Eligibility (Continued)

Field/Link	Description/Action
Reason	Enter reason for ineligibility when "No" is selected.
Signature Date (mm/dd/yyyy)	Enter date the applicants signed FSA-848.
Submitted Date (mm/dd/yyyy)	Enter date FSA-848 was submitted to an FSA Service Center.
Submit	Submits the Application. The Application Signup – Additional Information - Confirmation page will be displayed with the message "The application submitted successfully".
Back	Returns user to the Application Signup – Practice Summary - Finalize Page.

C Fields, Descriptions, and Actions (Continued)

39 Application Signup - Additional Information - Confirmation

A Example of Application Signup – Additional Information - Confirmation Page

Following is an example of the Application Signup – Additional Information – Confirmation Page. This page confirms successful submission of eligibility information and signature dates and provides the user with the ability to print forms and letters specific to this stage of the application process.

· ••		
Menu	Application Signup - Additional Information	
Welcome	The 99_999 2019 0041 application submitted successfu	llv
ECP Program	The ss_sss 2019_0041 application submitted successio	пу
Select Program	Control Nc 99_999 2019 0041	Creation Date: 05/29/2019
Cost Share	Applicant Nume. A Producer Agreement Status : COMPLETE	Disaster ID: 1735
New Application	Agreement Status : COMPLETE	Add/View Notes
Edit Application	Eligibility Check Successful	
Needs/Environmental	Print FSA848 PDF Lack Of Funds Letter Generate Referral Lette	er
Agreement Approval		

B Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Additional Information – Confirmation Page.

Field/Link	Description/Action
Print FSA-848A	Print the FSA-848, Cost-Share Request.
PDF	
Lack of Funds	Print a Lack of Funds Letter.
Letter	
Generate Referral	Print a Referral Letter to refer the application to the TSP.
Letter	

40-52 (**Reserved**)

Section 3 Needs/Environmental

60 Entering Needs Determination and Environmental Compliance Information

A Overview

*__

Needs determination information **must** be entered for **each** practice added to the application. To enter or edit needs determination or environmental compliance information, CLICK **"Needs/Environmental"** from the ECP Home Page. The Needs Determination/ Environmental Compliance Page will be displayed.

All "Complete" applications will be displayed to select and enter needs determination information.

Notes: Only applications that have been successfully submitted according to paragraph 38 will have "Complete" status.

B Example of Needs Determination/Environmental Compliance Page

Following is an example of the Needs Determination/Environmental Compliance Page.

Note: Additional page numbers may be displayed at the top and bottom of the page when all search results do not fit on a single page.

Menu	Needs Determinat	tion/Envir	ronmental Comp	pliance				
Welcome : ECP Program	Application results						<u><pre< u=""></pre<></u>	<u>v 1</u> 2
Select Program Cost Share	Control Number	Primary Applican		<u>Disaster</u> <u>ID</u>	<u>State</u> <u>County</u>	Date (Created	Print FSA848 Form
New Application	99_999 <u>2019 0031</u>	D Produce	r COMPLETE	2019 Disasters	Missouri - Johnson	05/08	/2019	PDF
Edit Application	99_999 2019 0041	A Producer	COMPLETE	1754	Missouri - Johnson	05/29	/2019	PDF
Agreement Approval		Practice	Summary					
Un-submit Inactivate Application		Practice Control Number	Practice Statu	s	Process		St	atus
Search		99_999		Enviror	nmentalCom	oliance	EC INC	OMPLETE
View/Print Forms and Letters		0041- 01-EC3	PENDING_APPRO		dsDetermina			OMPLETE
Performance and Payment							<u><pre< u=""></pre<></u>	<u>v 1</u> 2
Certify & Pay Retry Payment	Back To Main Menu							

60 Entering Needs Determination and Environmental Compliance Information (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions on the Needs Determination/Environmental Compliance Page.

Field/Link	Description/Action
	Application Results
Control Number	Click the applicable control number and all practices for the application will be displayed. The user will then be given the option to select and edit needs determination for a single practice within the practice summary box.
PDF	Print FSA-848, Cost-Share Application.
	Practice Summary
Environmental Compliance	See paragraph 63 for additional information.
Needs Determination	See paragraphs 61 and 62 for additional information.

Notes: Users may add additional components and technical practices determined needed by TSP during the "Needs Determination" process. Components added during "Needs Determination" will be entered in the "Extent Needed" data element. Extent requested for components added during "Needs Determination" will display as zero on FSA-848.

Users are not able to remove components determined unnecessary by TSP but can enter the "Extent Needed" as zero, or some other reduced amount. See paragraph 61.

If a rate is not found for components already selected, an error message will be displayed alerting the user to make changes in the Program Provisioning software **before** proceeding.

61 Application Signup – Needs Determination – Step 1

A Overview

If users click the "**Needs Determination**" link in the "Process" column of the Practice Summary box, the Application Signup - Needs Determination – Step 1 Page will be displayed for entry of practice extents, component extents, and technical practice extents.

B Example of Application Signup – Needs Determination Page

Following is an example of the Application Signup – Needs Determination – Step 1 Page. *--

Menu	Application Signup	- Needs Determi	ination			
Welcome ECP Program Select Program Cost Share	Control No : 99_999 _ Applicant Name : A. Agreement Status : (Producer			Cre	eation Date : 05/29/2019 Disaster ID : 1735 <u>Add/View Notes</u>
New Application Edit Application Needs/Environmental	Following data need to			on.		
Agreement Approval	Practice Extents Practice Contro	al Number	Disaster Type	Extent Re	awastad	* Extent Needed
Un-submit	01-EC		Other	20.	-	20.00
Inactivate Application	01-EC	2	Uther	20.		20.00
Search View/Print Forms and Letters	(Note:If component is no Component Extents	ot listed add using	County Component ta	ble)		
Performance and Payment	Component Code	Component Unit	Technical Practices	Extent Requested	* Extent Needed	* Management Activity
Certify & Pay	14MOEC1C-Dozer Work	Hour	500	10.00	10.00	🔾 Yes 🖲 No
Retry Payment Agreement Maintenance	Filter Components By Technical Practice :	chnical Practice N	~			
Revise Agreement	Add Another Select Co	mponents				~
Agreement In Process Terminate/Reinstate Agreement	Component : Add					
Submit to COC/CED	Technical Practice Ext					
COC/CED Approval	Technical Pra	actices	TechPractice U	nit * Cos	st Shared?	* Units Planned
Search	500-Obstruction	Removal	Acre	•	Yes 🔿 No	10
Reports	Add Another Technical Select Tec Practice :	chnical Practice N	Add			
	Continue to Next Step	Cancel				

61 Application Signup – Needs Determination – Step 1 (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Needs Determination – Step 1 Page.

Field/Link	Description/Action		
Practice Extents			
Extent Needed	Enter the needed extent for the previously selected practice.		
	Note: Enter the extent needed as determined by NRCS, USFS,		
	or other technical service provider. Unit of measure will		
	be based on how the unit of measure was set up in the		
	Program Provisioning software.		
	Component Extents		
Extent Needed	Enter the needed extent for the previously selected components.		
Management Activity	The correct radio button for ECP is always "No" since		
	Management Activity does not apply to ECP.		
Filter Components By Technical Practice	Users will use this drop-down menu only if additional components will be added to the application during the needs determination process. This typically occurs if the TSP determines a component not requested is needed to effectively implement the requested practice. A list of technical practices is displayed in the "Select Technical Practice" drop-down menu. When a specific technical practice is selected by clicking on that technical practice from within the list, the available components in the drop-down list for component selection under "Add Another Component" (immediately below) are limited to just those components associated with the selected technical practice. If no technical practice filter is set, all available components associated to the practice for the county that are loaded in the Program Provisioning software will be displayed in the "Add Another Component" selection drop-down.		

61 Application Signup – Needs Determination – Step 1 (Continued)

Field/Link	Description/Action	
	Component Extents (Continued)	
Add Another Component		
	Note: After adding a component in most cases the user must add the numerical code for the technical practice in the "Technical Practices" data field for the added component. If the user is unsure of the numerical technical practice number to use, refer to the "Filter Components By Technical Practice" data field for assistance. If a filter was used when selecting the component to be added the technical practice will still be displayed. If no filter was used when selecting the component, clicking the drop-down arrow for the "Filter Components By Technical Practice" data field may be helpful as it will display the entire list of associated technical practices with both the numerical code and the	
	technical practice name.	
G (1 10	Technical Practice Extents	
Cost Shared?	Select either the "Yes" or "No" radio button as appropriate to indicate if the technical practice is eligible for cost share.	
Units Planned	Enter the units planned for each technical practice listed.	
	Note: It is not expected that the units planned for the technical practice will always match the extent needed for the associated component or the sum of the associated components (if multiple components are associated with the technical practice). This is because the:	
	• unit of measure for the technical practice may be different than the unit of measure for the component	
	 number of components and technical practices may not be a one-to-one match. 	
Add Another Technical Practice	If the information provided by the TSP indicates additional technical practices are to be included, those additional technical practices can be added using the "Select Technical Practice" drop-down list. Select a technical practice from the list by clicking on the desired technical practice and then CLICK " Add " on the right end of the data field.	
Continue to Next Step	Select after user has entered all applicable information.	
Cancel	All needs determination information entered for that practice control number will be lost.	

C Fields, Descriptions, and Actions (Continued)

62 Application Signup – Needs Determination – Step 2

A Overview

If users click the "**Continue to Next Step**" button, the Application Signup - Needs Determination – Step 2 Page will be displayed. The page will now contain data fields for entry of conservation plan information.

B Example of Application Signup – Needs Determination – Step 2 Page

Following is an example of the Application Signup – Needs Determination – Step 2 Page. *--

Menu	Application Signup - Nee	ds Determination	
Welcome	Control No: 99_999 2019	Creation Date: 05/29/2019	
ECP Program	Applicant Name : A Prod Agreement Status : COMPL	Disaster ID: 1735	
Select Program	Agreement Status . COMPL		Add/View Notes
Cost Share	Following fields need to be	filled out for completin	g Needs Determination.
New Application Edit Application	All required fields are denoted	by an asterisk{*}	
Needs/Environmental	Selected Practice:	01-EC3	
Agreement Approval		○ Farm Plan By NRCS	
Un-submit	Conservation Plan:	O Forest Plan By USFS	
Inactivate Application	* Date referred	Other Plan	
Search	(MM/DD/YYYY):	05/29/2019	
View/Print Forms and Letters	* Referral Expiration Date (MM/DD/YYYY):	06/29/2019	
Performance and Payment	* Needs statement:	yes	
Certify & Pay	*Date received (MM/DD/YYYY):	05/29/2019	
Retry Payment	*Name: [certifying person]	Mary	
Agreement Maintenance	*Affiliation:	FSA 🗸	
Revise Agreement	* Signature Date (MM/DD/YYYY):	05/29/2019	
Agreement In Process			
Terminate/Reinstate Agreement	Save Submit <back< th=""><th>Cancel</th><th></th></back<>	Cancel	
Submit to COC/CED			

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Needs Determination – Step 2 Page.

Field/Link	Description/Action
Conservation Plan	CLICK "radio button" for applicable conservation plan.
	Note: Selecting "Other Plan" is acceptable
Date Referred	Enter the date FSA-848 is referred to NRCS, USFS, or technical
	service provider.

62 Application Signup – Needs Determination – Step 2 (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Link	Description/Action	
Referral Date	Pre-populated with a date that is a month from the "Date	
Expiration	Referred" entry. User may change the pre-populated date if	
	necessary.	
Needs Statement	Enter any important notes on what is needed.	
Date received	Enter date of FSA onsite inspection or date technical provider	
	provided FSA with FSA-848, Page 1.	
Name	Enter the name of the person performing the needs	
	determination.	
Affiliation	From the drop-down list, select the affiliation of the technical	
	provider, such as FSA or NRCS.	
Signature Date	Enter date the person certifying the extents needed signed FSA-	
	848, block 16. This date cannot be before the date referred.	
Save	If partial information is entered, users can click "Save" and	
	finish entering the information later. If information is not saved	
	or submitted, all needs determination information for that	
	practice control number will be lost and the status for the nee	
	determination will remain, "Incomplete".	
Submit	Select after all applicable information has been entered and the	
	user is returned to the Needs Determination/Environmental	
	Compliance page.	
Back	Returns user to Application Signup – Needs Determination	
	Step 1 Page.	
Cancel	Returns user to the Needs Determination/Environmental	
	Compliance Page.	

63 Environmental Compliance Check

A Overview

The Environmental Compliance Check Page allows users to enter environmental compliance data for a practice. To display the Environmental Compliance Check Page, CLICK the "**Environmental Compliance**" link displayed under the Practice Summary box Process column on the Needs Determination/Environmental Compliance Page according to subparagraph 60 B.

If Environmental Compliance information was previously entered, but the application has since been un-submitted, Environmental Compliance status of the application will be "Incomplete", but the previous information will be copied and prefilled on this page.

B Example of Environmental Compliance Check Page

Menu	Environmental Compliance Check	
Welcome :	Control No: 99_999 _2019_0041	Creation Date: 05/29/2019
ECP Program	Applicant Name : A Producer	Disaster ID: 1735
Select Program	Agreement Status : COMPLETE	Add/View Notes
Cost Share	Following fields need to be filled out for the Environmenta	l Compliance Check
New Application	All required fields are denoted by an asterisk{*}	
Edit Application	An required fields are denoted by an asterisk ()	
Needs/Environmental	Selected Practice: 01-EC3	
Agreement Approval		
Un-submit	* FSA-850 or CPA-52 completed and all ● Yes ○ No supporting documents gathered?	
Inactivate Application		
Search	* Date FSA-850 or CPA-52 completed (MM/DD/YYYY):	
View/Print Forms and Letters	The Practice is environmentally : 🗹 Compliant	
Performance and		
Payment	Reason:	^
Certify & Pay	[Reason required if noncompliant]	\sim
Retry Payment		
Agreement Maintenance	Save Cancel	
		*

Following is an example of the Environmental Compliance Check page. *--

Par. 63

79 Agreement Approval – Search Results

A Overview

To enter approval information, CLICK "**Agreement Approval**" from the left navigation menu. All "Complete" applications available for possible approval will be displayed on the Agreement Approval – Search Results Page.

Only those applications having at least one practice with both needs determination and environmental compliance information completed will be in the list of applications available for approval. Agreement approval can only take place if information has been entered for needs determination and the practice has been deemed environmentally compliant.

Notes: See paragraph 88 for information on disapproving agreements.

To verify or update Environmental Compliance and/or Needs Determination information, select the desired application by clicking the Control Number of the application and the "Practice Summary" will be displayed. In the "Practice Summary" box, under the:

- "Process" column, links are provided to access and edit environmental compliance and/or needs determination information
- "Status" column user can view the EC status and the ND status of either "Complete" or "Incomplete" for specific individual practices.

B Example of Agreement Approval – Search Results Page

Following is an example of the Agreement Approval – Search Results Page.

Note: Additional page numbers will be displayed at the top and bottom of the page when all search results do not fit on a single page.

79 Agreement Approval – Search Results (Continued)

B Example of Agreement Approval – Search Results Page (Continued) *--

ECP Program	Application results	1			10	15	68	S2
Select Program	Control Number	Primary Applicant	Application Status	Disaster	State County	Date Created	Agreement Approval	Print FSA848A Form
Cost Share New Application	99,999 2017 0050	D Producer	COMPLETE	2017 Tornados Midwest	Missouri - Johnson	04/17/2017	Go To Approval	PDF
Edit Application Needs/Environmental	99_999 <u>2017 0082</u>	C Producer	COMPLETE	2017 Tornados Midwest	Missouri - Johnson	06/16/2017	Go To Approval	EDE
Agreement Approval Un-submit Inactivate Application	99_999 <u>2017 0084</u>	E Producer	COMPLETE	2014 Midwest Flooding ECP	Missouri - Johnson Jonnson		Go To Approval	PDE
Search View/Print Forms and Letters	99_999 2019 0041	A Producer	COMPLETE	1754	Missouri Johnson	05/29/2019	Go To Approval	EDE
Performance and		Practice S	ummary		Alicensisters	A.(
Payment Cently & Pay Retry Payment	tal & Pay Payment -		Practice Sta	tus	Proce	ess Sta		tus
Agreement Maintenance			2019- 0041- 01-EC3					

C Fields, Descriptions, and Actions

The following table provides the field, descriptions, and actions for the Agreement Approval – Search Results Page.

Field/Link	Description/Action
Control Number	Click this option and the Practice Summary box will be displayed.
Go to Approval	Click to approve some, or all the practices for the selected control
	number. The Agreement Approval – Assign ID Page will be displayed.
	Note: Practices approved will be determined by the addition of approval information according to paragraph 82.
PDF	Print FSA-848A.
	Note: Practices Approved and Components Approved will be blank on the form because the agreement has not yet been approved.

79 Agreement Approval – Search Results (Continued)

Field/Link	Description/Action
Process	Click "Needs Determination" or "Environmental
	Compliance " to edit previously entered information.
	Note: Ensure that the status for at least 1 practice on
	the application is "Complete" for both needs
	determination and environmental compliance.
Back to	The Application Signup Page will be displayed. The
Main Menu	Application Signup Page is a blank page that instructs
	the user to use the left navigation menu to select a task.

C Fields, Descriptions, and Action (Continued)

--*

80 Agreement Approval – Assign ID

A Overview

After the user clicks "Go to Approval" from the Agreement Approval – Search Results Page, the Agreement Approval - Assign ID Page will be displayed. This page is used to assign or change a disaster ID and type.

B Example of Agreement Approval – Assign ID Page

Following is an example of the Agreement Approval – Assign ID Page. *--

Menu	Agreement Approval - Assign ID	
Welcome	Control No: 99_999 2019 0041	Creation Date: 05/29/2019
ECP Program	Applicant Name : A Producer Agreement Status : COMPLETE	Disaster ID: 1735
Select Program	·· ·· ································	Add/View Notes
Cost Share	Please assign a Disaster-ID to proceed with approval	
New Application	* Select Disaster ID : 1754 - 1735 🗸 🗸	
Edit Application	Select Disaster Type: Other	
Needs/Environmental	Continue Back	
Agreement Approval	Continue	

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Assign ID Page.

Field/Link	Description/Action
Select	Disaster ID is pre-populated either based upon the ID selected during the
Disaster ID	"New Application" process or based upon available disaster ID's if "ID
	Not Assigned" was entered during the "New Application" process.
	Disaster ID may be edited by selecting from the drop-down list of
	available disaster ID's.
	Example: In this example, user selected "1754-1735"
Select Disaster	Disaster type is pre-populated based upon the disaster type selected during
Туре	the "New Application" process but may be edited by selecting from the
	drop-down list if needed.
	Example: In this example, user selected " Tornado ".
Continue	After the user has entered all applicable information, CLICK "Continue".
	The Agreement Approval – Approval Data Page will be displayed.
Back	User is returned to "Agreement Approval – Search Results" Page.

A Overview

After selecting "Continue" on the Agreement Approval – Assign ID Page, the Agreement Approval – Approval Data Page will be displayed.

Note: If new or retired rates exist for the practices included in the application, a message will be displayed alerting user to verify in the Program Provisioning software before proceeding.

B Examples of Agreement Approval - Approval Data Page

Following is an example of the Agreement Approval – Approval Data Page if approval information has not been previously entered for any practices.

Menu	Agreement Approv	al	
Welcome	Control No: 99_999	_2019_0041 Creatio	on Date: 05/29/20
ECP Program	Applicant Name : Agreement Status :		Disaster ID: 17
Select Program	2		Add/View Not
ost Share	Below is the list of pr	actices associated with an application.	
New Application			
Edit Application	Practice Summary		
veeds/Environmental	Practice Summary Practice Control Number	Process State	Approval Data
leeds/Environmental	Practice Control	Process State EnvironmentCompliance-Eligible NeedsDetermination Complete-Needed	Data
leeds/Environmental Agreement Approval	Practice Control Number 99_999 -2019-0041-	EnvironmentCompliance-Eligible NeedsDetermination	Data
Edit Application Needs/Environmental Agreement Approval Un-submit Inactivate Application Search	Practice Control Number 99_999 -2019-0041-	EnvironmentCompliance-Eligible NeedsDetermination Complete-Needed	

Note: If the "Add" link is not present in the approval data column for a practice, this is an indication that environmental compliance information and/or needs determination information has not been submitted for that practice. Saving needs determination information instead of submitting the information does not result in the "Add" link for practice approval being populated on this page.

81 Agreement Approval – Approval Data (Continued)

B Examples of Agreement Approval - Approval Data Page (Continued)

Following is an example of the Agreement Approval – Approval Data Page if approval information exists for one or more practices.

Menu	Agreement Approv	al	
Welcome USER NAME	Control No : 99_999_2 Applicant Name : A Status : COMPLETE	_	reation Date: 04/10/201 Disaster ID: 172
Select Program		-	Add/View Note
Cost Share	Below is the list of pr	actices associated with an application.	
New Application			
Edit Application	Practice Summary		
Needs/Environmental	Practice Control Number	Process State	Approval Data
Agreement Approval	99-999-2019-0041-01- EC1	EnvironmentCompliance-Eligible NeedsDetermina Complete-Needed	tion- Edit Remove
Inactivate Application	99-999-2019-0041-02- EC1	EnvironmentCompliance-Eligible NeedsDetermina Complete-Needed	tion- <u>Add</u>
Search	99-999-2019-0041-03- EC1	EnvironmentCompliance-Eligible NeedsDetermina Complete-Needed	tion- <u>Add</u>
View/Print Forms and Letters Performance and	99-999-2019-0041-01- EC3	EnvironmentCompliance-Eligible NeedsDetermina Complete-Needed	tion- <u>Add</u>
Payment			
Certification	Continue Cancel D	isapprove All	

Note: The "Continue" option becomes available as soon as Approval Data exists for at least one practice.

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Approval Data Page.

Field/Link	Description/Action
Add	Selects the practice for approval. The Application Signup – Component Rate
	Practice Approval Page will be displayed.
	Note: The "Add" link will only be available for practices that have
	completed needs determination and environmental compliance
	information, and that have no existing approval information entered.
Edit	User will be able to edit the component rate practice approval data, including
	the following:
	• practice begin and end dates
	 practice and component extents approved
	• shares.

Par. 81

81 Agreement Approval - Approval Data (Continued)

Field/Link	Description/Action
Remove	User will be able to remove the approval data for the practice.
	Note: The "Remove" link will only be available if approval information exists for that practice.
Continue	Select "Continue" to complete the approval information.
	Notes: The "Continue" option will only be available if approval information exists for one or more practices.
	If the user clicks " Continue " while some practices do not have approval data added, those practices without approval data will be disapproved during continuation of the approval process for other practices on the same application. See paragraph 91.
Cancel	Cancels the "Agreement Approval" and returns user to Agreement Approval – Assign ID Page.
Disapprove All	Disapproves all practices associated with the application.

C Fields, Descriptions, and Actions (Continued)

A Overview

After the user clicks "**Add**" on the Agreement Approval Page, the Application Signup – Component Rate Practice Approval Page will be displayed.

Note: Pages will vary depending on a practice rate versus component rate practice.

B Example of Application Signup – Component Rate Practice Approval Page

Following is an example of the Application Signup – Component Rate Practice Approval Page.

Menu	Applicatio	n Signup	- Comp	onent Rat	e Practice	Approval			
Welcome ECP Program	Control No Applicant N Agreement	ame :	A Produc	er			Creat		05/29/2019 er ID: 1735
Select Program Cost Share	Following fi All required fi					it rate praci	tice app	roval.	
New Application Edit Application				ted Practice					
Needs/Environmental					: 05/29/20				
Un-submit	* P	ractice End	Date(MI	4/DD/YYYY)	: 11/29/20	019			
Inactivate Application	Practice Ext	ents							
Search	Exte	nt Reques	ted	Ð	ctent Need	ed	* E)	ctent Appr	oved
View/Print Forms and Letters			20.	00		20.00			20.00
Performance and Payment	Component	s			1			1	
Certify & Pay Retry Payment	Component Code	Technical Practice		Regular CostShare (%)	LIM-RES SOC-DIS BEG-FMR CostShare (%)	Extent Requested			Component Unit
Agreement Maintenance	14MOEC1C- Dozer Work	500	\$ 127.00	75.00 %	90.00 %	10.00	10.00	10.00	Hour
-		Pro	ducer	LIM-	RES SOC-D	IS BEG-FM	R *	Percent S	hare(%)
Agreement In Process		A Pro	ducer		Yes				50.00
Terminate/Reinstate Agreement		B Pro	oducer		Yes				50.00
Submit to COC/CED							I		
COC/CED Approval	Continue to N	lext Step	Cancel						
Search									

82 Application Signup – Component Rate Practice Approval (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Component Rate Practice Approval Page.

Field/Link	Description/Action
Practice	Enter the date practice is to begin that is the approval date. Users can use the
Begin Date	calendar icon to pre-fill the entry.
Practice End	Is prepopulated with an editable date 6 months after the practice begin date.
Date	Practice end date is ≤ 6 months of practice begin date.
	Note: See paragraph 171 for instructions to extend a Practice End
	Date after the application has been approved.
	Practice Extents
Extent	Extent approved is prepopulated from the "New Application" or "Edit
Approved	Application" option, extent requested, but can be edited. Re-entering extent
	approved encourages the county user to fully evaluate the extent requested,
	extent needed, and extent approved before approving these values since they
	may vary.
	Components
Extent	Enter the component extent approved for each technical practice.
Approved	
	Note: Extent approved cannot be greater than extent needed.
	Users cannot remove practices or components within the practice approval process; however, users can enter zero in the Extent Approved field. Extent Approved cannot be reduced to zero for all components associated with the practice or the following error message will be displayed:
	Application Signup - Component Rate Practice Approval
	Errors
	 Total Approved Amount for practice cannot be zero Obligation Amount cannot be zero
Percent	Enter the percent share for each contributor.
Share (%)	
	Note: The sum of the percent shares for all producers must equal 100 percent.
Continue to	When all required information has been entered, CLICK "Continue to Next
Next Step	Step".
Cancel	Users can also click " Cancel ", but all approval information added for the selected practice will be lost. After clicking "Cancel" the Application Signup page will be displayed. The Application Signup page is a blank page that instructs the user to use the left navigation menu to select a task.

2-ECP Amend. 1

5-30-19

83 Application Signup – Component Rate Practice Approval Summary

A Overview

After "Continue to Next Step" is selected from the Application Signup – Component Rate Practice Approval Page, the Approval Signup - Component Rate Practice Approval Summary Page will be displayed. This page provides:

- requested, needed, and approved extent for the practices and components
- selected contributors, estimated contributions, and the approved C/S.

B Example of Application Signup – Component Rate Practice Approval Summary Page

Following is an example of the Application Signup – Component Rate Practice Approval Summary Page.

me Co	ontrol No	99_999	2019_00	041					Creatio	n Date: 05	/29/2019
	pplicant N		A Produc							Disaster I	D: 1735
t Program	greement	Status : (COMPLET	TE							
Share	llowing is	the Comp	onent F	Rate practi	ce approva	l summ	ary.				
Application			Select	ed Practice	e:01-EC3						
pplication	* Practice	e Begin Da	te(MM/): 05/29/20	19					
s/Environmental	* Practi	ce End Da	te(MM/	DD/YYYY): 11/29/20	19					
ement Approval											
ıbmit Pr	actice Ext										
vate Application	Ext	ent Reque			Extent N	eeded		-	* Exte	nt Approved	
h				20.00			20.0	0			20.00
Print Forms and Letters											
	mponent	5									
rmance and ent			Ava		LIM-RES						
Co	mponent		Actual	Regular CostShare	SOC-DIS BEG-FMR	Exte				Component	
y & Pay	Code	Practice	Cost (\$)	(%)	CostShare	Reque	sted	Needed	Approved	Unit	Cost(\$)
Payment			(\$)		(%)						
	4MOEC1C- ozer Work	500	\$ 127.00	75.00 %	90.00 %	10	0.00	10.00	10.00	Hour	\$ 1270.00
e Agreement		Produ	ıcer	LIM-RES	SOC-DIS E	BEG-	* P	ercent (%)		Amount App (\$)	roved
ment In Process		A Produ	cer		Yes			:	50.00 %	\$	572.00
inate/Reinstate ment		B Prod	ucer		Yes				50.00 %	\$	572.00
it to COC/CED											,
					7						
CED Approval	ntinue to N		<back< td=""><td>Cancel</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></back<>	Cancel							

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Component Rate Practice Approval Summary Page.

Field/Link	Description/Action
Continue to	CSS automatically calculates approved C/S. After user has verified the
Next Step	information, CLICK "Continue to Next Step". The Agreement Approval
	page will be displayed. See paragraph 84 for additional information.
Back	User is returned to the Application Signup – Component Rate Practice
	Approval page.
Cancel	Users can also click "Cancel", but all approval information added for the
	selected practice will be lost.

A Overview

84

After the user clicks "**Continue to Next Step**" on the Application Signup – Component Rate Practice Approval Summary Page, the Agreement Approval – Fund Selection Page will be displayed.

B Example of Agreement Approval – Fund Selection Page

Following is an example of the Agreement Approval – Fund Selection Page. *--

Menu	Agreemen	it Approval			,
Welcome		: 99 999 2019_0041		Creat	ion Date: 05/29/2019
ECP Program	Applicant N				Disaster ID: 1735
Select Program	Agreement	Status - Competite			Add/View Notes
Cost Share					
New Application	Below is the	e list of practices associated wit	th the applica	tion.	
Edit Application	All required f	fields are denoted by an asterisk{*	}		
Needs/Environmental	-		-		
Agreement Approval	Lack Of Fund	ds Letter			
Un-submit	Dup shine Co				
Inactivate Application	Practice Su Practice	mmary	Requested	Approved	
Search	control	Process State	Costshare (\$)	Costshare (\$)	* Fund-Available Amount(\$)
View/Print Forms and Letters	99_999 -	EnvironmentCompliance-Eligible	(+)	(+)	
Performance and Payment	2019- 0041-01- EC3	NeedsDetermination-Complete- Needed	\$1144.00	\$ 1144.00	4040-368340.00 🗸
Certify & Pay					
Retry Payment					
A groom out Mainton and	C	COC/CED Willing to Approve Date(M [if saving and cor			
Agreement Maintenance	* coc/	CED Approval Date of FSA 848A (M			
Revise Agreement	·/		ntinuing now]	05/29/2019	
Agreement In Process					
Terminate/Reinstate Agreement	Save Conti	inue Back Print FSA848A PDF	1		
Submit to COC/CED	Save	Inde Back Print FSA648A PDF			
					>

84 Agreement Approval – Fund Selection (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Fund Selection Page.

Field/Link	Description/Action		
	Practice Summary		
Fund-Available Amount(s)	From the drop-down list, select the program accounting code associate to the selected disaster ID and the amount available at time of this approval. In the example, subparagraph B, the user has selected Fund 4042.		
	Note: If no funds are available to select, or insufficient funds are available, CLICK " Lack Of Funds Letter " to generate a lack of funds letter.		
COC Willing to Approve Date (mm/dd/yyyy)	Enter date, if funds are not available or if insufficient funds are available and CLICK " Save " to continue later.		
	Notes: Date cannot be after the approval date.		
	Users can click "Calendar icon" to fill this entry.		
COC Approval Date	Enter date, if funds are available.		
(mm/dd/yyyy)	Notes: Users can click "Calendar icon" to fill this entry.		
	Additional approval date fields are displayed on this page for STC and National Office program manager when approval thresholds are exceeded:		
	• Enter STC's signature date, if approved C/S amount is more than \$50,000		
	• Enter National Office program manager's signature date, if approved C/S amount is more than \$100,000.		
	When multiple practices exist on the application, any practices that do not have approval information will be automatically disapproved at the end of this process. See paragraph 91.		
Save	Information is saved.		
Continue	When all applicable information is entered, and funds are available, CLICK " Continue ".		
Back	User is returned to the Agreement Approval – Approval Data Page.		
Print FSA-848A PDF	User is able to print FSA-848A, Cost-Share Agreement.		
	Note: Printing FSA-848A does not approve the agreement.		

A Overview

After clicking "**Continue**" on the Agreement Approval – Fund Selection Page, the following Agreement Approval - Confirmation Page will be displayed. The Agreement Approval – Confirmation Page provides a summary of:

- all approved practices
- all disapproved practices
- C/S information.

Note: Practices that do **not** have approval information will automatically be disapproved. See paragraph 91.

B Example of Agreement Approval – Confirmation Page

Following is an example of the Agreement Approval - Confirmation Page. *--

Menu	Agreement A	Approval			
Welcome	Control No :	99_999 _2019_0041		Creation Da	ate: 05/29/2019
ECP Program	Applicant Na			Dis	saster ID: 1735
Select Program	Agreement St	atus : COMPLETE			Add/View Notes
Cost Share	Below is the li	st of practices and their cost share in	formation of	f an applicat	tion.
New Application					
Edit Application	Approved Pra		Description		Frend Association
Needs/Environmental	Practice Control Number	Process State	Requested Costshare (\$)		Fund-Available Amount(\$)
Agreement Approval		EnvironmentCompliance-Eligible	\$1144.00		4040-
Un-submit	0041-01-EC3	NeedsDetermination-Complete-Needed		, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	368340.00
Inactivate Application Search	COC/CED A	Approval Date of FSA 848A (MM/DD/Y	(YYY): <u>05/29</u>)/201 <u>9</u>	
View/Print Forms and Letters					
Performance and	Continue Bac	k			

._*

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval Page.

Field/Link	Description/Action		
Continue	Select "Continue" after reviewing all information and verifying that the		
	information is correct.		
Back	User is returned to the Agreement Approval – Fund Selection Page.		

86 Agreement Approval – Eligibility Information

A Overview

After "Continue" is selected from the Agreement Approval – Confirmation page, the Agreement Approval - Eligibility Information Page will be displayed.

B Example of Agreement Approval – Eligibility Information Page

Following is an example of the Agreement Approval – Eligibility Information Page. *_-

Welcome	Control No: 99_999 _2019_004	1		Creation Date: 05/29/201
CCP PIOPIAIII	Applicant Name : A Producer			Disaster ID: 173
Select Program	Agreement Status : COMPLETE			Add/View Not
Cost Share	Below is the eligibility informat	ion of an an	plication.	
New Application		and of an ap	piredetoin	
Edit Application	Program Eligibility		4000	
Needs/Environmental	Question		*Yes/No	Reason
Needs/Environmental	Are the Land Eligibility requirements met as O Yes O No(Must			~
Agreement Approval	defined in 1-ECP Part 5 Section 2? provide reason)		\sim	
Un-submit	Are the Person Eligibility requirements met O Yes O No(Must		~	
Inactivate Application	as defined in 1-ECP Part 5 Section 1? provide reason)			\rightarrow
	Eligibility Flags			
View/Print Forms and Letters	Name	Туре	Eligible	
Performance and	B Producer	00	Yes	
Payment	A Producer	00	Yes	
Certify & Pay		1		
Retry Payment	Approve Disapprove All Back			

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Eligibility Information Page.

Field/Link	Description/Action
Are the Person Eligibility requirements met as defined in 1-ECP, Part 5, Section 1?	CLICK the "Yes" or "No" radio button.
Reason	If "No" is selected an explanation is required in the "Reason" block.
Are the Land Eligibility requirements met as defined in 1-ECP, Part 5, Section 2?	CLICK the "Yes" or "No" radio button.
Reason	If "No" is selected an explanation is required in the "Reason" block.

86 Agreement Approval – Eligibility Information (Continued)

Field/Link	Description/Action			
Approve	Select "Approve" after reviewing all information.			
	IF	THEN		
	the user answered "no" to	the user will not be allowed to proceed		
	either program eligibility question	and "Approve" will not be available.		
	question	"Disapprove All" and "Add/Remove		
		Producer" will be available.		
	and/or CSS returned "No" for			
	the eligibility flags	The user can also correct eligibility and		
		try "approving" again.		
	the user answered "Yes" to	"Approve" will be available.		
	both program eligibility			
	questions	Note: "Add/Remove Producer" will also		
	and CSS returned "Yes" for	be available.		
	the eligibility flags			
Disapprove All	If user clicks "Disapprove All", the Agreement Disapproval Information			
	Page will be displayed. See paragraph 88 for additional information.			
Back	User is returned to the Agreement Approval – Confirmation Page.			
Add/Remove	Used to add or remove a producer. If only one producer is associated			
Producer	with the application and that producer will be replaced, users must first			
	add a new producer and then remove the unwanted producer.			
	Note: If more than one producer is associated with the application and			
	the user does not need to add producers, then click the " radio			
	button " next to the proc " Remove ".	lucer to be removed and CLICK		

C Fields, Descriptions, and Actions (Continued)

87 Agreement Approval – Eligibility Success

A Overview

After selecting "Approve" on the Agreement Approval – Eligibility Information Page, the Agreement Approval – Eligibility Success Page will be displayed.

Funds will now be obligated, and the user is encouraged to view the Conservation Fund Ledger System.

Users shall generate and mail the approval letter along with a copy of the COC/CED signed FSA-848A for producer signature.

Notes: The approved application now becomes an agreement and the control number is now referred to as an agreement number instead of an application control number.

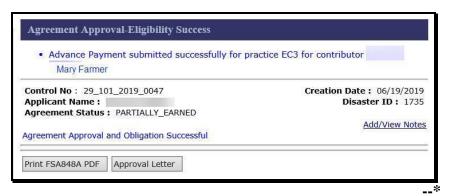
Producers are now approved participants.

B Example of Agreement Approval – Eligibility Success Page

Following is an example of the Agreement Approval – Eligibility Success Page. *--

Menu	Agreement Approval-Eligibility Success	
Welcome	Control No : 99_999 _2019_0041	Creation Date : 05/29/2019
ECP Program	Applicant Name : A Producer Agreement Status : CONTRACT_APPROVED	Disaster ID: 1735
Select Program	5 _	Add/View Notes
Cost Share	Agreement Approval and Obligation Successful	
New Application Edit Application	Print FSA848A PDF Approval Letter	

When there is an advance payment requested for the EC3 practice the Agreement Approval – Eligibility Success page will be displayed with the message 'Advance Payment submitted successfully for practice EC3 for contributor ...'



C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Eligibility Success Page.

Field/Link	Description/Action
Print FSA-848A PDF	Print A-848A, Cost-Share Agreement.
Approval Letter	Print approval letter.

A Overview

The Agreement Disapproval Information Page will be displayed after "Disapprove All" is selected from the Agreement Approval – Eligibility Information Page according to paragraph 86 or the Agreement Approval Page according to paragraph 81.

Agreement disapproval can only take place if information has been entered for needs determination and the practice has been deemed environmentally compliant.

B Example of Agreement Disapproval Information Page

Menu	Agreeme	nt Disapproval Information	n
Welcome	_		
ECP Program			
Select Program	Control No Applicant	o: 99_999 _2017_0071 Name. A Producer	Creation Date: 05/08/2017 Disaster ID: 1694
Cost Share		t Status : COMPLETE	bisdstei ib. 1094
New Application			
Edit Application	Below is th	ne list of practices associate	d with the application.
Needs/Environmental	All required	fields are denoted by an asteri	sk{*}
Agreement Approval			
Un-submit			
Inactivate Application	Practice control	Process State	* Disapproval Reasons
Search	Number 99 999 .		
/iew/Print Forms and Letters	2017-	EnvironmentCompliance- Eligible NeedsDetermination-	Practice or Program Requirements not met V
Performance and	0071-01- EC1	Complete-Needed	Practice of Program Requirements not met +
ayment			
Certify & Pay			
Retry Payment			test
Agreement Maintenance	* Please e	nter appeals language as per	^
Revise Agreement		1-APP par. 14:	\sim
Agreement In Process		l	
Terminate/Reinstate Agreement			
angewannen.	Continue	Back	

Following is an example of the Agreement Disapproval Information Page. *--

88 Agreement Disapproval Information (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Disapproval Information Page.

Field/Link	Description/Action
Disapproval	Select from the drop-down one of the following reasons for disapproving:
Reasons	
	Lack of Funds
	Practice or Program Requirements not met
	• Low Priority.
Please enter	Required free form text box. Enter applicable appeal language according to
appeals	1-APP, paragraph 14.
language as	
per 1-APP	
par. 14:	
Continue	Agreement Disapproval Confirmation Page will be displayed.
Back	User is returned to the Agreement Approval – Approval Data Page. See paragraph 81.

89 Agreement Disapproval Confirmation

A Overview

The Agreement Disapproval Confirmation Page will be displayed after clicking "Continue" on the Agreement Disapproval Information Page.

B Example of Agreement Disapproval Confirmation Page

Following is an example of the Agreement Disapproval Confirmation Page. $\ast__$

ECP Program Applie Select Program Disapp Cost Share Disapp	ol No : ^{99_999} cant Name : ment Status : proved Practic ice control	A Producer COMPLETE e Summary	Creation Date : 05/08/2017 Disaster ID : 1694
Select Program Cost Share Disapp Pract	ment Status : proved Practic ice control	COMPLETE e Summary	Disaster ID: 1694
Select Program Cost Share Disapp Pract	proved Practic ice control	e Summary	
Cost Share Disapp	ice control		
Pract	ice control		
New Application	lumber	Process State	* Disapproval Reasons
Edit Application -	99 -2017-	EnvironmentCompliance-Eligible	Practice or Program
007 Needs/Environmental	1-01-EC1	NeedsDetermination-Complete-Needed	Requirements not met
Agreement Approval	par. 14: test		
Inactivate Application	Abo	ve practices will be disapproved. Do you wish to	disapprove?
Search			
View/Print Forms and Letters		Yes No	

Note: Text typed in the appeals language box on the Agreement Disapproval Information Page will be displayed between the "Disapproved Practice Summary" box and the approval/disapproval options.

C Action

If "Yes" is selected, the Agreement Disapproval Success Page will be displayed. See paragraph 90 for additional information.

If "No" is selected, the Agreement Approval – Approval Data Page will be displayed. See paragraph 81 for additional information.

90 Agreement Disapproval Success

A Overview

The Agreement Disapproval Success Page will be displayed after "Yes" is selected on the Agreement Disapproval Confirmation Page.

B Example of Agreement Disapproval Success Page

Following is an example of the Agreement Disapproval Success Page. *--

Welcome Control No: 99_999 .2017_0071 Creation Date: 05/08/2017 ECP Program Applicant Name : A Producer Disaster ID : 1694 Select Program Agreement Status : DISAPPROVED Agreement Disapproval Successful New Application Disapproval Letter Disapproval Letter	Menu	Agreement Disapproval Success	
New Application	ECP Program	Applicant Name : A Producer	
	Cost Share	Agreement Disappro	oval Successful
		Disapproval Letter	

C Action

CLICK "Disapproval Letter" to generate the disapproval letter.

91 Agreement Approval - Partial Disapproval

A Overview

When an agreement contains multiple practices, some of which will be approved and some of which will be disapproved, the software simultaneously approves and disapproves the respective practices. To accomplish this simultaneous approval and disapproval the user must enter approval information for the practice(s) that will be approved on the Agreement Approval – Approval Data Page (see paragraph 81), while leaving the approval data blank for the practice(s) that will be disapproved.

When the user CLICKS "**Continue**" on the Application Signup – Component Rate Practice Approval Summary Page (see paragraph 84) with approval information entered for some, but not all practices on the agreement an alternate version of the Agreement Approval – Fund Selection Page is displayed. This alternate version of the page is the Agreement Approval - Partial Disapproval Page.

B Example of Agreement Approval – Partial Disapproval Page

Following is an example of the Agreement Approval – Partial Disapproval Page. *--

elcome P Program	Control No : Applicant Na Status : COM			Creati	ion Date: 07/17/201 Disaster ID: 169
lect Program					Add/View Note
st Share w Application it Application eds/Environmental		list of practices associated wit elds are denoted by an asterisk{*}		ion.	
reement Approval	Lack Of Funds	s Letter			
-submit	Practice Sun	nmary			
activate Application arch	Practice control Number	Process State	Requested Costshare(\$)	Approved Costshare (\$)	* Fund-Available Amount(\$)
w/Print Forms and Letters formance and	99-999- 2014-0163- 01-EC2	EnvironmentCompliance-Eligible NeedsDetermination-Complete- Needed	\$878.00	\$ 878.00	4040-59914.00 🗸
rment					
tify & Pay	Disapproved Practice	Practice Summary			
ry Payment	control	Process State		* Disapprov	al Reasons
reement Maintenance	99-999-2014- 0163-01-EC3	EnvironmentCompliance-Incom NeedsDetermination-Incompl		or Program Re	quirements not met 💊
vise Agreement reement In Process rminate/Reinstate reement bmit to COC/CED	* Please enter	appeals language as per 1-APP p	ar. 14: disap;	planation of reas proval and applica rights are typed h	ble appeal
C/CED Approval		COC/CED Willing to Approve Date(MM/DD/2002)		
arch ports		[if saving and co [if Saving and co (CED Approval Date of FSA 848A ([if c	ontinuing later]	11/22/2017	
	Save Contir	ue Back Print FSA848A PDF	1		

91 Agreement Approval - Partial Disapproval (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Partial Disapproval Page.

Field/Link	Description/Action
	Practice Summary (Approved Practices)
Fund- Available Amount(s)	From the drop-down list, select the program accounting code associated to the selected disaster ID and the amount available at time of this approval for the practice(s) that are being approved. In the subparagraph B example, the user has selected Fund 4040.
	Note: If no funds are available to select, or if insufficient funds are available, CLICK " Lack Of Funds Letter " to generate a lack of funds letter.
	Disapproved Practice Summary
Disapproval Reasons	For the practices that will be disapproved select from drop-down one of the following reasons for disapproving:
	 Lack of Funds Practice or Program Requirements not met Low Priority.
Lack of Funds Letter Please enter appeals language as per 1-APP par. 14:	Used to generate a lack of funds letter for practices that the county committee is willing to approve, but funds are not currently available. Required free form text box. Enter applicable appeal language according to 1-APP, paragraph 14 for the disapproved practices.
COC Willing to Approve Date (mm/dd/yyyy)	 Enter date, if funds are not available or if insufficient funds are available for the approved practices and CLICK "Save" to continue later. Notes: Follow paragraph 93 to generate disapproval letter for practices being disapproved before entering willing to approve date for practices that COC is willing to approve, but sufficient funds are not available. Date cannot be after the approval date.
	Users can click "Calendar icon" to fill this entry.

92 Agreement Approval - Partial Disapproval Summary

A Overview

After the user clicks "Continue" on the Agreement Approval - Partial Disapproval Page the Agreement Approval – Partial Disapproval Summary Page is displayed. This page is used to generate the disapproval letter for practices being disapproved before continuing to approve the remaining practices

B Example of Agreement Approval - Partial Disapproval Summary Page

Following is an example of the Agreement Approval - Partial Disapproval Summary Page. *--

Welcome		Control No : 99_999_2014_0163 Creation Date : 07/17/203						
ECP Program	Applicant Name Status : COMPLE			Di	saster ID: 169			
Select Program					Add/View Note			
Cost Share 😽	Below is the lis	t of practices and their cost share	information of	an applicati	on.			
New Application	Approved Prac	tices						
Edit Application	Practice	Process State	Requested		Fund-Available			
Needs/Environmental	Control Number		Costshare (\$)	Costshare (\$)	Amount(\$)			
Agreement Approval		EnvironmentCompliance-Eligible	\$878.00	\$878.00	4040- 59914.00			
Un-submit	0163-01-EC2	NeedsDetermination-Complete-Needed						
Inactivate Application	Disapproved P	ractices						
Search View/Print Forms and Letter	Practice Contr Number	rol Process State		Disappro	oval Reasons			
	99-999-2014-	EnvironmentCompliance-Incomplet	Practice or Program					
Performance and	0163-01-EC3 NeedsDetermination-Incomplete Requirements not met							
Payment	1-APP par. 14:	Practice or Program Requirements not	met					
Certify & Pay	COC/CED A	pproval Date of FSA 848A (MM/DD)	/YYYY): <u>11/22</u>	/2017				
Retry Payment								
Agreement Maintenance	Continue Back	Disapproval Letter						
-								

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Partial Disapproval Summary Page.

Field/Link	Description/Action
Continue	CLICK "Continue" and the Agreement Approval – Eligibility
	Information Page will be displayed. See paragraph 86.
	Note: Print disapproval letter for the disapproved practices before clicking " Continue ".
Back	CLICK " Back " to return to the Agreement Approval - Partial
	Disapproval Page.
Disapproval	CLICK "Disapproval Letter" to generate the disapproval letter for the
Letter	practice(s) being disapproved. After printing the disapproval letter
	CLICK "Continue".

93 Generating Disapproval Letter When Funds Are Not Available

A Overview

When some, but not all, practices on an agreement are being disapproved and funds are not available for the practices that are being approved, the user must enter a COC/CED **disapproval date** in the "COC/CED **Approval Date of FSA-848A**" data field on the Agreement Approval - Partial Disapproval Page to enable the user to generate the disapproval letter for practices being disapproved. After the disapproval date is entered and the user CLICKS "Continue" on the Agreement Approval - Partial Disapproval Summary Page is displayed. The link used to generate the disapproval letter for practices being disapproval Summary Page is contained on this page.

After generating the disapproval letter the user must return to the Agreement Approval -Partial Disapproval Page to remove the enter "COC/CED Willing to Approve Date" and save the willing to approve information.

B Example of Agreement Approval - Partial Disapproval Summary Page – When Funds Are Not Available

Following is an example of the Agreement Approval - Partial Disapproval Summary Page when funds **are not** available.

Menu	Agreement A	۱pp	roval				
Welcome ECP Program	Control No : 99 Applicant Nam Status : COMPL	Creation Date: 07/17/2014 Disaster ID: 1694					
Select Program		Add/View N					
Cost Share	Below is the lis	st o	f practices and their cost share inf	ormation of	an applicati	ion.	
New Application	Approved Prac	tice	25				
Edit Application Needs/Environmental	Practice Control Number		Process State	Requested Costshare (\$)		Fund-Available Amount(\$)	
Agreement Approval Un-submit			ironmentCompliance-Eligible dsDetermination-Complete-Needed	\$878.00	\$878.00	4050- 0.00	
Inactivate Application	Disapproved P	rac	tices				
Search View/Print Forms and Letters	Practice Cont Number	rol	Process State		Disappro	oval Reasons	
Performance and						Practice or Program Requirements not met	
Payment	1-APP par. 14:	Pra	ctice or Program Requirements not me	et			
Certify & Pay	COC/CED A	ppr	oval Date of FSA 848A (MM/DD/Y)	YYY): <u>11/22/</u>	2017		
Retry Payments	Continue Back	k	Disapproval Letter				

97 Un-Submit Application

A Overview

Applications with a status of "Complete" can be un-submitted. To un-submit a completed, submitted application CLICK "**Un-submit**" from the left navigation menu.

B Example of Un-Submit Application Page

Following is an example of the Un-Submit Application Page. Notice the "Application Status" for all applications is "Complete".

Note: Additional page numbers may be displayed at the top and bottom of the page when all search results do not fit on a single page.

Welcome							
ECP Program	Application results	i					
Select Program	Control Number	Primary Applicant	Application Status	Disaster ID	<u>State</u> <u>County</u>	<u>Date</u> <u>Created</u>	Un- Submi
Cost Share	99_999 <u>2014 0239</u>	A PRODUCER	COMPLETE	2014 Midwest Flooding ECP	: 99 Johnson	09/11/2014	<u>Un-</u> Submit
New Application	99_999 <u>2017 0040</u>	B PRODUCER	COMPLETE		99 Johnson	03/02/2017	<u>Un-</u> Submit
Edit Application Needs/Environmental	99_999 <u>2017_0058</u>	C PRODUCER	COMPLETE	2017 Tornados Midwest	99 Johnson	04/10/2017	<u>Un-</u> Submit
Agreement Approval	99_999 _2017_0060	D PRODUCER	COMPLETE	2017 Tornados Midwest	99 Johnson	04/17/2017	<u>Un-</u> Submit
Un-submit							

C Action

Locate the desired application and CLICK "**Un-Submit**". The Application Signup – Un-submit Page will be displayed.

98 Application Signup – Un-submit

A Overview

The Application Signup – Un-submit Page will be displayed after "Un-Submit" is selected from the Un-Submit Application Page. Use this option before agreement approval to return a "Complete" status application to a status of "Incomplete" to allow edits of practice and component data, including removal of unwanted or incorrect practices and/or components.

B Example of the Application Signup – Un-submit Page

Following is an example of the Application Signup – Un-submit Page. *--

Menu	Application Signup - Unsubmit	
Welcome ECP Program	Control No : ^{99_999} _2014_0239 Applicant Name : A PRODUCER Status : COMPLETE	Creation Date: 09/11/2014 Disaster ID: 1694
Select Program Cost Share		Add/View Notes
New Application Edit Application Needs/Environmental	This Application will be un-submitted, sare erased.	Signature date and Submitted dates
Agreement Approval Un-submit	Please confirm Un-submit.	
Inactivate Application	Confirm	

105 Inactivate Application

A Overview

The "inactivate" function is available for all applications that have not yet been approved. To inactivate an application, CLICK "**Inactivate**" from the left navigation menu. The Inactivate Application Page will be displayed. Use this option when a producer requests to withdraw their application before application approval or disapproval. If a producer requests to withdraw an application after approval use the "Terminate" option according to paragraph 201.

B Example of Inactivate Application Page

Following is an example of the Inactivate Application page.

Note: Additional page numbers may be displayed at the top and bottom of the page when all search results do not fit on a single page.

Menu	Inactivate Applie	cation					
Welcome							
ECP Program	Application results	;					1 <u>2 Next></u>
Select Program	Control Number	Primary Applicant	Application Status	Disaster ID	<u>State</u> County	Date Created	Inactivate Application
Cost Share New Application Edit Application	99_999 <u>2014_0239</u>	A PRODUCER	COMPLETE	2014 Midwest Flooding ECP	99 - Jonnson	09/11/2014	Inactivate Application
Needs/Environmental Agreement Approval Un-submit	99_999 <u>'014 0250</u>	B PRODUCER	INCOMPLETE	2014 Midwest Flooding ECP	99 - Junson	09/24/2014	Inactivate Application
Inactivate Application	99_999 <u>2014 0255</u>	C PRODUCER	INCOMPLETE		99 Jonnson	09/25/2014	Inactivate Application
Search View/Print Forms and Letters	99_999 <u>2017 0001</u>	D PRODUCER	INCOMPLETE	2014 Midwest Flooding	99 - Junson	01/10/2017	Inactivate Application

C Action

*__

Locate the desired application and CLICK "Inactivate Application"

106 Application Signup - Inactivate

A Overview

After clicking the "**Inactivate Application**" link on the Inactivate Application page, the Application Signup - Inactivate Page will be displayed.

B Example of Application Signup – Inactivate Page

Following is an example of the Application Signup – Inactivate Page. *--

Welcome	Control No : 99_999 _2014_0239 Creation Date : 09/11/201
ECP Program	Applicant Name : A PRODUCER Disaster ID : 169
Select Program	Status : COMPLETE
Cost Share	Add/View Note
New Application	
Edit Application	
	This Application has been calculated for Transformation. A present for
Needs/Environmental	This Application has been selected for Inactivation. A reason for
Needs/Environmental Agreement Approval	inactivation is required. Please select from the following:
Agreement Approval	inactivation is required. Please select from the following:
Agreement Approval Un-submit	inactivation is required. Please select from the following: * R1-Producer no longer interested
Agreement Approval Un-submit Inactivate Application	inactivation is required. Please select from the following: * R1-Producer no longer interested Please confirm inactivate application.
Agreement Approval Un-submit Inactivate Application Search	inactivation is required. Please select from the following: * R1-Producer no longer interested Please confirm inactivate application.

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup - Inactivate Page.

Field/Link	Description/Action
Select Inactivation	Select from the drop-down menu one of the following reasons the
Reason	application is being inactivated:
	• R1 – Producer no longer interested
	• R2 – Producer not environmentally compliant
	• R3 – Practice not needed.
Confirm	Click "Confirm" to confirm the inactivation request. The Application
	Signup – Inactivate Confirmation Page will be displayed.
Cancel	Cancel returns user to the list of agreements available for inactivation.

107 Application Signup – Inactivate Confirmation

A Overview

After "Confirm" is selected on the Application Signup – Inactivate Page, the Application Signup – Inactivate Confirmation Page will be displayed.

Note: On the Inactivate Confirmation Page, there is no limit on inactivating completed applications with needs determination and/or environmental compliance information entered.

B Example of Application Signup – Inactivate Confirmation Page

Following is an example of the Application Signup – Inactivate Confirmation Page. *--

Menu	Application Signup - Inactivate Confirmation		
Welcome ECP Program	Control No: 99_999 _2014_0239 Applicant Name: A PRODUCER Status: COMPLETE	Creation Date: 09/11/2014 Disaster ID: 1694	
Select Program Cost Share		Add/View Notes	
New Application Edit Application	Inactivate Reason: R1-Producer no longer interested		
Needs/Environmental Agreement Approval	Once Inactivate is complete, the record will be permanently disabled. Do you wish to Inactivate this Application?		
Un-submit Inactivate Application	Select Yes to Inactivate, or No to Cance	el.	
Search	Yes No		

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Inactivate Confirmation Page.

Field/Link	Description/Action
Yes	Click "Yes" to confirm inactivation request. The Inactivate Application Page will be displayed with the message "Inactivate Application has been successfully saved." After the application is inactivated, it will no longer be available for use and will no longer be displayed in any application search results.
No	Click "No" to cancel and return to the list of agreements available for inactivation.

108-113 (Reserved)

•

Par. 114

114 Application Search Criteria (Continued)

Field/Link	Description	Action
Application Status	Drop-down list of specific application statuses available for use as search criteria. Defaults to "Select Application Status". Selectable application statuses include:	Select the desired application status to limit search results to only applications/agreements having that specific status.
	 Approved Cancelled Complete Disapproved Finalized Incomplete Paid Partially Earned. 	Example : Selecting "Partially Earned" as search criteria returns search results containing agreements that have received a payment, but not all practices have been marked as "Practice complete".
	Note : If a specific application status from the above list is not designated as search criteria all application statuses will display in the search results, including application statuses associated with agreements, which are not listed in this drop- down menu.	
Practice Status	 Drop-down list of specific practice statuses available for use as search criteria. Defaults to "Select Practice Status". Selectable practice statuses include: Approved 	Select the desired practice status to limit search results to only applications/agreements containing a practice having that specific status.
	 Cancelled Disapproved Inactive Incomplete Paid Partially Earned Payment Failed Pending Approval Pending Certification. 	Example: Selecting "Payment Failed" as practice status search criteria returns search results containing applications where a payment has been attempted through *Certify and Pay, but* the payment was not successfully issued.
Search	Retrieves information based on the search criteria selected/ entered. The Search Results page will be displayed.	Click " Search " to conduct the search according to the selected criteria.
Clear	Resets all data entry search criteria fields.	Click " Clear " to remove all previously selected search criteria.
		Note: State and county are not removed as search criteria when clicking "Clear".

C Fields, Descriptions, and Actions (Continued)

115 Application Search Results

A Overview

The Search Results Page will be displayed based on the search criteria selected/entered according to paragraph 114.

B Example of Application Search Results Page

Following is an example of the Application Search Results Page. *--

Search Results								
<u>New Search</u> Your request: State=Missouri, County=Johnson, Fiscal Year=2017								
							1 2 3	Next> >:
Cost Share Applicat	ion search resu	ults						
<u>Control Number</u>	Primary Applicant	Application	status			<u>Date</u> <u>Created</u>	Practice	Edit Applicatior
99_999 2017_0001	A Producer	INCOMPLETE		Flooding	-	01/10/2017		<u>Edit</u>
99_999 2017_0002	B Producer	COMPLETE		2012 Midwest Drought	-	01/24/2017	Show	<u>Go To</u> Approval
99_999 2017_0003	C Producer	PARTIALLY_E/	ARNED	2012 Midwest	-	01/24/2017	Hide	
	Practice Sum	nary						
	Practice Control Prac Number	ctice Status	Ac	tion(s)		Pro	cess Status	
	99_999 201/- 0003- PARTI	ALLY_EARNED	Producer		PC_	ND_CO	MPLETE_NEE	DED ON_PARTIAL
	Below is a list of as: <u>New Search</u> Your request: States <u>Cost Share Applicat</u> <u>Control Number</u> 99_999 2017_0001 99_999 2017_0002	Below is a list of assistance request New Search Your request: State=Missouri, Count October Missouri, Count Control Number Primary Applicant 99_999 2017_0001 A Producer 99_999 2017_0002 B Producer 99_999 2017_0003 C Producer 99_999 2017_0003 Practice Summ Practice Practice 000000 99_999 2017- 0003	Below is a list of assistance requests for the crive New Search Your request: State=Missouri, County=Johnson, Fis Control Number Primary Applicant Application 99_999 2017_0001 A Producer INCOMPLETE 99_999 2017_0002 B Producer COMPLETE 99_999 2017_0003 C Producer PARTIALLY_E/ Practice Summary Practice Status 99_999 2017- Partially EARMER	Below is a list of assistance requests for the criteria you New Search Your request: State=Missouri, County=Johnson, Fiscal Year= Cost Share Application search results Control Number Primary Applicant Application Status 99_999 2017_0001 A Producer INCOMPLETE 99_999 2017_0002 B Producer COMPLETE 99_999 2017_0003 C Producer PARTIALLY_EARNED Practice Summary Practice Practice Status Accement Accement 99_999 2017_0023 Practice Status Accement	Below is a list of assistance requests for the criteria you selected. New Search Your request: State=Missouri, County=Johnson, Fiscal Year=2017 Cost Share Application search results Disaster Control Number Primary Applicant Application Status Disaster 99_999 2017_0001 A Producer INCOMPLETE 2014 Midwest Flooding ECP 99_999 2017_0002 B Producer COMPLETE 2012 Midwest Drought ECP 99_999 2017_0003 C Producer PARTIALLY_EARNED 2012 Midwest Drought ECP Practice Summary Practice Status Action(s) 99_999 2017_ PARTIALLY_EARNED Drought ECP	Below is a list of assistance requests for the criteria you selected. New Search Your request: State=Missouri, County=Johnson, Fiscal Year=2017 Cost Share Application search results Control Number Primary Applicant Application Status Disaster 10 State County 99_999 2017_0001 A Producer INCOMPLETE 2014 Midwest Drought Johnson Missouri Johnson 99_999 2017_0002 B Producer COMPLETE 2012 Midwest Drought ECP Missouri Johnson 99_999 2017_0003 C Producer PARTIALLY_EARNED 2012 Midwest Drought Johnson Practice Control Number Practice Status Action(s) Missouri Johnson 99_999 2017_ 0003 Practice Status Action(s)	Below is a list of assistance requests for the criteria you selected. New Search Your request: State=Missouri, County=Johnson, Fiscal Year=2017 Cost Share Application search results Control Number Primary Applicant Application Status Disaster 10 State County Date Created 99_999 2017_0001 A Producer INCOMPLETE 2014 Hidwest Flooding ECP Missouri Johnson 01/10/2017 99_999 2017_0002 B Producer COMPLETE 2012 Midwest Drought ECP Missouri Johnson 01/24/2017 99_999 2017_0003 C Producer PARTIALLY_EARNED 2012 Midwest Drought ECP Missouri Johnson 01/24/2017 99_999 2017_0003 C Producer PARTIALLY_EARNED 2012 Midwest Drought ECP Missouri Johnson 01/24/2017 99_999 2017_0003 C Producer PARTIALLY_EARNED EC Missouri Johnson 01/24/2017 99_999 AgreementMaintenance EC_COMI Producer EC_COMI	Below is a list of assistance requests for the criteria you selected. New Search Your request: State=Missouri, County=Johnson, Fiscal Year=2017 1 2 3 Cost Share Application search results Control Number Primary Applicant Application Status Disaster ID State County Date Created Show/Hide Practice Summary 99_999 2017_0001 A Producer INCOMPLETE 2014 Hidwest Drought ECP Missouri Johnson 01/10/2017 Show 99_999 2017_0002 B Producer COMPLETE 2012 Midwest Drought ECP Missouri Johnson 01/24/2017 Show 99_999 2017_0003 C Producer PARTIALLY_EARNED 2012 Midwest Drought ECP Missouri Johnson 01/24/2017 Hide Practice Summary 2012 Midwest Drought Missouri Johnson 01/24/2017 Hide 99_999 2017_0003 C Producer PARTIALLY_EARNED Process Status Action(s) Process Status 2012/ Number Paretice Status Action(s) Process Status ND_COMPLETE_NEED

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Search Results Page.

Field/Link	Description/Action			
Cost Share Application Search Results				
New Search	Returns the user to the Search Criteria Page. Previous search criteria are retained. User must revise the search criteria as necessary to change the results of the next search.			

Application Status	Application Status Description	Process Link	Action
Approved	Agreement has been approved but no payments have been issued under	Agreement Maintenance	Takes the user to the Revise Contract Page. See paragraph 171.
	the agreement.	Producer Certification	Takes the user to the *Practice Summary Page. See paragraph 133*
		Retry Payment	Takes the user to the Retry Payment Page. See paragraph 161.
		TSP Certification	Takes the user to the *Practice Summary Page. See paragraph 133*
Cancelled	Status is not used.	N/A	N/A
Complete	Practices and components have been added to the application, but the application has not yet	Environmental Compliance	Takes the user to the Environmental Compliance Check page. See paragraph 63.
	been approved. Environmental Compliance and Needs determination information may or may not be completed.	Needs Determination	Takes the user to the Application Signup – Needs Determination – Step 1 Page. See paragraph 61.
Disapproved	All practices on the application have been disapproved.	None	No action is permitted on "Disapproved" status applications.

Application Status	Application Status Description	Process Link	Action
Finalized	Agreement has been replaced with a successor agreement through the "Finalize and Copy" process. Note: "Finalize and Copy" process is no longer available, but agreements with a status of "Finalized" may still exist. The current equivalent status of "Finalized" is "Revise Ended".	None	No action is permitted on "Finalized" status agreements from within the Application Search Results. The Terminate Link is available through Agreement Search Results. See paragraph 238.
Incomplete	Application does not have producer signature date and submitted date entered. Note: If no practices have been added to the application the Practice Summary is not displayed when the user clicks "Show" for the record on the Search Results Page.	Edit	Takes the user to the Application Signup – Add Practices Page where the user can edit information for the specific practice or add additional practices or delete existing practices.
Paid	Payments have been issued under the agreement and all practices have been marked as "Practice Complete".	Agreement Maintenance Producer Certification	Takes the user to the Revise Contract Page. See paragraph 171. Takes the user to the *Producer Practice Summary Page. See paragraph 133.
		TSP Certification	Takes the user to the Practice Summary Page. See paragraph 133*

Application	Application Status		
Status	Description	Process Link	Action
Partially	Payments have been issued	Agreement	Takes the user to the
Earned	under the agreement but not	Maintenance	Revise Contract Page.
	all practices have been		See paragraph 171.
	marked as "Practice	Producer	Takes the user to the
	Complete".	Certification	*Practice Summary
			Page. See
			paragraph 133.
		TSP	Takes the user to the
		Certification	Practice Summary Page.
			See paragraph 133*
Revise COC	Successor agreement of a	None	No action is permitted
	revision that has been		from within the
	submitted to COC/CED for		Application Search
	approval but has not yet been		Results Page for a
	approved.		"Revise COC" status
			agreement. See
	Note: The Revise COC		paragraph 225.
	status also applies to		
	a previously		
	terminated agreement		
	that is in the process		
	of being reinstated		
	and has been		
	submitted to the		
	COC/CED for		
	approval of the		
	reinstatement.		

Application	Application Status	D	
Status	Description	Process Link	Action
Revise	Successor agreement of a	None	No action is permitted
Complete	revision that has been		from within the
	designated "Revise Complete"		Application Search
	but has not yet been submitted		Results Page for a
	to COC/CED for approval.		"Revise Complete"
			status agreement. See
	Note: The "Revise Complete"		paragraph 180 for
	status also applies to a		agreements being
	previously terminated		revised. See
	agreement that is in the		paragraph 209 for
	process of being		agreements being
	reinstated but has not		reinstated.
	yet been submitted to		
	the COC/CED for		
	approval of the		
	reinstatement.		
Revise Ended	Agreement that has been	None	No action is permitted
	replaced with a successor		on "Revise Ended"
	contract through "Revise		status agreements.
	Agreement" process.		
Revise In	Successor agreement of a	None	No action is permitted
Process	revision that has not yet been		from within the
	designated "Revise Complete".		Application Search
			Results Page for a
	or		"Revise In Process"
			status agreement. See
	Previously terminated		paragraph 191.
	agreement in the process of		
	being re-instated but not yet		
	designated as submitted to the		
	COC/CED for approval.		
Terminate	Agreement in the process of	None	No action is permitted
COC	being terminated that has not		from within the
	yet received a "Terminate		Application Search
	COC/CED Approval Date".		Results Page for a
			"Terminate COC"
			status agreement. See
			paragraph 205.

116 Application Search Results Practice Summary (Continued)

Application Status	Application Status Description	Process Link	Action
Terminate Contract	Agreement that has been terminated.	None	No action is permitted on "Terminate Contract" status applications.
Terminate Ended	Parent of a terminated successor agreement. "Terminate Ended" status is given to the parent after the successor agreement is terminated.	None	No action is permitted on "Terminate Ended" status agreements.

C Application Statuses, Status Descriptions, Process Links, and Actions (Continued)

117 Application Search Results - Edit Application Column

A Overview

The "Edit Application" column on the Application Search Results Page contains process links for applications. Available process links (if any) vary according to Application Status. Clicking the process link under the "Edit Application" column takes the user directly to the specific process.

Note: Many of the application statuses that are displayed in the application search results represent agreements (approved applications). The "Edit Application" column of the application search results will never contain a process link for an agreement.

B Example of Application Search Results – Edit Application Column

Following is an example of the "Edit Application" column on the Application Search Results Page.

Menu	Search Results										
Welcome											
ECP Program	Below is a list of ass	Below is a list of assistance requests for the criteria you selected.									
Select Program	New Search										
Cost Share	Your request: State=	Missouri, Count	ty=Johnson, Fiscal Year=	2017							
New Application							1 <u>2 3</u>	<u>Next> >></u>			
Edit Application	Cost Share Applicati	ion search res	ults								
Needs/Environmental	Control Number	Primary Applicant	Application Status	<u>Disaster</u> <u>ID</u>	<u>State</u> County	<u>Date</u> <u>Created</u>	Show/Hide Practice Summary	Edit Application			
Agreement Approval Un-submit Inactivate Application	99_999 _2017_0001	A Producer	INCOMPLETE	2014 Midwest Flooding ECP	Missouri - Johnson	01/10/2017		<u>Edit</u>			
Search View/Print Forms and Letters	99_999 _2017_0002	B Producer	COMPLETE	2012 Midwest Drought ECP	Missouri - Johnson	01/24/2017	Show	<u>Go To</u> Approval			
Performance and Payment Certify & Pay	99_999 2017_0003	C Producer	PARTIALLY_EARNED	2012 Midwest Drought FCP	Missouri - Johnson	01/24/2017	Show				

117 Application Search Results Edit Application Column Links (Continued)

C Practice Statuses, Status Descriptions, Process Links, and Actions

The following table provides the application statuses, status descriptions, process links, and actions for the Edit Application column of the Application Search Results.

Application Status	Status Description	Process Link	Action
Complete	Practices and components have been added to the application, but the application has not yet been approved. Environmental Compliance and Needs determination information may or may not be completed.	Go to Approval	The Agreement Approval – Assign ID page is displayed. See paragraph 80 for additional information.
Incomplete	Application does not have producer signature date and submitted date entered.	Edit	The Application Signup – Applicant Information page is displayed. See paragraph 30 for additional information.
All Other Statuses (Approved, Disapproved, Paid, etc.)	All other statuses are associated with agreements, not applications.	None	Not applicable.

A Overview

The Application Search process provides the user with the ability to search by Practice Status. Searching by Practice Status allows the user to locate applications that need specific actions. Links to the processes to complete those actions exist within the search results.

B Example of Application Search Results – Approved Practice Status

Following is an example of the application search results using a practice status of "Approved" as search criteria. "Show" has been clicked in the "Show/Hide Practice Summary" column for all records to be displayed with a practice summary containing the applicable process links.

Menu	Search Results												
Welcome	Below is a list of ass	sistance reques	sts for	the criteria vo	u selecte	d.							
ECP Program	New Search												
Select Program	New Search Your request: State=Missouri, County=Johnson, Fiscal Year=2017, Practice Status=APPROVED												
Cost Share	Cost Share Application search results												
New Application	Control Number												
Edit Application			2012 Summary 1										
Needs/Environmental	99_999 2017_0014	A Producer REVISE_ENDED Drought 02/01/2017 Hide											
Agreement Approval		ECP Johnson											
Un-submit	Practice Summary												
Inactivate Application		Practice Con Number		Practice Status	Action (s)		Proce	ess Status					
Search View/Print Forms and Letters		29-101-2017- 01-EC6		APPROVED			ND_COMP	ETE_UNNEED LETE_NEEDE LIFICATION_I CATION_INCO	D NCOMPLETE				
Performance and Payment Certify & Pay	99_999 2017_0030	B Producer	ACTIVE	E_REVISE	2014 Midwest Flooding ECP	Missouri - Johnson	02/16/2017	<u>Hide</u>					
Retry Payment		Practice Sum	nary										
Agreement Maintenance		Practice Control Practice Action Number Status (s) Process Status											
Revise Agreement		29-101-2017- 01-EC1	APPROVED		EC_COMPLETE_UNNEEDED ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION_INCOMPLETE TC_TSP_CERTIFICATION_INCOMPLETE								
Agreement In Process						10_1	SP_CERTIFI	CATION_INCO	JMPLETE				

C Explanation of Application Search Results – Approved Practice Status

When using search criteria of "Approved" for Practice Status the Application Search Results:

- may display multiple application statuses
 - **Note:** Practices with a status of Approved may be associated with any application status except application statuses of Complete, Disapproved, Finalized, Incomplete, and Paid.
- will only contain process links when associated with application statuses of Contract Approved or Partially Earned

Note: Process links associated with the Approved status practice will always be:

- Agreement Maintenance paragraph 171
- •*--Producer Certification paragraph 133
- TSP Certification paragraph 133.--*
- practice statuses other than Approved may also display in the Practice Summary of the search results when applications having more than one practice are included in the search results. All practices associated with the application display when the practice summary is opened.

The primary benefit of using Practice Status of Approved as search criteria is to exclude unapproved applications, disapproved applications, finalized agreements, and paid agreements from the search results list. This may significantly reduce the number of results returned.

D Example of Application Search Results – Cancelled Practice Status

Following is an example of the Application Search Results using an Application Status of Cancelled as search criteria.

Menu	Search Results
Welcome USER NAME I	NJ NJ
ECP Program	No records found matching the specified criteria.
Select Program	New Search
Cost Share	Your request: State=Missouri, County=Johnson, Application Status=Cancelled

E Explanation of Application Search Results – Cancelled Practice Status

When using search criteria of "Cancelled" for Practice Status the Application search results will always be blank because the Practice Status of Cancelled is not used in CSS.

There is no benefit to using the Practice Status of Cancelled as search criteria.

F Example of Application Search Results – Disapproved Practice Status

Following is an example of the Application Search Results using an Application Status of Disapproved as search criteria.

Menu	Search Results							
Welcome	Below is a list of as	ssistance i	requests for t	he criteri	ia vou s	elected.		
ECP Program								
and the second se	<u>New Search</u> Your request: State	e=Missouri,	County=Johns	on, Fiscal	Year=20	017, Applic	ation Status=D	Disapproved
Cost Share	Cost Share Applica	tion searc	h results					
New Application	Control Number	Primary Applicant	Application	<u>Disaster</u> ID	<u>State</u> County	Date Created	Show/Hide Practice	Edit Application
Edit Application		Applicant	510105	2014	county		Summary	Application
Needs/Environmental	99_999 2017_0042	А	DISAPPROVED	Midwest	Missour	i 03/02/20:	17 Hide	
Agreement Approval	2017_0042	Producer	DISAFFROVED	Flooding ECP	Johnson		17 mue	
Un-submit		Practice S	Summary		,			
Inactivate Application		Practice Control Practice Action Number Status (s) Process Statu						
Search View/Print Forms and Letters		29-101-2	2017-0042-01- EC1	DISAPP	ROVED		EC_COMPLETE ND_COMPLET	
Performance and Payment	99_999 2017_0069	B Producer	DISAPPROVED	2017 Tornados Midwest		05/02/201	17 <u>Hide</u>	
		Practice 9	Summary					
Certify & Pay Retry Payment			ice Control umber		tice tus	Action (s)	Process	Status
		29-101-2	2017-0069-01- EC1	DISAPP	ROVED		EC_COMPLETE ND_COMPLET	
Agreement Maintenance Revise Agreement Agreement In Process	99_999 _2017_0070	C Producer	DISAPPROVED	2012 Midwest Drought ECP	Missour - Johnsor	05/04/201	17 <u>Hide</u>	
Terminate/Reinstate		Practice S	Summary					
Agreement		Practice Control Practice Action Number Status (s) Process Status						
Submit to COC/CED			2017-0070-01-		ROVED	(3)	EC_COMPLETE	
COC/CED Approval			EC6				ND_COMPLE	IE_NEEDED

K Explanation of Application Search Results – Incomplete Practice Status, Continued

- always contain a practice process link of "Edit" for the practices displayed in the Practice Summary
- always display an application process link of "Edit" in the Edit Application column.
 - **Note:** Clicking the "Edit" process link in the Practice Summary takes the user directly to the Application Signup Add Practices page (see Paragraph 33) where the user can directly edit the specific selected practice. Clicking the "Edit" process link in the Edit Application column takes the user to the Application Signup Applicant Information page (see Paragraph 30) where the user can edit the application from the start of the application process.

The primary benefit of using Practice Status of Incomplete as search criteria is to locate applications where practices have been added to the application, but the application has not been designated as complete by entering signature date and submitted date on the Application Signup – Additional Information page (see paragraph 38).

Note: Searching by Application Status of Incomplete may return more results than searching by Practice Status of Incomplete. Searching by Application Status of Incomplete will return applications with no practices added, while searching by Practice Status of Incomplete will only returns applications with at least one practice added.

L Example of Application Search Results – Paid Practice Status

Following is an example of the Application Search Results using a Practice Status of Paid as search criteria.

*										
Menu	Search	Results								
Welcome	Below is	a list of ass	sistance re	equests for th	ne criteri	a you se	lected.			
ECP Program	New Sear	ch								
Select Program			Missouri, (County=Johns	on, Fiscal	Year=20	17, Prac	tice Status=P	AID	
Cost Share	Cost Sha	re Applicat	ion search	n results						
New Application		Number	Primary Applicant	Application	Status	Disaste ID	Count		Show/Hide Practice	Edit Application
Edit Application	-					2014			Summary	
Needs/Environmental	99_999	017_0031	D Producer	ACTIVE_REVI	SE	Midwest Flooding	Missour -	02/16/2017	Hide	
Agreement Approval			Producer			ECP	Johnso	n		
Un-submit			Practice :							
Inactivate Application				ce Control Imber	Pract State		(s)	Pr	ocess Statu	5
Search			29-101-2	017-0031-01-		_			APLETE_UNNE	
View/Print Forms and Letters				EC1			1	ND_COMPLETE_NEEDED PC_PRODUCER_CERTIFICATION TC_TSP_CERTIFICATION_FI		
Performance and Pavment						2014	Missou			_
Certify & Pay	99_999 _2	2017_0031A	D Producer	REVISE_IN_P	ROCESS	Midwest Flooding ECP	- Johnso	03/16/2017	Hide	
Retry Payment			Practice S	Summary				·		
Agreement Maintenance				ce Control umber	Pract State		(s)		ocess Statu	-
Revise Agreement				017-0031-01- EC1	PAI	D			MPLETE_UNNE	DED
Agreement In Process									ERTIFICATIO	

M Explanation of Application Search Results – Paid Practice Status

When using search criteria of "Paid" for Practice Status the Application Search Results:

- may display multiple application statuses except the statuses of Complete, Contract Approved, Disapproved, Finalized, and Incomplete
- may contain practices with a Practice Status of something other than Paid when multiple practices are included on a single application
- will contain process links in the Practice Summary for the practices with a Practice Status of Paid, if the Application Status is either Paid or Partially Earned.

Note: Process links associated with the Paid status practice will always be:

- Agreement Maintenance paragraph 171
- •*--Producer Certification paragraph 133
- TSP Certification paragraph 133.--*

The primary benefit of using Practice Status of Paid as search criteria is to locate applications where a payment has been issued for one or more practices and at least one of the practices on which payment is issued has been designated as "Practice complete" according to paragraph 131.

N Example of Application Search Results – Partially Earned Practice Status

Following is an example of the Application Search Results using a Practice Status of Partially Earned as search criteria.

Menu	Search Results								
Welcome ECP Program	Below is a list of as	sistance re	quests for the cri	teria y	ou selecto	ed.			
Select Program Cost Share	New Search Your request: State:	=Missouri, C	county=Johnson, Fis	scal Yea	ar=2017, P	ractice S	tatus=PARTIA	LLY_EARNED	
New Application	Cost Share Applicat	ion search	results						
Edit Application	Control Number	Primary Applicant	Application Sta	atus	Disaster ID	<u>State</u> County	Date Created	Show/Hide Practice Summary	Edit Applicatio
Agreement Approval Un-submit	99_999 _2017_0003	A Producer	PARTIALLY_EARNE	D	2012 Midwest Drought ECP	Missouri - Johnson	01/24/2017	<u>Hide</u>	
Inactivate Application		Practice S	ummary			,			·
Search View/Print Forms and Letters		Practice	Practice Status		Action(s)		Pre	ocess Status	;
Performance and Payment		0003-	ARTIALLY_EARNED	Produ		tion PC	ND_CO		DED
Certify & Pay		01-EC7		TSP	Certificatio	n	TC_TSP_CE	RTIFICATION	PARTIAL

O Explanation of Application Search Results – Partially Earned Practice Status

When using search criteria of "Partially Earned" for Practice Status the Application Search Results:

- may display multiple application statuses except the statuses of Complete, Contract Approved, Disapproved, Finalized, and Paid
- may contain practices with a Practice Status of something other than Partially Earned when multiple practices are included on a single application
- will contain process links in the Practice Summary for the practices with a Practice Status of Partially Earned if the Application Status is Partially Earned.

Note: Process links associated with the Partially Earned status practice will always be:

- Agreement Maintenance paragraph 171
- •*--Producer Certification paragraph 133
- TSP Certification paragraph 133.--*

The primary benefit of using Practice Status of Partially Earned as search criteria is to locate applications where a payment has been issued for one or more practices, but the practice has not been designated as "Practice complete" according to paragraph 131.

P Example of Application Search Results – Payment Failed Practice Status

Following is an example of the Application Search Results using a Practice Status of Payment Failed as search criteria.

Menu	Search Results												
Welcome USER NAME ECP Program	Below is a list of as	elow is a list of assistance requests for the criteria you selected.											
Select Program Cost Share	New Search Your request: State=	ew Search our request: State=Missouri, County=Johnson, Practice Status=PAYMENT_FAILED											
New Application	Cost Share Applicat	ost Share Application search results											
Edit Application	Control Number	Primary Applicant	Appli	cation Status	<u>Disaster</u> <u>ID</u>	<u>State</u> County	<u>Date</u> <u>Created</u>	Show/Hide Practice Summary	Edit Application				
Agreement Approval Un-submit	29_101_2013_0014	B Producer	PAID		2012 Midwest Drought ECP	Missouri - Johnson	10/31/2012	Hide					
Inactivate Application		Practice Su	ummary	/		-							
Search View/Print Forms and Letters	Practice Control Number Practice Status Action(s) Process Status												
Performance and Payment		29-101-2 0014-01		PAYMENT_FAILE	D <u>RetryPa</u>	i <u>vment</u> Pi	ND_CO C_PRODUCE	MPLETE_ELIG DMPLETE_NEE R_CERTIFICA ERTIFICATIO	DED TION_FINAL				

Q Explanation of Application Search Results – Payment Failed Practice Status

When using search criteria of "Payment Failed" for Practice Status the Application Search Results:

- may display multiple application statuses except the statuses of Complete, Disapproved, Finalized, and Paid
- may contain practices with a Practice Status of something other than Payment Failed when multiple practices are included on a single application
- will contain a Retry Payment process link in the Practice Summary for the practices with a Practice Status of Payment Failed. See paragraph 160.

The primary benefit of using Practice Status of Payment Failed as search criteria is to locate applications where a payment has been attempted but was not fully successful for one or more producers.

R Example of Application Search Results – Pending Approval Practice Status

Following is an example of the Application Search Results using a Practice Status of Pending Approval as search criteria.

*										
Menu	Searc	h Results								
Welcome ECP Program	Below i	is a list of as	ssistance r	equests for t	he crit	teria	you selec	ted.		
Select Program	New Se				_					
Cost Share	Your re	equest: State	e=Missouri,	County=Johns	on, Fis	cal Ye	ear=2017,	Practice Sta	atus=PENDIN(3_APPROVAL
New Application	Cost Si	hare Applica	tion searc	h results						
Edit Application	Contr	ol Number	Primary Applicant	Application Status	Disa		<u>State</u> County	<u>Date</u> Created	Show/Hide Practice	Edit Application
Needs/Environmental			Applicant	Status		2	County	Created	Summary	Application
Agreement Approval	99 999	2017_0002	_	COMPLETE	2012 Midwe	st	Missouri	01/24/2017	Hide	Go To
Un-submit		_2017_0002	F Producer	COMPLETE	Droug ECP	ht	Johnson	01/24/201/	mue	Approval
Inactivate Application			Practice S	Summary						
Search View/Print Forms and Letters			Practice Control Number	Practice Sta	tus		Action	(s)	Process	Status
Performance and Payment Certify & Pay			29-101- 2017- 002- 01-EC1 PENDING_APPROVAL EnvironmentalCompliance ND_INCOMPLETE_UNNEEDED ND_INCOMPLETE							
	1									

S Explanation of Application Search Results – Pending Approval Practice Status

When using search criteria of "Pending Approval" for Practice Status the Application Search Results will:

- display only applications with a status of "Complete"
- usually display only practices with a Practice Status of Pending Approval but may also include practices with a Practice Status of Disapproved when a COC/CED Willing to Approve Date has been entered for approved practices and a disapproval letter has been generated for other (disapproved) practices on the application (see Subparagraph 91 F)
- contain Environmental Compliance and Needs Determination process links in the Practice Summary for practices with a status of Pending Approval. See Part 3, Section 3 for additional information on entering Environmental Compliance and Needs determination information
- contain a "Go To Approval" link in the Edit Application column for the application. See paragraph 80 for additional information.

The primary benefit of using Practice Status of Pending Approval as search criteria is to locate applications that have producer signature and submitted dates, but the application has not yet been approved.

T Example of Application Search Results – Pending Certification Practice Status

Following is an example of the Application Search Results using a Practice Status of Pending Certification as search criteria.

Menu	Search Results											
Welcome SU:												
ECP Program	Below is a list of assistance requests for the criteria you selected.											
Select Program	<u>lew Search</u> Your request: State=Missouri, County=Johnson, Fiscal Year=2014, Practice Status=PENDING_CERTIFICATION											
Cost Share	our request state-massing county-somasing nation real-2014, Flattice status-Fending_CERTIFICATION											
New Application	Cost Share Application search results											
Edit Application	Control Number	Primary Applicant	Application Status Disaster ID County Created Practice Application									
Needs/Environmental				2014			Summary					
Agreement Approval	29_101_2014_0152	A Producer	CONTRACT_APPROVED	Midwest	Missouri - Johnson	07/02/2014	<u>Hide</u>					
Un-submit				Flooding ECP								
Inactivate Application		Practice Su	immary		_							
Search		Practice Control	Practice Status	Action(s)		Pro	ocess Status					
View/Print Forms and Letters		Number										
Performance and		29-101- AgreementMaintenance EC_COMPLETE_UNNEEDED 2014- ND_COMPLETE_NEEDED										
Payment		0152- PENDING_CERTIFICATION ProducerCertification 0152- PC_PRODUCER_CERTIFICATION_INCOMPLETE										
Certify & Pay		01-EC2	1	TSPCertificatio	n	TC_TSP_CERT	IFICATION_IN	COMPLETE				



U Explanation of Application Search Results – Pending Certification Practice Status

When using search criteria of "Pending Certification" for Practice Status the Application Search Results:

- will display applications with multiple practice statuses. Application statuses of Complete, Disapproved, Finalized, Incomplete, and Paid will not be included in the search results
- may contain practices with a Practice Status of something other than Pending Certification when multiple practices are included on a single application.

Note: Process links associated with the Pending Certification status practice will always be:

- Agreement Maintenance paragraph 171
- •*--Producer Certification paragraph 133
- TSP Certification paragraph 133.--*

The primary benefit of using Practice Status of Pending Certification as search criteria is to locate agreements that have both Producer Certification and TSP Certification complete, but

--the agreement has not yet been processed for payment through Certify and Pay. See-- paragraph 143.

119-121 (Reserved)

123 View Print Form Results

A Overview

The View Print Form Results page will be displayed based on the search criteria selected/entered according to paragraph 122.

B Example of View Print Form Results Page

Following is an example of the View Print Form Results Page. *--

Menu	View Print Form	Results								
Welcome	Below is a list of agreements for the criteria you selected.									
ECP Program	/iew/Print Search /our request: State=Missouri, County=Johnson, Fiscal Year=2017									
Select Program								1 <u>2 3</u>	Next> >>	
Cost Share	View Print Forms re	Applicant	1	Disaster	State	Data	Annual			
New Application	Control Number	Name	Application Status	ID	County	Date Created	Approval Date	Forms	Letters	
Edit Application	29_101_2017_0001	A	INCOMPLETE	2014 Midwest	Missouri -	01/10/2017		FSA848		
Needs/Environmental		Producer		Flooding ECP	Johnson					
Agreement Approval									Generate	
Un-submit				2012	Missouri				Referral Letter	
Inactivate Application	29_101_2017_0002	A Producer	COMPLETE	Midwest Drought	-	01/24/2017		FSA848	Lack of	
Search				ECP	Johnson				Funds Letter	
View/Print Forms and Letters										
Performance and Payment	29_101_2017_0003	в	PARTIALLY_EARNED	2012 Midwest Drought					Approval Letter	
Certify & Pay		Producer		ECP	Johnson			View Certifications		

Par. 123

123 View Print Form Results (Continued)

C Action

The following table provides the letters and/or forms that are available to view and print.

Note: The letters and forms available for selection is dependent on the stage of the application or agreement and its status.

Letter/ Form	Description	Statuses Necessary to Print
Approval	Letter to the Producer stating their request for Cost-Sharing for the indicated practice(s) has been approved.	Application approved
Disapproval Letter	Letter to the Producer stating their request for Cost-Sharing for the indicated practice(s) has been disapproved.	One or more practice(s) has been disapproved
Lack of Funds	Letter to the Producer stating while their Cost-Sharing application has been tentatively approved, at this time the demand for the indicated practice has exceeded available Funds	Completed application signed and submitted by the producer.
Referral Letter	Letter to the Producer stating their application has been referred to the Technical Service Provider for a needs determination.	Completed application signed and submitted by the producer.
FSA-848A	Form FSA-848, Cost-Share Application	Application started with producer assigned and farm(s), tract(s), and field(s) selected
FSA-848A	Form FSA-848A, Cost-Share Agreement	Application approved
FSA- 848AB	Form FSA-848B, Cost-Share Certifications and Payments	Application approved

124-129 (Reserved)

Part 4 Performance and Payment

Section 1 Certification

*--130 Search Agreements for Certify and Pay

A Overview

Producer and TSP certification data must be entered for each approved practice on C/S agreement. After an application has been approved and the producer has completed work on practices or components on the agreement, user will enter producer and TSP certification data.

To enter producer and TSP certification data for existing approved agreements, from the ECP Home Page, CLICK "**Certify & Pay**" from the left navigation menu. The Search Agreements for Certify & Pay Page will be displayed.

B Example of Search Agreements for Certify and Pay Page

Following is an example of the Search Agreements for Certify & Pay Page.

Menu	Search Agreements for Certify & Pay
Welcome	Choose from the options below to get the list of assistance requests.
ECP Program	* State : Missouri
Select Program	* County : Johnson
Cost Share	Agreement Number :
New Application	Producer Name : Find Producer
Edit Application	Fiscal Year : Select Year V
Needs/Environmental	
Agreement Approval	Search Clear
Un-submit	
	*

*--130 Search Agreements for Certify and Pay (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Certification Search Agreements for Certify & Pay Results Page.

Field	Description/Action
State	Drop-down list of the States associated to the user. Select desired
	State. State and National users are limited to the State selected
	during program selection.
County	Drop-down list of the counties associated to the user. Select desired
	county. State and National users are limited to the county selected
	during program selection.
Agreement Number	Enter agreement number to search for a specific agreement, if
	desired. Leave blank to include all agreement numbers as potential
	search results. See subparagraph 114 C for search tips when using
	agreement number (application control number) as search criteria.
Producer Name	CLICK "Find Producer" to open a new window to conduct a
	SCIMS Customer Search (11-CM).
Fiscal Year	Select the fiscal year from the drop-down list, to limit search results
	to a single fiscal year if desired. Leave as "Select Year" to include
	all available fiscal years as potential search results.
Search	Retrieves information based on the search criteria selected/entered.
	The Certification Search Results Page will be displayed.
Clear	Resets search criteria to default values.

*--131 Certify and Pay Search Results

A Overview

After "Search" is selected on the Search Agreements for Certify & Pay Page, the Certify & Pay Search Results Page will be displayed. Depending on the search criteria entered one or more search results may be listed. CLICK on the Agreement Number of the desired record to open the Agreement Summary containing links to the practices.

B Example of Certify & Pay Search Results Page

The following is an example of the Certify & Pay Search Results Page.

Notes: In the "Agreement Status" column, only approved, paid, and partially earned agreements will be displayed in the list of agreements available for producer certification and/or TSP certification data.

Additional page numbers may be displayed at the top and bottom of the page when all search results do not fit on a single page.

Menu Welcome	Certify & Pay Search	h Results			_	-	
ECP Program Select Program		plicant lame	nt Status Disaste	er <u>State</u> <u>County</u>	<u>Date</u> <u>Revision</u> Began	<u>Approval</u> <u>Date</u>	Forms
Cost Share New Application Edit Application	99_999 <u>2019 0041</u> AP	Producer CONTRACT	APPROVED 1754	Missouri - Johnson	05/29/2019	05/29/2019	FSA848B

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Certify & Pay Search Results Page.

Field	Description/Action
Agreement Number	Click the agreement control number link for the agreement on
	which performance is to be certified. A "Practice Summary" box
	will be displayed.
FSA848B	Click "FSA848B" to generate FSA-848B, Cost-Share Performance
	Certification and Payment, for printing.

*--132 Agreement Summary Page

A Overview

The Agreement Summary Page will be displayed after "Agreement Number" is selected on the Certify and Pay Search Results Page.

B Example of Agreement Summary Page

The following is an example of the Agreement Summary Page.

ECP Program Select Program Cost Share	Control No Applicant N Agreement	к –	019_0041 A Producer DNTRACT_APPI	ROVED		Creati	on Date : 05/: Disaster ID <u>Add/Vie</u>	: 173
New Application Edit Application Needs/Environmental Agreement Approval	-Select a Prac	tice Code to Practice Status	access the Pra Practice End Date	Practice Extent	Cost-Share Approved	Practice Complete	Total Installation	Acres
Un-submit Inactivate Application Search View/Print Forms and Letters	01-EC3 Restoring Permanent	APPROVED		Approved	(\$) 1144.00	N	Cost (\$) 0.00	0.0

*--132 Agreement Summary Page (Continued)

B Example of Agreement Summary Page (Continued)

If practice EC3 is included on the agreement and an advance is requested the practice status will be shown as 'Approved' with additional information of 'Advanced Payment Issued'. If no advance payment is requested and for practices other than EC3, status will be shown as 'Approved' with additional information of 'No Advanced Payment'.

Applicant Na	29_101_201 ame: LEE RC Status: PAR	같은 19 17년 1 월 2017년 1월	ED		Creatio	Disaster ID	: 1735
elect a Pract	ice Code to ac	ccess the Prac	tice Summar	у.			
Practice	Practice Status	Practice End Date	Practice Extent Approved	Cost- Share Approved (\$)	Practice Complete	Total Installation Cost (\$)	Acres Serve
01-EC3 Restoring Permanent Fences	APPROVED Advanced Payment Issued	12/19/2019	5.00	94.00	N	0.00	0.0
01-EC2 Grading, Shaping, leveling or Similar Measures	APPROVED No Advanced Payment	12/19/2019	7.50	21.00	N	0.00	0.0

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Summary Page.

Field	Description/Action
Practice	Click " Practice " to access the Practice Summary Page where users can enter
	the producer and TSP certifications or submit a practice for payment.
Back	Certify and Pay Search Results Page will be displayed.

*--133 Practice Summary Page

A Overview

The Practice Summary Page will be displayed after the practice is selected on the Agreement Summary Page.

B Example of the Practice Summary Page

The following is an example of the Practice Summary Page.

Note: If only the "Add Certification" button is displayed, then no certifications have been entered on the specific practice that was selected.

Menu	Practice Sum	mary								
Welcome ECP Program Select Program	Control No : 9 Applicant Nam Agreement Sta	e: A Prod	ducer	ED	Creation Date : 05/29/2019 Disaster ID : 1735					
Cost Chang						Add,	View Notes			
Cost Share New Application	Selected Practice Restoring Permar									
Edit Application	Add Certification			_						
Needs/Environmental										
·										
Agreement Approval Un-submit	*Certification Number	*Program Year	Producer Signature	TSP Signature	Producer Actual Cost	Certification Links	Payment Status			
Inactivate Application		. oui	Date	Date	Certified (\$)		Diatus			
Search	Total C	ertification	s for the Prac	tice	0.00					
View/Print Forms and Letters										
Performance and Payment	Back Request	Payment								
Certify & Pay	* - These fields	will be used	d when softw	are is enhan	ced in the futu	re.				

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Practice Summary Page.

Field	Description/Action
Add Certification	Click "Add Certification" to enter a new certification for the practice
	that was selected. The Create New Producer Certification –
	Component Rate Practice Page will be displayed.
Back	The Agreement Summary Page will be displayed.
Request Payment	The Record and Pay Page will be displayed only if the producer and
	TSP certifications have both been entered.

*--134 Create New Producer Certification – Component Rate Practice Page

A Overview

The Create New Producer Certification – Component Rate Practice Page will be displayed after "Add Certification" is selected on the Practice Summary Page.

B Example of Create New Producer Certification - Component Rate Practice Page

The following is an example of the Create New Producer Certification - Component Rate Practice Page.

Search View/Print Forms and Letters Requested Practice Actual Cost (\$) CostShare % Regular CostShare % LIM-RES SOC- DIS BEG-FMR Needed Approve Certify & Payment 14MOEC1C 10.00 500 127.00 75.00% 90.00% 10.00 10.00 Certify & Payment Name RES SOC- DIS SEG-FMR Percent (%) Approved (\$) *Current Actual Cost (\$) Prior Costs *Current Extent Cost (\$) Prior Cost (\$) *Current (\$) Prior Performed Prior Extent Performed Prior Performed Prior Extent Performed Prior Performed Prior Cost (\$) *Current (\$) Prior Cost (\$) *Current Cost (\$) *Current Cost (\$)	Welcome § ECP Program Select Program Cost Share New Application	Applicant	o: 99_999 ; Name: / nt Status : C	A Prod	ucer	PPROVED				Cre	eatio	Disaste	05/29/2019 er ID : 1735
Inactivate Application Name Extent Requested Technical Practice Avg Actual Cost (\$) Max Max Max Max CostShare % Regular Max CostShare UIM-RES SOC- DIS BEG-FMR Extent Needed Approve UIM-RES SOC- DIS BEG-FMR Performance and Payment 14MOEC1C 10.00 500 127.00 75.00% 90.00% 10.00 10.00 Centify & Pay Retry Payment Name LIM- SOC- SOC- FMR Percent Share (%) Approved (\$) *Current Actual Cost (\$) Prior Extent Performed Prior Extent Performed Agreement Maintenance Revise Agreement Agreement Sta Agreement Sta Agreement Sta Beger Yes 50.00% 572.00 250 0 3 0 Submit to COC/CED COC/CED Approval Search Reports * Practice complete? : Yes S0.00% 572.00 250 0 3 0 * Date receipts and documentation received (MM/DD/YYYY): * Date receipts and documentation received (MM/DD/YYYY): D6/05/2019 Image: FSA_848B PDF Def	Needs/Environmental Agreement Approval	Selected Pra	ctice: 01-EC3		by an a	sterisk{*)							
Performance and Payment 14MOEC1C 10.00 500 127.00 75.00% 90.00% 10.00 10.00 Centify & Payment Name LIM- RES SOC- DIS BEG- FMR Percent (%) Approved (%) *Current Actual Cost (\$) Prior Costs *Current Extent Prior Extent Agreement Maintenance Revise Agreement Agreement In Process Terminate/Reinstate Agreement Submit to COC/CED A Producer Yes 50.00% 572.00 250 0 3 0 * Practice complete? : Yes 50.00% 572.00 250 0 3 0 * Practice complete? : Yes No 06/05/2019 Image: Solution of the second	Search		Extent			Actual	Cos	tShare	LIM	stshare	SOC-		
Payment LIM- Retry Payment LIM- Retry Payment LIM- Ress SOC- DIS BEG- FMR Percent Share (%) Approved Amount (\$) Current Actual Cost (\$) Prior Costs (\$) Current Extent Performed Prior Extent Performed Agreement Agreement Submit to COC/CED COC/CED Approval Search Reports A Practice complete? : Yes 50.00% 572.00 250 0 3 (6) * Date receipts and documentation received (MM/DD/YYYY): * Date receipts and documentation received (MM/DD/YYYY): 06/05/2019 IIII	Performance and	14MOEC1C	10.00	500								10.00	10.00
Revise Agreement Producer Yes \$50.00% \$572.00 250 0 3 0 Agreement In Process B Yes \$50.00% \$572.00 250 0 3 0 Terminate/Reinstate Agreement Producer Yes \$50.00% \$572.00 250 0 3 0 Submit to COC/CED * Practice complete? : Yes Yes No COC/CED Approval Components complete : 14MOEC1C 14MOEC1C Search * Date receipts and documentation received (MM/DD/YYYY): 06/05/2019 Image: FSA_848B PDF	Certify & Pay Retry Payment		Name	RES SOC- DIS BEG-	Sha	re Amo	ount	Actua	al	Costs	Ð	ctent	Extent
Terminate/Reinstate Agreement Producer Yes 50.00% 572.00 250 0 3 0 Submit to COC/CED * Practice complete? : Yes Yes No COC/CED Approval Components complete : 14MOEC1C 14MOEC1C Search * Date receipts and documentation received (MM/DD/YYYY): 06/05/2019 IIII FSA_8488 PDF FSA_8488 PDF FSA_8488 PDF IIII	-		Producer	Yes 50.00		0% 57	72.00	2	50	0	, _	3	0
Submit to COC/CED * Practice complete? : Yes No COC/CED Approval Components complete : 14MOEC1C Search Reports * Date receipts and documentation received (MM/DD/YYYY): FSA_848B PDF	Terminate/Reinstate		-	Yes	50.0	0% 57	572.00 25		50 0			3	0
COC/CED Approval Search Reports * Date receipts and documentation received (MM/DD/YYYY): FSA_848B PDF	-		* Prac	tice co	mplete	?: О y		No					
FSA_848B PDF	Search												
_		* Date	receipts and received (docur (MM/D	mentati D/YYY	Y):							
* Producer Signature Date 06/05/2019			* Producer (Signa (MM/D	ture Da	ate 06/05							

*--134 Create New Producer Certification – Component Rate Practice Page (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Create New Producer Certification – Component Rate Practice Page.

Field/Link	Description/Action
Current Actual Cost (\$)	Enter actual cost for the producer's share. Calculated by multiplying the amount of eligible costs from the producer's receipts times the producer's share.
Current Extent Performed	Enter current extent performed for the producer's share.
	Current Extent Performed is not prepopulated from Agreement Approval. Re-entering extent performed encourages the county user to fully evaluate the extent requested, extent needed, extent approved, and extent performed before approving.
	Notes: Cost and extent can be edited any time before payments are disbursed through the Certify & Pay option.
	After a payment has been disbursed, any adjustment to cost or extent must be done by completing a new certification. This will require generating a new FSA-848B and obtaining new signatures. Extent adjustments after payment disbursement could result in a receivable or an overpayment.
	When changes are made to producer certified extents, users must verify that TSP certifications are correct and modify TSP certifications if necessary.
	If the practice is not complete, additional certifications can be processed at a later time.
	The sum of the Current Extent Performed by all producers cannot exceed the extent approved. If Prior Extent Performed data exists, the sum of the Current Extent Performed by all producers plus the Prior Extent Performed by all producers cannot exceed the extent approved.

*--134 Create New Producer Certification – Component Rate Practice (Continued)

Field/Link	Description/Action
Practice	Click:
Complete?	
	• "Yes" if certification for all components on the selected practice is
	certified completely and if no other payment is to be issued
	Notes: If "Yes" is selected indicating that the practice is complete the system will automatically de-obligate any unused funds.
	"Total installation cost" and "Acre served" data fields are
	added to the page and will be displayed.
	• "No" if partial certification.
Total	Only applicable if the "Practice complete?" question has been answered
Installation Cost	"Yes". Enter the total cost incurred to install the practice.
	Note: Total installation cost is not used in the calculation. It is used for reporting.
Acre Served	Only applicable if the "Practice complete?" question has been answered
none served	"Yes". Enter the acres served by the conservation practice.
Components	Select the components that are complete by clicking on the completed
Complete	component in the list to highlight the completed component.
	If all components are complete click on the first component in the list, click and hold shift and click the last component in the list and all components will be highlighted.
	To select multiple components individually, click and hold the control
	(ctrl) key while clicking on the individual completed components.
	To de-select a component that was erroneously highlighted click and
	hold the control key and click on the highlighted component.
Dates Receipts	Enter date receipts and documentation are received from the producer.
and	Note: When applicable the prompt recordent interest date will be
documentation received	Note: When applicable, the prompt payment interest date will be calculated by the software by adding 30 calendar days to the later
10001700	of the date documents are received or the producer signature date.
FSA_848B PDF	Before producer signature date is entered, CLICK "FSA_848B PDF" to
	print FSA-848B.

C Fields, Descriptions, and Actions (Continued)

*--134 Create New Producer Certification – Component Rate Practice (Continued)

Field/Link	Description/Action							
Producer	After the producer's signature is obtained on the printed form, re-access							
Signature Date	the certification and enter the producer signature date.							
	Note: When applicable, the prompt payment interest date will be calculated by adding 30 calendar days to the later of the date documents are received or the producer signature date.							
Save	The information entered can be saved if a producer signature has not been entered.							
	Note: If the information for producer certification is not saved, all producer certification data for that practice control number will be lost. Practice Status and the Producer Certification process status will remain as they were prior to initiation of the certification.							
Continue to	The Producer Certification Confirm – Component Rate Practice Page							
Next Step	will be displayed. See paragraph 135 for additional information.							
Cancel	The Certification Search Results Page will be displayed. See paragraph 132 for additional information.							

C Fields, Descriptions, and Actions (Continued)

*--135 Producer Certification Confirm – Component Rate Practice

A Overview

After "**Continue to Next Step**" is selected on the Producer Certification - Component Rate Practice Page, the Producer Certification Confirm - Component Rate Practice Page will be displayed.

B Example of Producer Certification Confirm - Component Rate Practice Page

The following is an example of the Producer Certification Confirm - Component Rate Practice Page.

Menu Welcome	Producer	Certificatio	on Con	ıfirm	- C(ompo	nent]	Rate Pi	rac	tice			
ECP Program Select Program Cost Share New Application	Control No: 99_999 2019_0041 Creation Date: 05/29/2019 Applicant Name: A Producer Disaster ID: 1735 Agreement Status: CONTRACT_APPROVED Add/View Notes												
Edit Application		ctice: 01-EC3											
Agreement Approval Un-submit Inactivate Application	Component Name	ts Extent Requested	Extent Technical Avg Max Max					Extent Needed					
Search	14MOEC1C	10.00	500		12	\$ 27.00	75.00%			90.00%		10.00	10.00
View/Print Forms and Letters Performance and Payment Certify & Pay		Name	LIM- RES SOC- DIS BEG- FMR	Perc Sha (%	ire	Âm	roved ount \$)	Curre Actua Cost (al	Costs	Ex	rrent ttent ormed	Prior Extent Performed
Retry Payment Agreement Maintenance		A Producer	Yes	50.0	00%	5	572.00	2	50	0		3	0
Revise Agreement		B Producer	Yes	50.0	00%	5	572.00	2	50	0		3	0
Agreement In Process Terminate/Reinstate Agreement Submit to COC/CED	Practice complete?: <u>No</u> Components complete: <u>14MOEC1C</u> Date receipts and documentation received (MM/DD/YYYY): 06/05/2019												
COC/CED Approval Search		Signature Da										_	
Reports	Submit Ca	incel											

*--135 Producer Certification Confirm – Component Rate Practice (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Producer Certification Confirm – Component Rate Practice Page.

Field/Link	Description/Action						
Prior Costs (\$)	Calculated by the system. Prior Costs will not be populated until the						
	payment has been submitted through Certify and Pay.						
Prior Extent	Calculated by the system. Prior Extent Performed will not be populated						
Performed	until the payment has been submitted through Certify and Pay.						
Submit	The Certification Search Results Page will be displayed with the message,						
	"Certification data submitted successfully."						
Cancel	User is returned to Certification Search Results Page.						

*--136 TSP Certification

A Overview

The Create New TSP Certification – Component Rate Practice Page will be displayed after "TSP" is selected on the Practice Summary Page.

Note: The link to select TSP will not be displayed until a producer certification has been completed. On the following screen the "Producer Status" is "Complete" because a certification has been submitted successfully.

Menu Welcome ECP Program Select Program Cost Share New Application	Practice Summary Control No 99_999 _2019_0041 Creation Date : 05/29/2019 Applicant N A Producer Disaster ID : 1735 Agreement Status : CONTRACT_APPROVED Add/View Notes Selected Practice: 01-EC3							
New Application Edit Application Needs/Environmental Agreement Approval Un-submit Inactivate Application	-	Restoring Permanent Fences *Certification Number *Program Year Producer Signature Date TSP Signature Date Producer Actual Cost Certification (\$)						Payment Status
Search View/Print Forms and Letters			06/05/2019		500.00	<u>Producer</u> Complete	<u>TSP</u> Incomplete	Not Sent
Performance and Payment	Total Certifications for the Practice 50							
Certify & Pay Retry Payment	Back Reques	t Payment						

*--136 TSP Certification (Continued)

B Example of Create New TSP Certification – Component Rate Practice Page

The following is an example of the Create New TSP Certification – Component Rate Practice Page.

P Program		: 99_999 _20	_	L			Crea		te: 05/29/201
lect Program	Applicant N Agreement	Name: Al	Producer INTRACT	APPROVE	D			Dis	aster ID: 173
st Share					-				Add/View Note
aw Application									
it Application		e the compon fields are den				P certification.			
eds/Environmental		ctice: 01-EC3		II asterisk	~ <i>s</i>				
reement Approval	Practice Ex								
submit	Extent Request		tent eded	Exten Approv		* Current Perfori		1	Prior Extent Performed
ctivate Application	20.00	20	.00	20.00)		6		0
rch									
w/Print Forms and Letters	Component				_		* Cur	rent	
ormance and	Name	Technical Practice	Exte Reque		xtent eeded	Extent Approved	Exte	ent	Prior Extent Performed
ment	14MOEC1C	500	10.0	00 1	10.00	10.00		6	0
tify & Pay									
ry Payment	Technical P Name Co	ractice Exte	nts Units P		* Cur		م ان م با	Duinu	Unite Applied
eement Maintenance	500	Yes	10.		Cur	rrent Units A	ppned	Prior	Units Applied
vise Agreement	500	100	10.						•
reement In Process	* Self ce	rtifying perfo	rmance w	ithout 🔿	Yes 🔘	No			
rminate/Reinstate reement	FSA, NRC	CS or other Te	echnical S r certifica	ervice					
omit to COC/CED	* Persor	n who certifie	d perform	ance: m	e				
C/CED Approval			* Affili	ation: Ot	ther	~			
rch		* Perfo	rmance r	eport: pr	practice performed				
orts					F	~			
			Referred t		5/05/201	19			
	(MM/DD/YYYY): * Certification Referral Expiration Date								
	*Date Received from TSP 06/05/2019								
	FSA 848B PDF								
	* TSP/Self Certification Date				e 06/05/2019				
		(mm): 🖳						

*--136 TSP Certification (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Create New TSP Certification – Component Rate Practice Page.

Field/Link	Description/Action
	Practice Extents
Current Extent Performed	Enter the current practice extent performed.
	Component Extents
Current Extent Performed	Enter the current component extent performed.
	Technical Practice Extents
Current Units Applied	Enter the current units applied.
Self-certifying performance without FSA, NRCS or other Technical Service Provider certification?	Click the " No " radio button if FSA, NRCS or other TSP is certifying performance. Click the " Yes " radio button if the producer is self- certifying performance. If " Yes " is selected, the only data fields that are required are:
	 "Person who certified performance" – a list of the producers on the agreement is provided and the user must check the box next to the name of the producer who is certifying performance "Performance Report" – enter a text description of the performance report TSP/Self Certification Date.
Dancen who contified nonformance	• TSP/Sen Certification Date. Enter the name.
Person who certified performance	
Affiliation	Select the affiliation of the person who certified performance.
Performance Report	Enter any information that is relevant to the installation of the practice.
Date Referred to TSP	Enter the date referred.
Certification Referral Expiration	Auto-populated to a date 1 month after the certification date referred.
Date	The date may be changed.
Date received	 Enter the date received. Note: Before TSP or self-certification signature date is entered, the user will CLICK "FSA_848B PDF" and obtain a signature on the printed form. User must CLICK "Save" before printing FSA-848B to populate the TSP certification data entered in the system on the printed form.
FSA_848B PDF	Click to print FSA-848B to obtain a signature.
TSP/Self Certification Date	Enter the TSP or self-certification date. A calendar option is also provided.
Save	The information entered can be saved if a TSP signature has not been entered.
	Note: If the information for TSP certification is not submitted (with certification date) or saved (when not yet certified) all TSP certification data for that practice control number will be lost. The TSP Certification process status will remain "Incomplete".
Continue to Next Step	The TSP Certification Confirmation Page will be displayed.
Cancel	Returns user to Agreement Summary Page. If TSP/Self Certification date has been entered it is removed.

*--136 TSP Certification (Continued)

	TSP Certified	Self-certified
	Initial Step – Befor	e entering extents
•	Answer self-certifying question as "No".	• Answer self-certifying question as "Yes".
•	In the "Affiliation" data field enter the name of the agency that will perform the TSP certification or "Other" if an independent TSP will perform the certification. Enter date referred to TSP. "Save" and print FSA-848B.	 Note: All subsequent data fields will disappear except: Person Who Certified Performance Performance Certification TSP/Self Certification Date.
•	Refer the FSA-848B to TSP.	
	Entering Pe	rformance
•	Enter the current practice extent performed as provided by TSP.	• Enter the current practice extent performed as provided by producer.
•	Enter the current component extent performed as provided by TSP.	• Enter the current component extent performed as provided by producer.
•	Enter technical practice current units applied as provided by TSP.	• Enter technical practice current units applied as provided by producer.
•	Enter the name of the person who certified performance.	• Select the producer who certified performance.
•	Enter text description of performance certification as provided by TSP.	• Enter text description of performance certification as provided by producer.
•	Enter date FSA-848B was received back from TSP.	Enter self-certification date.Continue to Next Step.
•	Enter TSP certification date.	• Confirm accuracy of data and submit TSP certification (see paragraph 137).
•	Continue to Next Step.	() - F ()
•	Confirm accuracy of data and submit TSP certification (see paragraph 137).	*

D Certification Sequence – TSP Certified vs. Self-certified

*--137 TSP Certification Confirmation

A Overview

After "Continue to Next Step" is selected on the TSP Certification Page, the TSP Certification Confirmation Page will be displayed.

B Example of TSP Certification Confirmation Page

Following is an example of the TSP Certification Confirmation Page.

Menu	TSP Cert	ificati	on Co	nfirmat	tion					
Welcome ECP Program Select Program	Control No Applicant Agreemen	- 1	A	019 004 Prodduo NTRACT	cer	OVED		Creati		e: 05/29/2019 Ister ID: 1735 Add/View Notes
Cost Share New Application Edit Application	Selected Pra	ctice: (ctice de	tails for TS	P certification.			
Needs/Environmental	Practice Ex Exten		Ext	tent	E	tent	Current	Extent	Р	rior Extent
Agreement Approval	Reques			eded		roved	Perfor	med	F	erformed
Un-submit	20.00		20	.00	2	0.00	6			0
Inactivate Application	Componen	t Exte	nts							
Search View/Print Forms and Letters	Name	Tech	nnical ctice		ent ested	Extent Needed	Extent Approved	Current E Perforn		Prior Extent Performed
Performance and	14MOEC1C	5	00		.00	10.00	10.00	6		0
Payment										
Certify & Pay	Technical F	Practic ost Sh			Planne	d Cum	rent Units Ap	nliad	Duiou I	Jnits Applied
Retry Payment	500	Yes		011112	0.00	u cui	6	plied	FIIOL	0
Agreement Maintenance Revise Agreement Agreement In Process Terminate/Reinstate Agreement	certifica Person wh Affiliation	tion? 10 cert : <u>Other</u>	<u>No</u> tified p	erforma	ance: <u>n</u>	<u>1e</u>	5 or other Te	chnical Ser	rvice P	rovider
Submit to COC/CED	Performance report: <u>practice performed</u> Date Referred to TSP (MM/DD/YYYY): <u>06/05/2019</u>									
COC/CED Approval			-	-	-					
Search	Certification Referral Expiration Date (MM/DD/YYYY): 07/05/2019									
Reports	Date Rece	ived fr	rom TS	Р (ММ/	DD/YY	YY): <u>06/0</u>	5/2019			
	TSP/Self (Certific	ation	Date (M	IM/DD	/ YYYY): <u>0</u>	6/05/2019			
	Submit	Cancel								

*--137 TSP Certification Confirmation (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the TSP Certification Confirmation Page.

Field/Link	Description/Action
Submit	The Certification Search Results Page will be displayed with the message "Certification saved".
Cancel	The Certification Search Results Page will be displayed. TSP/Self Certification Date information is removed.

D Example of Agreement Summary Page After a TSP Certification Was Loaded Successfully

The following is an example of the Agreement Summary Page after a TSP Certification was loaded successfully.

Menu	Agreeme	nt Summary								
Welcome ECP Program	• Certi	Certification saved.								
Select Program Cost Share	Applicant	Control No: 99_999 2019 0041 Creation Date: 05/29/2019 Applicant Name: A Producer Disaster ID: 1735								
New Application Edit Application	Agreemen	Agreement Status : CONTRACT_APPROVED Add/View Notes								
Needs/Environmental Agreement Approval Un-submit	-Select a Pra	-Select a Practice Code to access the Practice Summary.								
Inactivate Application Search View/Print Forms and Letters	Practice	Practice Status	Practice End Date	Practice Extent Approved	Cost- Share Approved (\$)	Practice Complete	Total Installation Cost (\$)	Acres Served		
Performance and Payment	<u>01-EC3</u> Restoring Permanent	PENDING_CERTIFICATION	11/29/2019	20.00	1144.00	N	0.00	0.00		
Certify & Pay Retry Payment Agreement Maintenance	Fences									

Note: The Practice Status will be "Pending Certification" when both the Producer and TSP Certifications have been submitted and the payment will be eligible to submit to Certify and Pay.--*

138-140 (Reserved)

141 Search Agreements for Certify and Pay

A Overview

Payment data can only be submitted if **both** producer and TSP certification data (including partial certifications) has been entered for at least one practice on the agreement. To certify and pay an approved agreement, CLICK "**Certify & Pay**" from the left navigation menu.

B Example of Search Agreements for Certify and Pay Page

The following is an example of the Search Agreements for Certify and Pay Page.

Menu Welcome :	Search Agreements for Certify & Pay Choose from the options below to get the list of assistance requests.
ECP Program Select Program	* State : Missouri
Cost Share New Application Edit Application Needs/Environmental	Agreement Number : Find Producer Fiscal Year : Select Year Y
Agreement Approval Un-submit	Search Clear

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Search Agreements for Certify and Pay Page.

Field	Description/Action			
State	Drop-down list of the States associated to the user. Select desired State.			
	State and National Office users are limited to the State selected during			
	program selection.			
County	Drop-down list of the counties associated to the user. Select desired			
	county. State and National Office users are limited to the county selected			
	during program selection.			
Agreement Number	Enter agreement number to search for a specific agreement, if desired.			
	Leave blank to include all agreement numbers as potential search results.			
	See subparagraph 114 C for search tips when using agreement number			
	(application control number) as search criteria.			
Producer Name	CLICK "Find Producer" to open a new window to conduct a SCIMS			
	customer search (see 11-CM).			
Fiscal Year	Select the fiscal year from the drop-down list, to limit search results to a			
	single fiscal year, if desired. Leave as "Select Year" to include all			
	available fiscal years as potential search results.			
Search	Retrieves information based on the search criteria selected/entered. The			
	Certify and Pay Search Results Page will be displayed.			
Clear	Resets search criteria to default values.			

*--142 Certify and Pay Search Results

A Overview

After "Search" is selected on the Search Agreements for Certify and Pay Page, the Certify and Pay Results Page will be displayed. Depending on the search criteria entered one or more search results may be listed.

B Example of Certify and Pay Search Results Page

The following is an example of the Certify and Pay Search Results Page.

Menu Welcome	Certify & Pay Search Results			
ECP Program Select Program	Agreement results Applicant Agreement Status Disaster State Date Approval Forms Number Name Agreement Status Disaster State County Began Date Forms			
Cost Share New Application Edit Application	99_999 2019 0041 A Producer CONTRACT_APPROVED 1754 MIssouri - 05/29/2019 05/29/2019 FSA848B			

Search the agreement number of the desired record to open the Agreement Summary Page then select the practice number for which a payment will be requested.

Menu	Agreement Summary						
Welcome							
ECP Program							
Select Program	G					.	
Cost Share	Control No: 99_999 2019 0041 Applicant Name: A Producer					Date: 05/2 Disaster ID	
New Application	Agreement Status : CONTRACT_APP	ROVED					
Edit Application						<u>Add/Vie</u>	w Notes
Needs/Environmental							
Agreement Approval	-Select a Practice Code to access the Pr	actice Summ	ary.				
Un-submit							
Inactivate Application Search	Practice Practice Status	Practice End Date	Practice Extent Approved	Cost- Share Approved (\$)	Practice Complete	Total Installation Cost (\$)	Acres Served
View/Print Forms and Letters Performance and Payment Certify & Pay	01-EC3 Restoring Permanent Fences	11/29/2019	20.00	1144.00	N	0.00	0.00
Retry Payment Agreement Maintenance	Back		1			1	

*--142 Certify and Pay Search Results (Continued)

C Example of the Practice Summary Request Payment Page

The following is an example of the Practice Summary Request Payment Page.

Menu	Practice Sum	ımary	_						
Welcome ECP Program Select Program Cost Share	Control No : 99_999 2019_0041 Cr Applicant Name : A Producer Agreement Status : CONTRACT_APPROVED					Creation	Creation Date: 05/29/2019 Disaster ID: 1735 <u>Add/View Notes</u>		
New Application Edit Application Needs/Environmental	Selected Practic Restoring Perma		3						
Agreement Approval Un-submit Inactivate Application	*Certification Number	*Program Year	Producer Signature Date	TSP Signature Date	Producer Actual Cost Certified (\$)	Certificat	ion Links	Payment Status	
Search View/Print Forms and Letters			06/05/2019	06/05/2019	500.00	Producer Complete	TSP Complete	Not Sent	
Performance and Payment	Total C	ertification	s for the Pra	ctice	500.00				
Certify & Pay Retry Payment	Back Reques	t Payment							

D Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Record and Pay Search Results Page.

Field	Description/Action
Certification	Reserved for future use.
Number	
Program Year	Reserved for future use.
Producer	Date the producer signed the producer certification.
Signature Date	
TSP Signature	Date the TSP signed the TSP certification.
Date	
Producer	The current actual costs associated to this specific certification.
Actual Cost	
Certified	
Producer	The Create New Producer Certification – Component Rate Practice Page
Under	will be displayed. Information previously entered for this certification
Certification	will be populated in the record and can be edited, if necessary, before
Links Header	requesting payment. See paragraph 134 for additional information.

*--142 Certify and Pay Search Results (Continued)

Field	Description/Action					
TSP Under	The Create New TSP Certification – Component Rate Practice Page will					
Certification	be displayed. Information previously entered for this certification will be					
Links Header	populated in the record and can be edited, if necessary, before requesting payment. See paragraph 136 for additional information.					
Payment Status	"Not Sent" payment status indicates that the payment amount that results from this certification has not been sent to NPS for processing. No additional certifications (producer or TSP) can be created for this practice until this payment request is processed through the Certify and Paym Main Menu.					
Total	Cumulative actual costs for all certification associated to the selected					
Certifications	practice.					
for the Practice						
Back	Agreement Summary Page will be displayed.					
Request	Certify and Pay Main Page will be displayed.					
Payment	 Notes: A pending certification status needs to have a requested payment before an additional certification can be recorded for the practice. If the status of the certification is "Not Sent", then the user is able to modify either the producer or the TSP certification before is in product of the product of the tertification before is in product. 					
	it is submitted for payment.					

D Fields, Descriptions, and Actions (Continued)

*--143 Certify and Pay Main Page

A Overview

After clicking "**Certify & Pay**" on the Practice Summary Page, the Certify and Pay Main Page will be displayed.

Note: Both the producer certification and TSP certification must be complete before attempting to certify and pay. If either the producer certification status or TSP certification status is incomplete the error message, "Producer Certification and TSP Certification must be completed for a practice before payment. Verify certification is complete for the practice(s) before submitting for payments(s)", will be displayed. When this error message is displayed the user's only option is to "Cancel" out of the Certify and Pay process.

B Example of Certify and Pay Main Page

The following is an example of the Certify and Pay Main Page.

Menu	Certi	fy and Pay I	Main							
Velcome ECP Program Select Program Cost Share	Applic	Control No: 99-999 2019_0041 Creation Date: 05/29/2019 Applicant Name: A Producer Disaster ID: 1735 Agreement Status: CONTRACT_APPROVED Add/View Notes								
New Application Edit Application				the cor	tract for paymer	nt.				
Needs/Environmental Agreement Approval Un-submit		Practices Summary Select Practice Practice Fund Certification Current Prior Payn Control Status ID Complete CostShare Da Number Earned Earned Earned Earned								
Inactivate Application Search	\checkmark	29-101- 2019-0041- 01-EC3	Pending Certification	4040	No	450.00	0.00	View		
View/Print Forms and Letters Performance and Payment	-	48B PDF Signature Dat	te (MM/DD/YYY	Y): 0	5/05/2019					
Certify & Pay Retry Payment		CCC 770 Completion Date (MM/DD/YYYY):								
Agreement Maintenance Revise Agreement										
Agreement In Process Terminate/Reinstate	Submit	Cancel								

*--143 Certify and Pay Main Page (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Certify and Pay Main Page.

Field	Description/Action								
Select	Check the box next to the practice to be paid. After "Submit" is pressed, the Certify and Pay Main – Confirmation Page will be displayed. See paragraph 146 for additional information.								
	Notes: Review the amount that is displayed under the "Current Cost Share Earned" column. This is the amount that will be paid to the producer(s).								
	Any payments made to entities may round up or down based on the calculated amount due for each member.								
	If the Current Cost Share Earned amount is negative, then a receivable will be created if the previous payment was certified and signed in NPS. If the previous payment was not certified and signed in NPS, then the payment amount in NPS will be adjusted according to the negative Current Cost Share Earned amount.								
	If the Current Cost Share Earned amount is incorrect, then return to Producer Certification and correct any issues before proceeding.								
	If multiple practices are listed on the Certify and Pay Main Page, then the user may select one, several, or all practices listed on the page to submit one or multiple payment request(s) at a single time.								
FSA-848B PDF	Click to print the FSA-848B to obtain a signature if signature has not previously been obtained.								
View	The Certify and Pay – Component Rate Practice Page will be displayed for viewing only.								
COF Signature Date	Enter the County Office signature date. COF Signature Date is required before clicking "Submit".								
CCC 770 Completion Date	Enter the date CCC-770 was completed, if applicable. This is an optional field.								
Submit	The Certify and Pay Main - Confirmation Page will be displayed. See paragraph 144 for additional information.								
Cancel	The Certify and Pay Search Results Page will be displayed.								

--*

*--144 Certify and Pay Main – Confirmation

A Overview

The Certify and Pay Main – Confirmation Page will be displayed after a practice is selected for payment and "Submit" is selected on the Certify and Pay Main Page according to paragraph 143. This page is the final opportunity to confirm that the payment data is correct.

B Example of Certify and Pay Main - Confirmation Page

The following is an example of the Certifyand Pay Main - Confirmation Page.

Menu	Certify and	Pay Main - C	onfirm	ation			
Welcome SUSAN BRACKEN ECP Program Select Program Cost Share	Control No Applicant Na Agreement S		05/29/2019 ID: 1735				
New Application Edit Application	Following table	lists all practic	es on the	e contract for pay	ment.		
Needs/Environmental	Practices Sur	nmary					
Agreement Approval	Practice Control Number	Practice Status	Fund ID	Certification Complete	Current CostShare Earned.	Prior CostShare Earned	Payment Data
Inactivate Application	29-101- 2019-0041- 01-EC3	Pending Certification	4040	No	450.00	0.00	View
View/Print Forms and Letters Performance and	COF Signatur CCC 770 Com	e Date: 06/05/ pletion Date:	2019				
Payment							
Certify & Pay Retry Payment	Confirm Can	cel					
Agreement Maintenance							

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Certify and Pay Main – Confirmation Page.

Field/Link	Description/Action
View	The Certify and Pay - Component Rate Practice Page will be displayed
	for viewing only.
Confirm	The Certify and Pay Main Page will be displayed with payment success
	and/or failure results.
Cancel	The Certify and Pay Main Page will be displayed.

145, 146 (Withdrawn—Amend. 2)

- 147-151 (Reserved)
- 8-1-19

•

Section 3 View & Print Existing Certifications

152 Existing Certifications

A Overview

*--To view or print certification data, click the practice identifier of the desired practice on the Agreement Summary Page (see paragraph 132). After selecting the desired practice, the Practice Summary Page will be displayed for that practice.

B Example of Agreement Summary Page

The following is an example of the Agreement Summary Page.

Menu	Agreeme	ent Summary						
Welcome ECP Program Select Program Cost Share	Control No : 99_999_2018_0069 Creation Date : 03/14/201 Applicant Name : A PRODUCER Disaster ID : 172 Agreement Status : PARTIALLY_EARNED Add/View Not							
New Application Edit Application Needs/Environmental	-Select a Pra	actice Code to access	the Practice	Summary.				
Agreement Approval Un-submit	Practice	Practice Status	Cost- Share Approved (\$)	Practice Complete	Total Installation Cost (\$)	Acres Served		
Inactivate Application Search View/Print Forms and Letters Performance and Payment	<u>01-EC1</u> Removing Debris From Farmland	PARTIALLY_EARNED	09/14/2018	5.00	68.00	N	0.00	0.00
Certify & Pay Retry Payment Agreement Maintenance Revise Agreement Agreement In Process	01-EC2 Grading, Shaping, leveling or Similar Measures	APPROVED	09/14/2018	5.00	92.00	N	0.00	0.00
Terminate/Reinstate Agreement	Back							

C Fields, Descriptions, and Actions

The following table provides fields, descriptions, and actions on the Agreement Summary Page.

Field/Link	Description/Action
Practice Identifier	The Practice Summary Page for the selected practice will be
	displayed.
Back	The Certify and Pay Search Results Page will be displayed.

--*

152 Existing Certifications (Continued)

*--D Example of Practice Summary Page

The following is an example of the Practice Summary Page.

Menu	Practice Sum	mary							
Welcome ECP Program Select Program	Control No: 99_999_2018_0069 Creation Date: 03/14/2018 Applicant Name: A PRODUCER Disaster ID: 1729 Agreement Status: PARTIALLY_EARNED Add/View Notes								
Cost Share New Application Edit Application Needs/Environmental	Selected Practice Removing Debris Add Certification	From Farml	and						
Agreement Approval Un-submit Inactivate Application	*Certification Number	*Program Year	Producer Signature Date	TSP Signature Date	Producer Actual Cost Certified (\$)	Certificat Links			
Search View/Print Forms and Letters			03/14/2018	03/14/2018	100.00	Producer	<u>TSP</u>	Paid	
Performance and Payment			06/12/2019	06/12/2019	50.00	Producer	<u>TSP</u>	Paid	
Certify & Pay Retry Payment	Total Certifications for the Practice 150.00								
Agreement Maintenance	Back Request	Payment							

E Fields, Descriptions, and Actions

Field/Link	Description/Action
Add Certification	Create New Producer Certification -Component Rate Practice Page
	will be displayed. Not used for viewing existing certifications.
Producer	The View Producer Certification – Component Rate Practice Page
	will be displayed with the certification for the producer signature date
	identified in the specific row of the table. See subparagraphs F and G.
TSP	The View TSP Certification – Component Rate Practice Page will be
	displayed with the certification for the TSP signature date identified in
	the specific row of the table. See subparagraphs F and G.
Back	Returns to the Agreement Summary Page.
Request Payment	The Certify and Pay Main Menu will be displayed.
	Note: Only certifications with a payment status of "Not Sent" or
	"Payment Failed" will be available for payment on the Certify
	and Pay Main Menu.

152 Existing Certifications (Continued)

*--F Example of View Producer Certification – Component Rate Practice Page

The following is an example of the View Producer Certification – Component Rate Practice Page.

Menu	View Proc	ducer Certi	fication -	Co	ompone	ent Rate P	ract	ice				
Welcome												
ECP Program	6	: 99_999_2	18 0069						6		D -4-	02/14/2010
Select Program		: 35_333_2 Name : A PR	-						Cre	atio		03/14/2018 er ID: 1729
Cost Share		Status : PA		EAR	RNED							
New Application											Ad	d/View Notes
Edit Application	Selected Pra	ctice: 01-EC	1									
Needs/Environmental	Component	ts										
Agreement Approval	Name	Extent	Technic		Avg	Max		_	Max	_	Extent	Extent
Un-submit		Requested	Practic	e	Actual Cost		CostShare Costshare % % Regular LIM-RES SO					Approved
Inactivate Application					(\$)				BEG-F	MR		
Search	14MOEC1B	3.00	500	-	\$ 30.00		00%	-	90.0			
View/Print Forms and Letters		Name	Limited Resource	S	ercent Share (%)	Approved Amount (\$)					Current Extent rformed	Prior Extent Performed
Performance and Payment		A PRODUCER	No		0.00%	68.00			0.00		3.00	0.00
Certify & Pay		L1										
Retry Payment	Practice co	omplete?: Ye	25									
Agreement Maintenance	Total insta	llation cost	: 100.00									
Revise Agreement	Acres serv	ed: 3.00										
Agreement In Process	Date recei	pts and doc	umentatio	on i	receive	d (MM/DD	/ / / /	YY):	03/14/	201	8	
Terminate/Reinstate Agreement	Producer S	Signature D	ate (MM/	DD,	/	:03/14/20	18					
Submit to COC/CED	FSA_848B	PDF										
COC/CED Approval												
Search	Back											
Reports												

G Fields, Descriptions, and Actions

The following table provides fields, descriptions, and actions on the View Producer Certification – Component Rate Practice Page.

Link	Action
FSA_848B	CLICK "FSA_848B PDF" to open or save FSA-848B, Cost Share
PDF	Performance Certification and Payment.
	Note: After the user opens the certification, the "Print" option will be available.
Back	Returns to the Practice Summary Page.

--*

*--H Example of View TSP Certification – Component Rate Practice Page

The following is an example of the View TSP Certification – Component Rate Practice Page.

Menu	View TSP	^o Certificatio	on - Compoi	ient R	ate P	ractice				
Welcome ECP Program Select Program Cost Share	Control No Applicant N	: 99_999_2018 Name : A PRO t Status : PA	_0069 DUCER				Creat		te: 03/14/2018 aster ID: 1729 Add/View Note:	
New Application		ctice: 01-EC1								
Edit Application Needs/Environmental	Practice Ex Extent Request	t Ext		Extent	d	Current Perfor		-	rior Extent Performed	
Agreement Approval	5.00		00	5.00		5.0	0		0.00	
In-submit	Component	Fxtents								
nactivate Application	Name	Technical Practice	Extent Requested		ent ded			Extent med	Prior Extent Performed	
earch iew/Print Forms and Letters	14MOEC1B	500	3.00		3.00 3.00		3.0		0.00	
erformance and	Technical P	Practice Exte	nts							
ayment		ost Shared	Units Planned Curr			rent Unit <mark>s A</mark> p	oplied	Prior Units Applied		
Certify & Pay	500	Yes	3.00			3.00		0.00		
Retry Payment Agreement Maintenance Revise Agreement Agreement In Process Terminate/Reinstate Agreement Submit to COC/CED COC/CED Approval	certificatio No Person wh Affiliation: Performan Date Refer	o certified p NRCS (ce report: lo red to TSP: (erformance: oks good 03/14/2018	gus			chnical Se	ervice P	Provider	
Search		on Referral E ived from TS	•		14/20	212				
Reports		Certification I								
	Back									

I Fields, Descriptions, and Actions

The following table provides fields, descriptions, and actions on the View TSP Certification – Component Rate Practice Page.

Field/Link	Description/Action
FSA_848B PDF	CLICK "FSA_848B PDF to open or save FSA-848B, Cost-Share Performance Certification and Payment.
	Note: After the user opens the certification, the "Print Option will be available.
Back	Returns to the Practice Summary Page.

--*

*--153 View Existing Certifications from Search Results

A Overview

Producer certification data for agreements with agreement statuses of "Partially Earned" and "Paid" can be viewed directly from the Agreement Search Results Page. After searching for an agreement according to paragraph 236 a "View Certifications" link will be displayed in, the "Forms" column of the Agreement Search Results Page.

B Example of Agreement Search Results Page

Following is an example of the Agreement Search Results Page.

Menu	Agreement Search	h Results								
Welcome USER NAME	Below is a list of ag	reements	for the criteria you se	elected.						
Select Program	New Search Your request: State:	=Missouri, (County=Johnson							
Cost Share New Application	Cost Share Agreem	ant coarch	reculte			<u><<</u>	<u><prev< u=""> <u>17</u></prev<></u>	<u>18</u> 19	<u>20 21</u>	<u>Next> >></u>
Edit Application Needs/Environmental		Applicant Name		Disaster ID	<u>State</u> County	<u>Date</u> <u>Created</u>	Approval Date	Links	Forms	Letters
Agreement Approval Un-submit Inactivate Application	<u>29 101 2017 0049</u>	F PRODUCER	PARTIALLY_EARNED	2014 Midwest Flooding ECP	Missouri - Johnson	03/16/2017	03/16/2017	<u>Revise</u> Terminate	ESA848B	Approval Letter
Search View/Print Forms and Letters	<u>29 101 2017 0050</u>	G PRODUCER	DISAPPROVED	2014 Midwest Flooding ECP	Missouri - Johnson	03/21/2017			FSA848	<u>Disapproval</u> Letter

C Fields, Descriptions, and Actions

For the purpose of this paragraph only the "View Certifications" link will be explained. See subparagraph 236 C for explanation of other links on the Agreement Search Results Page.

Link	Action	
View	CLICK "View Certifications" to display the View Existing	
Certifications	Certifications Page.	
		*

*--153 View Existing Certifications from Search Results (Continued)

D Example of View Existing Certifications Page

The following is an example of the View Existing Certifications Page.

View Existing Certifications Control No : 29_101_2017_0049 Applicant Name : F PRODUCER	Creation Date	: 12/14/2018				
Agreement Status : PAID		Add/View Notes				
Following table lists all practices on the contract for producer certification						
Certification Summary						
COF Signature Date	Certification	Links				
12/14/2018	Partial	PDF				
Cancel						

E Fields, Descriptions, and Actions

For the purpose of this paragraph only the "View Certifications" link will be explained. See Subparagraph 236 C for explanation of other links on the Agreement Search Results page.

Link	Action
COF Signature Date	Click the date to open the Practice Summary for the agreement.
	Statuses of the Producer and TSP certifications will be displayed in
	the Practice Summary.
PDF	CLICK "PDF" to generate a PDF copy of form FSA-848B for
	viewing or printing.
Cancel	CLICK "Cancel" to return to the Agreement Search Results Page.

*--153 View Existing Certifications from Search Results (Continued)

F Example of View Existing Certifications Practice Summary

Following is an example of the View Existing Certifications Practice Summary Page. The practice summary portion of the page is view only.

View Existing	; Certifications							
	e: F PRODUCER			Crea	ation Date : 12/14/2018 Disaster ID : 1733			
Agreement Sta	ILUS: PAID				Add/View Notes			
Following table lists all practices on the contract for producer certification								
Certification Se	ummary							
COF Signature Date		Certificat	ion		Links			
12/14/2018	Partial				PDF			
	Practice Summar	У						
	Practice Control Number	Practice Status	Cost Share Earned (\$)		Status			
	29-101-2017- 0049-01-EC3	PAID	15649.00		cerCertification_Final PCertification_Final			
Cancel								

154-159 (Reserved)

160 Retry Payment Results

A Overview

*--If a payment failed during Certify & Pay (Section 2), users can attempt to process the payment again. To retry a payment, from the ECP Home Page, CLICK "**Retry Payment**" from the left navigation menu. The Retry Payment Results Page will be displayed. CLICK the Agreement Number to open the Practice Summary

B Example of Retry Payment Results Page

Welcome	Agreement results						
ECP Program Select Program	Agreement Number	Applicant Name	Agreement Status	<u>Disaster</u> <u>ID</u>	<u>State</u> County	<u>Date</u> <u>Revision</u> <u>Began</u>	Approva Date
Cost Share	<u>29 101 2013 0014</u>	A Producer	PAID	Drought	Missouri - Johnson	10/31/2012	10/31/201
New Application Edit Application Needs/Environmental	<u>29 101 2013 0027B</u>	B Producer	CONTRACT ADDROVED	2012 Midwest Drought ECP	Missouri - Johnson	05/04/2017	05/04/201
Agreement Approval Un-submit	<u>29 101 2014 0166A</u>	C Producer	CONTRACT ADDROVED	2014 Midwest Flooding ECP	Missouri - Johnson	03/11/2015	03/11/20:
Inactivate Application Search	<u>29 101 2017 0052</u>	D Producer	PAID	2014 Midwest Flooding ECP	Missouri - Johnson	03/22/2017	03/22/20:
View/Print Forms and Letters		Practice Su	mmary				
Performance and Payment		Practice Control Number	Practice Status	rocess		Process Sta	itus
Certify & Pay		29-101- 2017-0052- 01-EC2	PAYMENT_FAILED Ret	ryPaymen		ucerCertificat PCertification	

Following is an example of the Retry Payment Results Page.

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Retry Payment Results Page.

Field	Description/Action
	Agreement Results
Agreement Number	CLICK the agreement control number link for the agreement. A Practice Summary box will be displayed. In the example in subparagraph B the user clicked the Agreement Number for 29_101_2017_0052 to display the Practice Summary for that agreement.
	Practice Summary
Retry Payment	The Retry Payment page will be displayed. See paragraph 161 for additional information.

161 Retry Payment

A Overview

After Retry Payment is selected on the Retry Payment Results page, the Retry Payment page will be displayed.

B Example of Retry Payment Page

Following is an example of the Retry Payment Page. *--

CP Program	Control No : Applicant Na Status : PAI	me: DP	17_0052 roducer				Creation Date : Disast	er ID: 16			
Select Program							Ad	ld/View Not			
ost Share	Following tabl	e lists all con	tributors o	on the prac	ctice that h	ave failed	payments				
ew Application	Selected Prac	tice: 01-EC2									
dit Application											
eeds/Environmental	The follow	ving cont	ributor	payme	nt failu	res will	be marked as val	lid and			
	The following contributor payment failures will be marked as valid and unavailable to retry.										
greement Approval			<i>j</i> .		Valid Payment Failures						
	Valid Payme	ent Failures		Prior	Current	Payment	Failure Reason	Reinstat			
-submit	Valid Payme	ent Failures		Prior Amount Paid(\$)	Cost	Payment Amount (\$)		Contribut			
-submit activate Application	Valid Payme Payment Control	ent Failures Contributor	Prior Cost Share Earned	Amount	Cost Share Earned	Amount		Reinstat Contribut Paymen			
greement Approval n-submit nactivate Application earch iew/Print Forms and Letters	Valid Payme Payment Control	ent Failures Contributor Name	Prior Cost Share Earned (\$)	Amount Paid(\$)	Cost Share	Amount (\$)		Contribut Paymen			
n-submit activate Application earch ew/Print Forms and Letters	Valid Payment Payment Control Number	ent Failures Contributor Name	Prior Cost Share Earned (\$)	Amount Paid(\$)	Cost Share Earned (\$)	Amount (\$)	Payment failed due to exception Error	Contribut Paymen			
n-submit nactivate Application earch	Valid Payment Payment Control Number	ent Failures Contributor Name D Producer	Prior Cost Share Earned (\$) 14625.00	Amount Paid(\$)	Cost Share Earned (\$)	Amount (\$)	Payment failed due to exception Error occurred while	Contribut Paymen			

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Retry Payment Page.

Field/Link	Description/Action
Do Not Retry	Marks a payment failure for removal from the retry list, if applicable. Activates the alternate version of the Retry Payment Page shown in subparagraph D.
Retry Payment	The payment process will be attempted again. The Retry Payment Confirmation Page will be displayed. See paragraph 162 for additional information.
Cancel	The Retry Payments Results Page will be displayed.

161 Retry Payment (Continued)

D Example of Retry Payment Page – Alternate Version

Following is an example of the alternate version of the Retry Payment Page that is displayed after the user CLICKS "**Do Not Retry**" on the original version of the page.

CD Droome	Control No :	29 101 20	17 0052				Creation Date :	03/22/201
CP Program	Applicant Na Status : PAI	ame: DP	roducer					er ID: 169
elect Program							Ad	ld/View Not
st Share	Following tab	le lists all con	tributors o	on the pra	ctice that h	ave failed	payments	
Application	Selected Prac	tice: 01-EC2						
Application								
s/Environmental	The follow	wing cont	ributor	payme	nt failu	res will	be marked as val	lid and
ement Approval	unavailat		у.					
	Unavailat Valid Payme Payment	ent Failures Contributor	Prior	Prior		Payment		
bmit	Unavailat Valid Paymo	ent Failures	Prior Cost Share	Prior Amount Paid(\$)	Cost Share	Payment Amount (\$)		Reinstate Contribut Paymen
bmit vate Application	Unavailat Valid Payme Payment Control	ent Failures Contributor	Prior Cost	Amount	Cost	Amount		Contribut
bmit vate Application	Unavailat Valid Paymer Payment Control Number	ent Failures Contributor Name	Prior Cost Share Earned (\$)	Amount Paid(\$)	Cost Share Earned (\$)	Amount (\$)		Contribut Payment
eement Approval submit ctivate Application rch v/Print Forms and Letters	Unavailat Valid Payme Payment Control	ent Failures Contributor	Prior Cost Share Earned (\$)	Amount Paid(\$)	Cost Share Earned	Amount (\$)	Payment failed due to exception Error occurred while	Contribut Paymen <u>Reinstate</u>
submit stivate Application rch w/Print Forms and Letters formance and	Unavailat Valid Paymer Payment Control Number	ent Failures Contributor Name D	Prior Cost Share Earned (\$)	Amount Paid(\$)	Cost Share Earned (\$)	Amount (\$)	Payment failed due to exception Error	Contribut Paymen <u>Reinstat</u>
submit tivate Application rch v/Print Forms and Letters	Unavailat Valid Paymer Payment Control Number	ent Failures Contributor Name D Producer	Prior Cost Share Earned (\$) 14625.00	Amount Paid(\$)	Cost Share Earned (\$)	Amount (\$)	Payment failed due to exception Error occurred while	Contribut Paymen

E Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the alternate version of the Retry Payment Page.

Field/Link	Description/Action
Reinstate	Enables the Retry Payment option. Returns the user to the original
	version of the Retry Payments Page.
Mark Valid	Payment failures will be permanently removed from the retry list.
Failures	
Cancel	The Retry Payments Results Page will be displayed.

162 Retry Payment Confirmation

A Overview

After Retry Payment is selected on the Retry Payment Page (Subparagraph B), the Retry Payment Confirmation Page will be displayed.

B Example of Retry Payment Confirmation Page

Following is an example of the Retry Payment Confirmation Page. *--

Menu	Retry Pay	ment Confir	nation				
Welcome ECP Program	Control No :	29 101 2017	0052			c	Creation Date: 03/22/2017
Select Program	Applicant Name : D Producer Status : PAID						Disaster ID : 1694 Add/View Notes
Cost Share	Following table lists all contributors on the practice that have failed payments Selected Practice: 01-EC2						
New Application	Only the f	following o	ontribut	tor payn	nents wi	ll be ret	tied.
Edit Application	Payments Fa						
Needs/Environmental	Payment Control Number	Contributor Name	Prior Cost Share	Prior Amount Paid(\$)	Current Cost Share	Payment Amount	
Agreement Approval	Number		Earned (\$)	Paid(\$)	Earned (\$)	(\$)	
Un-submit Inactivate Application	PC_1017401	D Producer	14625.00	14625.00	-14625.00		Payment failed due to exception Error occurred while cancelContractPayments
Search View/Print Forms and Letters						1	
Performance and Payment	Confirm Ba	ck Cancel					
Certify & Pay							
Retry Payment							

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Retry Payment Confirmation Page.

Field/Link	Description/Action
Confirm	The Retry Payment Results Page is displayed with a success or failure
	message.
Back	The Retry Payment Page is displayed.
Cancel	The Retry Payment Results Page is displayed.

163-168 (Reserved)

__*

170 Revise Agreement Search Results

A Overview

After "Search" is selected on the Search Agreements for Revision Page, the Revise Agreement Search Results Page will be displayed. Use this option to make common revisions such as changes in participant shares, increases and decreases in the approved practice and/or component extents, etc.

B Example of Revise Agreement Search Results Page

The following is an example of the Revise Agreement Search Results Page.

Note: Additional page numbers may be displayed at the top and bottom of the page when all search results do not fit on a single page.

Menu	Revise Agreement Search Results										
Welcome : ECP Program	Below is a list of agreements for the criteria you selected.										
Select Program Cost Share	New Search Your request: State	=Missouri,	Cour	nty=Johnson, Co	ntrol Numb	er=0098	, Fiscal Year:	=2017			
New Application	Cost Share Agreen	ent searc	h res	sults							
Edit Application	Control Number	Applicant Name Agreement Status Disaster State Date Approval Links Forms					Letter				
Needs/Environmental		Hume	_		2014			NAME			
Agreement Approval	29 101 2017 0098	A	CON	TRACT APPROVE	Midwest	Missouri		07/31/2017	Revise		Approv Letter
Un-submit	27 101 2017 0070	Producer CONTRACT_APPROVED Flooding ECP Johnson 07/31/2017 07/31/2017 Terminate FSA848A Lett						<u>eesses</u>			
Inactivate Application		Practice	Sumr	mary							
Search		Practi		Practice			0				
View/Print Forms and Letters		Control Process Status Number Status									
Performance and		29-101-2017-			EC_COMPLETE_UNNEEDED ND_COMPLETE_NEEDED						
Payment		099-01-EC1 APPROVED PC_PRODUCER_CERTIFICATION_INCOMPLETE TC_TSP_CERTIFICATION_INCOMPLETE									
Certify & Pay		Ę					-				

C Fields, Descriptions, and Actions

The following table provides the field descriptions and actions for the Search Results Page.

Field/Link	Description/Action
Control Number	Click the agreement control number link for the agreement. A "Practice
	Summary" box will be displayed for the selected record. In
	subparagraph B the user has clicked Control Number 29 101 2017 0098
	so the Practice Summary is displayed for that record. To close the
	Practice Summary, click the agreement control number link again.
Revise	The Revise Contract Page will be displayed. See paragraph 171 for
	additional information.

170 Revise Agreement Search Results (Continued)

Field/Link	Description/Action
Terminate	The Terminate Contract Page will be displayed. See paragraph 201 for additional information.
	Note: Terminations may initiate receivables.
Edit	The Agreements Signup – Applicant Information Page will be displayed.
	See paragraph 172 for additional information.
FSA-848A	Generates Form FSA-848, Cost-Share Request.
FSA-848A	Generates Form FSA-848A, Cost-Share Agreement.
FSA-848AB	Generates Form FSA-848B, Cost-Share Performance Certification and
	Payment.
Approval Letter	Generates approval letter.

C Fields, Descriptions, and Actions (Continued

171 Revise Contract

A Overview

After Revise is selected from the Links column on the Revise Agreement Search Results Page, the Revise Contract Page is displayed for the selected record. Revisions may be required because of changes in shares, changes in approved practice extents, extension of practice expiration dates, etc. This page is used to enter the reason for the revision and a description of the revised agreement to be created.

B Example of Revise Contract Page

ECP Program Applicant Name : A Producer Disaster ID : Select Program Status : CONTRACT_APPROVED Add/View Cost Share Below is the list of practices and their cost share information of an application. New Application Practices Summary	Menu	Revise Cont	ract							
Applicant Name : A Producer Disaster ID : Select Program Status : CONTRACT_APPROVED Add/View Cost Share Below is the list of practices and their cost share information of an application. Practices Summary Edit Application Practice Program Code Code Funds Needs/Environmental Number Code Code Code Code Code Code Code Cost Share Un-submit Inactivate Application Search ECP EC1 4040-59914.00 169.00 Earned	Welcome									
Select Program Status : CONTRACT_APPROVED Cost Share Below is the list of practices and their cost share information of an application. New Application Practices Summary Edit Application Practice Program Practice Program Code Code Code Function Needs/Environmental Agreement Approval Un-submit 29-101-2017- 0098-01-EC1 ECP EC1 4040-59914.00 169.00 0	ECP Program	Control No: 29_101 2017_0098 Creation Date: 07/31/2017 Applicant Name: A Producer Disaster ID: 1694								
New Application Practices Summary Edit Application Practice Summary Needs/Environmental Practice Agreement Approval 29-101-2017- 0098-01-EC1 Un-submit Inactivate Application	Select Program									
Practices Summary Edit Application Needs/Environmental Agreement Approval Un-submit Inactivate Application Search	Cost Share	Below is the li	st of practi	ices and th	eir cost share informat	tion of an application	ı.			
Control Needs/Environmental Control Number Code Code Code - Funds Available Approved Amount (\$) Earned Agreement Approval 29-101-2017- 0098-01-EC1 ECP EC1 4040-59914.00 169.00 Un-submit Inactivate Application Search Search Search Search	New Application	Practices Sum	nmary							
Needs/Environmental Number Available (\$) Agreement Approval 29-101-2017- 0098-01-EC1 ECP EC1 4040-59914.00 169.00 Un-submit Inactivate Application	Edit Application						CostShare			
Agreement Approval 0098-01-EC1 Un-submit Inactivate Application Search	Needs/Environmental		code	code			Carned (\$)			
Inactivate Application	Agreement Approval		ECP	EC1	4040-59914.00	169.00	C			
Search	Un-submit									
Search * Revision Reason : Other	Inactivate Application									
	Search		* Revision	n Reason :	Other	~				
View/Print Forms and Letters * Agreement Description : modify ×	View/Print Forms and Letters									
Performance and	Performance and									
Payment	Payment									
Certify & Pay Continue Cancel	Certify & Pay	Continue Car	ncel							

Following is an example of the Revise Contract page. *--

171 Revise Contract (Continued)

C Fields, Descriptions, and Actions

Field/Link	Description/Action						
Revision Reason	Select from the drop-down menu one of the following reasons the agreement is being revised:						
	 Acreage due to CLU certification Reconstitution Participant and/or Shares Acres transferred to EWRP, WRP, EWP Contract Extension Mid-Contract Management Due to Conservation Plan Due to Incorrect Data Entry Due to Inheritance 						
Agreement	Other. Enter a description of the agreement.						
Description	Enter a description of the agreement.						
Continue	The Agreements Signup – Applicant Information Page will be displayed. See paragraph 172 for additional information.						
Cancel	The Revise Agreements Search Results Page will be displayed.						

174 Agreement Approval Data (Continued)

B Example of Agreement Approval Data Page (Continued)

Note: If a new field number was added to the application using the "Field No." column on the previous (Agreement Signup – Add Contributors) page in paragraph 173, the user will receive an error message stating "The farms below are not associated to any other practice" as follows.

Menu	Agreement .	Approval					
Welcome ECP Program Select Program	Applicant Nan	Control No : 01_053_2017_0004A Creation Date Applicant Name : D PRODUCER Disas Status : REVISE_IN_PROCESS					
Cost Share	Below is the li	ist of practices associated w	ith an application.				
New Application							
Edit Application	Practice Sum	mary					
Needs/Environmental	Practice Control Number		Process State	Approval Data			
Agreement Approval Un-submit	01-053-2017- 0004-01-EF3		ble NeedsDetermination-Complete-Needed lete TSPCertification_Incomplete	Edit			
Inactivate Application Search View/Print Forms and Letters		w are not associated to any oth					
Performance and		* Farm		ield			
Payment		0001572	0000686	20			
Certify & Pay							

If the user receives this message the user must either:

- CLICK "Edit" to associate the added field to a practice (paragraph 175)
- CLICK "**Cancel**", reselect the application being revised, and remove the added field if the field was added in error.

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval Data Page.

Field/Link	Description/Action
Add/View Notes	Provides the ability to Add/View notes.
Edit	The Application Signup – Add Practices Page will be displayed.
Continue	The Agreement Approval – Assign Disaster ID Page will be displayed.
	See paragraph 179 for additional information.
Cancel	A blank "Cancel" Page will be displayed with a message advising the user
	to select a function from the left menu to continue.

175 Agreement Signup – Add Practices

A Overview

The Agreement Signup – Add Practices Page will be displayed after **"Edit"** is selected from the Agreement Approval Data Page.

--Note: Even though the user navigates through the Add Practices Page during the revision process, policy doesn't permit addition of a practice to an approved agreement and software enforces this limitation.--

B Example of Agreement Signup – Add Practices Page

The following is an example of the Agreement Signup – Add Practices Page. *--

Menu	Application Signup - Add Practices							
Velcome ECP Program Select Program	Control No: 29_101 2017_0098A Creation Date: 11/28/2017 Applicant Name: A Producer Disaster ID: 1694 Status: REVISE_IN_PROCESS Add/View Notes							
Cost Share	Following fi	elds lets you to ad	ld or edit a pra	ctice				
New Application	, one may a			circo				
Edit Application	All required f	ields are denoted by	an asterisk{*}					
Needs/Environmental	* Select Practice : EC1 - Removing Debris From Farmland 🗸							
Agreement Approval	* Prac	tice Rate Type : Co	mponent Rate					
Un-submit		Disaster Type : Flo	bd					
Inactivate Application	Farm, Tract	, Field & Acres :						
Search	Select	* Farm No.	Tract No.	Field No.	* Acres	State	County	
View/Print Forms and Letters	\checkmark	0005699	0010419	1	2.00	29	101	
Performance and								
Payment	Save & Add I	Practice Component	(s) Cancel					
							_	

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Signup – Add Practices Page.

Field/Link	Description/Action
Add/View Notes	CLICK "Add/View Notes" to insert notes and/or comments on
	each page.
Select Practice	From the drop-down list, select the practice.
Acres	Revise the acres, if applicable. Select newly added fields and add
	practice acres information if applicable.
Save & Add Practice	Click "Save & Add Practice Component(s)" and Agreement
Component(s)	Signup – Add Practice Components Page will be displayed.
Cancel	The Agreement Approval Data Page will be displayed.

176 Agreement Signup – Add Practice Components

A Overview

The Agreement Signup – Add Practice Components Page will be displayed after **Save & Add Practice Components'** is selected from the Agreement Signup – Add Practices Page.

B Example of Agreement Signup – Add Practice Components Page

The following is an example of the Agreement Signup – Add Practice Components Page. *--

Menu	Agreement	Signup - Ao	dd Practice	Comp	onent	s				
Welcome ECP Program	Control No : 29_101_2017_0098A Creation Date : 11/28/20 Applicant Name : A Producer Disaster ID : 16 Status : REVISE_IN_PROCESS									
Select Program									Ado	/View Notes
Cost Share	Add or Edit c	omponents.								
New Application	All required fie	elds are denot	ed by an ast	erisk{*}			3			
Edit Application		ted Practice: (
Needs/Environmental		extent(Acre): : components : [onents					✓ Add	1
Agreement Approval									, nuu	1
Un-submit	*Only the sele	cted ones will	be added to		licatio Avg			Limit	ted	
Inactivate Application	Component Name	Component Unit	*Technical Practices	Rate A	ctual Cost	Reg CostS (%	hare	resou CostS	irce *Exten hare Approve	t Remove ed Link
Search	Nothing found	I to display.			(\$)			(%		
View/Print Forms and Letters		Component		Rate		Avg ctual	Reg CostS		Limited resource	Extent
Performance and	Name	Unit	Practices	Туре		st(\$)	(%		CostShare (%)	Approved
Payment Certify & Pay	14MOEC1A	EMITS	500	Percent Cost - N to Exce	lot	20.00	75	.00 %	50.00 %	5.00
Retry Payment	14EC1F	EMITS	500	Percent Cost - N to Exce	lot	25.00	75	.00 %	90.00 %	5.00
Agreement Maintenance										
Revise Agreement	Save & Contin	ue Back								
Agreement In Process										
Terminate/Reinstate Agreement										
Submit to COC/CED										
COC/CED Approval										

--*

176 Agreement Signup – Add Practice Components (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Add Practice Components Page.

Field/Link	Description/Action
Select Components	Provides the ability to:
1	• Add components by selecting from a drop-down list of available components that may be associated with the practice
	• remove newly added components (prior to save & continue)
	• add extents for newly added components
	• add technical practices for newly added components.
	Notes: See subparagraph D for an example of a component added during the revision.
	Existing components cannot be removed; however, Extent Approved can be changed to zero on the Agreement Signup – Component Rate Practice Approval Page.
Add	After selecting a component to be added, CLICK " Add " to populate the newly selected component in the list of components that are included for the practice. See subparagraph D.
Save &	The Agreement Signup – Component Rate Practice Approval Page will be
Continue	displayed.
Back	The Application Signup – Add Practices Page will be displayed.

176 Agreement Signup – Add Practice Components (Continued)

D Example of Redisplayed Agreement Signup – Add Practice Components Page

The following is an example of the Redisplayed Agreement Signup – Add Practice Components Page after the user has selected the additional component "14MOEC1D" and CLICKED "**Add**" on the original version of the page shown in subparagraph B. *--

ECP Program	Control No: 29_101_2017_0098A Applicant Name: A Producer Status: REVISE IN PROCESS					Creation Date: 11/28/2017 Disaster ID: 1694					
Select Program		102_11_1100	200							Add	/View Note
Cost Share	Add or Edit o	components.									
New Application Edit Application	All required fi	elds are denot	ed by an ast	erisk{*}	ł		6				
Needs/Environmental		cted Practice:									
Agreement Approval		extent(Acre):									
Un-submit	* Select Components : Select Components V Add										
Inactivate Application	*Only the sele	ected ones will	be added to	the app	olicat	ion					
Search View/Print Forms and Letters		Component Unit	*Technical Practices	Rate A	Cost	al Reg Costs	ular Share 6)		rce are	*Extent Approve	t Remove d Link
Performance and	Nothing found	d to display.			(\$)			(%))		
Payment						Ava	Rec	ular		nited	
Certify & Pay Retry Payment	Component Name	Component Unit	Technical Practices			Actual Cost(\$)	Cost	Share %)	Cos	ource tShare %)	Extent Approved
Agreement Maintenance	14MOEC1A	EMITS	500	Percent Cost - I to Exce	Not	20.00	7	5.00 %		50.00 %	5.00
Revise Agreement Agreement In Process	14EC1F	EMITS	500	Percent Cost - I to Exce	Not	25.00	7	5.00 %		90.00 %	5.00
Terminate/Reinstate											
Agreement											

E Fields, Descriptions, and Actions

The following table provides the additional fields, descriptions, and actions for the redisplayed Application Signup – Add Practice Components Page after a component has been added on the original version of the page that was shown in subparagraph B.

Field/Link	Description/Action				
Technical Practices	User must select a technical practice for the added component from				
	a drop-down list of Technical Practices associated with the				
	component.				
Extent Approved	User must enter the amount of the component being added as an				
	approved component.				
Remove	The newly added component is removed from the revised				
	agreement.				
	Note: The component must be removed before clicking "Save and				
	Continue ". After the user clicks Save and Continue the				
	component will no longer be able to be removed.				

177 Agreement Signup – Component Rate Practice Approval

A Overview

The Agreement Signup – Component Rate Practice Approval Page will be displayed after **"Save & Continue"** is selected from Agreement Signup – Add Practice Components Page.

B Example of Agreement Signup – Component Rate Practice Approval Page

The following is an example of the Agreement Signup – Component Rate Practice Approval Page.

A	pplicant I	: 29_101_2 Name: EVISE IN PF	A Producer			Creation Date: 11/28/2017 Disaster ID: 1694		
Program	Following fields need to be filled out for Component Rate practice approval.							
	All required fields are denoted by an asterisk{**}							
st Share		S	elected Prac	tice : 01				
ew Application	2	e Begin Date	•	· _	,01/201/			
dit Application	Pract	tice End Date	(MM/DD/Y)	YY): 01	/31/2018			
	ractice Ex		•					
	Exte	nt Request		Exter	it Needed		ent Appro	
eement Approval			2.00		2.0	0		2.00
n-submit	omponen	Its						
activate Application				Avg Actual	Мах	Max Cost Share		
arch	Name	Extent Requested	Technical Practice	Cost Per	Cost/Share Regular(%)	Limited Resource	Extent Needed	Extent Approved
ew/Print Forms and Letters	4MOEC1A	5.00	500	Unit(\$) \$ 20.00	75.00 %	(%) 50.00 %	5.00	5.00
formance and	HICECIA		Name Limited Resource				cent Sha	
rment		A Produ	cer	No				100.00
ertify & Pay	4MOEC1D	0.00	500	\$ 117.00	75.00 %	90.00 %	0.00	4.00
etry Payment		Nar	ne	Limited Resource		Percent Share(%)		re(%)
		A Produ	icer		No			100.00
greement Maintenance 1	4EC1F	5.00	500	\$ 25.00	75.00 %	90.00 %	5.00	5.00
evise Agreement		Name		Limited Resource		Per	Percent Shar	
greement In Process		A Produ	JCer		No			100.00
rminate/Reinstate	ontinue to	Next Step	Cancel					
Submit to COC/CED		selected prac						
· F		Tract No. Fi 0010419	eld No. Acr					

178 Application Signup – Component Rate Practice Approval Confirmation

A Overview

The Application Signup – Component Rate Practice Approval Confirmation Page will be displayed after "**Continue to Next Step**" is selected from the Agreement Signup – Component Rate Practice Approval Page.

B Example of Application Signup – Component Rate Practice Approval Confirmation Page

The following is an example of the Application Signup – Component Rate Practice Approval Confirmation Page.

Velcome	Control No: 29_101 2017_0098A Applicant Name: A Producer					Creation Date: 11/28/2017 Disaster ID: 1694					
CP Program	Status : REVISE_IN_PROCESS										
elect Program	Following	is the Com	pone	nt Rat	te prac	tice ap	oprova	al summar	y.		
ost Share	Selec	ted Practic	e:01	1-EC1							
	Practice	e Begin Dat	e:0	7/31/2	017						
ew Application	Practi	ice End Dat	e:0	1/31/2	018						
dit Application	Practice Ex	xtents									
leeds/Environmental	Exte	ent Request	ted		Ex	tent N	leedeo	-	Exten	t Approve	
reement Approval				2.00				2.00			2.00
n-submit											
	Componer	its									1
nactivate Application					Avg Actual	м	ах	Max Cost			
earch	Name	Extent			Cost			Share Limited	Extent	Extent	Total Cost
ew/Print Forms and Letters		Requested	Pra	ctice	Per Unit (\$)		ular ⁄6)	Resource (%)	Needed	Approved	(\$)
erformance and	14MOEC1A	5.00	500		\$ 20.00	7	5.00 %	50.00 %	5.00	5.00	\$
yment	<u> </u>	Name		Limit			Perce	nt Share(9	(a) Amou		
ertify & Pay		A Producer		2	No	urce		100.00			\$ 75.00
letry Payment	14MOEC1D	0.00	500		\$ 117.00	7	5.00 %	90.00 %	0.00	4.00	\$ 468.00
greement Maintenance		Name		Limit	ed Res	ource	Perce	nt Share(9	%) Amou	unt Approv	/ed(\$)
		A Produce	r		No			100.00	%	\$	351.00
tevise Agreement	14EC1F	5.00	500		\$ 25.00	75	5.00 %	90.00 %	5.00	5.00	125.00
Igreement In Process		Name		Limit	ed Res	ource	Perce	nt Share(9	%) Amou	unt Approv	/ed(\$)
erminate/Reinstate greement		A Produce	r		No			100.00	%	\$	\$ 94.00
ubmit to COC/CED											

178 Application Signup – Component Rate Practice Approval Confirmation (Continued)

Par. 178 (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Application Signup – Component Rate Practice Approval Confirmation Page.

Field/Link	Description/Action
Continue to	The Agreement Approval Page will be displayed. See paragraph 174 for
Next Step	additional information.
Cancel	The Application Signup Page will be displayed. The Application Signup
	Page is a blank page that instructs the user to use the left navigation menu
	to select a task.

179 Agreement Approval – Assign Disaster ID

A Overview

The Agreement Approval - Assign Disaster ID Page will be displayed after "**Continue**" is selected from the Agreement Approval Page in paragraph 174.

B Example of Agreement Approval – Assign Disaster ID Page

The following is an example of the Agreement Approval – Assign Disaster ID Page.

Menu	Agreement Approval - Assign Disaster ID	
Welcome USER NAME		
ECP Program	Control No : 29_101_2017 0098A	Creation Date: 11/28/2017
Select Program	Applicant Name : A Producer Status : REVISE IN PROCESS	Disaster ID: 1694
Cost Share		
New Application	Please assign a Disaster-ID to proceed with approval	
Edit Application	Select Disaster ID : 2014 Midwest Flooding ECP - 1694 🗸	
Needs/Environmental		
Agreement Approval	Select Disaster Type : Flood	
Un-submit	Description of Site : x	
Inactivate Application	\sim	
Search	Continue Back	
View/Print Forms and Letters		

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Assign Disaster ID Page.

Field/Link	Description/Action
Select Disaster	From the drop-down list, select applicable disaster ID.
ID	
	Note: The disaster ID can only be edited if payments have not been
	issued.
Select Disaster	From the drop-down list, select applicable disaster type.
Туре	
Description of	Enter or edit the description of the site.
Site	
Continue	Edits will be saved and the Agreement Approval – Fund Selection
	(Revision) Page will be displayed. See paragraph 180.
Back	Edits will be discarded, and the Agreement Approval Data Page will be
	displayed. See paragraph 174.

180 Agreement Approval – Fund Selection (Revision)

A Overview

The Agreement Approval – Fund Selection (Revision) Page will be displayed after "**Continue**" is selected from the Agreement Approval - Assign disaster ID Page.

B Example of Agreement Approval Page – Fund Selection (Revision)

Following is an example of the Agreement Approval – Fund Selection (Revision) Page. *--

Menu	Agreeme	nt Approval					
Welcome :							
ECP Program	Control No Applicant N	Creatio	tion Date : 11/28/2017 Disaster ID : 1694				
Select Program		EVISE_IN_PROCESS					
Cost Share			1		Add/View Notes		
New Application		e list of practices associated with the a	application.				
Edit Application	All required	fields are denoted by an asterisk{*}					
Needs/Environmental	Lack Of Fur	ids Letter					
Agreement Approval	Practice Su	1000-200					
		Jillinary					
Un-submit	Practice	Process State	Requested		* Fund-Available		
· · ·	Practice control Number	Process State	Requested Costshare (\$)	Approve Cost Share	* Fund-Available Amount(\$)		
Un-submit	control	Process State EnvironmentCompliance-UnNeeded NeedsDetermination-Complete-Needed	Costshare (\$)	Cost Share	Amount(\$)		
Un-submit Inactivate Application	control Number 29-101-	EnvironmentCompliance-UnNeeded	Costshare	Cost Share			
Un-submit Inactivate Application Search View/Print Forms and Letters	control Number 29-101- 2017- 0098-01- EC1 Warning: Of	EnvironmentCompliance-UnNeeded NeedsDetermination-Complete-Needed ProducerCertification_Incomplete TSPCertification_Incomplete ther practices will not be approved on this of	Costshare (\$) \$169.00	Cost Share \$520.00	Amount(\$)		
Un-submit Inactivate Application Search	control Number 29-101- 2017- 0098-01- EC1	EnvironmentCompliance-UnNeeded NeedsDetermination-Complete-Needed ProducerCertification_Incomplete TSPCertification_Incomplete ther practices will not be approved on this of	Costshare (\$) \$169.00	Cost Share \$520.00	Amount(\$)		

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval – Fund Selection (Revision) Page.

Field/Link	Description/Action
Lack of Funds Letter	Generates a lack of funds letter to be sent to the producers.
Fund–Available	The program accounting code will be prefilled; however, it can be
Amount (\$)	edited if the disaster ID was changed.
	If funds are not available, click " Lack of Funds Letter " to generate a letter for producers.
Save & Continue	The Agreement Approval Contract Summary Page will be displayed.
	See paragraph 181.
Back	The Agreement Approval - Assign Disaster ID Page will be
	displayed.

181 Agreement Approval Contract Summary

A Overview

The Agreement Approval Contract Summary Page will be displayed after "**Save & Continue**" is selected on the Agreement Approval – Fund Selection (Revision) Page.

B Example of Agreement Approval Contract Summary Page

The following is an example of the Agreement Approval Contract Summary Page that displays after the user CLICKS "**Save & Continue**" on the Agreement Approval Page. *--

Welcome								
ECP Program	Control N	: 29_101 2017_0098A	Crea	tion Date :	11/28/2017			
Select Program	Applicant	Name: A Producer	cicu		er ID: 1694			
Cost Share	Status : N	EVISE_IN_PROCESS		Add/View Notes				
New Application	Below is t	he list of practices and their cost shar	e informatior	n of an appl	ication.			
Edit Application	Approved	Practices						
Needs/Environmental	Practice	Process State		Approved				
Agreement Approval	Control Number		Costshare (\$)	Costshare (\$)	Amount			
Un-submit	29-101-	EnvironmentCompliance-UnNeeded	\$169.00	\$520.00	(\$) 4040-			
Inactivate Application	2017-	NeedsDetermination-Complete-Needed	\$105.00	\$520.00	59914.00			
Search	0098-01- EC1	ProducerCertification_Incomplete TSPCertification_Incomplete						
View/Print Forms and Letters								
Performance and								
Payment								
Certify & Pay	ReviseCom	plete Back						

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval Contract Summary Page.

Field/Link	Description/Action
ReviseComplete	CLICK "ReviseComplete" and the Agreement Approval Contract
	Summary Page will be redisplayed with the message "Revision is
	Complete". See paragraph 182.
Back	The original version of the Agreement Approval Contract Summary
	Page shown in subparagraph B will be displayed. Agreement approval
	is not processed.

182 Agreement Approval Revision Complete

A Overview

The Agreement Approval Revision Complete Page will be displayed after **"Revise Complete"** is selected from Agreement Approval Contract Summary Page.

B Example of Agreement Approval Revision Complete Page

Following is an example of the Agreement Approval Revision Complete Page.

Menu Welcome USER NAME	Agreement Approval	
ECP Program Select Program	Control No: 29_101_2017_0098A Applicant Name: A Producer Status: REVISE_COMPLETE	Creation Date: 11/28/2017 Disaster ID: 1694
Cost Share	_	
New Application Edit Application Needs/Environmental Agreement Approval	Revision is Co	omplete.
Un-submit Inactivate Application	Exit Continue to Submit To COC/CED Back	

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Approval Revision Complete Page.

Field/Link	Description/Action
Exit	The Search Agreements for Revision Page will be displayed. See paragraph
	169 for additional information.
	Note: The agreement can now be found in the list of agreements that is
	displayed when either "Agreement in Process" or "Submit to
	COC/CED " is selected from the left navigation bar under the
	Agreement Maintenance header.
Continue to	Agreement is submitted to COC/CED for approval. The Agreement
Submit To	Maintenance – Submit to COC/CED Page will be displayed. See paragraph
COC/CED	217.
Back	The Agreement Approval Contract Summary Page will be displayed.

183-190 (Reserved)

205 Agreement Maintenance: Agreement Approval

A Overview

After clicking "**Continue to COC/CED Approval**" on the Agreement Maintenance Terminate Complete Page, the Agreement Maintenance: Agreement Approval Page will be displayed.

B Example of Agreement Maintenance: Agreement Approval Page

The following is an example of the Agreement Maintenance: Agreement Approval Page. *--

Menu Welcome	Agreement Maintenance:Agreement Approval					
ECP Program Select Program	Applican	lo: 29_101.2017_0041A t Name: A Producer TERMINATE_COC		Creation	Date: 05/ Disaster ID	
Cost Share					Add/Vie	w Notes
New Application Edit Application	Below is	the list of practices associated wi	ith the appli	cation.		
Needs/Environmental	All required fields are denoted by an asterisk{*}					
Agreement Approval						
Un-submit						
Inactivate Application		Summary		-		
Search View/Print Forms and Letters	Practice Control Number		Requested Costshare (\$)	Approved Costshare (\$)		
erformance and ayment	2017- 0041-01-		\$1429.00	\$95.00		
Certify & Pay	EC1	ProducerCertification_Incomplete TSPCertification_Incomplete				
Retry Payment Agreement Maintenance	* COC/CED Willing to Approve Date (MM/DD/YYYY) : [if saving and continuing later] * Terminate COC/CED Approval Date. (MM/DD/YYYY) : 11/28/2017					
Revise Agreement			continuing n		2017	-
Agreement In Process						
Terminate/Reinstate	Save C	ontinue Back				

205 Agreement Maintenance: Agreement Approval (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance: Agreement Approval Page.

Field/Link	Description/Action
COC/CED	Software permits the user to enter a "COC/CED Willing to Approve Date"
Willing to	for terminations, but it is not necessary to do so. The agreement status does
Approve	not change if the user enters and saves a "COC/CED Willing to Approve
Date	Date" and the agreement continues to be available under the COC/CED
	Approval link in the left navigation menu either way.
Terminate	Enter the date the COC/CED approves the termination.
COC/CED	
Approval	
Date	
Save	Stores the information entered on the page. Only applicable when the
	COC/CED Willing to Approve Date is entered.
Continue	Terminate COC /CED Approval Date must be entered before selecting
	"Continue". After selecting "Continue" the Agreement Maintenance:
	Agreement Approval Confirmation Page will be displayed. See
	paragraph 206.
Back	The "Back" option is not enabled on this page.

206 Agreement Maintenance: Agreement Approval Confirmation

A Overview

After clicking "**Continue**" on the Agreement Maintenance: Agreement Approval Page, the Agreement Maintenance: Agreement Approval Confirmation Page will be displayed.

B Example of Agreement Maintenance: Agreement Approval Confirmation Page

The following is an example of the Agreement Maintenance: Agreement Approval Confirmation Page.

Walanma Guine		-				
Welcome : CCP Program Select Program	Applican	No: 29_101_2017_0041A tName: A Producer TERMINATE_COC		Creation	Date : 05/ Disaster II <u>Add/Via</u>	
ost Share	Below is	the list of practices associated w	ith the appl	ication.		
New Application						
dit Application	Desettes	C				
Needs/Environmental Agreement Approval	Practice Practice Control Number		Requested Costshare (\$)			
n-submit Nactivate Application earch	29-101- 2017- 0041-01- EC1	EnvironmentCompliance-UnNeeded NeedsDetermination-Complete- Needed ProducerCertification_Incomplete TSPCertification_Incomplete	\$1429.00	\$95.00		
ew/Print Forms and Letters rformance and yment		ate COC/CED Approval Date.(MM/DD	/YYYYY) : <u>11/</u>	28/2017		

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance: Agreement Approval Confirmation Page.

Field/Link	Description/Action
Continue	The Agreement Maintenance: Terminate Final Page will be displayed. See paragraph 207 for more information.
Back	The Agreement Maintenance: Agreement Approval Page will be displayed. See paragraph 205.

207 Agreement Maintenance: Terminate Final

A Overview

After clicking "**Continue**" on the Agreement Maintenance: Agreement Approval Confirmation Page, the Agreement Maintenance: Terminate Final Page will be displayed.

B Example of Agreement Maintenance: Terminate Final Page

Following is an example of the Agreement Maintenance: Terminate Final Page.

Menu	Agreement Maintenance:Terminate final					
Welcome USER NAME	EC6 Prostico : for Contributor	Baid Amount :000				
ECP Program	 EC6 Practice : for Contributor D PRODUCER ,Paid Amount :999, Practice/Contributor is removed. Amount to be cancelled: 999 EC6 Practice:Amount Obligated: 1822.00 Amount to be Deobligated since Practice/Component is removed: 1822.00 					
Select Program						
Cost Share						
New Application	Control No: 29 101 2013 0001D	Creation Date : 10/29/2012				
Edit Application	Applicant Name : D PRODUCER	Disaster ID : 1623				
Needs/Environmental	Status : TERMINATE_COC	Add/View Notes				
Agreement Approval						
Un-submit	Do you wish to Approve the termination of this	agreement.				
Inactivate Application						
Search	Reject Approve Back					
Mour/Drint Forme and Latter						

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance: Terminate Final Page.

Field/Link	Description/Action
Reject	Edit Contract Page will be displayed. Agreement status remains "Terminate
	COC" and the agreement continues to be available under the COC/CED
	Approval link under the Agreement Maintenance Header in the left navigation
	bar.
Approve	The Agreement Maintenance - COC/CED Approval Complete Page will be
	displayed. See paragraph 208 for additional information.
Back	The Agreement Maintenance: Agreement Approval Confirmation Page will
	be displayed.

Note: The message in blue font advises the user of the amount of funds that will be deobligated when the termination is completed.

If prior payments have been issued a message notifying the user of amount(s) to be cancelled will be displayed, and upon completion of the termination receivables will be created for the cancelled amounts.

227 Agreement Maintenance: Agreement Approval

A Overview

The Agreement Maintenance: Agreement Approval Page will be displayed when **"Continue"** is selected from the Agreement Maintenance – Check ID Page.

B Example of Agreement Maintenance: Agreement Approval Page

The following is an example of the Agreement Maintenance: Agreement Approval Page. *_-

Menu	Agreen	nent Maintenance:Agreement Aj	pproval			
Welcome						
ECP Program	Control N	No: 29_101_2013_0004		Creation	Date: 10	/29/2012
Select Program	Applican	t Name : D Producer REVISE_COC	Disaster ID : 1623			
Cost Share		_			Add/Vi	ew Note:
New Application Edit Application Needs/Environmental		the list of practices associated wi ad fields are denoted by an asterisk{*		cation.		
Agreement Approval						
Un-submit						
Inactivate Application	Practice Summary Practice Process State Requested Approved Fund-					
Search View/Print Forms and Letters	Control		Costshare (\$)			
Performance and	2013- 0004-01-	EnvironmentCompliance-Eligible NeedsDetermination-Complete-	\$8568.00	\$8568.00		
Payment		0004-01- No EC6 Pr	Needed ProducerCertification_Incomplete			
Certify & Pay		TSPCertification_Incomplete				
Retry Payment		* COC/CED Willing to Approve Date				
Agreement Maintenance	[if saving and continuing later] * Revised COC/CED Approval Date of FSA 848A 11/30/2017 (MM/DD/YYYY) : [if continuing now]					
Revise Agreement						
		£				
Agreement In Process						

227 Agreement Maintenance: Agreement Approval (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance: Agreement Approval Page.

Field/Link	Description/Action
COC/CED	If the agreement is being saved and continued at a later date, enter the
Willing to	COC willing to approve date.
Approve Date	
(mm/dd/yyyy)	
Revised	Enter the date the COC/CED approves the agreement.
COC/CED	
Approval Date of	
FSA-848A	
(mm/dd/yyyy)	
Save	Stores the information entered on the page. Only applicable when the
	COC/CED Willing to Approve Date is entered.
Continue	The Agreement Maintenance: Agreement Approval Confirmation Page
	will be displayed. See paragraph 228.
Back	The Agreement Maintenance – Check ID Page will be displayed.

228 Agreement Maintenance: Agreement Approval Confirmation

A Overview

The Agreement Maintenance: Agreement Approval Confirmation Page will be displayed when **"Continue"** is selected from the Agreement Maintenance: Agreement Approval Page.

B Example of Agreement Maintenance: Agreement Approval Confirmation Page

The following is an example of the Agreement Maintenance: Agreement Approval Confirmation Page.

Menu	Agreen	Agreement Maintenance:Agreement Approval					
Welcome ECP Program Select Program	Applican	lo: 29_101_2013_0004 t Name: DProducer REVISE_COC		Creation	Date : 10/ Disaster II		
Cost Share	Below is	the list of practices associated w	vith the appl	ication.	100/11		
New Application							
Edit Application	Practico	Summary					
Needs/Environmental Agreement Approval	Practice Control Number		Requested Costshare (\$)		Available Amount		
Un-submit	29-101-	EnvironmentCompliance-Eligible	\$8568.00	\$8568.00			
Inactivate Application Search	2013- 0004-01- EC6	NeedsDetermination-Complete- Needed ProducerCertification_Incomplete TSPCertification Incomplete			49940.00		
View/Print Forms and Letters							
	* Revise	d COC/CED Approval Date of FSA 84	8A(MM/DD/Y)	(YY) : <u>11/30</u>	/2017		
Performance and Payment	Revise						

228 Agreement Maintenance: Agreement Approval Confirmation (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Maintenance: Agreement Approval Confirmation Page.

Field/Link	Description/Action
Continue	After all information has been reviewed, CLICK "Continue".
	• For agreement revisions the Agreement Maintenance – Agreement Approval Eligibility Information Page will be displayed. See paragraph 229 for additional information.
	• For agreement terminations the Agreement Maintenance: Terminate Final Page will be displayed. See paragraph 207 for additional information.
Back	The Agreement Maintenance: Agreement Approval page will be displayed.

229 Agreement Maintenance – Agreement Approval Eligibility Information

A Overview

After Continue is selected on the Agreement Maintenance: Agreement Approval Confirmation Page, the Agreement Maintenance - Agreement Approval Eligibility Information Page is displayed.

B Example of Agreement Maintenance - Agreement Approval Eligibility Information Page

The following is an example of the Agreement Maintenance - Agreement Approval Eligibility Information Page.

Menu	Agreement Maintenance - Agreement Approval Eligibility Information					
Welcome	• EC6 Practice: Amount Obligated:	0 Appr	oved Amount:	8568.00 Amount to be		
ECP Program	Obligated : 8568.00					
Select Program				C		
Cost Share	Control No: 29_101 2013 0004 Applicant Name: D Producer Status: REVISE COC			Creation Date: 10/29/2012 Disaster ID: 1623		
New Application				Add/View Notes		
Edit Application	Below is the eligibility information of a	n applie	cation.			
Needs/Environmental	Program Eligibility					
Agreement Approval	Question		*Yes/No	Reason		
Un-submit	Are the Person Eligibility requirements met as defined in 1-ECP Part 5 Section 1?	~ .	es ONo(Must wide reason)	\bigcirc		
Inactivate Application	Are the Land Eligibility requirements met a	sΘγ	es ONo(Must	^		
Search	defined in 1-ECP Part 5 Section 2?	pro	vide reason)	\checkmark		
View/Print Forms and Letters	Eligibility Flags					
Performance and		Туре	Eligible			
Payment	D Producer	07	Yes			
Certify & Pay	Reject Approve Back					

229 Agreement Maintenance – Agreement Approval Eligibility Information (Continued)

C Action

The following table provides the actions for the Agreement Maintenance – Agreement Approval Eligibility Information Page.

IF	THEN click
an error message is displayed	• " Reject " to return to the COC/CED Approval Page
that states the producer is	
ineligible	• "Back" to return to the Agreement Maintenance:
	Agreement Approval Page.
the user answered "No" to	• " Reject " to return to the COC/CED Approval Page
either or both of the program	
eligibility questions	• " Back " to return to the Agreement Maintenance:
	Agreement Approval Page.
the user answered "Yes" to	"Approve" to display the Agreement Maintenance –
both of the program eligibility	COC/CED Approval Complete Page.
questions	
	Note: See paragraph 230 for additional information.

236 Search Agreements (Continued)

Field/Link	Description	Action
Agreement Status	Drop-down list of specific agreement statuses available for use as search criteria. Defaults to "Select Contract Status". Selectable agreement statuses	Select the desired agreement status to limit search results to only agreements having that specific status, if desired.
	 Active Revise Active Terminate Approved Cancelled Disapproved Finalized Paid Partially Earned Revise COC Revise Complete Revise Ended Revise In Process Terminate COC Terminate Contract Terminate Ended. 	Note: See paragraph 238 for a description of Agreement Statuses and process links available in the Links column according to agreement status.
	Note: If a specific agreement status from the above list is not designated as search criteria all agreement statuses will be displayed in the search results.	
Search	Retrieves information based on the search criteria selected/entered. The Search Results Page will be displayed.	CLICK " Search " to conduct the search according to the selected criteria. The Agreement Search Results Page will be displayed.
Clear	Resets all data entry search criteria fields.	CLICK " Clear " to remove all previously selected search criteria.
		Note: State and county are not removed as search criteria when clicking "Clear".

C Fields, Descriptions, and Actions (Continued)

237 Agreement Search Results

A Overview

The Agreement Search Results Page will be displayed based on the search criteria selected/entered according to paragraph 236.

B Example of Agreement Search Results Page

The following is an example of the Agreement Search Results Page. In this example the user did not enter any additional search criteria other than the required criteria of State and county. The example shows only a portion of the search results.

Menu	Agreement Search Results									
Welcome	below is a list of agreements for the criteria you selected.									
ECP Program	New Search									
Select Program	Your request: State	-Missouri, (County-Johnson							
Cost Share	Cost Share Agreem	ent search	results			<u><<</u>	<u><prev< u=""> 17</prev<></u>	10 11	9 20 21	Next2 2
New Application	Control Number	Applicant	the second s	Disaster	State	Date	Approval	Links	forms	Letters
Edit Application Needs/Environmental	29 101 2017 0043	PRODUCER	ACTIVE_REVISE	2014 Midwest Flooding ECP	Missouri	03/02/2017			E54040	
Apreement Approval De-submit	29 101 2017 00434	PRODUCER	REVISE_IN_PROCESS	2014 Midwest Flooding ECP	Missouri	11/27/2017		Edt	E5A048	
Inactivate Application Search View/Print Forms and Letters	29 101 2017 0046	PRODUCER	TERMINATE_ENDED	2014 Midwest Flooding ECP	Missouri	03/16/2017	03/16/2017		154040 1540400 1540400	Approval Letter
erformance and avment	29 101 2017 00464	PRODUCER	REVISE_IN_PROCESS	2014 Midwest Flooding ECP	Missouri		05/02/2017	Eat	154010	
Centry & Pay Larry Payment	29_101_2017_0947	PRODUCER	CONTRACT_APPROVED	2014 Midwest Flooding ECP	Missouri	03/16/2017	05/04/2017	Boxise Terminate	ESA040 ESA040A ESA0400	Approval Letter
		Lawrence of the state of the st	Summary	45.55.55.5	1				A search of the second second	
greement Maintenance Autor Agreement		Practi Contz Numb	ol Practice			9	rocess Stat	basi		
Agreement In Process		29-101-3 0047-01	1017- APPENDED		PC.	PRODUCER	CERTIFICAT	ION_INCO	MPLETE	
Terminata/Reinstate Agreement		29-101-3 0047-01			8C_00 PC	PRODUCER	CERTIFICAT	COMPLET	E_NEEDED MPLETE	
Submit to COCICED COCICED Approval Search	29 101 2017 0049	PRODUCER	PARTIALLY_EARNED	2014 Midwest Flooding ECP	Missouri	03/16/2017			ESA848 ESA848A ESA848B Vice	Approval Letter
Apports	29 101 2017 0050	PRODUCER	DISAPPROVED	2014 Midwest Flooding FCP	Missouri	03/21/2017			Certifications ESAB48	Orangproval Letter

--*

237 Agreement Search Results (Continued)

C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions for the Agreement Search Results Page.

Field/Link	Description/Action
	Control Number Column
Control Number	Click the agreement control number link for the agreement. A "Practice Summary" box will be displayed. In this example the user has clicked the agreement control number link for agreement number 29_101_2017_0047. Clicking the agreement control number link again on a record with the Practice Summary displayed closes the Practice Summary.
	Links Column
Edit	The Agreements Signup – Applicant Information Page will be displayed. See paragraph 172.
Revise	The Revise Contract Page will be displayed. See paragraph 171 for additional information. See paragraph 239 for additional process links that may be available based upon the specific agreement status.
Terminate	The Terminate Contract Page will be displayed. See paragraph 201 for additional information. See paragraph 239 for additional process links that may be available based upon the specific agreement status. Note: Terminations may initiate receivables.
	Forms Column
FSA-848A	Generates FSA-848, Cost-Share Request.
FSA-848A	Generates FSA-848A, Cost-Share Agreement.
FSA-848AB	Generates FSA-848B, Cost-Share Performance Certification and Payment. When multiple certifications exist for the agreement FSA-848B for the most recent certification is generated.
View Certifications	Only applicable to agreements with a "Paid" or "Partially Earned" status. The View Existing Certifications Page will be displayed.
	Letters Column
Approval Letter	Generates an approval letter listing the practices approved.
Disapproval Letter	Generates a disapproval letter listing the practices disapproved.

238 Agreement Search - Process Links by Agreement Status

A Overview

The available Process Links that display in the Links column of the Agreement Search Results vary according to the Agreement Status for the selected record. The table in subparagraph C provides a summary of the potential agreement statuses and the links available for each agreement status. Clicking the process link takes the user directly to the specific process.

B Example of Agreement Search Results Links Column

Following is an example of the Agreement Search Results column headings with the Links Column pointed out by the red arrow. Process links available in the Links column (if any) vary according to the Agreement Status shown for the record.

Agreement Search Results		
Below is a list of agreements for the criteria you selected.		
New Search Your request: State=Missouri, County=Johnson		ĺ
	<u>18</u> 19 2	<u>20 Next></u>
Cost Share Agreement search results Control Number Applicant Agreement Status Disaster State Date Approval Links	Forms	Letters
	Below is a list of agreements for the criteria you selected. New Search Your request: State=Missouri, County=Johnson << < Prev 16 17 Cost Share Agreement search results Control Number Applicant Agreement Statue Disaster State Date Approval	Below is a list of agreements for the criteria you selected. New Search Your request: State=Missouri, County=Johnson << < Prev 16 17 18 19 2 Cost Share Agreement search results Control Number Applicant Disaster State Date Approval Links Forms

C Agreement Statuses, Status Descriptions, Process Links, and Actions

The following table provides the different agreement statuses, agreement status descriptions, available process links, and actions for the links that display in the Link column of the Agreement Search Results.

Agreement Status	Agreement Status Description	Process Link	Action
Active Revise	Agreement in the process of being replaced by a revised agreement.	None	No action is permitted on an Active Revise status agreement unless its partner agreement is cancelled. See paragraph 191.
Active Terminate	Parent agreement where the termination of its successor agreement has been started, but not completed.	None	No action is permitted on Active Terminate status applications.

Par. 244

244 Report Search Criteria (Continued)

Report	Result
All FSA-848 – Pending Approval	Use this report to identify applications and agreements where editing, revision, or termination actions have been conducted but those actions have not yet been approved by the COC.
	Report lists all unapproved applications and agreements that contain at least one practice.
	• Applications that have been started but do not yet have a practice added do not display on this report.
	• Applications that have a practice added but do not yet have producer signature and submitted dates entered display with a status of "Incomplete".
	• Applications that have producer signature and submitted dates entered but have not yet been approved display with a status of "Complete".
	• Agreements that are in the process of being revised but the revised agreement has not yet been approved display with a status of:
	• "Revise in Process" before being designated revise complete on the Agreement Approval Page
	• "Revise Complete" after being designated revise complete but before being submitted to COC/CED
	• "Revise COC" after being submitted to COC/CED but before COC approval.
	• Agreements that are in the process of being terminated but the termination has not yet been approved display with a status of "Terminate COC".
All FSA-848A – Approved but Not Paid	Use this report to identify agreements that have been approved but no payment (partial or final) has been issued for any practice associated with the agreement.
	Report lists all cost share agreements (FSA-848A's) with a breakdown by practice that have not had any payments issued for any of the practices on the agreement. Agreements containing multiple practices will display multiple rows in the report.
	Practices that have had performance certified (both producer certification and *TSP certification) but have not paid through the certify and pay process* display with a status of "Pending Certification".
	Practices that have not had performance certified display with a status of "Approved".

C County Office Report Descriptions (Continued)

Par. 244

244 Report Search Criteria (Continued)

Report	Result
All FSA-848B – Partially Earned or Fully Paid	Use this report to identify all agreements where one or more cost share payments have been issued.
	Report lists all agreements on which at least one CS payment (partial or final) has been issued.
	• Practices that have been paid that had "Yes" designated for the "Practice complete?" question during the certification process display in the report with a status of "Paid".
	• Practices that have been paid that had "No" designated for the "Practice complete?" question during the certification process display in the report with a status of "Partially Earned".
	Agreements containing multiple practices will be listed multiple times if a CS payment has been issued on more than one practice, one line for each practice. However, in some circumstances not all practices associated with the agreement will be listed on the report. This would be the case if some, but not all of the approved practices on the application have been paid. Practices on which no cost share has been paid will not display on this report.
	Note: The unpaid practices that do not show on this report will also not show in the "All FSA-848A – Approved but Not Paid" report, because that report does not show agreements where at least one practice has received a payment.

C County Office Report Descriptions (Continued)

251 General Provisions (Continued)

H Payments Less Than \$1

ECP payment processes will:

- issue payments that round to at least \$1
- **not** issue payments less than 50 cents.

I Funds Control Process

ECP payments use the Obligation Process through the e-Funds accounting process which controls funding allotments by program year, monitors program spending, and halts program disbursements when the funding allocation has been exhausted. The funding is reserved through the Obligation Process at the time the FSA-848B is approved.

The funds for ECP payments will be controlled at the National level. If adequate funding is not available, the payment will fail. The following error is an example of the message that *--will be displayed on the Certify and Pay Screen if a payment fails due to inadequate--*

funding:

"fmd obligation service does not return obligation id. reason: Insufficient funds in allotment for requested amount \$5,625. Remaining balance for program xxx, state code xx, county code xxx is \$1,477.,paymentControlNumber:CR_128768]

J Conservation Funds Ledger System

ECP allocations are recorded in the Conservation Funds Ledger System. If sufficient funds are not available, the payment request will fail. The following error is an example of the *--message that will be displayed on the Certify and Pay Screen if a payment fails because of--* inadequate funds in CFLS:

"Total Funds available is less than the approved cost share, Please allocate more funds in Ledger."

251 General Provisions (Continued)

K e-Funds Access

* * *

Allotments will be provided to each County Office through the funds control process. Specific allotments will be determined by the National Office. ECP obligations occur at contract approval. State Offices will have access to eFunds allocations to move available funds to County Offices. If additional funds are required, County Offices shall contact the appropriate State Office specialist. State Offices shall contact the National Office to request additional allotments by sending an e-mail with the program year and amount to **all** of the following:

- gregory.edwards@usda.gov
- michele.proctor@usda.gov
- shanita.landon@usda.gov.

L General Payment Policy

See 9-CM, Part 2 for general payment policy for the following:

- eligible ID types and business types
- payment eligibility
- payment limitation
- joint operations and entities
- general provisions for overpayments.

M Submitting Payment Problems

If there is an issue with an ECP payment, then State Office Specialists should update the applicable information to the payment problem SharePoint web site at https://sharepoint.fsa.usda.net/mgr/dafp/PECD/Payment_Issues/default.aspx.

N Providing State Office Access to the Payment Problem SharePoint Site

State Office Specialists should request access to the payment problem SharePoint web site by e-mailing a request to **tina.nemec@usda.gov**, and providing the specific program areas of responsibility.

252 Payment Limitation Provisions

A Payment Limitation Information for ECP Payments

ECP payments are limited to a maximum payment limitation amount per disaster ID assigned by ECP-PM. The maximum payment limitation per disaster is:

- \$200,000 for any disaster ID's approved before December 20, 2018
- \$500,000 for any disaster ID's approved on or after December 20, 2018.

See 5-PL, for payment limitation amounts for a person or legal entity.

As each payment is processed through NPS, the available payment limitation for the person or legal entity will be reduced until:

- all ECP payments are issued for the person or legal entity
- the maximum payment limitation has been attributed to a person.

B Program Payment Information

Direct attribution provisions apply to ECP. CCC-902 is required for persons and legal entities requesting ECP benefits.

C Additional Information About Filing CCC-902

See 5-PL for additional information about filing CCC-902.

A Introduction

The payment process reads the web-based eligibility system, for the current fiscal year in which the payment is being issued for ECP to determine if a producer or member of a joint operation is eligible to be paid for that year. If the producer or member is ineligible to be paid, the payment will not be issued, and the producer or member will be displayed on the

- *--Certify and Pay Screen after the payment is submitted. See paragraph 146 for additional--* information.
 - **Reminder:** Eligibility determinations/certifications should accurately reflect COC determinations and producer certifications, as applicable.

253 Payment Subsidiary Eligibility Provisions (Continued)

B ECP Subsidiary Eligibility

The following table identifies web-based eligibility determinations applicable to ECP payments and how the system will use the web-based subsidiary eligibility data for payment processing.

If a producer has multiple invalid subsidiary eligibility conditions, only the highest priority *--ineligible condition will be displayed on the Certify and Pay Screen.--*

Eligibility		Eligible for	
Determination/Certification	Value	ECP Payment	Exceptions
AD 1026	Certified	Yes	
	Not Filed	No	
	Good Faith	Yes	
	Determination		
	COC Exemption	Yes	
	Awaiting Affiliate	No	
	Certification		
	Affiliate Violation	No	
Conservation Compliance-	In Compliance	Yes	
Farm/Tract Eligibility	Partial Compliance	Yes <u>3</u> /	<u>3</u> / A partial
	In Violation	No	compliance
	No Association	Yes	value of "Yes"
	Past Association	No	will result in an
	Reinstated	Yes	additional
			determination
			for the farm
Controlled Substance	No Violation	Yes	
	Growing	*Yes*	
	Trafficking	No	
	Possession	No	
* * *	* * *	* * *	
	* * *	* * *	
Limited Resource Farmer or	Certification/COC	Yes	
Rancher	Determination		
Beginning Farmer or	Certification/COC	Yes	
Rancher	Determination		
Socially Disadvantaged	Certification/COC	Yes	
Farmer or Rancher; Includes	Determination		
Racial or Ethnic but NOT			
Gender			

253 Payment Subsidiary Eligibility Provisions (Continued)

C AGI Requirement

Unless a certain apportionment specifically identifies AGI as a requirement, AGI provisions do not normally apply to ECP. See 5-PL.

254-259 (Reserved)

260 ECP Payments (Continued)

C ID and Business Type Eligibility

The following table provides the ID numbers and business types that are eligible for ECP payments.

SCIMS						
Business						
Code	Business Type and/or Description					
S	Social Security Numbers With the Following Business Types					
00	Individual					
07	Trust-Revocable					
22	LLC					
	Employer ID Numbers With the Following Business Types					
02	General Partnership					
03	Joint Venture					
04	Corporation					
05	Limited Partnership					
06	Estate					
07	Trust-Revocable					
10	Churches, Charities, and Non-Profit Organizations					
17	Trust Irrevocable					
18	Individual Operating as a Small Business					
20	Indian Tribal Venture					
22	LLC					
,	Temporary ID Numbers With the Following Business Type					
15	Indians Represented by BIA					

261 Payment Processing

A Computing Payment and Overpayment Amounts

The ECP payment process is an integrated process that reads a wide range of files to:

- determine whether a payment should be issued or if an overpayment has occurred
- calculate the following:
 - gross payment amount
 - reduction amounts
 - net payment amount
 - overpayment amount.

The following describes the high-level system processing sequence to calculate ECP payments for producers.

Step	Action
1	*Payment is triggered according to subparagraph Certify and Pay action. See* paragraph 143.
2	Determine whether there is an unsigned payment for the farm and producer in NPS, and if so, cancel the payment in NPS.
3	Determine the gross payment amount for the practice and producer according to subparagraph 261 C.
4	Determine whether the producer is an entity or joint operation, and if so, obtain member information from Business File, if applicable.
5	Determine whether the producer and/or members are eligible for payment.
6	 Provide the following to direct attribution for each agreement and producer: gross payment amount program specific reductions reason, if producer is ineligible because of subsidiary eligibility provisions.
7	 Direct attribution will determine the following: reduction amounts payment limitation availability net payment or overpayment amount reasons for nonpayment or overpayment.
8	Determine whether CFLS and e-Funds are available for the payment.
9	Provide the payment amount to NPS, or automatically send the overpayment amount to NRRS.

B Triggering Payments

Payment will be triggered when the County Office user selects and submits payment on the *--Certify and Pay Page. See paragraph 143.--*

C Gross Payment Calculation

A producer qualifying for ECP assistance may receive financial assistance levels not to exceed 75 percent of the eligible cost of restoration measures. The gross payment for the producer is determined by comparing the financial assistance rate of 75 percent of the costs incurred to the not to exceed rate from program provisioning, unless the producer claims limited resource producer, beginning farmer or rancher, or socially disadvantaged farmer includes racial or ethnic but not gender status by filing CCC-860.

Note: See 1-CM for limited resource provisions.

The producer shall receive the lesser of either of these amounts.

- "Incurred cost" for the practice times 75 percent
- "Not to exceed" rate times extent performed.

The calculation results should be rounded to whole dollars.

Example: Producer A is an eligible participant and he incurs \$4,000 for a practice extent of 50 feet. The financial assistance rate is 75 percent, **not to exceed** \$40 per foot.

Producer A will receive a financial assistance payment of \$2,000 which is the lesser of:

- .75 **x** \$4,000 (incurred cost) = \$3,000
- \$40 (not to exceed rate) x 50 (extent performed) = \$2,000.
- **Note:** Gross payment amounts will be determined by the program application and will then be processed through direct attribution where subsidiary eligibility and other reductions are applied.

D Correcting a Payment

--If payment is incorrect after the Certify and Pay process has been completed and-- submitted, **do not place the payment in hold for Cancel in NPS**. Adjust the payment through CSS by selecting the "Certification" option from the left navigation menu according to Part 4, Section 1.

Step		Action			
1	Certification" Summary Pag Enter the corr	ew (additional) Producer Certification by selecting "Add from the Certification Search Results with Practice e. ected actual costs in the "Current Actual Cost" field on the producer Certification – Component Rate Practice Page*			
	Example 1:	The actual cost is \$650 split $60\%/40\%$ between producers. The user previously inaccurately entered \$500 total actual cost which resulted in an underpayment . Enter \$150 additional actual cost split 60%/40% to account for the difference: \$650 (correct cost) minus \$500 (amount previously entered) = \$150 (split \$90 and \$60).			
		Components Name Extent Requested Technical Practice Avg Actual Store Max Regular (S) Max Costshare % Limited Resource Extent Max (S) Extent Prior Extent Prior DBF1 13.00 500 \$\$1.00 75.00% 75.00% 13.00 13.00 Name Limited Resource Percent (%) Approved Amount Actual Cost (\$) Cost (\$) 75.00% 13.00 13.00 PROD A No 60.00% 298.00 00.00 300.00 0 7.80 PROD B No 40.00% 199.00 60.00 200.00 0 5.20			
	Example 2:	The total actual cost is \$650 split $60\%/40\%$. The user previously inaccurately entered \$750 for the total actual cost which resulted in an overpayment . Enter -\$100 split $60\%/40\%$ for the actual cost to account for the difference: \$650 (correct cost) minus \$750 (amount previously entered) = -\$100 (split -\$60 and -\$40).			
		Components Name Extent Requested Technical Practice Avg Actual (s) Max CostShare Regular Max Costshare Megular Extent Needed Extent Approved DBF1 500 0001 75.00% 75.00% Prior Extent (s) Prior Extent Performed Prior Exten			
		* Practice complete? : • Yes No * Total installation cost : 650.00 * Acre served : 13.00			
3	Either an add	Certify and Pay according to Part 4, Section 2* litional payment of the difference will be sent to NPS yment will be sent to NRRS.			
	Step 1 2 2	1 *Create a net Certification" Summary Pag 2 Enter the corr Create New P Example 1: Example 1: 3 *Complete Either an add			

D Correcting a Payment (Continued)

IF the incorrect					
value is	THE	N			
Current Extent	Step	Action			
Performed	1	*Create a new (additional) Producer Certification by selecting "Ac Certification" from the Certification Search Results with Practice Summary Page.			
	2	Enter the amount of the corrected extent performed in the "Current Extent Performed" field on the Create New Producer Certification – Component Rate Practice Page*			
		Example 1: The extent performed is 11. The user previously inaccurately entered 10 for the producer which resulted in an underpayment . Enter 1 for the producer to account for the difference: 11 (correct extent) minus 10 (extent previously entered) = 1.			
		Example 2: The extent performed is 9. The user previously inaccurately entered 12 for the producer which resulted in an overpayment . Enter -3 for the producer to account for the difference: 9 (correct extent) minus 12 (extent previously entered) = -3.			
	3	*Complete Certify and Pay according to Part 4, Section 2. Either* an additional payment of the difference will be sent to NPS or an overpayment will be sent to NRRS.			
TSP	Step	Action			
Certification values	1	*Create a new TSP Certification by selecting "TSP" for the practice from the Practice Summary Page that is displayed by clicking on the selected Practice Number from the Agreement Summary Page*			
	2	Enter the difference between what should be entered and what is actually entered into the Current Extent Performed field.			
		Example 1: 12 is entered into Prior Extent Performed. The amount should be 13. Enter 1 into the Current Extent Performed field.			
		Example 2: 15 is entered into Prior Extent Performed. The amount should be 10. Enter-5 into the Current Extent Performed field.			
	3	*Complete Certify and Pay according to Part 4, Section 2. An* additional payment of the difference will be sent to NPS.			

Note: In the case of an **Overpayment**, if 'Yes' is selected for the "Practice complete?" question the Total Installation costs entry will be displayed. Correct the total installation costs if necessary by entering the actual total installation costs incurred. Do not attempt to adjust the existing value by entering a negative amount in this data field.

E Sequestering ECP Payments

ECP payments are not sequestered.

262-267 (Reserved)

Section 3 Canceling ECP Payments

268 General Provisions for Canceling Payments

A Canceling Payments

After payment processing has been completed, County Offices shall review the NPS payment worklist to ensure that the correct payments have been generated. The user should complete the following if an error is determined:

- payment should **not** be signed in NPS
- condition causing the incorrect payment should be corrected according to subparagraph B.

Notes: User intervention is not allowed for the cancellation process.

If the:

- condition causing the incorrect payment is corrected, the system will automatically cancel the unsigned payment in NPS and recalculate the payment amount due
- payment amount is determined to be incorrect and the payment has been signed in the NPS System, the payment can no longer be canceled.
 - Note: The incorrect payment will be issued. After the incorrect payment is made *--the user must perform corrective actions in CSS. "Add Certification" is used to create a new certification using negative costs and extents to fix an incorrect certification before the payment is signed, or to create a receivable for an overpayment after the payment is signed. Once the condition causing the incorrect payment has been corrected in CSS, the system will determine if the producer has been overpaid or underpaid. During the next Certify and Pay action in CSS a receivable will be--* created if the producer has been overpaid, or an additional payment will be sent to NPS if the producer has been underpaid.

268 General Provisions for Canceling Payments (Continued)

B Example

Date Documentation Received in Producer Certification is not correct and, as a result, the PPI was not calculated correctly. The following table provides the steps to correct this error.

Step	Action
1	Complete producer certification by entering negative "Current Actual Cost" amount and negative "Current Extent Performed" amount equal to the previously entered positive amounts. This will result in zeroing out prior actual cost and
	extent amounts.Note: Do not place a negative value in the "Total Installation Cost" field.
	Components Avg Max Max CostShare OutShare Readed Approved Name Requested Practice Avial CostShare GostShare OutShare Readed Approved
	No 50.00 166.00 -180 180.00 -6 6.00 No 50.00 166.00 -180 180.00 -6 6.00 • Practice Complete?: • Yes No - negative amount - negative amount • Total installation cost: 0 - - - - • Acre Served: 0 - - - - -
2	Components Complete: • Date receipts and documentation 05/17/2016 • Dreducer Signature Date 05/17/2016 • Producer Signature Date 05/17/2016 • Producer Signature Date 05/17/2016 • Oscillation of the second se
	amounts and "Current Units Applied" amount equal to the previously entered positive amounts.
	Control No : 01_053_2016_0004 Creation Date : 05/02/2016 Applicant Name : Producer A Disaster ID : 1502 Status : PARTIALLY_EARNED Add/View Notes
	Following are the component, practice details for TSP certification. All required fields are denoted by an asterisk {*} 01-EF8 Practice Extents
	Extent Extent Current Extent Prior Extent Requested Needed Approved Performed Performed 90.00 90.00 -90 90.00 90.00
	Component Extents Name Technical Extent Extent Extent Extent Extent Extent Extent
	Practice Requested Needed Approved Extern Performed 148F1 342 50.00 50.00 50.00 50.00 50.00
	14C3 342 100.00 100.00 100.00 100.00
	Technical Practice Extents Name Cost Shared Units Planned *Current Units Applied Prior Units Applied 342 Yes 150.00 150.00
	*

268 General Provisions for Canceling Payments (Continued)

B Example (Continued)

*_-

Step					A	ction				
3	-		•		0				ıld match th	e
	positive value of the payment in NPS. This will result in the payment being									
	cancel	led out	when sub	mit i	s pressed.					
	Certify	and Pay M	ain - Confirma	ation						
		· ·								
	Control	No: 01_	053_2016_000	4		Creat	ion Date :			
	Applica Status	nt Name PARTIALI	Producer Y_EARNED	A			Disastei	r ID: 1502		
							<u>Add</u>	View Notes		
	Following	g table list	s all practices	on the	e contract for p	ayment.				
	Practic	es Summ	arv							
		Practice		Fund	Certification	Current	Prior	Payment		
		Control Number	Status	ID	Complete	CostShare Earned.	CostShare Earned	Data		
		01-053-					\sim			
		2016- 0004-	Pending Certification	3340	No	-2100.00	2100.00	View		
		01-EF8								
	FSA_848B PDF * COF Signature Date (MM/DD/YYYY) : 06/05/2019									
	CCC 770 Completion Date									
	Submi	t Cano	el						*	

After cancelling the incorrect payment by entering negative amounts to zero out the effective net payment, the correct payment shall be reissued according to the following table.

Step	Action
1	Complete a new Producer Certification with the correct amounts and dates.
2	Complete a new TSP Certification with the correct values.
3	*Complete Certify and Pay to send a positive payment amount to NPS with the*
	correct date.

269-274 (Reserved)

•

275 General Provisions for Overpayments

A Introduction

Overpayments will be determined during the ECP payment calculation process. Overpayments will be created if there is a decrease in the producer certification information of Current Actual Costs and/or Extents. After submitting the negative value on the

--Certify and Pay Screen the overpayment will immediately be transferred to NRRS.--

Overpayments will be created if the agreement is terminated and there have been payments issued that have been certified and signed.

276 Collecting Overpayments

A Introduction

Overpayment amounts will be determined by practice and producer. Overpayments can occur for many reasons and County Offices are required to take necessary action to collect overpayments.

B Overpayments and Due Dates

The following table lists:

- situations that may cause an overpayment
- overpayment due dates.

Situation	Time of Determination	Overpayment Due Date
Payment was issued for the wrong agreement or producer.	Any time.	Immediately
The payment was issued and later something affecting the payment amount changes on FSA-848B.	After something affecting the payment amount is changed on FSA-848B.	Immediately
Producer received a payment and COC determines that the producer misrepresented their interest on FSA-848B.	After producer misrepresentation is determined.	Immediately
It is determined that the payment issued exceeds the producer's effective payment limitation amount.	After payment limitation exceeded.	Immediately
Producer's eligibility value changes that makes the producer ineligible for payment.	After an eligibility value changes that makes the producer ineligible for payment.	Immediately
FSA-848B was terminated after payments were issued to the producer.	Any time FSA-848B is terminated.	Immediately

277 Charging Interest

A Introduction

Interest shall be charged on all ECP overpayments to producers who become ineligible after the producer's application was approved and the payment was issued.

B Ineligible Producers

A producer is considered ineligible if:

- COC determines that the producer:
 - erroneously or fraudulently represented any act affecting a determination
 - knowingly adopted a scheme or device that tends to defeat the purposes of the program
 - misrepresented their interest and subsequently received an ECP payment
- controlled substance provisions are **not** met
- * * *
- practice was not properly performed and failed
- practice performed with material that was not approved on the FSA-848A

Interest for ineligible producers will be charged from the date of disbursement. The system will compute this interest when the overpayment is established in NRRS.

C When Not to Charge Interest

Interest will not be charged if the producer:

- is determined to be eligible
- returns the Treasury check without being cashed
- refunds the payment voluntarily.

•

Menu and Screen Index

The following screens are displayed in this handbook.

Title	Reference
Program Selection	22
Emergency Conservation Program Home	23
Application Signup – Application Information	30
Application Signup - Add Contributors	31
Application Signup - Documentation	32
Application Signup - Add Practices	33
Application Signup - Add Practice Components	34
Application Signup - Add Contributors	35
Application Signup - Practice Summary	36, 37
Advance Payment	37
Application Signup - Additional Information	38, 39
Edit Application Selection	53
Needs Determination/Environmental Compliance Selection	60
Application Signup - Needs Determination	61, 62
Environmental Compliance Check	63
Agreement Approval Results	79
Agreement Approval - Assign ID	80, 179
Agreement Approval	81, 84, 85,91,
	92
Application Signup - Component Rate Practice Approval	82, 177
Application Signup - Component Rate Practice Approval Summary	83
Agreement Approval – Fund Selection	84
Agreement Approval – Confirmation	85
Agreement Approval - Eligibility Information	86
Agreement Approval - Eligibility Success	87
Agreement Disapproval Information	88
Agreement Disapproval Confirmation	89
Agreement Disapproval Success	90
Agreement Approval – Partial Disapproval	91, 92
Un-Submit Application Selection	97
Application Signup - Un-Submit	98
Inactivate Application	105
Application Signup - Inactivate	106
Application Signup - Inactivate Confirmation	107
Search Criteria	114
Search Results	115, 117, 118
View/Print Forms Selection	122
View/Print Forms Results	123

Title	Reference
Search Agreements for Certify & Pay	130
Certify & Pay Search Results	131
Agreement Summary (after "Agreement Number" is selected)	132
Agreement Summary (for statuses other than EC3)	132
Practice Summary	133
Create New Producer Certification – Component Rate Practice	134
Producer Certification Confirm – Component Rate Practice	135
Practice Summary Screen (with TSP after producer certification completed)	136
Create New TSP Certification – Component Rate Practice	136
TSP Certification Confirmation	137
Agreement Summary (after TSP certification loaded successfully)	137
Search Agreements for Certify & Pay	141
Certify & Pay Search Results	142
Agreement Summary (select practice number for payment request)	142
Practice Summary Request Payment	142
Certify and Pay Main	143
Certify and Pay Main – Confirmation	144
Agreement Summary (existing certifications)	152
Practice Summary (existing certifications)	152
View Producer Certification – Component Rate Practice	152
View TSP Certification – Component Rate Practice	152
Agreement Search Results (view certifications)	153
View Existing Certifications	153
View Existing Certifications Practice Summary	153
Retry Payment Results	160
Retry Payment	161
Retry Payment Confirmation	162
Search Agreements for Revision	169
Revise Agreement Search Results	170
Revise Contract	171
Agreement Signup - Applicant Information	172
Agreements Signup - Add Contributors	173
Agreement Signup - Add Practice Components	176
Application Signup - Component Rate Practice Approval Confirmation	178
Edit Contract Selection	191
Agreement Maintenance - Cancel Revision	192
Agreement Maintenance - Cancellation	193, 195
Agreement Maintenance - Cancel Reinstate	194

Menu and Screen Index (Continued)

Title	Reference
Terminate Contract	201
Agreement Maintenance - Terminate Agreement	202, 203, 204
Agreement Maintenance: Agreement Approval	205, 206
Agreement Maintenance: Terminate Final	207
Agreement Maintenance - COC/CED Approval Complete	208
Agreement Maintenance - Reinstate Agreement	209
Agreement Maintenance - Reinstate Agreement Complete	210
Submit To COC/CED	216
Agreement Maintenance - Submit to COC/CED	217
Agreement Maintenance - Submit to COC/CED Complete	218
COC/CED Approval	225
Agreement Maintenance - Check ID	226
Agreement Maintenance: Agreement Approval	227, 228
Agreement Maintenance - Agreement Approval Eligibility Information	229
Agreement Maintenance - COC/CED Approval Complete	230
Agreement Maintenance - Cancel Termination	231
Agreement Maintenance - Cancellation	232
Search Agreements	236
Agreement Search Results	237, 238
Report Search Criteria	244

•