

**UNITED STATES DEPARTMENT OF AGRICULTURE**

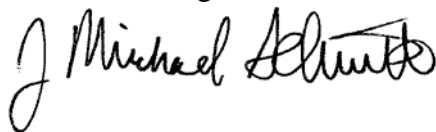
Farm Service Agency  
Washington, DC 20250

**Notice CRP-785**

**For:** State and County Offices

**Handling Outstanding Emergency Forestry Conservation Reserve Program (EFCRP)  
Cost-Share Payments**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

EFCRP cost-share payment processing using System 36 CRES for new AD-245 approvals/ creations was disabled on June 7, 2013. EFCRP cost-share cannot be processed from web-based Cost-Share System (CSS) because of funding policy.

**B Purpose**

This notice:

- notifies State and County Offices that EFCRP AD-245's currently loaded in System 36 CRES can no longer be moved to CSS
- advises State and County Offices that EFCRP cost-share payments never entered or approved in CRES on AD-245 must be issued through the online payment (OLP) after review by the National Office.

**Note:** AD-245's already entered and approved in CRES can be paid through CRES.

**2 Authorized Review Process**

**A Introduction**

The automated payment process is designed to:

- compute payments or provide a process to record a payment amount
- check producer eligibility based on the rules applicable to the payment being processed
- send outstanding payments to NPS and overpayment amounts to NRRS.

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## 2 Authorized Review Process (Continued)

### A Introduction (Continued)

After an automated payment system is disabled, any outstanding payments must be issued following an authorized review process. The purpose of the review process is to verify the requested payment has been earned and to determine the amount of the outstanding payment.

The remainder of this notice provides guidance for the authorized payment process for EFCRP cost-share payments not entered or approved in CRES on AD-245.

### B Authorized Review Process for EFCRP Cost-Share Not Entered or Approved in CRES

EFCRP cost-share payments will be authorized by the National Office following review by the State Office recommending approval for AD-245's:

- not entered in CRES
- entered but not approved in CRES.

**Note:** AD-245's already **approved** in CRES will be paid through CRES.

For each case where a payment is requested to be issued through OLP, all documentation shall be submitted to the National Office for review.

### C Documentation Required for Review

The following documentation shall be reviewed by the State Office **before** submitting cases to the National Office requesting authorization:

- CRP-1L and CRP-2F associated with the requested authorized payment
- manually created AD-245/AD-862 with all required information and signatures
- if applicable, provide producer names and shares of additional producers sharing in the cost-share payment
- receipts submitted to COC as evidence to determine proper payment to eligible participants
- amount of the payment being requested
- Conservation Plan that was prepared by the Technical Service Provider
- screen shot of the Update AGI Web Page in the Conservation Payment software for the contract and all producers sharing in the cost-share payment

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### 2 Authorized Review Process (Continued)

#### C Documentation Required for Review (Continued)

- explanation provided by the County Office as to why the payment was not issued through the automated system

**Note:** Reasons may include that the software was disabled before the payment was earned.

- CCC-501A, CCC-502, CCC-901, or CCC-902 applicable for the year the requested payment was earned for all producers sharing in the cost-share payment
- Subsidiary Print to ensure that payment eligibility requirements have been met for all producers sharing in the cost-share payment and members, if applicable
- additional documentation, such as NAD appeal or succession information.

**Note:** If the State Office determines a payment is outstanding, all documentation shall be submitted with the request for authorization.

### 3 Reporting Process and Tools

#### A Authorized SharePoint Site

PECD has created a SharePoint site used to submit case file documentation for requests for authorized payments. A section has been added to the SharePoint site that will be used to submit case file information for EFCRP cost-share payments. The URL for the SharePoint site is [https://sharepoint.fsa.usda.net/mgr/dafp/PECD/payment\\_auth/default.aspx](https://sharepoint.fsa.usda.net/mgr/dafp/PECD/payment_auth/default.aspx).

#### B Submitting Authorization Requests

New payment authorization requests should be submitted by using the following steps.

Step	Action	
1	After navigating to the SharePoint site, select "PECD Authorization Requests" located on the left navigation menu, scroll down to the bottom of the page, and CLICK "Add new item".	
2	Enter the following information on the PECD Authorization Requests - New Item page.	
	Field	Description
	Program Year	Select the applicable year from the drop-down list.
	Program	Select "EFCRP-C/S" from the drop-down list.
	State	Select the applicable State from the drop-down list.
	County	Enter the county name.
	Producer Name	Enter the producer's name.
	Application No.	Enter the EFCRP contract number that is associated with the payment authorization request.

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### 3 Reporting Process and Tools (Continued)

#### B Submitting Authorization Requests (Continued)

Step	Action	
2 (Cntd)	Field	Description
	Status	The default value is “New” and State Offices may only change this value to “Retracted by State Office”, when applicable.  <b>Note:</b> All other status changes are made by PECD only.
	Comments	This field is optional and should be used to provide additional information, if applicable.
	Assigned To	This field is updated by PECD only.
	Submitted Date	Select the date the payment authorization request was submitted.
3	Select the “Attach File” tab to upload documentation (as provided in subparagraph 2 C) to support the payment authorization request.	
4	CLICK “Save” to save the payment authorization request.	

### 4 Action

#### A State Office Action

State Offices shall:

- review the case file before submitting to the National Office to ensure that the:
  - amount being requested has been earned by the producer
  - case file contains all required documentation as provided for in subparagraph 2 C
- upload payment authorization documentation through the SharePoint site according to paragraph 3
- contact CEPD for guidance about CRP policy
- contact PECD for guidance about subsidiary software questions.

#### B County Office Action

County Offices shall:

- submit documentation according to subparagraph 2 C, as applicable, to the State Office for the payment authorization request
- issue authorized payments through OLP following instructions provided in the authorization memo that will be issued to the State Office from the National Office.

**Note:** Authorization will be sent from the State Office.