UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State and County Offices

ECP Transition From CRES to the Web

Approved by: Acting Deputy Administrator, Farm Programs

[signature]

1 Overview

A Background

CRES software is currently used to:

- control funds through ledgers

- maintain the County Office table that contains practice-specific data, such as components and rates applicable to the county

- process ECP applications, needs determinations, agreements, performance reporting, and payments using AD-245 and AD-862.

On December 6, 2010, ECP will be moving to a new web-based platform for all new ECP disaster designations. In addition to the new web Cost Share Software (CSS), there will be:

- a new web-based conservation ledger application to allocate and control funds

- an application (Program Provisioning) to manage programs, accounting codes, practices, technical practices, and components.

  Note: Instructions for obtaining training for ECP forms and new web-based software were provided in Notice CONSV-103.

B Purpose

This notice provides policy and automation information on the following provisions:

- requesting ECP implementation and funding
- accepting ECP applications

Disposal Date	Distribution
April 1, 2011	State Offices; State Offices relay to County Offices

1   Overview (Continued)

B   Purpose (Continued)

- needs determinations and performance certifications
- using 1-ECP
- Program Provisioning
- ledgers
- processing ECP applications, agreements, performance and certifications and payments.

2   Policy

A   Requesting ECP Implementation and Funding

According to 1-ECP, County Offices will continue to submit the ECP request for implementation and funding to the State Office, and if warranted, the State Office will forward the request to ECP-PM for approval. ECP-PM will assign a disaster ID to any new ECP disaster designation approved for implementation. Any disaster approved for ECP implementation before December 6, 2010, will:

- **not** receive a disaster ID
- continue to be processed through CRES.

B   Accepting ECP Applications

County Offices may begin accepting ECP applications on December 6, 2010, using FSA-848, and AD-245 will become obsolete for new ECP disasters.

Note: CRES will still be used for applications with disasters approved for implementation before December 6, 2010. Additional information on FSA-848 is available in the following:

- Part 8 of the FY11 ECP and EFRP Training
- 1-ECP.

C   Needs Determinations and Performance Certification

Using FSA-848B, County Offices may begin processing needs determinations and performance certifications on December 6, 2010. At that time, AD-862 will become obsolete for ECP performance certifications, except for performance certification under ECP disaster designations approved for implementation before December 6, 2010. Additional information on FSA-848B is available in the following:

- Part 8 of the FY11 ECP and EFRP Training
- 1-ECP.

2   Policy (Continued)

D   1-ECP

All ECP requests, applications, agreements, performance certifications, and payments shall be submitted and processed according to 1-ECP.

3   Automation

A   Program Provisioning

The new web-based Program Provisioning software will be used by CEPD to establish and maintain programs, program accounting codes, practices, technical practices, and components. State and County Offices will use Program Provisioning to establish and maintain components and rates. Information in the Program Provisioning software must be correct to interact with CSS correctly. Additional information on the Program Provisioning software is available in the following:

- Part 9 of the FY11 ECP and EFRP Training

- Program Provisioning Software User Guide on the CEPD State and County Office Information Intranet site.

B   Ledgers

On December 6, 2010, the new web-based Conservation Funds Ledger System (CFLS) software will be:

- released to Field Offices
- used by State Offices to record ECP C/S allocations.

County Offices will use CFLS to view county allocations. Additional information on CFLS is available in the following:

- Part 9 of FY11 ECP and EFRP Training
- CFLS User Guide on the CEPD State and County Office Information Intranet site.

C   Processing ECP Applications, Agreements, Performance Certifications, and Payments

Any existing AD-245's and AD-862's will be completed, corrected, or canceled in CRES. For ECP disaster designations approved for implementation on or after December 6, 2010, all new ECP applications, agreements, and performance certifications and payments shall be processed through CSS using:

- FSA-848 (Applications)
- FSA-848A (Agreements)
- FSA-848B (Certifications and Payments).

3   Automation (Continued)

C   Processing ECP Applications, Agreements, Performance Certifications, and Payments (Continued)

Additional information on CSS is available in the following:

- Part 9 of the FY11 ECP and EFRP Training
- 1-ECP
- CSS User Guide, which is available on the CEPD State and County Office Intranet site.

Additional information on forms is available in Part 8 of the FY11 ECP and EFRP Training.

4   Action

A   County Office Action

County Offices must:

- follow the provisions of this notice
- implement ECP according to 1-ECP.

B   State Office Action

State Offices must ensure that County Offices follow the provisions of this notice and 1-ECP.

5   Contact

A   State Offices

If there are policy questions about this notice, State Offices may contact Katina Hanson, ECP-PM, by either of the following:

- e-mail to **katina.hanson@wdc.usda.gov**
- telephone at 202-720-0062.

If there are automation questions about this notice, State Offices may contact Shanita Landon by either of the following:

- e-mail to **shanita.landon@wdc.usda.gov**
- telephone at 202-690-1612.

B   County Offices

If there are questions about this notice, County Offices may contact the State Office.