

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

<b>Tree Assistance Program 1-TAP (Revision 4)</b>	<b>Amendment 4</b>
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**Approved by:** Deputy Administrator, Farm Program



**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 287 B has been amended to update the example Stand Summary Screen shot to display the “Part E Approval Date” field that is used for sequestration.

Subparagraph 287 C has been amended to add instructions for completing Stand Summary Screen, “Part E Approval Date” that is used for sequestration.

Subparagraph 311 A has been added to clarify instructions for accessing the Edit Stand For COC Action/Determination Screen.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
	10-25 through 10-28 10-71, 10-72 10-72.5, 10-72.6 (add)	



**287 Stand Summary****A Overview**

The Stand Summary Screen provides a summary of data that has been entered for an application. The Stand Summary Screen is used to:

- add:
  - stands
  - COC determinations
  - payment eligibility
  - practices to existing:
    - stands
    - COC determinations
    - payment eligibility
  - applicant signature dates
  - COC signature dates
- edit:
  - stand information
  - COC determinations
  - payment eligibility
  - practice information
- delete:
  - existing stands
  - practices.

287 Stand Summary (Continued)

B Stand Summary Screen

Following is an example of the Stand Summary Screen.

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**Stand Summary**

State: **Mississippi** County: **Coahoma** Year: **2013**  
 Applicant's Name: **ANY 3 PRODUCER**

[Add a new Stand](#) Sort By: Stand By Ascending

[Expand All](#) [Collapse All](#)

**Stand#: 123** Hurricane 06/01/2013-06/03/2013 [Edit](#) [Delete](#) [Collapse](#)

Crop: Apples

**Stand Information (PART B) [Edit](#)**

Applicant's Share: 100.00	Total Acres in Stand: 6.0	Total Acres Damaged: 3.0
Total Trees in Stand: 500.0	Total Trees Lost: 250.0	
Total Trees Damaged: 0.0	Total Replanted Trees: 250.0	

Practice Code	Practice Code Description	Trees/ Acres Requested	
01	Fruit and nut tree replacement	250	<a href="#">Edit</a> <a href="#">Delete</a>
10	Planting cost	250	<a href="#">Edit</a> <a href="#">Delete</a>
14	Site preparation	3.0	<a href="#">Edit</a> <a href="#">Delete</a>

[Add New Practice for Request](#)

**COC Determined (PART D & PART E) [Edit](#)**

Total Determined Acres in Stand: 6.0	Total Determined Damaged Acres in Stand: 3.0	Total Determined Acres for payment: 2.5
Total Determined Trees in Stand: 500	Total Determined Trees Lost: 250	Total Determined Trees Lost for Payment: 205
Total Determined Trees Damaged: 0	Total Determined Trees Damaged for payment: 0	Determined Replanted Trees Count: 250

Practice Code	Practice Code Description	Trees/ Acres Determined	
01	Fruit and nut tree replacement	205	<a href="#">Edit</a> <a href="#">Delete</a>
10	Planting cost	205	<a href="#">Edit</a> <a href="#">Delete</a>
14	Site preparation	2.5	<a href="#">Edit</a> <a href="#">Delete</a>

[Add New Practice for Determination](#)

**COC Signature Date:** 09/30/2014  Approve  Disapprove

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**Payment Eligibility (PART F & PART G) [Edit](#)**

Practice Code	Practice Code Description	Trees/ Acres Completed	
01	Fruit and nut tree replacement	205	<a href="#">Edit</a>
10	Planting cost	205	<a href="#">Edit</a>
14	Site preparation	2.5	<a href="#">Edit</a>

Producer Payment Eligibility Signature Date: 09/30/2014

Type Of Signature : Paper

COC Payment Eligibility Signature Date: 09/30/2014

Approve  Disapprove

**Applicant's Signature Date:** 09/30/2014 Type Of Signature : Paper

**Part E Approval Date:** 09/30/2014

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## 287 Stand Summary (Continued)

## C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Stand Summary Screen.

Field/Button	Description	Action
<b>Basic Functionality</b>		
State	Displays State selected on the State, County and Program Year Selection Screen.	
County	Displays county selected on the State, County and Program Year Selection Screen.	
Year	Displays calendar year selected on the State, County and Program Year Selection Screen.	
Applicant's Name	Displays name of the producer for which the application is being updated.	
Add a New Stand	Manual selection.	Add New Stand (PART B) Screen will be displayed (see paragraph 286 for additional information).
Sort By	Manual selection. The options are: <ul style="list-style-type: none"> <li>• "Stand by Ascending"</li> <li>• "Stand by Descending"</li> <li>• "Disaster Date by Ascending"</li> <li>• "Disaster Date by Descending"</li> <li>• "Disaster Event by Ascending"</li> <li>• "Disaster Event by Descending".</li> </ul>	Select the desired sort order. The stands will be resorted according to the sort order selected.  The sort order is defaulted to "Stand by Ascending".
Expand All	Manual selection to expand all stands.	Displays an expanded view of all stands on the application.
Collapse All	Manual selection to collapse all stands.	Displays a collapsed view of all stands on the application.
Edit Stand	Manual selection to edit the stand.	Edit Stand (PART B) Screen will be displayed (see paragraph 296 for additional information).
Delete Stand	Manual selection to delete the stand.	Delete Stand Screen will be displayed (see paragraph 297 for additional information).
Expand Stand	Manual selection to expand the stand.  <b>Note:</b> The "Expand" link is only displayed when the stand is collapsed.	Displays an expanded view of the selected stand.

287 Stand Summary (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Collapse Stand	Provides the ability to collapse the stand. <b>Note:</b> The “Collapse” link is only displayed when the stand is expanded.	Displays a collapsed view of the selected stand.
Applicant’s Signature Date	Manual selection. <b>Note:</b> This signature date only applies to Part B – Stand Information.	Select the month, day, and year from the drop-down lists.
*--Part E Approval Date	Manual entry of date for COC Approval from CCC-899, Part E.	Enter COC approval date from CCC-899, Part E. If there are multiple Part E approval dates, enter the earliest date.  <b>Note:</b> This field is used by the system to calculate the correct sequestration factor.--*
Type of Signature	Manual selection from a list of applicable signature types.	Select the signature type from the drop-down list.
Cancel	Cancels modification of the selected application. TAP Application Summary Screen will be displayed (see paragraph 274 for additional information).	
Submit	Submits changes. Stand Summary Screen will be redisplayed with the message, “Stand Summary Information has been successfully saved.”	
<b>Stand Information Functionality</b> (Only available when the stand is expanded.)		
Edit Stand Information	Manual selection to edit stand information for the selected stand.	Edit Stand (PART B) Screen will be displayed (see paragraph 296 for additional information).
Edit Practice	Manual selection to edit the selected practice.	Edit Practice Information (PART B) Screen will be displayed (see paragraph 298 for additional information).
Delete Practice	Manual selection to delete the selected practice.	Delete Practice Information Screen will be displayed (see paragraph 299 for additional information).
Add New Practice for Request	Manual selection to add a new practice to the stand information.	Add Practice Information (PART B) Screen will be displayed (see paragraph 300 for additional information).

Subsection 3 Editing, Deleting, and Adding COC Action/Determination

311 Editing Stands for COC Action/Determination

A Overview

\*--To access the Edit Stand for COC Action/Determination Screen, from the Stand Summary Screen, CLICK “Expand”.

Welcome Dolores Bochenek Role:County User	<b>Stand Summary</b>		
	State: Mississippi	County: Coahoma	Year: 2013
Sign Up TAP Home Page State County Selection Nationwide Customer Service COC Determination Bulk Approval COC Determination	Applicant's Name: ANY 3 PRODUCER		
	<a href="#">Add a new Stand</a>	Sort By: Stand By Ascending	
	<a href="#">Expand All</a>	<a href="#">Collapse All</a>	
	<b>Stand#: 123</b>	Hurricane	06/01/2013-06/03/2013
	Crop: Apples		<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Expand</a>



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311 Editing Stands for COC Action/Determination (Continued)

A Overview (Continued)

\*--The Stand Summary Screen will be redisplayed with the stand summary expanded on the screen. Scroll down and next to "COC Determined (PART D & PART E)", CLICK "Edit".

### Stand Summary

State: **Mississippi** County: **Coahoma** Year: **2013**  
 Applicant's Name: **ANY 3 PRODUCER**

[Add a new Stand](#) Sort By: Stand By Ascending

[Expand All](#) [Collapse All](#)

**Stand#: 123** Hurricane 06/01/2013-06/03/2013 [Edit](#) [Delete](#) [Collapse](#)

Crop: Apples

**Stand Information (PART B)** [Edit](#)

Applicant's Share: 100.00 Total Acres in Stand: 6.0 Total Acres Damaged: 3.0  
 Total Trees in Stand: 500.0 Total Trees Lost: 250.0  
 Total Trees Damaged: 0.0 Total Replanted Trees: 250.0

Practice Code	Practice Code Description	Trees/Acres Requested	
01	Fruit and nut tree replacement	250	<a href="#">Edit</a> <a href="#">Delete</a>
10	Planting cost	250	<a href="#">Edit</a> <a href="#">Delete</a>
14	Site preparation	3.0	<a href="#">Edit</a> <a href="#">Delete</a>

[Add New Practice for Request](#)

**COC Determined (PART D & PART E)** [Edit](#)

Total Determined Acres in Stand: 6.0	Total Determined Damaged Acres in Stand: 3.0	Total Determined Acres for payment: 2.5
Total Determined Trees in Stand: 500	Total Determined Trees Lost: 250	Total Determined Trees Lost for Payment: 205
Total Determined Trees Damaged: 0	Total Determined Trees Damaged for payment: 0	Determined Replanted Trees Count: 250

The Edit Stand for COC Action/Determination Screen will be displayed that provides the--\* ability to edit COC determination for an existing application.

311 Editing Stands for COC Action/Determination (Continued)

B Edit Stand for COC Action/Determination Screen

Following is an example of the Edit Stand for COC Action/Determination Screen.

Edit Stand For COC Action/Determination

State: **Mississippi** County: **Coahoma** Year: **2013**  
 Applicant's Name: **ANY 3 PRODUCER**  
 Stand Status: **Completed**

**COC Action/Determination for Stand# 123**

Disaster Event: **Hurricane** Disaster Date: **06/01/2013-06/03/2013**  
 Crop: **Apples**

Total Determined Trees in Stand:

Total Determined Trees Lost:

Total Determined Trees Lost for Payment : 205

Total Determined Trees Damaged:

Total Determined Trees Damaged for Payment: 0

Total Determined Acres in Stand:

Total Determined Damaged Acres in Stand:

Total Determined Acres for payment: 2.5

Total Replanted Trees:

Practice Code	Practice Code Description	Trees/Acres Determined
14	Site preparation	2.5 <a href="#">Edit</a> <a href="#">Delete</a>
10	Planting cost	205 <a href="#">Edit</a> <a href="#">Delete</a>
01	Fruit and nut tree replacement	205 <a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Add new Practice</a>		

COC Approval Date:   **Approve**  **Disapprove**

311 Editing Stands for COC Action/Determination (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Edit Stand for COC Action/Determination Screen.

Field/Button	Description	Action
State	Displays State selected on the State, County and Program Year Selection Screen.	
County	Displays county selected on the State, County and Program Year Selection Screen.	
Year	Displays calendar year selected on the State, County and Program Year Selection Screen.	
Applicant's Name	Displays name of the producer for which the application is being updated.	
Stand Status	Displays completion status of the stand. Following are the eligible status that may be displayed: <ul style="list-style-type: none"> <li>• "Initiated"</li> <li>• "COC Determined"</li> <li>• "Applicant Signed for Payment"</li> <li>• "Completed".</li> </ul>	
Stand Number	Displays stand number selected from the Stand Summary Screen.	
Disaster Event	Displays disaster event selected for the stand.	
Disaster Start Date	Displays disaster dates entered for the stand.	
Crop	Displays crop from the selected stand.	
Total Determined Trees in Stand	Manual entry.	Enter number of trees in the stand as determined by COC.
Total Determined Trees Lost	Manual entry.	Enter number of damaged trees in the stand as determined by COC.